

IMPORTANT NOTICE:

Any approvals granted regarding this application does not excuse the applicant from complying with the requirements of any Federal, Provincial, or other Municipal Legislation, or the conditions of any easement, restrictive covenant or agreement affecting the buildings or lands.

Applicant Information		Landowner Information	
Applicant Name: _____ Mailing Address: _____ Phone: _____ Cell: _____ <input type="checkbox"/> I acknowledge that the primary mode of communication will be email if provided Email: _____		<i>(If different from Applicant)</i> Registered Owner Name(s): _____ Mailing Address: _____ Phone: _____ Cell: _____ Email: _____	
Parcel Information			
Legal: <input type="checkbox"/> NE <input type="checkbox"/> NW <input type="checkbox"/> SE <input type="checkbox"/> SW ¼ ½ Section _____ Township _____ Range _____ W4 LOT _____ BLOCK _____ PLAN _____ TITLE AREA: _____ hectares OR _____ acres		Municipal Address: _____	
BEST ESTIMATED COST OF PROJECT(S): \$ _____	Project Start Date: _____	Project End Date: _____	Check Your Choice of Safety Codes Provider: Your chosen Provider will be required to be used for the duration of the development and is applicable to all disciplines within Safety Codes. This helps in tracking any future safety codes issues for your development. <input type="checkbox"/> Superior Safety Codes Inc. <input type="checkbox"/> The Inspections Group Inc.
Development Details			
Proposed Development Details: _____ <input type="checkbox"/> NEW <input type="checkbox"/> * EXISTING <input type="checkbox"/> REDESIGNATION			
TYPE OF STRUCTURE (Please check all that apply): <input type="checkbox"/> Farm Building <input type="checkbox"/> Residential <input type="checkbox"/> Accessory Building <input type="checkbox"/> Other (Please Specify): _____			
BUILDING HEIGHT: 1) Main Building _____ ft / m 2) Accessory Building _____ ft / m	SQUARE FOOTAGE: 1) Main Building _____ ft² 2) Accessory Building _____ ft²		TYPE OF SEWAGE SYSTEM (existing or proposed): <input type="checkbox"/> Septic Field <input type="checkbox"/> Holding Tank <input type="checkbox"/> Open Discharge <input type="checkbox"/> Other (Please Describe): _____
IS THE PROPOSED DEVELOPMENT WITHIN 800 METERS OF: <input type="checkbox"/> A Provincial Highway <input type="checkbox"/> An oil or gas facility <input type="checkbox"/> A River or Waterbody <i>Where a Proposed Development is within 800m of the centerline of a Provincial Highway, a Roadside Development Permit is required to be obtained from Alberta Transportation prior to the permit being issued.</i>	INDICATE THE PROPOSED SETBACKS FROM THE PROPERTY LINES: 1) Front Yard: _____ ft / m 2) Rear Yard: _____ ft / m 3) Side Yard (1) _____ ft / m 4) Side Yard (2) _____ ft / m VARIANCE APPLICATION REQUIRED: <input type="checkbox"/> YES <input type="checkbox"/> NO		TYPE OF WATER SUPPLY (existing or proposed): <input type="checkbox"/> Well <input type="checkbox"/> Cistern <input type="checkbox"/> Common <input type="checkbox"/> Other (Please describe): _____ Within 1 mile of the proposed development: GAS Facilities/Pipelines: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Unknown Distance: _____ CONFINED FEEDING Operations: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Unknown Distance: _____
Acknowledgement			

I / We the Applicant and/or registered owner(s) certify that:

- a) The information given is complete and is, to the best of my/our knowledge, a true statement of the facts relating to the application for development approval and that no further progress will occur on the development until a decision on the permit has been rendered *.
- b) I authorize the staff of the County of Vermilion River and other agencies as designated in Section 542 of the *Municipal Government Act*, R.S.A. 2000, to enter my land for the purpose of conducting a site inspection in connection with my development permit application
- c) Where applicable, the individual(s) whose information has been listed under "Applicant" on this application is hereby authorized to make this application on my/our behalf. (In the case of a registered company, documentation of those with signing authority under company seal is required in addition to this form.

Applicant Signature

Registered Owner Signature

Registered Owner Signature

Print Name

Print Name

Print Name

The personal information requested on this form is being collected by the County of Vermilion River for purposes provided under Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and is protected by the FOIP Act. If you have any questions about FOIP, contact the County Administrator at (780) 846-2244 OR (780) 853-5492.

