



Yellowhead County  
 2716 1st Avenue | Edson, Alberta | T7E 1N9  
 780-723-4800 or 1-800-665-6030  
 www.yhcounty.ca

# Home-based Business Development Permit Application

## Complete Development Permit Application Checklist

Application Form & Fee	If Required by the Development Authority:
Site Plan	Roadside Development Permit
Business Information	Any technical reports, studies or prior approvals
Abandoned Wells Form	Any additional plans, agreements or information

## Development Permit Information

- If the Development Permit Application is approved, the applicant will be notified in writing. The permit does not become valid until after a **21 day appeal period** in which the proposed development is advertised to the public. If there are no appeals before the end of the 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 notice will outline reasons for refusal. The applicant has 21 days to file an appeal of the decision with the Subdivision and Development Appeal Board.
- If the Development authorized by the permit is not commenced within 12 months from the date of issue, the permit is deemed void, unless an extension to this period has previously been granted by the Development Authority.
- Applicants are responsible to pay the Rural Address Fee on all new development on previously vacant land. This will cover the costs of rural address assignment, installation and signage. The Rural Address Fee must accompany the Development Permit Fee.

## Building Permit Information

- **This is not a Building Permit.** Building Permits are required for most construction projects. These projects include new buildings, additions, renovations, alterations, repairs, relocations, demolitions, or the change of use in an existing building.
- The *Safety Codes Act* requires that all contractors and homeowners in Alberta obtain permits **before** starting any work on buildings covered by the current edition of the Alberta Building Code.
- Yellowhead County is not authorized to administer the *Safety Codes Act*. After receiving an approved Development Permit, Applicants must contact an Authorized Agency to receive a Building Permit. A list of the Authorized Agencies is included on Page 5 of this Application.

## Development Permit Fees

Home Occupation Development Permit Application	\$75.00
Home Business Development Permit Application	\$200.00
Rural Address	\$90.00
Rural Address within Multi-Parcel Subdivision	\$45.00
Existing Development without an Approved Development Permit	Double the Fee

# Development Permit Application



Application №

Date Received:

Yellowhead County  
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## Applicant Information

Full Name(s)

Mailing Address

Email Address

Phone №

Postal Code

Other Phone №

## Proposed Development Location

Rural Address

Long Legal

Short Legal

Plan

Block

Lot

Is the Proposed Development within 800 meters of:

A Provincial Highway?	Yes	No
An Oil or Gas facility?	Yes	No
A River or Waterbody?	Yes	No

Where the Proposed Development is within 800m of the centerline of a provincial highway, a Roadside Development Permit is required to be obtained from Alberta Transportation (780-723-8250) prior to this permit being issued.

## Description of Proposed Development

## Authorization

As the applicant, I affirm that:

I am the registered owner of the property

I have entered into a binding agreement to purchase the property from the registered owner(s)

I have permission of the registered owner(s) of the property to apply for a Development Permit

Any approvals granted regarding this application does not excuse the applicant from complying with the requirements of any Federal, Provincial or other Municipal Legislation or the conditions of any easement, restrictive covenant or agreement affecting the buildings or lands.

By submitting an application for development, I am allowing right of entry for inspection purposes. I certify the information provided on this application is accurate and complete.

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Signature of the Applicant

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Signature of all Registered Owners



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## Business Information & Site Plan

### Operation

Number of Employees

Hours of Operation

Days of Operation

Will the Business operate exclusively off-site or provide a mobile service? Yes      No

### Vehicles & Equipment

Vehicles: Amount & Type

Vehicle Trips to Site per Day

Other On-site Equipment

Customers per Day

### Storage & Signage

On-site Storage? Yes No Location:

Describe Signage or Advertising

### Create Your Site Plan Here (Or Attach Separately)

### Checklist

North Setback

South Setback

East Setback

West Setback

Building Height(s)

Building Width(s)

Building Length(s)

Square Footage(s)

Public Road to Site

Access labelled: Yes

Slopes labelled: Yes

For Planning Department Use Only:

Date Application Complete



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# Abandoned Wells Form

## Abandoned Wells

After reclamation of an oil well has been completed there is nothing visible on the surface or on the Land Title to indicate the presence of an abandoned well. Proper separation distances and access to the abandoned well site need to be maintained if a leak should occur. There is also a risk to excavation and construction operations if abandoned wells are not properly located. Therefore, an application for a development permit for a new building that will be larger than 47 square meters (500 sq.ft), or an addition to or an alteration of an existing building that will result in the building being larger than 47 square meters 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. To provide this documentation:

- Access the AER Web Viewer at [www.aer.ca](http://www.aer.ca)
- Select "Systems & Tools"
- Select "Abandoned Well Map"
- Select "Access the Abandoned Well Map"
- Zoom in to the proposed development location
- Print the image of the proposed development location
- Select "Open File"
- Attach the resulting PDF document to this Application

The Applicant or Registered Owner has attached documentation from AER Web Viewer of the titled area that has indicated the following:

According to AER Web Viewer, there are no abandoned well sites within the titled area.

