



DEVELOPMENT PERMIT APPLICATION FORM

Planning & Urban Design ■ Town of Okotoks, Box 20 (5 Elizabeth St.), Okotoks AB, T1S 1K1 ■ planning@okotoks.ca ■ Phone: 403-995-2760

I/We hereby make application for a Development Permit under the provisions of Land Use Bylaw 17-21 and amendments thereto, in accordance with the plans and supporting information submitted herewith which form a part of this application. I/We understand that a twenty-one (21) day appeal period which follows notice of approval must elapse before a Building Permit may be issued and before development may begin. It is understood that incomplete applications will not be accepted by the Development Officer.

Registered Owner Name: _____ Company: _____
(If applicable)

Registered Owner Mailing Address: _____
(Including Postal Code)

Phone #: _____ E-mail: _____

Applicant Name: _____ Company: _____
(if different from above) (If applicable)

Applicant Mailing Address: _____
(Including Postal Code)

Phone #: _____ E-mail: _____

If a response has not been received within five (5) business days, please check your Junk (Spam) folder

Development Permit Required for:

Civic Address: _____

Legal Description: _____
Lot(s) Block(s) Plan(s) Quarter Section

Land Use District: _____ Permitted Use Discretionary Use

Development Permit Amendment to Development Permit Preliminary Application

Description of Development: _____

Obligation of Registered Owner to Pay Additional Fees

The registered owner of the land authorizes this application and consents to paying any additional fees that may be incurred by the Town of Okotoks as a result of the review of this application, including but not limited to, consultant fees, legal fees or other disbursements. Payment must be received within thirty (30) days from the Town of Okotoks providing a copy of any relevant invoice to the registered owner of the property. Should payment not be received within thirty (30) days, the registered owner agrees that the Town of Okotoks may apply the balance owing to the tax account for the property.

Right of Entry Authorization by Registered Owner

The registered owner of the land authorizes the Town of Okotoks and their Agents to enter the subject land for the purpose of conducting a site inspection in connection with this application for a development permit.

Signature of Registered Owner

Date

Signature of Applicant

Date

The personal information on this application is collected under the authority of the Alberta Municipal Government Act, the *Freedom of Information and Protection of Privacy Act* (FOIP), and the Okotoks Land Use Bylaw 17-21. It will be used to communicate with the applicant during the application review and site inspection processes. As part of the review process, it will be circulated as needed to relevant Town Business Services, Provincial and Federal Agencies, Utility Companies and adjacent landowners. It may also be submitted to the Subdivision and Development Appeal Board (SDAB). Correspondence received may be included in public meeting agendas. The applicant's name and the nature of the permit will be publicly available, in accordance with the *FOIP Act*. Should you have any questions or concerns regarding the collection of this information, please contact the FOIP Coordinator at foip@okotoks.ca or 403.938.8944.

For Office Use Only		
File #:	Fee:	Receipt #:

DEVELOPMENT PERMIT REQUIREMENT CHECKLIST

The following information is necessary to facilitate a thorough evaluation and timely decision on your application. Please ensure all materials submitted are clear, legible, and precise. Please include this information when submitting your application.

If applying for a new commercial, industrial, or multi-unit residential development, please refer to the Major Development Permit Application Package on the Town’s website (www.okotoks.ca) or contact Planning & Urban Design at (403) 995-2760.