***All development and construction that occurs prior to permit issuance may be subject to penalty fees. A Stop Order may also be issued.**

IMPORTANT NOTICE:

A Development Permit Application will only be processed when it is completed in its entirety. In order for the application to be considered complete, it must include the required items indicated below AND any applicable additional supportive information requested as indicated below or during the process of reviewing your application. All required information must be attached to the application.

INCOMPLETE APPLICATIONS MAY BE RETURNED OR EXPERIENCE DELAYS

Note: The Development Authority has up to **40 days** after receipt of a **COMPLETE APPLICATION** to issue a final decision. Safety Codes permits will also be required for development of any structures regulated under the Safety Codes Act.

Required Items. (Applicant: Please check off (☒) each item to verify that the required information is attached)

Documents and Drawings submitted with an application shall be legible. ALL Drawings are preferred to be submitted to the County in **DIGITAL** format. If colors are used, please ensure that all map and graphic information is readable in both: Color and Black & White

- ☐ **Pre-Application Meeting:** Held with Planning & Development on Date: _____
- ☐ **Application Form:** Must be fully completed and signed by applicant and/or registered owner(s)
- ☐ **Application Fee:** As per County Fee Schedule payable in cash, debit or credit card, or by cheque or money order to County of Vermilion River
- ☐ **Certificate of Title:** Obtained from a Registries office within **30 days prior** to the application (Otherwise, Planning & Development will obtain one for an additional fee). Include a copy of any restrictive covenants, utilities right-of-way, easements, or County caveats registered on the title(s)
- ☐ **Abandoned Wells Statement:** Must be fully completed and signed and include information on abandoned oil and gas wells as required by the Subdivision and Development Regulation and ERCB Directive 079 <https://extmapviewer.aer.ca/AERAbandonedWells/Index/html>
- ☐ **Road Allowance Upgrade Statement:** Must be fully completed and signed
- ☐ **Rural Address:** To be obtained and signage paid for (if applicable)
- ☐ **Existing Septic:** To be filled out to the best of applicants' knowledge and signed
- ☐ **Electronic Communication:** To be fully completed and signed by applicant
- ☐ **Applicant Authorization Form:** To be filled out and signed by owner if applying for permit on their behalf
- ☐ **Aerial Map:** A legible aerial photo representing the land of the ¼ section of the proposed development
- ☐ **One (1) Copy of Site Plan:** Pursuant to Policy PD-007 (Schedule A), as applicable
- ☐ **One (1) Copy of Building Drawings:** Must include floor plans showing: size of building, number of floors, number of rooms, and elevations indicating building height
- ☐ **Occupancy Permit:** To be filled out and signed by applicant
- ☐ **Occupancy Permit Fee:** As per County Fee Schedule payable in cash, debit or credit card, or by cheque or money order to County of Vermilion River

Additional Supportive Information (If Required)

Documents and Drawings submitted with an application shall be legible. ALL Drawings are preferred to be submitted to the County in **DIGITAL** format. If colors are used, please ensure that all map and graphic information is readable in both: Color and Black & White

- ☐ **Approach Application:** Submit for new approach/access or upgrade to County Standards of existing approaches/access
- ☐ **Alberta Transportation Approval:** Copy of APPROVED permit
- ☐ **Alberta Environment and Parks Approval:** Copy of APPROVED permit
- ☐ **One (1) Copy of Landscape Plan:** Pursuant to Policy PD-007 (Schedule A)
- ☐ **One (1) Copy of Grading Plan or One (1) Copy of Grading Certificate:** Pursuant to Policy PD-007 (Schedule A)
- ☐ **Environmental Site Assessment (Phase I) (Include impacts on ground water):** Pursuant to Policy PD-007 (Schedule A)
- ☐ **Variance Request Form:** Must be fully completed and signed by applicant and registered owner(s)
- ☐ **Redesignation Form:** Must be fully completed and signed by applicant and registered owner(s)
- ☐ **Development Agreement:** Copy of receipt of development fees
- ☐ **Alberta Culture and Tourism:** Copy of APPROVED permit
- ☐ **Other:**

OFFICE USE ONLY

Application Fee: _____ ☐ Debit ☐ CHQ ☐ CASH ☐ CREDIT Receipt Number: _____ Date Received: _____