According to AER Web Viewer, there are abandoned well site(s) within the titled area. I have attached a tentative plan from an Alberta Land Surveyor showing the location of the well(s) and setbacks established by AER Directive 079.

If you do have an abandoned well(s) within 20m or 65 ft of your proposed development you will be required to meet the requirements as set out in AER'S Directive 079. Please submit the following:

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.

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Signature of the Applicant

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Date

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Signature of all Registered Owners

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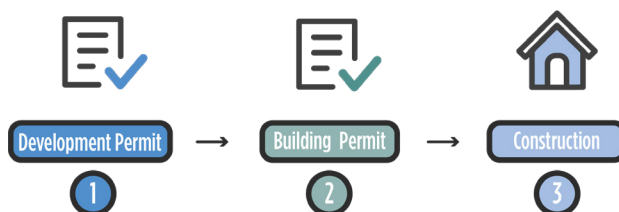
Date



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## Permits and Utilities Information

### Approval Process



### Building Permits

Yellowhead County is not authorized to administer the *Safety Codes Act* and does not provide Building Permits. After receiving an approved Development Permit from Yellowhead County, and before beginning construction, Applicants must contact an Authorized Agency to receive a Building Permit.

Authorized Agency	Phone Number	Email
IJD Inspections Ltd.	Toll Free: 1 - (877) - 617 - 8776	info@ijd.ca
Superior Safety Codes Inc.	Toll Free: 1 - (866) - 999 - 4777	info@superiorsafetycodes.com
The Inspections Group Inc.	Toll Free: 1 - (866) - 554 - 5048	questions@inspectionsgroup.com

### Electrical

- Contact Fortis Alberta (310-9473)
- Rural property at the east end of the County may be serviced by EQUUS (1-888-627-4011)

### Natural Gas

- Range 13 and West: Yellowhead Gas Co-op (780-723-4214)
- Range 12 and West: TRL Gas Co-op (780-727-3732)
- Hamlets: ATCO Gas (1-780-542-7448)

### Landline Telephone

- Residential Use: Telus (310-2255)
- Commercial Use: Telus (310-3100)

### Underground Utility Location

- Alberta One-Call (1-800-242-3447)

### Building & Private Sewage Development Information

- Municipal Affairs Safety Service (1-866-421-6929)

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.

# New Rural Address Sign Application



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Rural Address Fee	\$90.00
Multi-Parcel Subdivision Rural Address	\$45.00

## Location

Long Legal	NW	NE	SW	SE	Section	Township	Range	W5M
Short Legal	Lot	Block		Plan		Subdivision		

## Applicant Information

Full Name(s)

Mailing Address

Postal Code

Email Address

Phone №

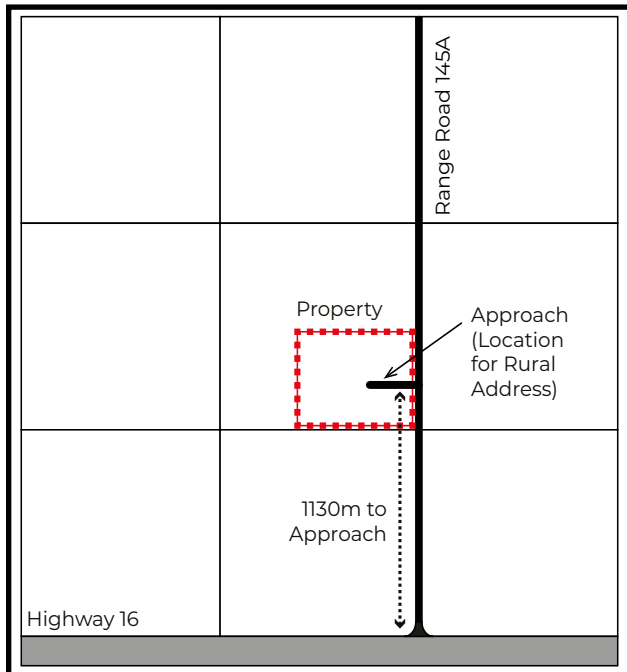
Other Phone №

## Location for Rural Address Sign

Include the following:

- The location of the existing titled area;
- The location of the approach to be used for access to the existing titled area;
- The distance from the approach to the nearest intersection;

### Example Approach Location Plan



### Create Your Plan Here

Signature of all Registered Owners

Date