



NON-RESIDENTIAL DEVELOPMENT PERMIT APPLICATION

Date of Application: _____
Date Deemed Complete
for Processing: _____

Development Permit Application No.	
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☐ Notice of Completeness

IMPORTANT NOTICE: This application **does not** permit you to commence construction until such time as a notice of decision has been issued by the Development Authority. If a decision has not been received within 40 days of the date of application deemed complete for processing and no extension agreement has been entered into, you have the right to deem the application refused and file an appeal to the Subdivision and Development Appeal Board.

**THIS DOES NOT CONSTITUTE A BUILDING PERMIT.
A SEPARATE BUILDING PERMIT MUST BE OBTAINED BEFORE CONSTRUCTION BEGINS.**

APPLICANT & LAND INFORMATION

Applicant's Name: _____

Mailing Address: _____

Phone: _____ Cell Phone: _____ Email: _____

Registered Owner's Name: _____

Mailing Address: _____

Phone: _____ Cell Phone: _____ Email: _____

Applicant's interest in the proposed development if not the registered owner:

☐ Agent ☐ Contractor ☐ Tenant ☐ Other: _____

PROPERTY INFORMATION

Municipal Address: _____

Legal Description: Lots(s) _____ Block _____ Plan _____

Land Use District: _____ Existing use of land: _____

DEVELOPMENT INFORMATION

This application is to: (Check all that apply)

☐ Construct a **NEW** building (if greater than 500 ft² see abandoned well information section)

☐ Commercial Use ☐ Industrial Use ☐ Public/Institutional Use ☐ Other _____

☐ Move-in a **USED** building (describe development): _____

☐ Alter/renovate the existing building (if greater than 500 ft² see abandoned well information section)
☐ Addition ☐ Other _____

☐ Construct an accessory building or structure (if greater than 500 ft² see abandoned well information section)
☐ Garage ☐ Shed/Workshop ☐ Other _____

☐ Demolish existing building (attach a copy of a completed **Demolition Form**)

☐ Change in or intensification of use

Describe the proposed use, any changes from existing use, and any work to be done. _____

BUILDING REQUIREMENTS

	Principal Building	Accessory Building	Office Use
Parcel Size	<input type="checkbox"/> m ² <input type="checkbox"/> ft ²	<input type="checkbox"/> m ² <input type="checkbox"/> ft ²	
Building Size	<input type="checkbox"/> m ² <input type="checkbox"/> ft ²	<input type="checkbox"/> m ² <input type="checkbox"/> ft ²	
Height of Building	<input type="checkbox"/> m <input type="checkbox"/> ft.	<input type="checkbox"/> m <input type="checkbox"/> ft.	
Proposed Setbacks from Property Lines			
Front	<input type="checkbox"/> m <input type="checkbox"/> ft.	<input type="checkbox"/> m <input type="checkbox"/> ft.	
Rear	<input type="checkbox"/> m <input type="checkbox"/> ft.	<input type="checkbox"/> m <input type="checkbox"/> ft.	
Side	<input type="checkbox"/> m <input type="checkbox"/> ft.	<input type="checkbox"/> m <input type="checkbox"/> ft.	
Side	<input type="checkbox"/> m <input type="checkbox"/> ft.	<input type="checkbox"/> m <input type="checkbox"/> ft.	
Parcel Type:	<input type="checkbox"/> Interior Lot <input type="checkbox"/> Corner Lot		

DECLARATION OF APPLICANT/AGENT

The information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts in relation to the application for a Development Permit. I also consent to an authorized person designated by the municipality to enter upon the subject land and buildings for the purpose of an inspection during the processing of this application.

IMPORTANT: This information may also be shared with appropriate government/other agencies and may also be kept on file by those agencies. The application and related file contents will become available to the public and are subject to the provisions of the Freedom of Information and Protection of Privacy Act (FOIP).

APPLICANT

Registered Owner (if not the same as applicant)

VILLAGE OF DUCHESS

NON-RESIDENTIAL DEVELOPMENT PERMIT APPLICATION

DEVELOPMENT APPLICATION SUBMISSION REQUIREMENTS

The following items shall be attached to all Development Permit Applications for new buildings or exterior changes to existing buildings. This is not an exhaustive list and the Designated Officer may request additional information that is required to assess the application.

- ☐ **Copy of Site Plan.** Site plan shall provide the following information and be no larger than 11" X 17":
(May be provided on a survey plan or a sketch on the following page)
- ☐ Legal Description and Municipal Address of Subject Property
 - ☐ Scale, North Arrow and Land Use District
 - ☐ Adjacent roadways and lanes
 - ☐ Lot Dimensions, Lot Area, and Percentage of Lot Coverage for all structures
 - ☐ Any buildings with dimensions of foundation and projections
 - ☐ The proposed distance from the front, side, and rear property lines
 - ☐ Location of Lot Access, Existing Sidewalk(s) and Curbs
 - ☐ Location of Fire Hydrant, Street Light, Power/Telephone/Cable Pedestal(s) (if located within property frontage)
 - ☐ Location of any Registered Utility Rights-of-Way and easements
 - ☐ Landscaping plan
 - ☐ Lighting plan
 - ☐ Number and location of parking spaces, both on and off-street
- ☐ **Copy of Building Plans.** Plans shall be to scale and contain the following information:
- ☐ Scale and Dimensions of Exterior Walls and Interior Rooms
 - ☐ Floor Plan of the space proposed to be developed
 - ☐ Building Elevations including Front, Sides, and Rear elevations, Building Height (from Finished Grade), Roofing Material, and Roof Pitch
- ☐ **Map or additional information from the AER regarding location of abandoned wells.**
- Please go to the AER's Abandoned Well Viewer (viewer) on the AER website at www.aer.ca. The viewer will provide a map identifying all recorded abandoned well surface locations in the selected area and list any additional details that are available, including the licensee(s) of record and the latitude and longitude of each well's surface location.
- If you do not have Internet access or have questions about the information provided by the viewer, you may contact:
- the AER Customer Contact Centre by telephone at: **1-855-297-8311 (toll-free)**, or
 - by e-mail at: [Inquiries@aer.ca](mailto:Inquiries@ aer.ca), or
 - the AER Information Services by mail at: **Suite 1000, 250 - 5 Street SW, Calgary, Alberta T2P 0R4.**

Submit the following as part of your development permit application

- the AER information, including a map of the search area from the viewer and a statement that there are no wells in the project area or a list and map identifying the location of abandoned wells within the search area (including the surface coordinates, as provided by the viewer or AER Information Services); and
- if an abandoned well is present, a detailed site plan must be provided that accurately illustrates the actual well location (i.e. latitude, longitude) on the subject parcel as identified in the field and the setback established in the AER Directive 079 (a minimum 5 m radius around the well) in relation to existing or proposed building sites.

If there is an abandoned well located in the area of the proposed surface development, the applicant is advised to contact the well licensee of record for any additional information that may be needed or to physically locate the well, and to discuss the proposed development and abandoned well issue in more detail.

- ☐ **If applicant is not the registered owner**, a written statement (or this application) signed by the registered owner consenting to this application.
- ☐ **Application Fee Payable to the Village of Duchess.**