

**STANDARD DEVELOPMENT PERMIT CHECKLIST
RESIDENTIAL DEVELOPMENT**

☐ Be specific when describing the proposed development, including:

- the size,
- the type of foundation (basement, blocks, footings – concrete, preserved wood, etc.),
- if there is intent to construct (or relocate) any addition, its size and use (e.g. porch),
- whether there will be a garage, attached or detached.
- supply any other details that you feel may assist in making the decision, for example, explaining any issues that may have an effect on the development or the site.

☐ Attach:

- a copy of the floor plans and elevations (only 11" x 17" paper will be accepted),
- a recent title search which confirms ownership and shows any easements on the property,
- corporate search (if the land is owned by a company);

Additional requirements if residence is to be a previously used house, mobile/manufactured home/Cabin that is to be relocated:

- enclose recent, colored photos showing all exterior exposures of the structure,
- provide a sketch of the floor plan to scale showing exterior and interior measurements,
- describe the exterior renovations you intend to complete, if any.

☐ Site Plan

Instructions for the site plan are on the reverse of the form. Please make certain the following are shown:

- any existing improvements, such as, corrals, barn, shop, etc.;
- the proposed location of the residence with property boundaries;
- the distance the proposed location is from the MD road allowance boundary, the property boundary lines, and highway if nearby;
- any utility lines, overhead or underground;
- the distance from any nearby topographical features, such as edge of the bank of a watercourse, or toe of a steep slope;
- access to the site, existing or proposed.

☐ Landowner permission

- The registered landowner, or an agent acting on his behalf, such as his lawyer or realtor, must sign the back of the form.
- If there is joint ownership of the property, the signatures of all persons whose names appear on the title are required to sign.
- Alternately a signed letter from the landowner giving permission for the particular development and to the applicant.

□ Fees

- Application(s) for 'Permitted' uses on the parcel - **\$200.00**
- Application(s) for 'Discretionary' uses on the parcel - **\$300.00**
(Please note request for waivers, **\$300.00**, are in addition to application fees)

□ Abandoned Well Information (required for buildings larger than 500 sq.ft.)

- Submit the following as part of your development permit application:
 - the ERCB information, including a map of the search area from the viewer and a statement that there are no wells in the project area or a list and map identifying the location of abandoned wells within the search area (including the surface coordinates, as provided by the viewer or ERCB Information Services); and
 - if an abandoned well is present, a detailed site plan must be provided that accurately illustrates the actual well location (i.e. latitude, longitude) on the subject parcel as identified in the field and the setback established in the ERCB Directive 079 (a minimum 5 metre radius around the well) in relation to existing or proposed building sites.

If there is an abandoned well located in the area of the proposed surface development, the applicant is advised to contact the well licensee of record for any additional information that may be needed or to physically locate the well, and to discuss the proposed development and abandoned well issue in more detail.

- Obtain map and well information

Please go to the Alberta Energy Regulator Abandoned Well Viewer (viewer) on the AER website at www.aer.ca. The viewer will provide a map identifying all recorded abandoned well surface locations in the selected area and list any additional details that are available, including the licensee(s) of record and the latitude and longitude of each well's surface location.

If you do not have Internet access or have questions about the information provided by the viewer, you may contact:

- the AER Customer Contact Centre by telephone at: 1-855-297-8311 (toll-free), or
- by e-mail at: Inquiries@aer.ca, or
- the AER Information Services by mail at: Suite 1000, 250-5 Street SW, Calgary, AB T2P 0R4.

Contact the Planning and Development Department for all your inquiries and set up an appointment to discuss your future plans (403) 625-3351