

SECTION 1: APPLICANT INFORMATION

Applicant Name: _____

Mailing Address: _____

Phone No.: _____ Email: _____

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: _____

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: _____

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"/> Basement Suite <input type="checkbox"/> Garage Suite <input type="checkbox"/> Garden Suite	Area (m ² /ft ²)	Building Height (m/ft)	Front Setback (m/ft)	Rear Setback (m/ft)	Side Setback (m/ft)
---	--	---------------------------	-------------------------	------------------------	------------------------

SECTION 4: FURTHER INFORMATION ABOUT PROPOSED DEVELOPMENT

- How many bedrooms? _____
- How many parking stalls? _____
- Is there a separate entrance? Yes No
- Are separate heating and ventilation systems provided? Yes No
- Is a gas service or 220V wiring for a stove provided? Yes No
- Do you require a variance? Yes, describe: _____ No
- What is the percentage lot coverage of the principal building? _____%
- What is the percentage lot coverage of principal building & secondary suite? _____%

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. 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*)
- A Site Plan** (*locations and distances to property lines, lot dimensions, lot area, building area, percentage of lot coverage*)

SECTION 7: BUILDING PERMIT CHECKLIST

- Completed Building Permit Application Form**
- Floor Plan** (show separate egress/exit facility from primary residence, window sizes of bedrooms, kitchen range ventilation to the exterior, drywall separation between secondary suite and principal residence)
- Mechanical Plan** (indicating separate heat system and ductwork installations)

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	

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.