Land Use District: _____ Division: _____ Tax Roll #: _____ File #: _____

Site Plan Requirements

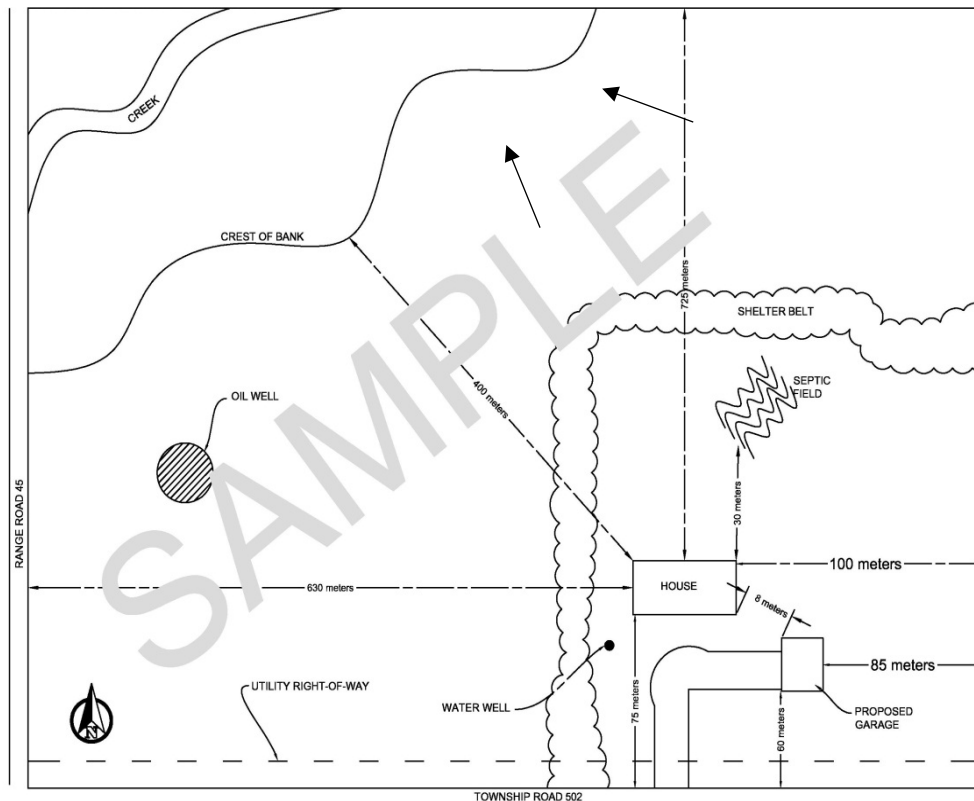
Below are the standard site plan requirements for all Residential and Non-Residential Development Permit Applications. Further requirements specific to your application are included in the checklist.

- ☐ Indicate setback distances from all property boundaries for new and existing developments and specify the units. (Setback requirements are outlined in the County of Vermilion River Land Use Bylaw: <https://www.vermilion-river.com/public/download/files/229590>)
- ☐ Indicate North on the site plan
- ☐ Indicate distances between existing and proposed structures
- ☐ Identify all abutting roads
- ☐ Identify the location of all easements, caveats, right-of-ways, etc.
- ☐ Indicate the location of the access/approach to the property
- ☐ Indicate the location of any oil & gas wells, pipelines and facilities, including any abandoned well sites
- ☐ Indicate the location of any water wells and septic tank/sewage disposal systems
- ☐ Indicate the location and distance to existing natural features (watercourses, wooded areas, etc.) and man-made features (drainage ditches, berms, shelterbelts, etc.)
- ☐ Identify the location of all existing, temporary, to be removed/demolished, moved-in, and proposed structures (i.e., dwellings, sheds, signs, etc.)
- ☐ Indicate direction of site grading and drainage

Reasonable revisions to the site plan may be required as a condition of approval

Site Plan Example

NOTE: These plans/this plan are/is intended for illustration purposes only and will not be accepted as plans for a Development Permit Application



PLEASE NOTE: The County of Vermilion River CANNOT OPEN NEW APPLICATIONS until all relevant information regarding abandoned oil and gas wells has been provided by the landowner / agent.

NO

PART A: NO WELLS on Property (if you have abandoned wells, please complete Part B)

Statement regarding **NO** wells on the subject property:

I _____, registered owner (or their agent) of _____, have
(Please Print) (Legal Land Description)
 consulted the Alberta Energy Regulator (AER) Abandoned Well Map Viewer and verified that **THERE ARE NO ABANDONED WELLS** located on the property subject to this application.

