



Permit application Commercial development

Planning and Development
101-1101 5 St., Nisku, AB T9E 2X3
p: 780-979-2113
development@leduc-county.com

Application number _____

Date _____

¼		Section		Township		Range		West of		Roll #	
Lot		Block		Plan		No. of ac/ha					
Civic address							Subdivision/hamlet				

Personal information

Landowner name				Phone	
Contact (if Company)				Phone	
Owner address				Fax	
Town/city		Postal code		Email	

Applicant name				Phone	
Contact (if Company)				Phone	
Applicant address				Fax	
Town/city		Postal code		Email	

Information

Existing use of land/buildings	
Proposed development:	

	☐ ft ²	☐ m ²		☐ ft ²	☐ m ²		☐ ft ²	☐ m ²	
Industrial/ commercial	Area	Height	Addition	Area	Height	Signs	Area	Height	Site alteration
Office			☐ Addition			☐ Free standing			☐ Stockpiling
Frame & fabric			☐ Shop			☐ Fascia			☐ Lot grading/infill
Other (specify)						☐ Other (specify)			☐ Excavation
									☐ Landscaping

I/we hereby make application for a development permit under the provisions of the Land Use Bylaw in accordance with the plans and supporting information submitted herewith and which form part of this application.

Signature of applicant

Printed name of applicant

For office use

Is the development within Leduc County municipal services area?	Yes ☐ No ☐
Land Use District	Permitted ☐ Discretionary ☐
Proposed Development	

Personal information provided is collected by Leduc County under the authority of Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act (the FOIP Act) and we will protect it in accordance with Part 2 of that Act. We will use it to administer programs and services for which you have registered, and contact you if necessary. Should you require further information about collection, use and disclosure of personal information, please contact the FOIP Coordinator at 780-770-9251 or foip@leduc-county.com.

Applicant authorization

Date _____

Owner name				Phone	
Owner address				Fax	
Town/city		Postal code		Email	

¼		Section		Township		Range		West of		Roll #	
Lot		Block		Plan				Subdivision/hamlet			
Civic address											

Authorized person(s) name	
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I/we the registered owner(s) of this property do hereby authorize the named person(s) to apply for a development permit application affecting the above mentioned property. **It is the responsibility of the signing landowner that any co-owners are notified of this application.**

Registered owner(s) name

Registered owner(s) name

Authorized person(s) signature

Authorized person(s) signature

Development application checklist

The completed development application <i>must</i> include:	✓ or x
Completed development permit application form, signed by applicant and registered landowner or their authorized representative.	
Site plan showing all required information (see attached checklist and sample site plan; site plans must be computer-generated).	
One set of building plans including floor plan and elevations for all developments. Maximum size 11" x 17". (Plans for additions must include existing and proposed floor plans)	
If applicable include the following:	✓ or x
Applicant's authorization form, if applying on behalf of the landowner(s).	
Grading plan.	
Relocatable Industrial accommodation (office trailers, work camps)	
Certificate of land title be obtained from either land titles directly (spin 2) or from an Alberta registries office within 30 days of date of application. (Leduc County can provide this for an additional fee).	
Business information sheet	
Parking requirements	
Landscaping requirements	
Has a roadside development permit application been submitted to Alberta Transportation? 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. http://www.apps.tc.gc.ca/wwwdocs/Forms/26-0427E_1412-05_E_X.pdf	
Addressing fee.	
Development permit fee.	

Site and drainage plan requirements

A site plan <i>must</i> show the following:	✓
North arrow.	
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.	
Locations of existing and proposed approaches.	
<i>If applicable, which of the following are included:</i>	✓ or n/a
Locations of existing and proposed rights of way, easements, pipelines, well sites and utility lines.	
Locations of water courses and water bodies including wetlands.	
Location of vegetation including tree stands.	
Dimensions or 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.	

If a drainage plan is required it <i>must</i> show the following:	✓
Drainage in and around the proposed development.	
General lot drainage.	

For multi-lot subdivisions and commercial/industrial uses, drainage plans must be drafted by a qualified person (engineer or legal land surveyor).

Business information questionnaire

File number _____

¼		Section		Township		Range		West of		Roll #	
Lot		Block		Plan				Subdivision/hamlet			
Civic address											

Name of business	
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	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Hours of operation							

Number of employees?	
Number of vehicles associated with the business that will visit the property on a weekly basis	
Number of vehicles weighing less than one ton (vans, pickup trucks, etc.)	
Number of vehicles weighing more than one ton (cube van, flat decks, etc.)	
Number of vehicles weighing more than five tonnes (semi-trailer, b-trains, dump trucks, etc.)	

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):

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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*):

List any equipment that you will be using (including sea-cans):

Describe goods or equipment to be stored outside, including the height (indicate on site plan):

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 covered by the Workplace Hazardous Materials Information System (WHMIS) regulations – please provide MSDS documentation*):

Relocatable industrial accommodation

Office trailers/work camps

Important note

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

Unit(s) to be occupied by	
Estimated length of time unit(s) will be in place	

Office unit(s) – cooking or bathroom facilities included	Yes ☐ No ☐
Lunch room – cooking or bathroom facilities included	Yes ☐ No ☐
Work site unit(s)/camp – with cooking and sleeping accommodation	Yes ☐ No ☐
Work site unit(s)/camp – with bathroom facilities included	Yes ☐ No ☐
Other (specify):	

Manufacturer	
Year of manufacture	
Alberta Municipal Affairs label number(s)	
Serial number(s)	
Manufacturer supplied blocking instructions?	Yes ☐ No ☐