



Application No. _____

Tax Roll Number _____

Date Received _____

Signature of Development Officer _____

VILLAGE OF KITSCOTY – LAND USE BYLAW
APPLICATION FOR DEVELOPMENT

I hereby make application under the provisions of the Land Use By-law for a development permit in accordance with the plans and supporting information submitted herewith and which forms part of this application.

APPLICANT INFORMATION:

Applicant Name: _____ Telephone: _____

Mailing Address: _____

Email Address: _____

Registered Owner of Land: _____

Interest of Applicant: _____

If you are not the registered owner of the land a letter of authorization from the land owner is required

PROPERTY INFORMATION:

Civic Address of Property to be Developed: _____

Lot (parcel): _____ Block: _____ Registered Plan No: _____

Land Use District: _____ Lot Type: ☐ Interior ☐ Corner

Lot Width: _____ Lot Length: _____ Lot Area: _____

Existing use of land or buildings on the property: _____

DEVELOPMENT INFORMATION:

Proposed Development: _____

☐ Deck ☐ Attached Garage ☐ Detached Garage ☐ Finished Basement ☐ Shed

Project Value (Estimate): _____

Proposed Floor Area: _____

Height of Main Building: _____ Height of Accessory Building(s): _____

Proposed Yards: Front: _____ Rear: _____ Left Side Yard: _____ Right Side Yard: _____

Off-Street Parking: Size of Spaces: _____ Number of Spaces: _____

Off-Street Loading: Size of Spaces: _____ Number of Spaces: _____

Estimated Commencement Date: _____ Estimated Completion Date: _____

FOR OFFICE USE ONLY

Date Received: _____

Fee: _____

Fee Paid: _____



Application No. _____

Tax Roll Number _____

Date Received _____

Signature of Development Officer _____

Application Form Completion Requirements

Application shall be accompanied by the following:

- ☐ 1. The applicable fee as indicated on the attached fee schedule, including performance bonds as applicable. Receipts for fees must be presented to applicant.
- ☐ 2. A scaled Site Plan showing the treatment of landscaped areas, if required, the legal description, the front, rear, and side yards, if any, any provision for off-street vehicle parking, and access and egress points to the parcel. Size and dimensions of existing buildings/structures on the parcel.
- ☐ 3. Scaled floor plans, including proposed building elevations showing all sides of building indicating building heights to calculate average building heights as prescribed in Land Use Bylaw #2017-06. This may include building blueprints if requested by Development Officer at time of application.
- ☐ 4. A copy of the Certificate of Title indicating ownership and encumbrances.
- ☐ 5. A copy of a Real Property Report by a Certified Alberta Land Surveyor showing property boundaries and the location on the property of all existing and proposed buildings.

Right of Entry

I/We are the registered property owners/or authorized agent(s) of the prescribed land and buildings, hereby consent any authorized person(s) of the Village of Kitscoty to enter the property to conduct any inspections pertaining to the proposed development permit. The inspection may include measurements of lot, outside dimensions of buildings, photographs, or any other information deemed necessary for submission to the Development Officer, the Subdivision and Development Appeal Board, Safety Codes Inspection and/or to complete a property assessment inspection, if required.

Owner Declaration

- I/We/am/are aware that the development permit application will be reviewed by the appointed Development Officer for the Village of Kitscoty and may be delayed or refused if the application and/or information is deemed incomplete. In such a case, the Development Officer may request further information to be supplied to complete the application according to legislated timelines.
- I understand this application for development may be refused if the proposed development does not conform to the current Land Use Bylaw #2017-06 of the Village of Kitscoty.
- If the application is refused by the Development Officer, the applicant may appeal the decision to the Subdivision and Development Appeal Board for the Village of Kitscoty under applicable legislation.
- Owner declaration may be signed by authorized agent(s) such as general contractor for the proposed building as prescribed in this application on behalf of property owner.



Application No. _____

Tax Roll Number _____

Date Received _____

Signature of Development Officer _____

- As part of the Development Permit application process, it is understood that information from both the applicant and the Village of Kitscoty may be exchanged electronically to ensure timely exchange of information regarding this application. The “Authorization for Electronic Information” as attached to this application must be completed to approve electronic communications.

Date: _____

Signature of Owner or Authorized Agent: _____

Applicable Fees

Development Application Fee:

- | | |
|---|-----------------|
| a. Minor Work as described in Land Use Bylaw #2017-06 that <u>does not require a development permit</u> | N/A |
| b. Accessory Buildings, Temporary Buildings
Building Demolition, Renovations, Additions
of a cost less than \$50,000 | \$100.00 |
| c. Manufactured Homes, Single Family Dwelling,
Guest Houses, Garages, Renovation, Additions
etc. of a cost more than \$50,000 | \$200.00 |
| d. Commercial/Industrial/Institutional
(any construction value) | \$200.00 |
| e. Operating a Minor Home Occupation | \$25.00 |
| f. Operating a Major Home Occupation | \$75.00 |
| g. Decks | \$25.00 |