****A COPY OF THE AER MAP SHOWING THE SUBJECT PROPERTY IS ATTACHED.**

 Applicant Signature

 Registered Owner Signature

 Registered Owner Signature

 Print Name

 Print Name

 Print Name

 Date

 Date

 Date

YES

PART B:

Statement regarding **ABANDONED** wells on the subject property:

I _____, registered owner (or their agent) of _____, have
(Please Print) (Legal Land Description)
 Consulted the Alberta Energy Regulator (AER) Abandoned Well Map Viewer and verified that **ABANDONED WELLS ARE LOCATED** on the property subject to this application. I have contacted the responsible licensee(s), and the exact well location(s) has/have been confirmed.

****INFORMATION SHEET IS ATTACHED SHOWING EXACT LOCATIONS**

Additional information provided by the licensee(s) requiring a change in the setback area is attached:

☐ YES ☐ Not Applicable

In the event that construction activity occurs within the setback area of the abandoned well(s) as a result of development on the subject property, the abandoned well(s) will be temporarily marked on-site with identification to prevent contact during construction.

****A COPY OF THE AER MAP SHOWING THE SUBJECT PROPERTY AND A LIST OF IDENTIFYING AND LOCATING THE ABANDONED WELL(S) AND ON THE SUBJECT PROPERTY AND A LIST ARE ATTACHED**

