



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

The following information must be included as part of your development permit application in order for your application to be determined to be complete for processing:

DOCUMENT GUIDE

- ✓ **Development Permit Application form:** Must be completed in full.
- ✓ **Application fee:** Must be paid in full.
- ✓ **Title Search:** Provide a current copy of the certificate of title showing the legal description and ownership of the parcel. Ownership on the C. of T. must match the name provided as owner on the application.
- ✓ **Development Sketch:** Provide a scaled drawing showing the location of all existing and proposed buildings, adjoining property lines, streets, distance from the proposed building to the property line, direction of surface drainage on the lot once the development is complete, location of driveways and sidewalks.
- ✓ **Right of Entry Form:** Must be completed in full upon request
- ✓ **Agent Authorization:** Must be completed in full if applicable
- ✓ **Other:** If subdividing undeveloped land please check with the Town Development Officer to determine if other documents are required.
- ✓ **New Construction:** In the case of major buildings (residence, garage, commercial, etc.), a plan view drawing must be included as part of the application.
- ✓ **Moved-in Buildings:** Provide a photograph of the building and the route to be taken from its current location to the subject property.



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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

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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**

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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

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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