



**FORM A**  
**Development Permit Application**  
**Land Use Bylaw No. 7-08**  
 Industrial / Commercial / Change of Use

COUNTY CENTRE  
 Suite 101, 1101 – 5<sup>th</sup> Street  
 Nisku, Alberta T9E 2X3  
 Phone: 780-979-2113  
 Toll Free: 1-800-379-9052  
 Fax: 780-955-8866

MO. \_\_\_\_ DAY \_\_\_\_ YEAR \_\_\_\_

PERMIT NO. D - \_\_\_\_\_

1/4	Sec	Twp	Rg	W	Lot Size	Roll No.
Lot	Block	Plan	Civic Address:			

**Landowner Information**  
 Name: \_\_\_\_\_ Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Applicant Information (if not the same as registered land owner)**  
 Name: \_\_\_\_\_ Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Email: \_\_\_\_\_

**IS THE DEVELOPMENT WITHIN LEDUC COUNTY MUNICIPAL SERVICES AREA (WATER / SEWER)?**  YES  NO

**EXISTING USE OF LAND AND BUILDING:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**DETAILS OF PROPOSED DEVELOPMENT:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Industrial/ Commercial		Signs		Site Manipulation
	<input type="checkbox"/> ft <sup>2</sup> <input type="checkbox"/> m <sup>2</sup> ht:		<input type="checkbox"/> ft <sup>2</sup> <input type="checkbox"/> m <sup>2</sup> ht:	<input type="checkbox"/> Stockpiling
Office		Shop		<input type="checkbox"/> Lot Grading/ Infill
Frame & Fabric		Addition		<input type="checkbox"/> Excavation
Other				<input type="checkbox"/> Landscaping

**FOR OFFICE USE ONLY**

**PROPOSED DEVELOPMENT IN ACCORDANCE WITH LAND USE BYLAW NO. 7-08**  
 \_\_\_\_\_  
 \_\_\_\_\_

Land Use District: \_\_\_\_\_  PERMITTED  DISCRETIONARY

Applicant Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

The personal information contained on this form is collected pursuant to Section 32 of the *Freedom of information and Protection of Privacy Act, Part 17 of the Municipal Government Act*, and will be used for the purpose of application review and analysis and may include notification to various County or Provincial Departments or agencies; and adjacent landowners and/or municipalities in which the application and/or related correspondence is copied and circulated. The application process can be viewed on our website at <http://www.leduc-county.com/services/subdivision-and-development> . If you have any questions about this collection, please contact the Planning and Development Department, Leduc County at (780) 979-2113.

# Applicant Authorization

I (we): \_\_\_\_\_  
(name of registered owners)

being the registered owner: \_\_\_\_\_  
(legal description of property)

do hereby authorize: \_\_\_\_\_  
(individual person making application)

to make application for development affecting the above mentioned property

Registered Owner(s) Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Signature(s): \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Commercial Development Application Checklist

- \_\_\_ Completed Development Permit Application form (**signed by applicant and registered landowner**)
- \_\_\_ Applicant Authorization Form
- \_\_\_ Site plan in computer generated format showing all required information
- \_\_\_ Drainage Plan by Qualified Professional
- \_\_\_ One set of Building Plans including floor plan and elevations – maximum size 11” x 17”  
**Plans for additions must include existing and proposed floor plans)**
- \_\_\_ Parking Requirements
- \_\_\_ Landscaping Requirements
- \_\_\_ One complete set of sign plans.
- \_\_\_ C.S.A. Certification (For Modular or Manufactured Office)
- \_\_\_ Photos of existing structures (if required)
- \_\_\_ Certificate of Land Title to be obtained from Alberta Registries Office within 30 Days of date of application. (Leduc County may pull at a fee for service)
- \_\_\_ Business Information Sheet
- \_\_\_ Abandon Oil/Gas Wells – AER Documentation – Contact 1-855-297-8311 ([www.aer.ca](http://www.aer.ca))  
**(required - see site plan requirements)**
- \_\_\_ Alberta Transportation Roadside Development Permit Application (If Required)  
<http://www.transportation.alberta.ca/Content/docType329/Production/rdpapp.pdf>
- \_\_\_ NAV Canada Land Use Proposal Submission Form (If Required)  
<https://www.navcanada.ca/EN/Pages/search.aspx?k=forms> Submit to: [casprn-sacrpn@tc.gc.ca](mailto:casprn-sacrpn@tc.gc.ca)
- \_\_\_ Transport Canada Aeronautical Assessment Form (If Required)  
[http://wwwapps.tc.gc.ca/wwwdocs/Forms/26-0427E\\_1405-04\\_E.pdf](http://wwwapps.tc.gc.ca/wwwdocs/Forms/26-0427E_1405-04_E.pdf) Submit to: [landuse@navcanada.ca](mailto:landuse@navcanada.ca)
- \_\_\_ Development Permit Fee



