

DEVELOPMENT PERMIT APPLICATION

Residential/Farm Building/ Accessory Building/Garage/Sign/Deck

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 building or land(s)

GENERAL INFORMATION FOR DEVELOPMENT PERMIT APPLICATIONS

- As per the *Municipal Government Act*, the Development Officer has up to 40 days to issue a decision based on your complete application. Actual processing times may vary based on the complexity of your application, the volume of applications in the queue and unforeseen circumstances that may arise during the review process
- The Development Authority may deem an application incomplete if any of the application requirements are incomplete or missing
- Plans and drawings of the proposed development and development site must be submitted with sufficient detail to enable adequate review of the application. Your proposed development may not require the submission of professionally prepared drawings; however, they must be accurate and to scale for the proposed development

All Development Permit applications require the submission of both a completed Development Permit Application as well as the applicable supplemental form specific to the type of proposed development.

SAFETY CODES REQUIREMENTS:

Safety Codes Permits (i.e., Building, Electrical, Gas, Plumbing, Septic) may be required. It is the responsibility of the applicant and/or landowner to ensure permits are applied for.

SCHEDULE OF FEES (as per current Fee Bylaw)

Permitted Use: \$150

Discretionary Use: \$350

Decks/Demolition: \$50

Agricultural Building: \$50

Time Extension: \$100 (max. 2 per permit)

Certificate of Title: \$10 + GST

Approach Application & Inspection: \$300 + GST

Rural Address Sign: \$280 + GST

***Certificate of Completion – Residential:** \$50

***Certificate of Completion – Non-Residential:** \$75

Certificate of Completion Application & Fees are required for most applications. Consult the Planning & Community Services Department

The County accepts debit, cheque, cash OR you can pay by credit card via our website (3rd party charges apply): <https://payment.optionpay.ca/county-of-vermillion-river/index.php>



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Development Permit Number: _____

APPLICANT:

NAME:

MAILING ADDRESS:

CITY:

PROVINCE:

POSTAL CODE:

PHONE NUMBER:

EMAIL:

REGISTERED OWNER: *(if different from applicant)*

NAME:

MAILING ADDRESS:

CITY:

PROVINCE:

POSTAL CODE:

PHONE NUMBER:

EMAIL:

Legal: LOT:

BLOCK:

PLAN:

Part of:

SEC:

TWP:

RANGE:

W4M

CIVIC/RURAL ADDRESS:

SUBDIVISION NAME:

PROPOSED DEVELOPMENT: *(Attach Completed Applicable Forms)*

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> Single Family Dwelling | <input type="checkbox"/> Secondary Suite | <input type="checkbox"/> Addition | <input type="checkbox"/> Manufactured/RTM |
| <input type="checkbox"/> Garage | <input type="checkbox"/> Accessory Building | <input type="checkbox"/> Farm Building | <input type="checkbox"/> Demolition |
| <input type="checkbox"/> Deck | <input type="checkbox"/> Home Occupation | <input type="checkbox"/> Rural Address | <input type="checkbox"/> Solar (Alternative Energy) |
| <input type="checkbox"/> Approach | <input type="checkbox"/> Permit Revision | <input type="checkbox"/> Variance | <input type="checkbox"/> Other: |

DESCRIBE PROPOSED DEVELOPMENT: *(if additional space is required, please attach sheet)*

Estimated Start Date:

Estimated Completion Date:

Construction Value: \$

Building Size: ☐ ft²

Building Height: ☐ ft ☐ m

Deck Height: ☐ ft ☐ m

Is the Proposed Development Within 800m of:

- ☐ Provincial Highway (Alberta Transportation Approval required) (<https://roadsideplanning.alberta.ca/rpath>)
- ☐ Oil/Gas Facility
- ☐ River/Waterbody
- ☐ Confined Feeding Operation



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Safety Codes:

The following Safety Codes Permits may be applicable to your development:

☐ Building (Ag. Buildings exempt) ☐ Electrical ☐ Gas ☐ Plumbing ☐ Septic

Safety Codes Provider:

☐ Superior Safety Codes (<https://www.superiorsafetycodes.com/>)

☐ The Inspections Group (<https://www.inspectionsgroup.com/>)

(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)

Sewage System:

☐ Existing or ☐ Proposed ☐ Septic Field ☐ Holding Tank ☐ Open Discharge ☐ Other:

