



**APPROVAL OF USE/DEVELOPMENT PERMIT APPLICATION**

**INFORMATION AND CHECKLIST REQUIREMENTS**

An Approval of Use Application will only be accepted and processed when it is completed in its entirety. The following checklist **must be signed and completed** by the applicant and attached to the Application.

**Required Information Checklist**

Completed    N/A

- Application Form**
- Signatures of all Registered Land Owners**
- Site Plan– indicating road access point, parking area, and building footprint.**
- Floor Plan**
- Building Plans – 3 copies (i.e., Floor Plan, Elevations including all dimensions if work is being completed inside)**
- Appointment of Agent – If applicable – see pg. 5**
- Statutory Declaration Form – If applicable – see pg. 6**
- Application Fee – Payable by cheque, debit, or cash to Red Deer County.**



Please be advised that additional information may be required by the Development Authority

Applicant Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**IMPORTANT INFORMATION**

- Incomplete applications will not be accepted and will be returned to the Applicant.
- An application is not complete until a development officer has deemed it so.
- The Development Authority has 40 days to render a decision upon receipt of this application.
- Color renderings are required for all sign, industrial, commercial and institutional developments.
- In consideration of any permit issued in respect to this application, the Applicant shall indemnify and hold harmless Red Deer County, its employees and agents from any and all claims, demands, actions and costs whatsoever that may arise, directly or indirectly from anything done or omitted to be done in the construction, maintenance, alteration or operation of the works authorized.
- Any development or changes to your property may affect your property assessment and taxes. If you have any questions or concerns, please call the Assessment Department at 403.350.2166.

## ADDITIONAL PERMIT REQUIREMENTS

Please be advised that your development project may require approvals and permits other than those issued by Red Deer County. Approval may be required from the following agencies, but are not limited to:

- Alberta Environment
- Alberta Infrastructure & Transportation
- National Resources Conservation Board (NRCB)
- Alberta Agriculture
- Alberta Energy and Utilities Board
- Alberta Health Services
- Petroleum Tank Management Association of Alberta
- Other agencies as required

It is the applicant's responsibility to obtain any necessary permits as Planning & Development Services may require copies. All projects should commence with consideration of the Home Owners FireSmart Guidelines and the Provincial Fire Code.

Property owners can obtain information regarding utilities, well, pipeline etc., that may be located on, over or below their property by contacting Alberta Energy Regulator Toll Free at 1.855.297.8311 or visit the website: [www.aer.ca](http://www.aer.ca).

## PUBLIC NOTICE

The following will be the manner in which notice will be given for the issuance of Development Permits:

- **PERMITTED USES:** Upon the issuance of a Development Permit, the details will be posted on the County's website.
- **DISCRETIONARY USES:** Upon an approved decision of an application, the details of the application will be advertised in the Red Deer Express.



**APPROVAL OF USE APPLICATION**

**SECTION A – CONTACT INFORMATION**

Name of Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Contact Name(s): \_\_\_\_\_

Phone #: \_\_\_\_\_ Alternate #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

Landowner(s) (if applicant is not the landowner): \_\_\_\_\_

**PLEASE NOTE:** when your permit is ready, you will receive an electronic copy and a hard copy will follow in the mail. Please contact the Planning and Development Desk if you require more information.

**SECTION B – SITE INFORMATION**

Legal: (circle one) NE NW SE SW ¼ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ W \_\_\_\_\_ M

Lot \_\_\_\_\_ Block \_\_\_\_\_ Registered Plan \_\_\_\_\_ Rural Address (911-blue sign): \_\_\_\_\_

Land Use District: \_\_\_\_\_ Parcel Size: \_\_\_\_\_ Ha/Acres

**SECTION C – DEVELOPMENT DETAILS**

Proposed Use: \_\_\_\_\_

Existing buildings and present use: \_\_\_\_\_

Size of Occupancy Area: \_\_\_\_\_

**SECTION D – FINAL AUTHORIZATION**

By submitting an application for development, I am allowing right of entry for inspection purposes. I hereby make application and acknowledge all plans and information submitted are, to the best of my knowledge, true and accurate.