**Leduc County Site Plan and Drainage Plan Requirements**

**Site Plans:**

<b>√ or X (n/a)</b>	<b>A SITE PLAN MUST SHOW THE FOLLOWING:</b>
	North Arrow
	Lot dimensions
	Location, identification and dimensions of all existing and proposed developments including but not limited to infill, excavations, landscaping features, buildings, additions, outdoor storage and decks.
	Development setbacks from all property lines
	Location of roadways
	Location of existing and proposed approaches
	Location of existing and proposed rights of way, easements, pipelines, well sites and utility lines
	Location of water courses and water bodies including wetlands
	Location of vegetation including tree stands
	Dimensions of vegetation to be removed
	Development setbacks from the top of bank and lakeshores
	Location of proposed parking and loading as per Section 6.9 of the Land Use Bylaw
	Location of proposed landscaping as per Section 6.6 of the Land Use Bylaw
	Location of screening and fencing
	Location of existing and proposed signs

**Drainage Plans:**

<b>√ or X (n/a)</b>	<b>A DRAINAGE PLAN MUST SHOW THE FOLLOWING:</b>
	Drainage in and around the proposed development
	General lot drainage
	Multi Lot Subdivisions & Non Residential Uses – drainage plans must be produced by a qualified person (Engineer or Legal Land Surveyor)

**BUSINESS INFORMATION**

FILE NO: \_\_\_\_\_

LEGAL DESCRIPTION: \_\_\_\_\_

NAME OF BUSINESS : \_\_\_\_\_

WEBSITE ADDRESS (OPTIONAL): \_\_\_\_\_

*Please provide a detailed description of the business you will be operating and the activities associated with the operation (use a separate sheet if you need extra space):*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Days and hours of operation:* \_\_\_\_\_

*Indicate method(s) of advertising your business (Signs, Internet, Yellow Pages, Newspaper, et cetera):*

-----

*If you will be using any signage to identify or advertise your business, please describe the signs you propose (Note: a Development Permit may be required for the sign):*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Number of employees:* \_\_\_\_\_

*Number of vehicles associated with the business that will visit the property on a weekly basis:*

\_\_\_\_\_

*Number less than 1 Ton (Vans, pickup trucks etc.):*

\_\_\_\_\_

*Number larger than 1 Ton but less than 5 ton (including cube vans, flat decks etc.):*

\_\_\_\_\_

*Number larger than 5 Tons (including semi trailers, b-trains, dump trucks):*

\_\_\_\_\_

*Will you use Sea-Cans?* \_\_\_\_\_

*List other equipment that you will be using:* \_\_\_\_\_

**Describe goods or equipment to be stored outside (indicate on site plan):** \_\_\_\_\_

**Please list what you will be storing below (use a separate page if you need extra space):**

---

---

---

---

---

**Height of structures/equipment stored outside:**

---

**Are you storing or using any hazardous chemicals on the property for the operation of your business?**

---

**If yes, list all hazardous chemicals you will be storing or using (NOTE: Hazardous Chemicals are any chemicals controlled under the Workplace Hazardous Materials Information System (WHMIS) - please provide MSDS documentation):**

---

---

---

---



Leduc County  
Planning & Development  
Safety Codes  
101, 1101-5 Street  
Nisku, AB T9E 2X3

Phone: 780-955-3555  
Fax: 780-955-8866

Email: SafetyCodes@leduc-county.com

## RELOCATABLE INDUSTRIAL ACCOMMODATION

Office Trailers/Work Camps

### TO BE COMPLETED FULLY AND ATTACHED TO THE DEVELOPMENT AND BUILDING PERMIT APPLICATIONS

Note: Information is required for each unit of multi-unit installations.