 Applicant Signature

 Registered Owner Signature

 Registered Owner Signature

 Print Name

 Print Name

 Print Name

 Date

 Date

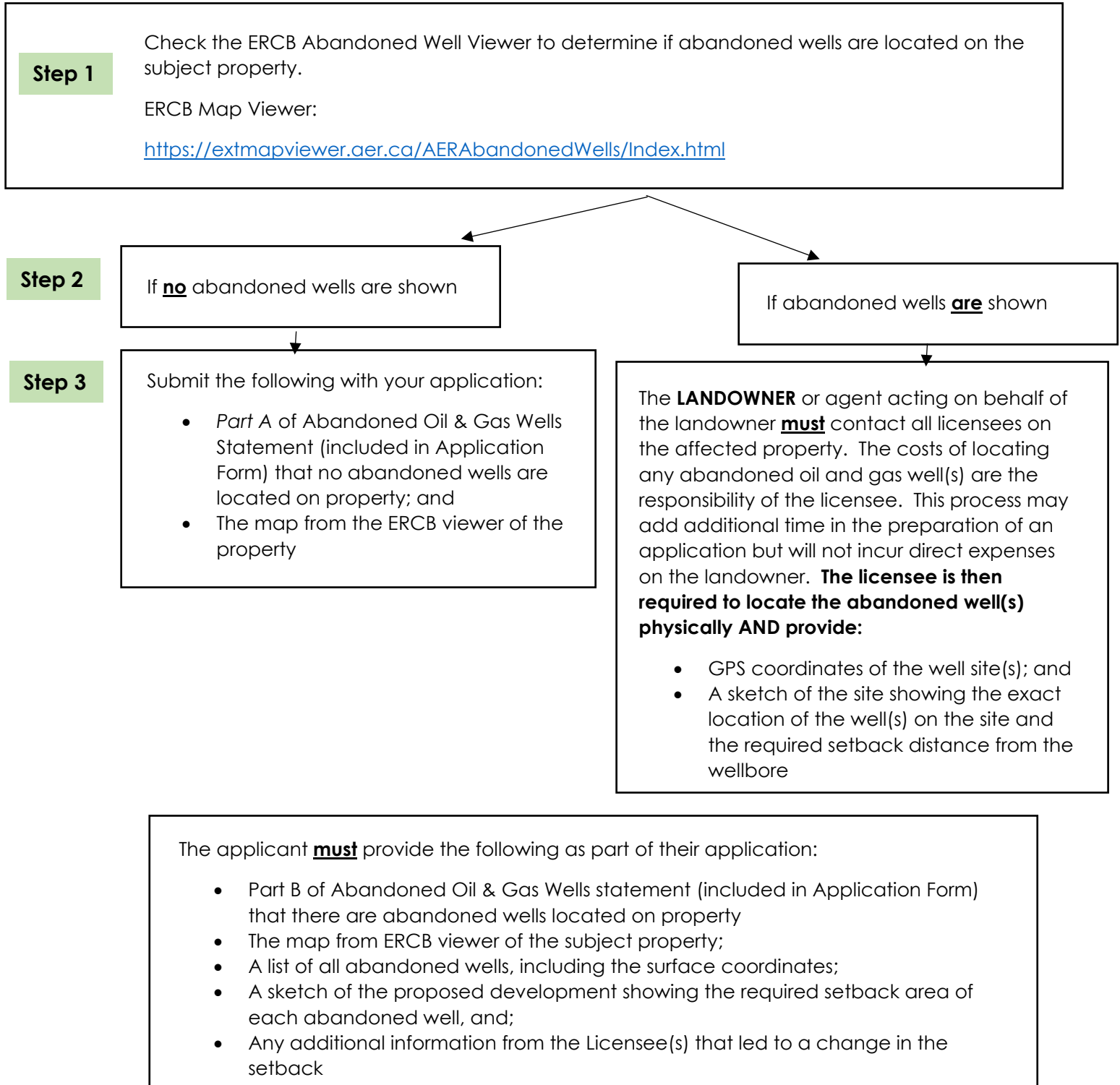
 Date

The personal information requested on this form is being collected by the County of Vermilion River for the purposes provided under Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and is protected by the FOIP Act. If you have any questions about this collection, contact the County Administrator at (780) 846-2244 OR (780) 853-5492

NOTE: All development and construction that occurs prior to permit issuance may be subject to penalty fees. A Stop Order may also be issued. Any material falsehood or any omission of a material fact made by the applicant/owner with respect to this application may result in an issued permit becoming null and void.

DID YOU KNOW?

Effective November 1, 2012, Development Regulations require applicants for new Development Permits to provide information about abandoned oil and gas wells on the subject property. Before an application for development can be considered, applicants **MUST** provide abandoned wells information to the County for review. By having the landowner or his/her agent acting conduct this search, it can prevent damage to the well, to construction or excavation equipment, as well as injury to equipment operators or landowners. The following chart outlines the process for determining what information is required depending on whether abandoned wells are located on the property in question.



OFFICE USE ONLY

Application Fee: _____ ☐ Debit ☐ CHQ ☐ CASH ☐ CREDIT Receipt Number: _____ Date Received: _____
 Land Use District: _____ Division: _____ Tax Roll #: _____ File #: _____

MUNICIPAL GOVERNMENT ACT, R.S.A. 2000, C. M-26

AUTHORIZATION FOR ELECTRONIC COMMUNICATION

Applicant consents to receive electronic communication by an authorized person of the County of Vermilion River for the purpose of conveying information relative to a subdivision / development application.

Section 608 (1) of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended states:

608 (1) *Where this Act or a regulation or bylaw made under this Section requires a document to be sent to a person, the document may be sent by electronic means if*

(a) The recipient has consented to receive documents from the sender by those electronic means and has provided an email address, website or other electronic address to the sender for that purpose.

In accordance with the above Section and the municipality's Land Use Bylaw requirements, it is necessary that this form be completed and returned with your application submission in order that an authorized person from County of Vermilion River may be able to communicate information to you electronically regarding your file.

I / We grant consent for an authorized person of the County of Vermilion River to communicate information electronically to me / us / our organization.

☐ YES ☐ NO

Name of Applicant: _____

Name of Signing Authority: _____

Email Address, Website or other Electronic Address: _____

Signature

Print Name

Date

The personal information requested on this form is being collected by the County of Vermilion River for the purposes provided under Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and is protected by the FOIP Act. If you have any questions about this collection, contact the County Administrator at (780) 846-2244 OR (780) 853-5492

NOTE: All development and construction that occurs prior to permit issuance may be subject to penalty fees. A Stop Order may also be issued. Any material falsehood or any omission of a material fact made by the applicant/owner with respect to this application may result in an issued permit becoming null and void.

IN REGARD TO UPGRADING ROAD ALLOWANCES, PLEASE NOTE:

When considering a development within the County, please keep in mind that there may be costs associated with upgrading road allowances to serve your development. Section 650 (1) of the *Municipal Government Act* states that "A Council may in a land use bylaw require that, as a condition of a development permit being issued, the applicant enter into an agreement with the municipality to do any or all of the following: (a) to construct or pay for the construction of a road required to give access to the development". Additionally, County Policy PD-003 states that the County is not obligated to provide, build, or upgrade an access to any parcel or 1/4 section of land. If you have concern over whether your road will require upgrades, please contact the Planning and Development Department, or the Public Works Department.

I, the undersigned, agree that I have read and understand the above statement and those responsibilities that may apply in regard to this development permit application.

