

SECTION 1: APPLICANT INFORMATION

Applicant Name:	
Mailing Address:	
Phone No.:	Email:
Is the applicant the Registered Owner of the property? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>If "No" please complete Registered Owner's information below</small>	
Registered Owner(s) Name(s):	
Mailing Address:	
Phone No.:	Email:
Applicant's interest in the property (if not the owner): <input type="checkbox"/> Contractor <input type="checkbox"/> Tenant <input type="checkbox"/> 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:
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: <input type="checkbox"/> Construct a new building: <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Institutional <input type="checkbox"/> Other, specify: _____	No. of Units	Area (m ² /ft ²)	Building Height (m/ft)	Front Setback (m/ft)	Rear Setback (m/ft)	Side Setback (m/ft)
<input type="checkbox"/> Alter/renovate an existing building: <input type="checkbox"/> Addition <input type="checkbox"/> Other, specify: _____		Area (m ² /ft ²)	Building Height (m/ft)	Front Setback (m/ft)	Rear Setback (m/ft)	Side Setback (m/ft)
<input type="checkbox"/> Sign (you may be required to complete a Sign Application subject to the Land Use Bylaw)						
<input type="checkbox"/> Land Clearing/Excavation: _____ Hectares						
<input type="checkbox"/> Other, specify: _____						

SECTION 4: FURTHER INFORMATION ABOUT THE PROPOSED DEVELOPMENT

• How many parking spaces are available?	_____
• Are loading spaces provided?	<input type="checkbox"/> Yes, how many _____ <input type="checkbox"/> No
• What is the percentage lot coverage?	_____ %
• Do you have a Business Licence?	<input type="checkbox"/> Yes <input type="checkbox"/> No <small>(complete a business licence application)</small> <input type="checkbox"/> N/A
• Do you require a variance?	<input type="checkbox"/> Yes, describe: _____ <input type="checkbox"/> No
• Are you located near a Watercourse or Steep Slope?	<input type="checkbox"/> Yes, distance to property: _____ <input type="checkbox"/> No
• Is your lot serviced?	<input type="checkbox"/> Yes <input type="checkbox"/> No <small>(apply under the City's Water, Sanitary and Storm Service Connection Policy)</small>
Description of Work: _____	
Estimated Start Date:	Estimated Completion Date: Construction Value: \$

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**
- Completed Development Completion Deposit Agreement Form + \$5,000 security deposit**
- Certified Copy of Title** (*within the last 6 months*)
- Property Owner Authorization Form** (*only required if you are not the registered owner*)
- A Site Plan** (*locations and distances to property lines, lot dimensions, lot area, building area, percentage of lot coverage, lot grading*)
- AER Abandoned Well Map**
- Landscaping Plan** (if applicable)
- Offsite Levies** (if applicable)

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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