REQUIRED FOR ALL DEVELOPMENT PERMIT APPLICATIONS		
Completed by Applicant	Office Use Only	Required Items
<input type="checkbox"/>	<input type="checkbox"/>	Completed Application Form.
<input type="checkbox"/>	<input type="checkbox"/>	Fee prescribed in fee schedule.
<input type="checkbox"/>	<input type="checkbox"/>	The signatures of the Applicant and the Registered Owner of the property on the Application Form - or - signature of the Applicant and a Letter of Authorization from the registered owner of the property, including the statements from the Application form under Obligation of Registered Owner to Pay Additional Fees and Right of Entry Authorization by Registered Owner .
<input type="checkbox"/>	<input type="checkbox"/>	Photographs of all sides of the site and building – please provide electronic files (.jpg or .pdf).
<input type="checkbox"/>	<input type="checkbox"/>	A copy of the title(s) registered in the South Alberta Land Titles Office, obtained from a Registries Agent, Land Titles Office, or online at https://alta.registries.gov.ab.ca/SpinII/logon.aspx , not more than thirty (30) days prior to the application date.
<input type="checkbox"/>	<input type="checkbox"/>	Current copies of any Restrictive Covenants, Utility Rights-of-Way, Easements, or Caveats on the title(s).
<input type="checkbox"/>	<input type="checkbox"/>	A detailed description of the proposed development (use a separate sheet if all details cannot be included on the Development Permit Application).

Please Note:

- This form must be submitted in conjunction with a Development Permit Application.
- All dimensions must be provided in metric and all required drawings must be to the scale identified on the drawing (1:200 is preferred).
- Please submit as electronic files in .pdf format.
- All plans must adhere to the plan standards listed on pages 4 and 5.
- Additional information may be required from the applicant after Planning & Urban Design has reviewed the submission.
- An application is considered complete when all required materials are received, and the fee is processed.

In addition to the information requested above, if the application is for one of the developments listed below, please provide the supplementary information.

REQUIRED FOR ACCESSORY BUILDING, ACCESSORY DWELLING UNIT, SECONDARY SUITE, DECK, ADDITION, RETAINING WALL, AND CHANGE OF USE APPLICATIONS		
Completed by Applicant	Office Use Only	Required Items
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan drawn to scale (a Real Property Report may be used), indicating the proposed location of the development.
<input type="checkbox"/>	<input type="checkbox"/>	Building Floor Plans and Elevation Plans (if changes proposed) of the proposed development drawn to scale.

REQUIRED FOR SHORT TERM LODGING - GENERAL APPLICATIONS		
Completed by Applicant	Office Use Only	Required Items
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan drawn to scale (a Real Property Report may be used)
<input type="checkbox"/>	<input type="checkbox"/>	Building Floor Plan drawn to scale indicating the location of the area to be used for the Short Term Lodging - General.

REQUIRED FOR HOME OCCUPATION (MAJOR) APPLICATIONS		
Completed by Applicant	Office Use Only	Required Items
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan drawn to scale (a Real Property Report may be used)
<input type="checkbox"/>	<input type="checkbox"/>	Building Floor Plan drawn to scale indicating the location of the area to be used for the Home Occupation (Major).

Home Occupation Use Standards – Section 3.6.D.4. – Town of Okotoks Land Use Bylaw 17-21

Will there be any non-resident employees at the residence? If yes, how many and at what time?	
Is there any signage proposed? If yes, please provide a sketch and location of the sign.	
Are there any impacts by way of noise, vibration, smoke, dust, fumes, odours, heat, light, electrical or radio disturbance detectable beyond the boundary of the Site?	
How many clients per day? How many clients per hour?	
Does this business include Outdoor Storage, or vehicle and equipment repairs or servicing?	
I have read and understand Section 3.6.D.4. of the Town of Okotoks Land Use Bylaw 17-21.	
_____ Signature of Applicant	_____ Date

REQUIRED FOR RETAIL CANNABIS STORE

Completed by Applicant	Office Use Only	Required Items
<input type="checkbox"/>	<input type="checkbox"/>	Proof of eligibility from the Alberta Gaming and Liquor Commission (AGLC) for a retail cannabis store license.
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan drawn to scale (a Real Property Report may be used), indicating the proposed location of the development.
<input type="checkbox"/>	<input type="checkbox"/>	Building Floor Plans and Elevation Plans of the proposed development drawn to scale.