Applicant Signature

Registered Owner Signature

Registered Owner Signature

Print Name

Print Name

Print Name

SKETCH DISCLAIMER

By signing above, it is acknowledged that the sketch provided with this application form has been prepared with information provided by the applicant for the sole purpose of processing a development permit application. Accordingly, the County of Vermilion River is not responsible for the accuracy of the sketch, or any other information contained herein.

The personal information requested on this form is being collected by the County of Vermilion River for the purposes provided under Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and is protected by the FOIP Act. If you have any questions about this collection, contact the County Administrator at (780) 846-2244 OR (780) 853-5492

NOTE: All development and construction that occurs prior to permit issuance may be subject to penalty fees. A Stop Order may also be issued. Any material falsehood or any omission of a material fact made by the applicant/owner with respect to this application may result in an issued permit becoming null and void.

*****THIS FORM IS FOR EXISTING SEPTIC / SEWAGE DISPOSAL SYSTEMS ONLY*****

OFFICE USE ONLY

Application Fee: _____ ☐ Debit ☐ CHQ ☐ CASH ☐ CREDIT Receipt Number: _____ Date Received: _____

Land Use District: _____ Division: _____ Tax Roll #: _____ File #: _____

An existing sewage disposal system must comply with the setbacks outlined below:

Disposal Systems	Property Line	Water Source	Building	Septic Tank	Basement	Water Course
Holding Tank	1 m (3.25 ft)	10 m (33 ft)	1 m (3.25 ft)			10 m (33 ft)
Treatment Mound	3 m (10 ft)	15 m (50 ft)	10 m (33 ft)	3m (10 ft)	10 m (33 ft)	15 m (50 ft)
Treatment Field	1.5 m (5 ft)	15 m (50 ft)	5 m (17 ft)	5 m (17 ft)	10 m (33 ft)	15 m (50 ft)
Open Discharge	90 m (300 ft)	50 m (165 ft)	45 m (150 ft)			45 m (150 ft)
Lagoon	30 m (100 ft)	100 m (330 ft)	45 m (150 ft)			90 m (300 ft)
Packed Sewage Treatment Plant	6 m (20 ft)	10 m (33 ft)	1 m (3.25 ft)			10 m (33 ft)

Source: Alberta Private Sewage System Standards of Practice (2015)

An existing private sewage system may have to be inspected as a condition of subdivision/development approval to ensure compliance with the requirements above. Should the existing sewage system not be compliant with the current code of practice, you will be required to upgrade to a compliant system at your own expense.

We strongly recommend that you research installation costs with accredited private sewage contractors.

Septic / Sewage Disposal System Details

Legal: ☐ NE ☐ NW ☐ SE ☐ SW ¼ | ½ Section _____ Township _____ Range _____ W4

LOT _____ BLOCK _____ PLAN _____ TITLE AREA: _____ hectares OR _____ acres

Municipal Address:

TYPE OF EXISTING SEWAGE SYSTEM:

- ☐ Treatment Field System ☐ Treatment Mound ☐ Open Discharge (Grey Water)
☐ Other (please describe):

When was the sewage disposal system installed?

What is the holding capacity of the sewage disposal system?

Who installed the sewage disposal system (if known)?

Distance from the sewage disposal system to the house:

FURTHER INFORMATION MAY BE PROVIDED AS AN ATTACHMENT

Acknowledgement

I / We, the Applicant and/or registered owner(s) certify that:

- The information given is complete and is, to the best of my/our knowledge, a true statement of the facts relating to this application for development approval and that no further progress will occur on the development until a decision on the permit has been rendered *. Any material falsehood or any omission of a material fact made by the applicant/owner with respect to this application may result in an issued permit becoming null and void.
- I authorize the staff of the County of Vermilion River and other agencies as designated in Section 542 of the *Municipal Government Act*, R.S.A. 2000, to enter my land for the purpose of conducting a site inspection in connection with my development permit application.
- Where applicable, the individual(s) whose information has been listed under "Applicant" on this application is hereby authorized to make this application on my/our behalf. (In the case of a registered company, documentation of those with signing authority under company seal is required in addition to this form).

Applicant Signature

Development Authority Officer Signature

Registered Owner Signature

Print Name

Print Name

Print Name

The personal information requested on this form is being collected by the County of Vermilion River for purposes provided under Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and is protected by the FOIP Act. If you have any questions about FOIP, contact the County Administrator at (780) 846-2244 OR (780) 853-5492

NOTE: All development and construction that occurs prior to permit issuance may be subject to penalty fees. A Stop Order may also be issued. Any material falsehood or any omission of a material fact made by the applicant/owner with respect to this application may result in an issued permit becoming null and void.

