



MINOR DEVELOPMENT PERMIT

Residential-Single Detached & Duplex/Semi Detached

GENERAL INFORMATION					
Applicant Name:			Application Date:		
Address:					
City/Province:			Postal Code:		
Phone:		Cell/Alternate Contact #:		Fax:	
Applicant Interest: (If not the owner)		Contractor:		Agent:	
				Other:	
Owner Name: (a letter of authorization is required in the absence of the owner(s) signature on this application form)					
Owners Address (if not the applicant):					
City/Province:			Postal Code:		
Phone:		Cell/Alternate Contact #:		Fax:	
PROPERTY INFORMATION					
Municipal Address:			Land Use District:		
Legal Description:		Lot(s):		Block:	
		Plan:			
or Part Section:		Section:		Twp:	
		Range:		Meridian:	
Lot Information:		Width:		Length:	
		Lot Area:			
PROPOSED DEVELOPMENT: (Check all boxes applicable)			Construction Value: \$		
<input type="checkbox"/> Single Detached Dwelling/Duplex Building Height: _____ Area: _____m x _____m		<input type="checkbox"/> Manufactured Home/Ready to Move Building Height: _____ Area: _____m x _____m		<input type="checkbox"/> Garage Suite Building Height: _____ Area: _____m x _____m	
<input type="checkbox"/> Attached Garage Size: _____m x _____m		<input type="checkbox"/> Detached Garage Size: _____m x _____m		<input type="checkbox"/> Accessory Building Size: _____m x _____m	
<input type="checkbox"/> Carport Size: _____m x _____m		<input type="checkbox"/> Addition Size: _____m x _____m		<input type="checkbox"/> Relocation of Single Detached Dwelling From: _____	
<input type="checkbox"/> Retaining Wall Height: _____		<input type="checkbox"/> Deck (greater than 60 cm above grade) Height (grade to top of deck): _____		<input type="checkbox"/> Secondary Suite New _____ Existing _____	
<input type="checkbox"/> Land Clearing/Excavation _____ Hectares					
<input type="checkbox"/> Variance Describe:			<input type="checkbox"/> Other Describe:		
Setbacks from Foundation to Property Line:		Front:		Sides: _____/_____	
				Rear:	
Are You Located Near a Watercourse or Steep Slope? If Yes, Distance to Property Line: _____			Is the Lot Serviced ? _____ If NO, Have you entered into a Development Agreement: _____		
Lot Coverage of Principal Building:			Lot Coverage of Principal Bldg & Accessory Bldg/Uses:		
Estimated Start Date:		Estimated Completion Date:		Do You Have a City of Cold Lake Business Licence?	

PLEASE CONTINUE ON REVERSE SIDE

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

I/ we hereby declare 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.

Date Signed:	Print Name:	Signature of Applicant:
Date Signed:	Print Name:	Signature of Owner: (If not the applicant) or letter of authorization

Check list of submission requirements to be included with all "Minor" Development Permit Applications. **Fields that have an asterisk (*) must be provided. Check that all required information has been submitted with the application.**

- * **Application Fee** (Only Cheque/Debit/Cash) *Non Refundable*
- * **Certified Copy of Title**
- * **A Site Plan** at a scale satisfactory to the Development Officer showing the North Arrow, Scale of Plan, Legal Description of Property, Municipal Address, Land Use District.
- * **Locations and Distances** to property lines from building, structures, decks, utility poles, fences, retaining walls, trees, landscaping. **Front, side and rear yard setbacks to be indicated.**
- * **Lot Dimensions, Lot Area, Building Area, and Percentage of Lot Coverage** for all structures
- * **Lot Grade Plans** to provide positive drainage to an approved drainage course
- * **All Easements** shown and labeled
- * **ERCB Site Check**
- Offsite Levies (if applicable)
- Location of lot access, existing sidewalks and curbs and distance from property line
- Building Elevations including: front, sides and rear. Building Height to top of roof. Roofing Material and Pitch
- Building Plans including: scale and dimension of exterior and interior walls, listing construction materials, floor plans of all living spaces proposed to be developed (**3 Copies required**)

The Development Authority may require the following additional information if deemed necessary to assess application:

- Location of Municipal water, sanitary sewer, storm sewer lines and public utilities (gas, power, telephone and cable) to be utilized in servicing the property.
- Plan showing Storm Water Management system submitted and reviewed as condition of Development Permit and prior to Building Permit submission.
- Geotechnical report(s) - slope stability, soils, etc. prior to Building Permit submission.
- Environmental Assessment Reports - contaminated soils etc. prior to Building Permit submission.
- PTMAA Approval - Petroleum Tank Management Association of Alberta - Storage Tank Regulations.

Important Notice: This application does not permit you to commence development until such time a development permit has been issued by the Development Authority. If approval has not been received within 40 days of the date the application is deemed refused, you have the right to file an appeal to the Subdivision Appeal Board. Contact the SDAB Secretary at (780) 594-4494 for appeal information.

OFFICE USE ONLY

Date Received:		Received By:	
Development Permit Fee:	Offsite Levies:	Receipt #:	
Development Application #:		Roll #:	
Permitted Use:	Discretionary Use DO:	Discretionary Use MPC:	

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