Application for a Variance

Written request required for each variance or relaxation <u>shall be not</u> granted for lot coverage or onsite parking	\$100.00 each
---	----------------------

Application to Amend the Bylaw

\$500.00
non-refundable



Application No. _____

Tax Roll Number _____

Date Received _____

Signature of Development Officer _____

Performance Bonds

- | | |
|-------------------------------------|-----------------------------|
| a. Single Family Detached Dwellings | \$2000.00 |
| b. Additions and Garages | \$1000.00 |
| c. All other projects | 10% of project costs |

All projects are expected to be completed in a timely manner and 100% of the bond is returned if projects are completed within the *Estimated Date of Completion* as stated on the Development Application Form.

Development started without Development Permit or Stop Work Order Issued by Development Officer

- a. Permit Fees Plus 100% Surcharge

WHEN A DEVELOPMENT PERMIT IS ISSUED

This is authorization to proceed with the development specified provided that any conditions of approval are complied with; that the development is in accordance with the approved plans and applications, and that all Safety Codes Permits are obtained if construction is involved that requires a permit under the Safety Codes Act.

WHEN A DEVELOPMENT PERMIT FOR A DISCRETIONARY USE OR VARIANCE IS ISSUED

1. This Development Permit does not become effective until twenty-two (22) days after the date notification of the decision on the Development Permit, is publicized.
2. The Land Use Bylaw provides that any person claiming to be affected by a decision of the Development Authority on a Development Permit may appeal the decision to the Subdivision and Development Appeal Board by serving written notice of appeal to the Clerk of the Subdivision and Development Appeal Board, together with reasons and the appropriate fee as established by Council within twenty-one (21) days after the decision of the Development Authority on a Development Permit is publicized.
3. Should an appeal be made against this decision to the Subdivision and Development Appeal Board, this Development Permit shall be held in abeyance until confirmed by the Subdivision and Development Appeal Board or is revoked otherwise.

IF THE DEVELOPMENT AUTHORIZED BY AN APPROVED DEVELOPMENT PERMIT IS NOT COMMENCED WITHIN 12 MONTHS FROM THE DATE OF ISSUE OF THE PERMIT AND CARRIED OUT WITH REASONABLE DILIGENCE, THE PERMIT SHALL BE NULL AND VOID.

WHEN A DEVELOPMENT PERMIT IS REFUSED

The decision may be appealed decision to the Subdivision and Development Appeal Board in accordance with the provisions of the Land Use Bylaw #2017-06 of the Village of Kitscoty. Such an appeal shall be made in writing, shall include reasons for the appeal and the necessary fee as established by Council, and shall be delivered either personally or by mail so as to reach the Clerk of the Subdivision and Development Appeal Board not later than twenty-one (21) days following the date of the notice of the refusal.



Application No. _____

Tax Roll Number _____

Date Received _____

Signature of Development Officer _____

NOTE: All development and construction that occurs prior to development permit issuance may be subject to penalty fees. A Stop Order may also be issued. Any material falsehood or any omission of a material fact made by the applicant/owner with respect to this application may result in an issued permit becoming null and void.



Application No. _____

Tax Roll Number _____

Date Received _____

Signature of Development Officer _____

MUNICIPAL GOVERNMENT ACT, R.S.A. 2000, c. M-26
AUTHORIZATION FOR ELECTRONIC COMMUNICATION

Village of Kitscoty

5011 – 50 Street, Kitscoty

Phone: 780.846.2221

Business Hours

Email:

Fax: 780.843.2213

M-F: 8:30am to 4:30pm

info@VoKitscoty.ca

Owner(s) consent to receive electronic communication by an authorized person of the Village of Kitscoty for the purpose of conveying information relative to a development permit application.

Section 608 (1) of the Municipal Government Act, R.S.A. 2000, c. M-26, as amended states:

- 608 (1)** *Where this Act or a regulation or bylaw made under this Section requires a document to be sent to a person, the document may be sent by electronic means if*
- (a) the recipient has consented to receive documents from the sender by those electronic means and has provided an e-mail address, website or other electronic address to the sender for that purpose.*

In accordance with the above Section and the municipality's Land Use Bylaw requirements, it is necessary that this form be completed and returned with your application submission in order that an authorized person from the Village of Kitscoty may be able to communicate information to you electronically regarding your file.

I/We grant consent for an authorized person of the Village of Kitscoty to communicate information electronically regarding my/our file.

☐

YES

☐

NO

Legal Land Description /
Civic Address

Applicant or Registered
Owners Name as Per
Certificate of Title

Name of Signing Authority
(If owner is a numbered
company)

E-mail Address, Website
or other Electronic Address

Signature

Print

Date

This information is being collected under the authority of section 33(c) the Freedom of Information and Protection of Privacy (FOIP) Act. It will be used to administer a subdivision application and decision. The personal information provided will be protected in accordance with Part 2 of the Act.