



**COMMERCIAL/INDUSTRIAL
DEVELOPMENT PERMIT APPLICATION INFORMATION**

Yellowhead County
2716 1st Avenue
Edson, Alberta T7E 1N9
780-723-4800 or 1-800-665-6030
Email planninginfo@yellowheadcounty.ab.ca

A COMPLETED DEVELOPMENT PERMIT APPLICATION REQUIRES:

1. A completed application form;
2. A completed site plan;
3. A comprehensive business description at the discretion of the Development Authority;
4. **A Copy of building or construction plans (maximum paper size 11 x 17);**
5. Non-refundable application fee;
6. Signature of ALL landowners;
7. Approval from Alberta Transportation if required;
8. Appropriate technical reports or testing, at the discretion of the Development Authority;
9. A plan review by an Accredited Building Inspector if requested by the Development Authority;
10. A completed Abandoned Wells Information Form;
11. Any additional information requested by the Development Authority.

PERMIT INFORMATION:

- Failure to complete the Application Form or supply the required information, plans, or fees may cause delays in application processing.
- The Development Authority may refuse to accept your Application if the required information has not been supplied or if the quality of the information is inadequate to properly evaluate the Development Permit Application.
- If the Development Permit Application is approved, the applicant will be notified in writing. The permit does not become valid until there has been a twenty one day appeal period in which the proposed development is advertised in the Local Newspaper. If there are no appeals against the development at the end of the twenty one day appeal period the Development Permit is considered valid and Development may commence.
- If the Development Permit Application is refused, the applicant will be notified in writing. The decision will outline the specific reasons for the refusal. The applicant has twenty one days to appeal the decision of the Development Authority to the Subdivision and Development Appeal Board.
- If the development authorized by a permit is not commenced within twelve (12) months from the date of its issue, the permit is deemed void, unless an extension to this period has previously been granted by the Development Authority.
- **Provincial permits may be required for buildings, plumbing, private sewage systems, gas or electrical installations. A listing of Authorized Accredited Agencies who issue these permits on behalf of Municipal Affairs is attached.**
- If your Property is located within 300 metres of a Provincial Highway or within 800 metres of an intersection of a Provincial Highway and a public road, a roadside development application is required from Alberta Transportation before a Development Permit Application will be accepted. For further information contact:

Alberta Transportation, Development and Planning Technologist
#202, 111 – 54th Street
Edson, Alberta T7E 1T2
780-723-8250
www.transportation.alberta.ca

- As of **October 1, 2006**, Applicants are responsible to pay the Rural Address Fee on all new development on previously vacant land. This will cover the costs of a rural address and rural address sign. The Rural Address Fee **MUST** accompany the Development Fee.

Development Permit Fees	
Home Occupation (Major/Minor) Application	\$75
Commercial/Industrial Application / Home Businesses (Major/Minor)	\$200
Signs Application	\$200
Rural Address	\$90
Rural Address within Multi-Lot Subdivisions	\$45
Development without an <u>Approved Development Permit</u>	Double the application fee
If you are unsure as to which fee is required, call Yellowhead County Planning Services.	



Application № _____

**COMMERCIAL/INDUSTRIAL
DEVELOPMENT PERMIT APPLICATION**

I/We hereby make application under the provisions of Yellowhead County Land Use Bylaw № 16.13 for a Development Permit in accordance with the plans and supporting information submitted herewith and which form part of the application.

APPLICANT: _____

Mailing Address: _____

Phone №: _____ Cell №: _____ Work №: _____

E-mail Address: _____

REGISTERED OWNER: _____

Address: _____

Phone № _____ Cell № _____ Work № _____

E-mail Address _____

RURAL ADDRESS: _____

(If different than mailing address)

LEGAL DESCRIPTION: Plan _____ Block _____ Lot _____

Long Legal _____ Parcel Size _____ (ha, ac or sq.ft.)

