



DEVELOPMENT PERMIT APPLICATION

TOWN OF FOX CREEK, 102 KAYBOB DRIVE, BOX 149, FOX CREEK, ALBERTA, TOH 1PO

DEVELOPMENT INFORMATION

*Please read carefully the "Development Procedure" on the reverse of this application.

PROPOSED DEVELOPMENT(S):

- Maintenance / Replacement
- Interior Renovations
- Addition
- Demolition
- New Building Construction
- "As-Built"
- Mobile Home
- Single Family Dwelling
- Multi-Family (townhouse/Apartment/duplex)
- Subdivision Development
- Home Occupation Business License
- Commercial Business License
- Parking Development
- Infrastructure/Utilities
- Residential Deck
- Accessory Structure (shed / garage / pool)
- Fence
- Sign
- Landscaping (& Site Preparations)

DETAILS: _____

Construction Cost: _____ Completion Date: _____ Site Plan Attached _____ CSA# _____

Lot _____ Block _____ Plan _____ Civic address: _____

Zone _____ Existing Use: _____

	proposed	bylaw requirement	conforms to bylaw	yes / no
Front yard setback	_____	_____	_____	____/____
Rear yard setback	_____	_____	_____	____/____
Minor side yard setback	_____	_____	_____	____/____
Major side yard setback	_____	_____	_____	____/____
% Site Coverage	_____	_____	_____	____/____
Accessory Bldg/structure	_____	_____	_____	____/____
Off Street Parking Spaces	_____	_____	_____	____/____
Sign type	_____	_____	_____	____/____

Applicant: _____ Registered Land Owner: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

DECLARATION

I / We hereby make application for a Development Permit under the provision of the Town of Fox Creek's Land Use By-law 662-2007 in accordance with the plans and supporting information submitted herewith and which form part of this application. I/We understand that this application will not be accepted without the following:

1) APPLICATION FEE

2) SCALED SITE PLAN INCLUDING ALL RELEVANT DETAILS TO THE PROPOSED DEVELOPMENT.

I/We have read and understand the terms printed on the reverse side and hereby apply for permission to carry out the development described above and on the attached plans and specifications. I/We further certify that the registered owner of the land described on this application is aware of and in agreement with this application. I/We hereby declare that the above information is, to the best of my/our knowledge, factual and correct. As per section 37 of the Freedom of Information and Protection of Privacy Act, the applicant recognizes that information provided on this application shall only be used for Municipal purposes.

DATE _____ SIGNATURE OF APPLICANT _____

DATE: _____ SIGNATURE OF REGISTERED LAND OWNER _____

Note: Signature of Land Owner only required if different than applicant

ADMINISTRATION USE

Date Received _____ Notes: _____

Tax Roll _____

Application Number: _____ Permit Fee \$ _____ Paid _____

Advertising required: Yes No

APPROVAL DATE _____ DATE ADVERTISED _____ APPEAL DEADLINE _____ MPC DATE _____ S.D.A.B DATE _____

DATE OF APPROVAL / NOTICE OF DECISION _____

DEVELOPMENT AUTHORITY _____

DEVELOPMENT PROCEDURE

- 1 Subject to the provisions of the land use Bylaw of the Town of Fox Creek, the term "Development" includes the making of any change in the use of buildings or land.
- 2 Although the development officer is in a position to advise on the principle or details of any proposals, such advice must not be taken in connection with the formal application. It must be clearly understood that any action taken by the applicant before a development permit is received is at his own risk.
- 3 Plans and drawings submitted must be in sufficient detail to enable adequate consideration of the application and should be on a scale appropriate to the development.
- 4 Construction undertaken subsequent to approval of this development permit application may be regulated by the ALBERTA BUILDING CODE.
- 5 An application for a development permit shall be made in writing to the Development Officer on the application form provided by the Town and shall:
 - 5.1 be signed by the registered owner or their agent where a person other than the owner is authorized by the owner to make application;
 - 5.2 include a site plan at a scale satisfactory of the Development Officer, showing any or all of the following: the size and shape of the lot, the front, rear and side yards, any provisions for off-street loading and vehicle parking, access to the site, location of existing and proposed municipal and private local improvements, principal building and other structures including accessory building, garages, carports, fences, paved area;
 - 5.3 on a vacant parcel in a residential district, show the suggested location for a future driveway and garage, carport, if the application itself does not include such building as part of the proposal;
- 6 Each application for a development permit shall be accompanied by a non-refundable processing fee determined by Council.
- 7 The Development Officer may require a Surveyor's Certificate relating to a site or building which is the subject of a development permit application.
- 8 The Development Officer may refer any application for a permitted or discretionary use to any municipal, provincial or federal department or agency for comment.
- 9 Failure to complete the application form fully and supply the required information, plans and fee may cause delays in processing the application.
- 10 The Development Officer may refuse to accept an application for a development permit where the information required has not been supplied or where the quality of such information is inadequate to properly evaluate the application.
- 11 A development permit shall come into effect:
 - 11.1 if an appeal is made, on the date that the appeal is finally determined, or
 - 11.2 if it is issued by the Development Officer or Municipal Planning Commission, fourteen (14) days after the date of the issue of the Notice of Decision unless an appeal is made.
- 12 A development permit may be suspended or canceled by the Development Officer if:
 - 12.1 the application for the development permit contains a misrepresentation; or
 - 12.2 facts concerning the application or the development were not disclosed which should have been disclosed at the time the application was considered; or
 - 12.3 the development permit was issued in error.
- 13 An appeal may be made against any decision of the Development Officer by serving written notice of appeal to the Secretary of the Appeal Board, within 14 days after the notice of the decision is mailed or posted on the site.

DID YOU INCLUDE LOCATIONS AND DIMENSIONS ON THE SKETCH?

Fire Hydrants _____
Front Yard Setback (distance from the primary structure to the front property boundary, approx. 9' to the edge of sidewalk) _____
Rear Yard Setback (distance from the primary structure to the rear property boundary) _____
Major Side Yard Setbacks (for vehicle access – garage/ driveway) _____ Minor Side Yard Setback _____
Area (footprint) of the development(s) _____
Fences (should be a maximum height of 1 meter beyond the front of the main building, and can be 2 meters in the rear) _____
Signs _____ Paved Areas(driveways/tennis & basketball courts) _____

SAMPLE SITE PLAN