APPLICANT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

OWNER NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

OWNER NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Please Note:** The personal information requested in these forms is protected under the Freedom of Information and Protection of Privacy Act (FOIP). Collection of the personal information on this form is authorized under the Municipal Government Act and is required for the purpose of the County’s Planning & Development processes. The information will be used by the County staff and representative contact information. If you have questions regarding FOIP, please phone 403.350.2150 and ask for the FOIP Coordinator.



**PLANNING & DEVELOPMENT SERVICES**

38106 Range Road 275  
Red Deer County, AB T4S 2L9  
Phone: 403.350.2150  
Fax: 403.346.9840

**OFFICE USE ONLY**

APPLICATION FEE: \$ \_\_\_\_\_ LINC NUMBER \_\_\_\_\_  
ROLL NUMBER: \_\_\_\_\_ LEGAL FILE: \_\_\_\_\_  
FILE NUMBER: \_\_\_\_\_ DIAMOND NUMBER: \_\_\_\_\_

**BUSINESS OPERATION DETAILS**

Describe the business operation: \_\_\_\_\_  
\_\_\_\_\_

Business Name: \_\_\_\_\_

Office location: \_\_\_\_\_

**ADVERTISING / MARKETING / SIGNAGE**

Will the business be advertised / marketed / have a sign?  YES  NO

Advertising / Marketing / Signage Details: \_\_\_\_\_  
\_\_\_\_\_

**TRAFFIC**

Will the development generate additional traffic to the business / home  YES  NO

Traffic details: \_\_\_\_\_  
\_\_\_\_\_

**STAFFING & VEHICLES**

How many people will your business employ? \_\_\_\_\_ Residential employees  
\_\_\_\_\_ Non-residential employees

How many vehicles will be directly associated with the business? \_\_\_\_\_

Vehicle Details: \_\_\_\_\_

**OUTDOOR STORAGE**

Will there be outdoor storage?  YES  NO

Will it be visible from the road?  YES  NO

Outdoor storage screening / securing details: \_\_\_\_\_  
\_\_\_\_\_



# APPOINTMENT OF AGENT

This form must accompany all applications where the applicant is not the registered landowner.

## PLEASE INCLUDE ALL NAMES ON THE CERTIFICATE OF TITLE

I/We \_\_\_\_\_, being the registered owner(s) of:

Lot \_\_\_\_\_ Block \_\_\_\_\_ Registered Plan \_\_\_\_\_

NE NW SE SW ¼ \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ West of \_\_\_\_\_ Meridian

do hereby authorize:

\_\_\_\_\_ of \_\_\_\_\_, to act as Agent on my behalf in the matter of rezoning, subdivision and/or development of the above referenced lands only for the purpose of the current application dated \_\_\_\_\_, after which this authorization shall expire.

## AGENT INFORMATION

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Alternate #: \_\_\_\_\_ Email: \_\_\_\_\_

## LANDOWNER INFORMATION

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Alternate #: \_\_\_\_\_ Email: \_\_\_\_\_

Landowner Signature \_\_\_\_\_ Date \_\_\_\_\_

## ADDITIONAL LANDOWNER SIGNATURES IF REQUIRED:

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



# STATUTORY DECLARATION

Of Signing Authority

I, \_\_\_\_\_ do solemnly and sincerely  
declare that I have the legal authority to sign documentation on behalf of  
(company name) \_\_\_\_\_ and that (company name)  
\_\_\_\_\_ is the legal land title holder of  
¼ \_\_\_\_\_ Section \_\_\_\_\_ Twp \_\_\_\_\_ Range \_\_\_\_\_ W of \_\_\_\_\_ M  
Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_

I make this solemn declaration this \_\_\_\_\_ day of \_\_\_\_\_ in the year 20\_\_\_\_ at  
\_\_\_\_\_, Alberta, Canada.

\_\_\_\_\_  
(printed)

\_\_\_\_\_  
(signed)

Sworn and Signed to be True in the  
presence of:

\_\_\_\_\_  
Commissioner of Oaths  
Province of Alberta, this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
Commission expires: \_\_\_\_\_