



DEVELOPMENT PERMIT APPLICATION SUPPORT DOCUMENTATION CHECKLIST

Select the appropriate Development Permit Application type, and submit required documentation listed with a complete application. Upon verification of complete application and calculation of permit cost, payment will be required.

All Development Permit Applications require the following:

- Certificate of Title or Land Title Search of the property obtained no more than 3 weeks prior to the date of application. The Title or Search may be obtained from any Alberta Registries Office.
- Authorization from the Registered Owner. The titled owner may appoint an agent.
- A complete application form.
- A complete Right to Entry form.
- A complete Electronic Communication form.

New Residential Developments require all of the following

- Site Plan outlining the proposed development including front, side and rear setbacks, including eaves, as well as dimensions of the proposed development (pdf preferred);
- Exterior elevation drawings showing height, horizontal dimensions and finishing materials of all buildings, existing and proposed (pdf preferred);
- Interior floor plans, including the basement (pdf preferred);
- Site Servicing and Grading drawings (if applicable). Note: For lakefront properties the finished first floor elevation, or opening in the building, shall be greater than the 1:100 flood plain contour of 725.42 M ASL.;
- Location of all easements and utility rights-of-way; and
- Location of existing or proposed access points to the property.

New Non-Residential Developments require all of the following

- Site Plan outlining the proposed development including front, side and rear setbacks, including eaves, as well as dimensions of the proposed development (pdf preferred);

- Exterior elevation drawings showing height, horizontal dimensions and finishing materials of all buildings, existing and proposed (pdf preferred);
- Interior floor plans, including the basement (pdf preferred);
- Site Servicing and Grading drawings (if applicable). Note: For lakefront properties the finished first floor elevation, or opening in the building, shall be greater than the 1:100 flood plain contour of 725.42 M ASL.;
- Landscaping Drawings;
- Location of all easements and utility rights-of-way;
- A storm drainage plan;
- Location of garbage containment areas, off-street loading and parking areas;
- Vehicular and pedestrian circulation on the site and to adjacent sites or public rights-of-way;
- A lighting plan; and
- Location of existing or proposed access points to the property.

Change of Use on the land or within a building (commercial/industrial/institutional/residential day home) requires the following:

- Site Plan showing –
 - location of the use
 - location of the use within the existing building
 - interior floor plan

Additional information may be required during the processing of the development permit application, including but not limited to the following:

- **Geotechnical reports;**
- **Traffic Impact Analysis**

Development Permit applications may be circulated to other municipal departments or to third parties (i.e. Provincial departments or Utility Providers) for comment or concurrence, at the discretion of the Development Officer.

If you have questions please contact:
Development Officer – Tony Sonnleitner

Ph: 1-780-718-5479
Fax: 1-866-363-3342
Email: pcm1@telusplanet.net



DEVELOPMENT PERMIT APPLICATION

Box 420
4911 Denny Hay Drive (52 Street)
Mayerthorpe, Alberta, T0E 1N0

Phone: 780-786-2416
Fax: 780-786-4590
admin@mayerthorpe.ca

OFFICE USE ONLY:

Development Permit App. No.	_____	Date Received	_____
MDP Designation	_____	20 Day Review	_____
LUB Designation	_____	Date Complete	_____
Applicable ASP	_____	Expiry Date:	_____
Variance Required	_____	Fees Paid	_____

SUBJECT LAND:

LOT	BLOCK	PLAN	STREET ADDRESS

Certificate of Title: _____

APPLICANT:

Applicant Name:	_____	Phone:	_____
Address:			
Landowner Name (if different):			
Address:			

EXISTING AND PROPOSED USE:

Describe the existing use of the land: _____

Describe the proposed use of the land: _____

Personal information is collected pursuant to Sections 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP) for the purpose of operating the Town's Land Use Bylaw. Please note certain information including, but not limited to, the nature of the application, as well as, the applicant's name, business address and business telephone number may be disclosed in accordance with Sections 39 and 40 of FOIPP. If you require additional information contact the Town's FOIPP Coordinator at 780-786-2416.

Date: _____

Signature of Registered
Owner/Agent

CORPORATE OWNERSHIP:

Corporate Signing Authority



RIGHT OF ENTRY AUTHORIZATION

Box 420
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Mayerthorpe, Alberta, T0E 1N0

Phone: 780-786-2416
Fax: 780-786-4590
admin@mayerthorpe.ca

In accordance with the Municipal Government Act of Alberta and Town of Mayerthorpe requirements, the Right of Entry Authorization must be completed, signed and returned with the Development Permit Application.

I/We, _____

do _____ / do not _____ (please indicate) grant consent for an authorized person of Town of Mayerthorpe to enter upon the subject lands for the purpose of a site inspection and evaluation of your proposed development.

LOT	BLOCK	PLAN	STREET ADDRESS

Date: _____

Signature of Registered Owner/Agent

CORPORATE OWNERSHIP:

Corporate Signing Authority



**ELECTRONIC COMMUNICATION
AUTHORIZATION**

Box 420
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Mayerthorpe, Alberta, T0E 1N0

Phone: 780-786-2416
Fax: 780-786-4590
admin@mayerthorpe.ca

I/We, _____,

Being the registered owner(s) or Agent for the lands legally described as:

LOT	BLOCK	PLAN	STREET ADDRESS

for the purpose of:

Subdivision Approval

Development Approval

Subdivision Appeal

Development Appeal

Statutory Plan Amendment

Land Use Bylaw Amendment

Plan Cancellation

Stop Order Appeal

desire to enter into an agreement with Town of Mayerthorpe and its applicable contractors to communicate through electronic means:

E-mail: _____

Date: _____

Signature of Registered
Owner/Agent

This agreement is pursuant to Section 608 of the Municipal Government Act, R.S.A. 2000, as amended.



AGENT AUTHORIZATION

Box 420
4911 Denny Hay Drive (52 Street)
Mayerthorpe, Alberta, T0E 1N0

Phone: 780-786-2416
Fax: 780-786-4590
admin@mayerthorpe.ca

I/We, _____,

Being the registered owner(s) of the lands legally described as:

LOT	BLOCK	PLAN	STREET ADDRESS

authorize _____ to make application
for (choose):

Subdivision Approval

Development Approval

Subdivision Appeal

Development Appeal

Statutory Plan Amendment

Land Use Bylaw Amendment

Plan Cancellation

Stop Order Appeal

Date: _____

Signature of Registered
Owner/Agent

CORPORATE OWNERSHIP:

Corporate Signing Authority