REQUIRED FOR SIGNAGE APPLICATIONS

Completed by Applicant	Office Use Only	Required Items
<input type="checkbox"/>	<input type="checkbox"/>	All dimensions of the sign structure, including the height, area, and projection if the sign(s) attached to the building.
<input type="checkbox"/>	<input type="checkbox"/>	An elevation drawing or picture of the building showing the approximate location of the sign(s).
<input type="checkbox"/>	<input type="checkbox"/>	The area of the sign and copy face(s).
<input type="checkbox"/>	<input type="checkbox"/>	The design of the face of the sign(s).
<input type="checkbox"/>	<input type="checkbox"/>	Details on the manner of all sign illumination.
<input type="checkbox"/>	<input type="checkbox"/>	The method of supporting or attaching the sign(s).
<input type="checkbox"/>	<input type="checkbox"/>	The type of construction and finish to be utilized.
<input type="checkbox"/>	<input type="checkbox"/>	In the case of a ground sign or temporary sign, a site plan showing the sign location in relation to property lines, rights-of-way, parking and buildings.
<input type="checkbox"/>	<input type="checkbox"/>	In the case of a ground sign, an elevation plan showing the height of the sign in relationship to the height of the principal building.

Development Permit Application – Plan Standards

All Plans

- to-scale in metric with scale identified on the drawing (1:200 preferred)
- dimensioned in metric
- show north arrow
- include municipal address (street address)
- include legal address (lot/block/plan)
- all elements of plan to be labelled as existing or proposed
- a digital copy of all plans should be provided

Site Plans

Drafting Standards

- to-scale in metric with scale identified, 1:200 or other standard metric scale
- include legal description and municipal address on every page
- show north arrow

Site Information

- show property lines clearly marked with dimensions
- show yards with dimensions
 - o front
 - o sides
 - o rear
- show, label, and dimension layout of existing and proposed vehicular amenities
 - o parking areas
 - o driveways
 - o paved areas
 - o entrances and exits abutting streets and lanes
 - o loading facilities
- show, label, and dimension layout of existing and proposed pedestrian and cycling amenities
 - o sidewalks
 - o walkways
 - o bike racks
- show, label, and dimension layout of existing and proposed landscaped areas
 - o provide a chart on the plan indicating the area of the site, the area to be landscaped, and the number of coniferous and deciduous trees
- show, label, and dimension layout of existing and proposed improvements to all portions of the site
 - o fences
 - o screening
 - o retaining walls
 - o storage areas
 - o garbage/recycling facilities
- show, label, and dimension layout of existing and proposed boulevard
 - o sidewalks and curbs
 - o light standards, hydrants, etc.

Building Floor Plans

Drafting Standards

- to-scale in metric with scale identified, 1:200 or other standard metric scale
- include legal description and municipal address on every page
- show north arrow

Site Information

- list the proposed use(s)
- provide a chart on the plan indicating the total gross floor area and area of each use
- show, label, and dimension layout of proposed uses/rooms
 - dimension to outside of exterior walls
 - dimension to midpoint of wall for shared walls

Elevation Plans

Drafting Standards

- to-scale in metric with scale identified, 1:200 or other standard metric scale
- include legal description and municipal address on every page
- show north arrow

Site Information

- show and dimension elevations of all facades of each new building or addition
- identify each elevation as west, east, north or south
- include details of finishing materials including colour
- show all fascia sign locations and window signage
 - provide a chart on the plan indicating the total gross area of the face of the building or bay, area of each sign, and percentage of the face of the building or bay the sign will occupy

Sign Plans

Drafting Standards

- to-scale in metric with scale identified, 1:200 or other standard metric scale
- include legal description and municipal address on every page
- show north arrow

Sign Information

- provide all dimensions of the sign structure
 - height
 - projection, if the sign(s) attached to the building
- provide an elevation drawing or picture of the buildings showing the approximate location of the sign(s)
- indicate the area of the sign and copy face(s)
- indicate the design of the face of the sign(s)
- indicate details on the manner of all sign illumination
- indicate the method of supporting or attaching the sign(s)
- indicate the materials and finishes

Site Information

- in the case of a ground sign, indicate on the Site Plan the sign location
 - dimension the distance to the front and at least one side property line
 - show and dimension any rights-of ways affecting the property
 - show and dimension the distance to any parking within 5m of the sign
 - show and dimension the distance to any building within 5m of the sign