Water Supply:

☐ Existing or ☐ Proposed ☐ Well ☐ Cistern ☐ Common ☐ Other:

Variance Required:

☐ Yes or ☐ No

Checklist of Required Items:

- ☐ Pre-Application Meeting
- ☐ Application Form & Fee(s) as described in the County of Vermilion River Fee Bylaw
- ☐ Certificate of Title (Planning Department can obtain one for you for an additional fee)
- ☐ Abandoned Wells Statement (<https://maps.aer.ca/awm/index.html>)
- ☐ Building Drawings
- ☐ Plot Plan Showing:
 - ☐ Legal description of site
 - ☐ Dimensions of site and all structures
 - ☐ Setbacks from property boundaries for new and existing development(s)
 - ☐ Distances between structures
 - ☐ Easements, rights-of-way, and restrictive covenants
 - ☐ Drainage and site grading
 - ☐ Parking
- ☐ Certificate of Completion Form & Fee(s)

Other Items: (may be required)

- ☐ Approach Application
- ☐ Manufactured Building Form
- ☐ Alberta Transportation Approval (<https://roadsideplanning.alberta.ca/rpath>)
- ☐ Environmental Site Assessment (Phase I). Include impacts on groundwater
- ☐ Certified Geotechnical Report



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- ☐ Hauling Details
- ☐ Development Agreement
- ☐ Public Consultation
- ☐ Other

OIL & GAS ABANDONED WELLS STATEMENT:

I/We, _____ Registered owner (or their agent) have consulted Alberta Energy Regulator (AER) Abandoned Well Map Viewer and verified that there are:

- ☐ **NO** Abandoned Wells OR ☐ **YES** Abandoned Wells on the property
- ☐ I/We have contacted the responsible licensee(s), and the exact well location(s) has/have been confirmed.

<https://maps.aer.ca/awm/index.html>

A copy of the AER Map showing the subject property **must be attached*

APPLICANT AUTHORIZATION:

- ☐ I/We, _____ being the registered owner(s) do hereby authorize:
to act as Applicant on my/our behalf regarding the application of
the above-mentioned lands.

ELECTRONIC COMMUNICATION AUTHORIZATION:

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

EXISTING SEPTIC DECLARATION: (if applicable)

- ☐ Treatment Field System ☐ Treatment Mound ☐ Open Discharge

Date of Installation: (if known)

Holding Capacity of Sewage Disposal System: (if known)

Original Installer: (if known)

ROAD UPGRADE ALLOWANCE STATEMENT: (if applicable)

When considering a development within the County, please keep in mind that there are many 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 the 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 quarter section of land.

If you have any concerns over whether your road will require upgrades, please contact the Planning & Community Services Department.



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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 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 a material fact made by the applicant and/or owner(s) 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 described in Section 542 of the *Municipal Government Act*, 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.)

ELECTRONIC SIGNATURE ACKNOWLEDGEMENT STATEMENT:

☐ I / We agree that all electronic signatures are the legal equivalent of my manual/handwritten signature

Applicant Signature:

Registered Owner Signature:

Applicant Name:

Registered Owner Name:

Date:

Date:

*Completed Development Permit Application and applicable supplemental form(s) and other required information can be submitted by email to planning@county24.com

OFFICE USE ONLY:

Date Received:	Date Deemed Complete:	File Number: DP-	
Roll Number:	Zoning:	Division:	Parcel Size:
Application Fee:	Rural Addressing Fee:	Certificate of Completion Fee:	
Certificate of Title Fee:			
Method of Payment: <input type="checkbox"/> Debit <input type="checkbox"/> Cheque <input type="checkbox"/> Cash <input type="checkbox"/> Credit		Receipt Number:	Date Paid:

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 all of the required items as laid out in the applicable forms and any applicable additional information requested by the Development Authority during the process of reviewing your application. All required information must be attached to the application. **INCOMPLETE APPLICATIONS MAY EXPERIENCE DELAYS**

As per the *Municipal Government Act*, the Development Officer has up to 40 days to make a decision based on your completed application. Actual processing times may vary based on the complexity of your application, the volume of applications in the queue and any unforeseen circumstances that may arise during the review process.

The personal information collected 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 Act* (FOIP) and is protected by the FOIP Act. If you have any questions about FOIP, contact the County Administrator at 780-846-2244

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

Updated: April 2025