EXISTING USE:

☐ Vacant ☐ Existing Buildings and Use (Specify) _____

PROPOSED DEVELOPMENT: (Check All that Apply)

- | | | |
|---|--|---|
| <input type="checkbox"/> Commercial Business | <input type="checkbox"/> Sign | <input type="checkbox"/> Natural Resource Extraction/Processing |
| <input type="checkbox"/> Bed and Breakfast | <input type="checkbox"/> Home Occupation (Major/Minor) | <input type="checkbox"/> Telecom Tower |
| <input type="checkbox"/> General Industrial | <input type="checkbox"/> Home Business (Major/Minor) | <input type="checkbox"/> Work Camp |
| <input type="checkbox"/> Service Station/ Gas Bar | <input type="checkbox"/> Surveillance Suite | <input type="checkbox"/> Other (Specify) _____ |

Describe the Proposed Development (dimensions, material, etc):

MANUFACTURED HOME: (if used for Surveillance Suite) (Pictures **may be required** for **older** Manufactured Homes)

Year _____ Model _____ Length _____ Width _____

COST OF DEVELOPMENT: _____ **COMMENCEMENT DATE:** _____

IS THE SUBJECT LAND WITHIN A ½ MILE OF:

- a) A Provincial Highway? ☐ Yes ☐ No If YES, a roadside development application is required from Alberta Transportation PRIOR to the issuance of this application.
- b) An Oil or Gas Facility? ☐ Yes ☐ No
- c) A Water Body or River? ☐ Yes ☐ No

SIGNATURE OF APPLICANT: _____ **DATE:** _____

SIGNATURE OF LANDOWNER(S): _____
(Signatures of ALL Registered Landowners)

RIGHT OF ENTRY AUTHORIZATION

I ☐ DO OR ☐ DO NOT GIVE CONSENT FOR AN AUTHORIZED PERSON OF YELLOWHEAD COUNTY TO ENTER UPON THE LAND, LEGAL DESCRIPTION ABOVE, FOR THE PURPOSES OF A SITE INSPECTION OF THE LAND AFFECTED BY A PROPOSED DEVELOPMENT APPLICATION.

REGISTERED LANDOWNER NAME(S) AND SIGNATURE(S):

DATE: _____

[For Office Use Only]

DATE APPLICATION COMPLETE



Application No _____

COMMERCIAL/INDUSTRIAL DEVELOPMENT PERMIT APPLICATION

- 1) Describe the Business Operation

- 2) Number of People Employed _____

- 3) Hours and Days of Operation _____

- 4) Vehicle(s) and equipment associated with the Operation (including, number, type and size):

- 5) Number of Expected Vehicles trips per day to and from Site _____

- 6) Advertising / Marketing Details (how will you contact your clients or customers):

- 7) Number of expected customers or clients (day/week/month/year):

- 8) Indicate where storage of materials associated with the business will occur:

- 9) For Home Businesses, indicate where you intend to operate in the residence
(Include dimensions)

BUSINESS OPERATION SITE PLAN

(Show all structures on Property and specify which will be used for the Business Operation)

N

SITE PLAN CHECKLIST: The Site Plan **MUST** include *(Fill in blanks where applicable and show on Site Plan)*

- ☐ SETBACKS: NORTH _____ SOUTH _____ EAST _____ WEST _____

(If you are unaware of the required setbacks in your area, contact the Yellowhead County Planning Services)

- ☐ PROPOSED BUILDING(S) DIMENSIONS _____ HEIGHT (to Peak) _____

- ☐ EXISTING BUILDING(S) DIMENSIONS _____ HEIGHT (to Peak) _____

- ☐ SHAPE AND AREA/SIZE OF PROPERTY

- ☐ NORTH ARROW

- ☐ LEGAL LAND DESCRIPTION _____

- ☐ PUBLIC ROAD SERVICING PROPERTY (i.e. North Rd, Hwy 16) _____

- ☐ SHOW LOCATION OF ACCESS TO PROPERTY

- ☐ COPY OF BUILDING OR CONSTRUCTION PLANS

- ☐ ALL WATERBODIES AND STEEP EMBANKMENTS

- ☐ SHOW ANY PIPELINES CROSSING PROPERTY

All of these must be completed before the application can be processed.

If you need assistance completing the plan, contact the Planning Services at 780-723-4800.