Estimated length of time unit(s) will be in place: \_\_\_\_\_

Office Trailer(s) – cooking or bathroom facilities included?  YES  NO

Lunch Room – cooking or bathroom facilities included?  YES  NO

Work Site Trailer(s)/Camp (with cooking and sleeping accommodation)

Other (specify) \_\_\_\_\_

Cooking or bathroom facilities included?  YES  NO

**Manufacturer** \_\_\_\_\_

**Year of Manufacture** \_\_\_\_\_

**Alberta Municipal Affairs Label #(s)** \_\_\_\_\_

**Serial #(s)** \_\_\_\_\_

**Manufacturer supplied blocking instructions?**  YES  NO

Trailer(s) to be occupied by: \_\_\_\_\_

**PROVINCE OF ALBERTA  
SUBDIVISION AND DEVELOPMENT REGULATION  
ADDITIONAL INFORMATION REQUIRED FOR DEVELOPMENT PERMIT APPLICATIONS**

In order to expedite the review process, please answer the following questions with your application:  
Questions: (Please attach site plans to show each or all of the information)

<b>Check all spaces</b> V (yes) X (no) ? (not sure)	Questions to be answered by all applicants:	For Office Use only: (Actions required)	For Office Use only: (Results)
--	Is any proposed permanent additional overnight accommodation or public facilities within 100m of an oil or gas well head? S. 11(1)(2)		
--	Is any proposed permanent additional overnight accommodation or public facilities within 1.5 km of a sour gas facility (including any well, battery, pipeline and plant)? S. 1(1)		
--	Is any proposed residential, food establishment, school or hospital building within 300 m of the working area of a sewage treatment plant? S. 12(3)		
--	Is any proposed residential, food establishment, school and hospital building site within 450 m of the working area of an operating or non-operating hazardous waste management facility or an operating sanitary landfill, modified sanitary landfill or dry waste site; or 300 m of the disposal area of an operating or non-operating sanitary landfill, modified sanitary landfill, dry waste site or an operating waste processing site, waste storage site, waste sorting station or waste transfer station. S. 13(3)		

In compliance with the Alberta Municipal Government Act and the Subdivision and Development Regulation, the above answers/information are provided as being accurate.

I (We) understand that the County, Province and/or other review Agencies may require additional information from me (us) in their review of this application.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature(s) of Applicant(s)



## Development Permit Fees

COUNTY CENTRE  
Suite 101  
1105 – 5<sup>th</sup> Street  
Nisku, AB T9E 2X3  
Phone: 780-955-3555  
Fax: 780-955-8866

### DEVELOPMENT PERMITS

#### Residential:

- Dwelling \$203.00
- Requiring Water Service \$254.00/Lot
- Extension & Accessory Buildings \$127.00
- Home Based Business – Types 1, 2, 3 (including RV Storage) \$152.00
- Kennel License \$56.00

#### Signs:

- Awning, Canopy, Fascia, & Wall \$228.00
- Other (Freestanding) \$304.00

#### Other:

- Commercial/Industrial \$304.00
- Requiring Water Service \$355.00/Lot

#### Diamond Estates:

- Architectural Design Approval \$304.00

#### Rural Address Signage:

- Rural Address Sign \$ 94.50  
(No internal subdivision road)  
(2<sup>nd</sup> or 3<sup>rd</sup> residences – separate approach)
- Rural Address Signs A & B \$ 23.10  
(2<sup>nd</sup> or 3<sup>rd</sup> residences – same approach)

<p><b>Plus \$11.00 for title search unless a current – within 30 days title search is supplied; and \$21.00 for a corporate search</b></p>
--

#### Notes:

1. The following applicants are exempt from the first \$500.00 of total cumulative County application fees for development and safety code permits and subdivision approvals in any calendar year:
  - a. Community Hall Association, Societies or Groups
  - b. Agricultural Associations or Societies
  - c. Religious Organizations

Permit Fees are GST exempt