

SECTION 1: APPLICANT INFORMATION

Applicant Name: _____

Mailing Address: _____

Phone No.: _____	Email: _____
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Is the applicant the Registered Owner of the property? Yes No *If "No" please complete Registered Owner's information below*

Registered Owner(s) Name(s): _____

Mailing Address: _____

Phone No.: _____	Email: _____
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Applicant's interest in the property (if not the owner): Contractor Tenant Other, specify: _____

Please Note: A Property Owner Authorization Form is required in the absence of the owner(s) signature on this application form.

SECTION 2: PROPERTY INFORMATION

Municipal Address: _____	Land Use District: _____
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Legal Description Lot(s): _____ Block: _____ Plan: _____
 or Part Section: _____ Twp.: _____ Range: _____ Meridian: _____

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

SECTION 3: PROPOSED DEVELOPMENT (CHECK ALL APPLICABLE BOXES)

This application is for:

Change of Use

Addition to Use

Other, specify: _____

What is/was the use of the building/space within the last 6 months? _____

What is the proposed use/addition of use to the building/space? _____

Will you require a sign for your building? Yes, describe _____ No

If "Yes" you may be required to complete a Sign Application subject to the Land Use Bylaw

SECTION 4: FURTHER INFORMATION ABOUT THE PROPOSED DEVELOPMENT

- How many parking spaces are available? _____
- Are loading spaces provided? Yes, how many _____ No
- Do you have a Business Licence? Yes No (complete a business licence application) N/A
- Do you require a variance? Yes, describe: _____ No

Description of Business/Work: _____

Estimated Start Date: _____	Estimated Completion Date: _____	Construction Value: \$ _____
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5513 48 Avenue, Cold Lake, AB • T9M 1A1 • Ph: 780-594-4494 • Fax: 780-594-3480

Information on this form is collected for the sole use of the City of Cold Lake and is protected under the authority of the *Freedom of Information and Protection of Privacy Act, Sec. 33 (c)*, which regulates the collection, use, and disclosure of personal information. If you have any questions or concerns, please contact the FOIP Coordinator by email (legislative@coldlake.com) or phone (780) 594-4494 ext. 7915.

SECTION 5: DECLARATION OF APPLICANT

I/we _____ hereby declare that I/we have reviewed and understand the conditions/terms of the City of Cold Lake Land Use Bylaw and that the development identified in this application will be conducted in accordance with the plans submitted, and upon approval, will adhere to the conditions and provisions of the City of Cold Lake Land Use Bylaw. I/ we hereby grant the Development Authority Right of Access to conduct all necessary inspections on the subject property, with respect to this application. All work will be conducted in accordance with the plans submitted. I/we further declare that I/we will notify the Development Authority of any proposed changes to the plans submitted with this application.

Applicant Signature: _____ Date: _____

Registered Owner Signature: _____ Date: _____

Important Notice: This application does not permit you to commence development until such time that a development permit has been issued by the Development Authority. Within 20 days of receipt of application, you will be notified whether or not your application is deemed to be complete. If a decision is not made within 40 days of receipt of a completed application, the application is deemed refused. You have the right to file an appeal to the Subdivision and Development Appeal Board (SDAB). Contact the SDAB Secretary at (780) 594-4494 for appeal information.

A Development Permit is valid for 365 days from date of issuance.

SECTION 6: DEVELOPMENT PERMIT CHECKLIST

- Application Fee**
- Completed Development Permit Application Form**
- Certified Copy of Title** (*within the last 6 months*)
- Property Owner Authorization Form** (*only required if you are not the registered owner*)
- Complete Business Licence Application**
- Health Inspection** (if applicable)
- A Site Plan** (if applicable)

The Development Authority may require additional information listed under the City of Cold Lake Land Use Bylaw.

SECTION 7: BUILDING PERMIT CHECKLIST (if applicable)

- Completed Building Permit Application Form**
- Floor Plans** (must show rooms, dimensions, location and size of windows and doors)

The Development Authority may require additional information listed under the City of Cold Lake Land Use Bylaw.

OFFICE USE ONLY

Received By:	Date Received:
Permit Fee: \$	Receipt No.:
Roll No.:	Offsite Levies: \$
<input type="checkbox"/> Approved <input type="checkbox"/> Refused	Permit No.:
If Approved, Type of Use: <input type="checkbox"/> Permitted Use <input type="checkbox"/> Discretionary Use DO <input type="checkbox"/> Discretionary Use MPC	

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