ABANDONED WELLS

Lot	Block	Plan	Municipal Address	
NW / NE / SW / SE (please indicate)	Section	Township	Range	W5M

After reclamation of a well has been completed and approved by Alberta Energy Regulator, there is nothing visible on the surface or on title to indicate the presence of an abandoned well. Proper setback distances and access to the abandoned well site needs to be maintained if a leak should occur. There is also a risk to excavation and construction if abandoned wells are not properly located.

Effective **November 1, 2012**, an application for a development permit for a new building that will be larger than 47m² or 505 ft², or an addition to or an alteration of an existing building that will result in the building being larger than 47m² or 505 ft² must include:

- information provided by the Alberta Energy Regulator (AER) identifying the location or confirming the absence of any abandoned well(s) within the parcel on which the building is to be constructed, or, in the case of an addition, presently exists.

Documentation from AER Web Viewer must be attached to this application. AER Web Viewer can be accessed online at www.aer.ca (click Systems & Tools & then Abandoned Well Map).

The Applicant/Registered Owner has attached documentation from AER Web Viewer of the titled area that has indicated the following:	
<input type="checkbox"/>	According to AER Web Viewer, there are no abandoned well sites within the titled area.
OR	
<input type="checkbox"/>	According to AER Web Viewer, there are abandoned well site(s) within the titled area. I have attached a map provided by Alberta Energy Regulators (AER) identifying the location or confirming the presence of an abandoned well(s) within the parcel on which the development is occurring.

If you <u>do</u> have an abandoned well(s) within 20 m or 65 ft of your proposed development:	
You will be required to meet the requirements as set out in AER's Directive 079. These requirements can be obtained at http://www.aer.ca/rules-and-regulations/directives/directive-079 . PLEASE SUBMIT THE FOLLOWING:	
<input type="checkbox"/>	Written confirmation from the licensee responsible for each well that the exact well location of the wellhead has been confirmed and whether the proposed development can proceed.

_____ Signature of Registered Owner	_____ Date
_____ Signature of Registered Owner	_____ Date



Area 12

NOTICE

Compliance Monitoring

Agencies Authorized by the Alberta Safety Codes Authority to Issue Permits and Provide Compliance Monitoring in Non-Accredited Municipalities

Agency Name	Phone	Fax	Building Permits	Electrical Permits	Gas Permits	Plumbing Permits
Canadian Safety Consulting	780-897-1998 1-877-780-7233	james@cansafety.ca	Yes	No	No	No
IJD Inspections Ltd.	403-346-6533 1-877-617-8776	403-347-2533 permits@ijd.ca	Yes	Yes	Yes	Yes
Superior Safety Codes Inc. (Edmonton)	780-489-4777 1-866-999-4777	1-866-900-4711 info@superiorsafetycodes.com	Yes	Yes	Yes	Yes
The Inspections Group Inc.	780-454-5048 1-866-554-5048	1-866-545-5222 questions@inspectionsgroup.com	Yes	Yes	Yes	Yes

NOTE: **General Information about building and private sewage development:**
Municipal Affairs Safety Service
Phone: 1-866-421-6929

Other Contacts you may need:

Prior to contacting any of the following, have your rural address and legal land location available.

- For electrical service to most properties in Yellowhead County, contact Fortis Alberta at 310-WIRE (9473). If you have a rural property at the east end of the County, your property may be serviced by EQUUS. Their phone number is 1-888-627-4011.
- For natural gas service to properties located from Range 13 and west, contact Yellowhead Gas Co-op at 780-723-4214; from Range 12 and east, contact TRL Gas Co-op at 780-727-3732. For the Hamlets, you should contact ATCO Gas at 1-780-542-7448 (Drayton Valley).
- For landline telephone connection call TELUS at 310-2255 (residential use) or 310-3100 (commercial use).
- Contact Alberta One-Call at 1-800-242-3447 with regard to location of underground facilities.

Yellowhead County provides this information as a service to current and potential residents. It is provided as a guide only and information may be incorrect or out-of-date. For any questions or concerns contact individual companies directly.