OFFICE USE ONLY

Application Fee: _____ ☐ Debit ☐ CHQ ☐ CASH ☐ CREDIT Receipt Number: _____ Date Received: _____
 Land Use District: _____ Division: _____ Tax Roll #: _____ File #: _____

LETTER OF AUTHORIZATION

Note: This form must accompany all applications where the applicant is NOT the landowner.

PLEASE ENSURE THAT **ALL** NAMES AND SIGNATURES OF THOSE LISTED ON THE CERTIFICATE OF TITLE ARE INCLUDED

I / We _____

Being the registered owner(s) of:

All / Part of the _____ ¼ | ½ Section _____ Township _____ Range _____ West of the 4th Meridian

Lot: _____ Block: _____ Plan: _____

Do hereby authorize: _____

to act as Applicant on my / our behalf regarding the _____
 application of the above-mentioned lands.

Name of Applicant: _____

Address: _____ **Postal Code:** _____

Phone #: _____ **Alternate Phone #:** _____

Fax # and/or Email: _____

Landowner Signature: _____ Date: _____

Landowner Signature: _____ Date: _____

Landowner Signature: _____ Date: _____

Landowner Signature: _____ Date: _____

The personal information requested on this form is being collected by the County of Vermilion River for the purposes provided under Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and is protected by the FOIP Act. If you have any questions about this collection, contact the County Administrator at (780) 846-2244 OR (780) 853-5492

NOTE: All development and construction that occurs prior to permit issuance may be subject to penalty fees. A Stop Order may also be issued. Any material falsehood or any omission of a material fact made by the applicant/owner with respect to this application may result in an issued permit becoming null and void.

OFFICE USE ONLY

Application Fee: _____ ☐ Debit ☐ CHQ ☐ CASH ☐ CREDIT Receipt Number: _____ Date Received: _____

Land Use District: _____ Division: _____ Tax Roll #: _____ File #: _____

Permit Expiry Date: _____

IMPORTANT NOTICE:

Any approvals granted regarding this application does not excuse the applicant from complying with the requirements of any Federal, Provincial, or other Municipal Legislation, or the conditions of any easement, restrictive covenant or agreement affecting the buildings or lands.

Applicant Information	Landowner Information
Applicant Name: _____ Mailing Address: _____ Phone: _____ Cell: _____ <input type="checkbox"/> I acknowledge that the primary mode of communication will be email if provided Email: _____	<i>(If different from Applicant)</i> Registered Owner Name(s): _____ Mailing Address: _____ Phone: _____ Cell: _____ Email: _____

Parcel Information

Legal: ☐ NE ☐ NW ☐ SE ☐ SW ¼ | ½ Section ____ Township ____ Range ____ W4
 LOT ____ BLOCK ____ PLAN ____ TITLE AREA: ____ hectares OR ____ acres

Municipal Address: _____

Occupancy Details

Legal Business Name / Operating As: _____ Registered: ☐ YES ☐ NO

Area: _____ No. of Units: _____ ☐ New Development ☐ * Existing Development

Use: ☐ Residential ☐ Non-Residential ☐ Agricultural / Farm ☐ Other

Structure Type: _____ Expected Occupancy Date: _____

Nature of Occupancy:

- | | |
|--|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Owner change only, no construction or change of use involved <input type="checkbox"/> New Dwelling <input type="checkbox"/> New Business <input type="checkbox"/> New Building <input type="checkbox"/> Owner Change <input type="checkbox"/> Change of Use <input type="checkbox"/> Building Addition <input type="checkbox"/> Building Renovation <input type="checkbox"/> Alterations ** | <ul style="list-style-type: none"> <input type="checkbox"/> Dangerous Goods or Chemicals Involved <input type="checkbox"/> Licenced Medical Marijuana Facility <input type="checkbox"/> Other (Please specify): _____ |
|--|--|

Safety Codes Permits Details (Include copies of the Permit Services Report for each Permit)

Required	Type of Permit	Permit Services Report Number	Compliant	Date
<input type="checkbox"/> Yes <input type="checkbox"/> No	Building		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Electrical		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Gas		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Plumbing		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Private Septic		<input type="checkbox"/> Yes <input type="checkbox"/> No	

As per Land Use Bylaw 19-02, Section 2.17:

