

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
- To ensure your Development Permit application is processed without delay, please be aware that the Development Authority may consider an application incomplete if any required items are missing or not fully completed. For your application to be deemed complete, it must include all items outlined in the application form and any additional information requested by the Development Authority during their review. **Incomplete applications may experience delays.**
- Plans and drawings of the proposed development and development site must be submitted with sufficient detail to ensure 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
- Completed applications and supporting documents can be submitted to: planning@county24.com
- For any questions, please contact the Planning & Community Services Department at (780) 846-2244 or planning@county24.com

All Development Permit applications require the submission of both a completed Development Permit and Certificate of Completion Application, as well as any applicable supplemental form(s) specific to the type of proposed development.

SAFETY CODES REQUIREMENTS:

Safety Codes Permits (i.e., Building, Electrical, Gas, Plumbing, Septic) may be required for your development. It is the responsibility of the applicant and/or landowner to ensure permits are applied for. If you have questions about Safety Codes Requirements, you may contact the Planning & Community Services Department

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

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>

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

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OFFICE USE ONLY: <input type="checkbox"/> Permitted <input type="checkbox"/> Discretionary <input type="checkbox"/> Variance			
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:	Approach Fee:	Variance Fee:	
Method of Payment: <input type="checkbox"/> Debit <input type="checkbox"/> Cheque <input type="checkbox"/> Cash <input type="checkbox"/> Credit		Receipt Number:	Date Paid:

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:**

LOCATION OF PROPOSED DEVELOPMENT:

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: <input type="checkbox"/> ft ²
Building Height: <input type="checkbox"/> ft <input type="checkbox"/> m	Deck Height: <input type="checkbox"/> ft <input type="checkbox"/> 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

Safety Codes:

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

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

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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:

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
☐ Hauling Details
☐ Development Agreement
☐ Public Consultation
☐ Other

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."

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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.

OIL & GAS ABANDONED WELLS STATEMENT:

I/We, _____ being the 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

<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.

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:

Applicant Name:

Date:

Registered Owner Signature:

Registered Owner Name:

Date:

PRIVACY STATEMENT

The personal information collected on this form is collected under the authority of the Access to Information Act and the Protection of Privacy Act. It is collected for the purpose of processing development and land use applications. Your personal information will be used only for the purpose for which it was collected or for a use consistent with that purpose. The information will be stored securely in accordance with the County of Vermilion River information management and security policies and will be retained in accordance with the retention and disposal schedule. You have the right to access your personal information and request corrections. If you have any questions about the collection, use, or disclosure of your personal information, please contact Hannah Musterer at (780) 846-3304.

Revised: August 2025