



TOWN OF BLACKFALDS
APPLICATION FOR A DEVELOPMENT PERMIT

Development Permit #

Landowner Mailing Address

Phone Fax City Prov Postal Code

Landowner Email Address

Contractor Mailing Address

Phone Fax City Prov Postal Code

Contractor Email Address

DEVELOPMENT INFORMATION

Single Family Multi-Dwelling Commercial Industrial Demolition Other

Civic Address of Property

Lot Block Plan Land Use District

Existing Land Use Proposed Land Use

Main Floor Area Upper Floor Area Basement Floor Area

Storeys Height (avg. From ground level to peak) Area of Garage

Parcel Area Parcel Coverage (%) Value of Development \$

Number of off-street parking stalls (Location and size must be shown on Site/Plot 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 MUST BE ACCOMPANIED BY THE FOLLOWING:

- Two (2) scaled site/plot plans 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;
Three (3) scaled floor plans, elevations and building section;
Copy of Title Certificate, if requested, and;
Building Permit Application (with all applicable forms included - See Building Requirement Sheet)

HOME BUSINESS APPLICATION 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.

**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 \_\_\_\_\_

**IMPORTANT NOTICE**

1. A Development Permit issued under the provisions of the Land Use Bylaw 1081/09, and any amendments thereto, shall not be valid until the lapse of the appeal period. For a permitted use, the appeal period is fourteen (14) 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 within twelve (12) months, and be completed within 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) fails or refuses 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. Despite subsections (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 Bylaw were relaxed, varied, or misinterpreted.

Town of Blackfalds Land Use Bylaw 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 Bylaw 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.

**FOR OFFICE USE ONLY**

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

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

**IF DEMOLITION PERMIT** – Copies sent to:  Utilities  Tax Department

The personal information provided as part of this application is collected under the authority of the Safety Codes Act (SFA), the Municipal Government Act (MGA) and the Freedom of Information and Protection of Privacy Act (FOIP). Under the SFA, 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. Personal information is collected under the authority of the Municipal Government Act (MGA) and Section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act (FOIP), and will be protected under Part 2 of the FOIP Act. The personal information collected on this form will be used solely to administer Applications for Development in the Town of Blackfalds. Questions regarding the collection and use of personal information may be directed to the Town of Blackfalds FOIP Coordinator at 403-885-6248.