1. No Development, Building, or Use, in addition to complying with a Development Permit, shall be used or occupied and no change in the existing Occupancy classification of a Building shall be made until a Use and Occupancy Permit has been issued in accordance with the Occupancy or Use stated on the permit application.
2. Failure to obtain a Use and Occupancy Permit prior to Occupancy will constitute a contravention of this Land Use Bylaw and may result in penalties being imposed pursuant to **Section 1.13** herein and/or issuance of an order to vacate.
3. The landowner, Developer, and/or applicant shall submit a complete application for a Use and Occupancy Permit to the Development Authority.
4. To be deemed complete, Use and Occupancy Permit Applications must be accompanied by the following:
 - a. Copies of Permit Services Reports indicating that all disciplines are compliant, issued by a Safety Codes Officer.
 - b. The Development Authority shall issue an Occupancy Permit on the prescribed form, if satisfied that:
 - (i) The Development has been completed in accordance with the approved plans and Development Permit,
 - (ii) The Development will, subject to such conditions as may be appropriate in the circumstances, be completed in accordance with the approved plans and Development Permit.
5. An incomplete Use and Occupancy Permit application shall be deemed to not have been submitted until all required details have been provided to the satisfaction of the Development Authority.
6. A Use and Occupancy Permit application shall not be issued until all required inspections are completed and acceptable to the Safety Codes Officers involved.
7. After the Safety Codes Officer inspects the Building or structure and finds no violations of the provisions of the Alberta Building Code, the Safety Codes Act, and all applicable Provincial and County regulations, upon an application being submitted, the Development Authority should issue a Use and Occupancy Permit within ten (10) working days that contains the following:
 - a. Development Permit Number
 - b. Address of the structure
 - c. Name and address of owner
 - d. Type of Use and/or Occupancy the permit is issued for
 - e. Description of that portion of the structure for which the permit is issued
 - f. A statement that the described portion of the structure has been inspected for compliance with the requirements of the Alberta Building Code, the Safety Codes Act, and all applicable Provincial and County regulations for the Occupancy and division of Occupancy and the Use for the proposed Occupancy.
 - g. Land Use Bylaw number and District under which the permit was issued
 - h. Use and Occupancy, in accordance with the provisions of the Alberta Building Code, the Safety Codes Act, and the Land Use District contained in the Final Building Inspection Report
 - i. Type of construction as defined in Final Building Inspection Report
 - j. Any special inspections and conditions of the Development Permit
8. The Development Authority shall not issue a Use and Occupancy Permit for any Use or Development on any Lot within any Land Use District until the requirements of this Bylaw pertaining to the Use or Development have been met

Applicant Declaration

I / We, the Applicant and/or registered owner(s) certify and understand that:

- a) The information given is complete and is, to the best of my/our knowledge, a true statement of the facts relating to the application for development approval and that no further progress will occur on the development until a decision on the permit has been rendered *. Any material falsehood or any omission of material facts made by the applicant/owner with respect to this application may result in an issued permit becoming null and void.
- b) I authorize the staff of the County of Vermilion River and other agencies as designated in Section 542 of the *Municipal Government Act*, R.S.A. 2000, to enter my land for the purpose of conducting a site inspection in connection with my development permit application.
- c) Where applicable, the individual(s) whose information has been listed under "Applicant" on this application is hereby authorized to make this application on my/our behalf. (In the case of a registered company, documentation of those with signing authority under company seal is required in addition to this form).
- d) Acceptance of this application does not constitute occupancy approval, nor does it relieve the owner, applicant or occupant from occupying with any applicable requirements of the Safety Codes Act and Regulations, County Bylaws and Provincial or Federal Statutes or Regulations in force.
- e) A valid occupancy permit must be in place **prior** to occupancy. Failure to obtain an Occupancy Permit prior to occupancy may result in penalties being imposed and/or issuance of an Order to Vacate.
- f) An occupancy permit will not be issued until all required inspections are completed and acceptable to the Safety Codes Officers involved.

Applicant Signature

Registered Owner Signature

Registered Owner Signature

Print Name

Print Name

Print Name

The personal information requested on this form is being collected by the County of Vermilion River for purposes provided under Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and is protected by the FOIP Act. If you have any questions about FOIP, contact the County Administrator at (780) 846-2244 OR (780) 853-5492.

***All development and construction that occurs prior to permit issuance may be subject to penalty fees. A Stop Order may also be issued.**

****A Separate permit is required for each discipline involved including new construction, additions, renovations or alterations**