



# TOWN OF BLACKFALDS DEVELOPMENT PERMIT APPLICATION

Development Permit  
# \_\_\_\_\_

Landowner \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ City \_\_\_\_\_ Prov \_\_\_\_\_ Postal Code \_\_\_\_\_

Contractor \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ City \_\_\_\_\_ Prov \_\_\_\_\_ Postal Code \_\_\_\_\_

## DEVELOPMENT INFORMATION

Single Family  Multi-Dwelling  Commercial  Industrial  Home Occupation  Other

Civic Address of Property \_\_\_\_\_

Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_ Land Use District \_\_\_\_\_

Existing Land Use \_\_\_\_\_ Proposed Land Use \_\_\_\_\_

Main Floor Area \_\_\_\_\_ Upper Floor Area \_\_\_\_\_ Storeys \_\_\_\_\_ Parcel Area \_\_\_\_\_

Area of Attached Garage \_\_\_\_\_ Parcel Coverage (%) \_\_\_\_\_ Height \_\_\_\_\_  
(Avg. from ground level to peak)

Number of off-street parking stalls \_\_\_\_\_ Value of Development \$ \_\_\_\_\_  
(Location and size must be shown on Site Plan)

Is a variance necessary in order to meet the requirements of the Town's Land Use Bylaw? Yes \_\_\_\_\_ No \_\_\_\_\_

Proposed Variance: Front Yard \_\_\_\_\_ Side Yard \_\_\_\_\_ Rear Yard \_\_\_\_\_

### **This form shall be accompanied by the following:**

- A scaled site plan in duplicate showing the legal address, civic address, lot dimensions, corner grade elevations, centre grade elevations at front and rear of the building, treatment of landscaped area, setbacks to all property boundaries, location and size of off-street parking spaces;
- Scaled floor plans, elevations and building section in duplicate;
- Copy of certificate of title if requested;
- Building Permit Application if required.

## HOME OCCUPATION INFORMATION

Name of business or company \_\_\_\_\_

Days and hours of operation \_\_\_\_\_

Where will the operation occur? Primary Dwelling \_\_\_\_\_ Accessory Building \_\_\_\_\_ Both \_\_\_\_\_

Number of resident employees \_\_\_\_\_ Number of non-resident employees \_\_\_\_\_

How often will people be coming to your home regarding your business? Never \_\_\_\_\_ # of daily visits \_\_\_\_\_

Will there be any storage required for the business? Yes \_\_\_\_\_ No \_\_\_\_\_ Indoor \_\_\_\_\_ Outdoor \_\_\_\_\_

Please describe storage \_\_\_\_\_

Please describe any vehicles used for the operation \_\_\_\_\_  
(vehicle type, length, weight)

How many off-street parking spaces are available for business related parking? \_\_\_\_\_  
(Every residence is required to have 2 off-street parking spaces. Please indicate ADDITIONAL parking spaces available)

Please describe the nature of your business \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **Note:**

- Additional information may be required.
- Written permission **MUST** be granted by the landowner if the applicant is not listed as the owner on title.



**TOWN OF BLACKFALDS  
DEVELOPMENT PERMIT APPLICATION**

**SIGNATURE**

*I hereby make application under the provisions of the Town of Blackfalds Land Use Bylaw and will abide by all conditions of approval.*

Landowner Name \_\_\_\_\_ Date \_\_\_\_\_

Landowner Signature \_\_\_\_\_

**FOR OFFICE USE ONLY**

Application Fee \$ \_\_\_\_\_ Receipt Number \_\_\_\_\_

Received Date \_\_\_\_\_ Issue Date \_\_\_\_\_

**IMPORTANT NOTICE**

1. A Development Permit issued under the provisions of the Land Use By-law 1081/09 shall not be valid until the lapse of the appeal period. For a permitted use, the appeal period is fourteen days from the notice of the decision to grant the permit.
2. Should the decision be appealed within the time period as set out in #1 above, the permit shall not become effective until the Town of Blackfalds Subdivision and Development Appeal Board has determined the appeal.
3. Development authorized by a permit must commence with twelve (12) months, and be completed with eighteen (18) months, from date of its issue, or the date of decision of the Subdivision and Development Appeal Board upon appeal.
4. Failure to complete this form fully and to supply the required information and plans may mean that this application for a Permit will not be considered and may cause delays in the processing of the application.

**APPEAL PROCEDURES**

Section 685 of the Municipal Government Act states the following:

1. If a development authority
  - (a) refuses or fails to issue a development permit to a person,
  - (b) issues a development permit subject to conditions, or
  - (c) issues an order under Section 645,
 the person applying for the permit or affected by the order under Section 645, may appeal to the Subdivision and Development appeal Board.
2. In addition to an applicant under subsection (1) any person affected by an order, decision or development permit made or issued by a development authority may appeal to the Subdivision and Development appeal Board.
3. Notwithstanding subsection (1) and (2), no appeal lies in respect of the issuance of a development permit for a permitted use, unless the provisions of the Land Use By-Law were relaxed, varied, or misinterpreted.

Town of Blackfalds Land Use By-law 1081/09 states the following:

1. An appeal of an order, and/or a decision or a failure to make a decision by the Development Authority may be made in writing to the Subdivision and Development Appeal Board in accordance with the provisions set forth in the Subdivision and Development Appeal Board By-law No. 1076/08 and amendments thereto.
2. If an appeal is filed pursuant to subsection (1), in order for the appeal to be completed it must be accompanied by an appeal fee.

The personal information provided as part of this application is collected under the authority of the Safety Codes Act. The information will be used for issuing permits, safety codes compliance verification and monitoring, and property assessment purposes. This application constitutes part of the permit. The name of the permit holder and the nature of the permit are available to the public upon request. Any questions related to the collection and use of this information should be referred to the Planning & Development Officer at (403) 885-4677.