

# Home Business Uses Development Permit Application



Yellowhead County  
2716 1<sup>st</sup> Avenue Edson AB T7E 1N9  
780-723-4800 or 1-800-665-6030, www.yhcounty.ca

## COMPLETE DEVELOPMENT PERMIT APPLICATION CHECKLIST

Application Form & Fee (non-refundable)	Any Technical reports, studies or prior approvals
Completed Site Plan	Any Additional plans, agreements or information
Floor Plan	Signature of <u>ALL</u> Landowners
Abandoned Wells Form	Approval from Alberta Transportation (if required)

## DEVELOPMENT PERMIT INFORMATION

- Failure to complete the Application Form or supply the required information plans, or fees may cause delays in application processing.
- 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 decision will outline reasons for refusal. The applicant has 21 days to appeal the decision of the Development Authority.
- 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 been granted by the Development Authority.
- Applicants are responsible to pay the Rural Address Fee 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 contracts and homeowners in Alberta obtain permits before stating any work on buildings covered by the current edition of the Alberta Building Code.
- **Provincial permits may be required for buildings, plumbing, private sewage systems, gas or electrical installations. A list of Authorized Accredited Agencies who issue these permits on behalf of Municipal Affairs is attached.**

## DEVELOPMENT PERMIT FEES

Home Business Uses Development Permit Application	\$200.00
Rural Address Fee	\$90.00
Rural Address Fee within Multi-Parcel Subdivision	\$45.00
Existing Development without an Approved Development Permit	\$400.00
If you are unsure as to which fee is required, Call Yellowhead County Planning Services	

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Application No:   
Date Received:

APPLICANT					
MAILING ADDRESS					
POSTAL CODE		PHONE NO:		CELL NO:	
EMAIL ADDRESS					

REGISTERED OWNER					
MAILING ADDRESS					
POSTAL CODE		PHONE NO:		CELL NO	
E-MAIL ADDRESS					

RURAL ADDRESS					
LONG LEGAL			PARCEL SIZE (ha, ac or sq ft.)		
SHORT LEGAL	PLAN		BLOCK		LOT

**IS THE PROPOSED DEVELOPMENT WITHIN 800 METERS OF:**

<b>A Provincial Highway?</b>	<input type="radio"/> Yes	<input type="radio"/> 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 prior to this permit being issued.
<b>An Oil or Gas Facility?</b>	<input type="radio"/> Yes	<input type="radio"/> No	
<b>A River or Waterbody?</b>	<input type="radio"/> Yes	<input type="radio"/> No	

**DESCRIBE THE PROPOSED DEVELOPMENT**

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

**SIGNATURE OF APPLICANT:** \_\_\_\_\_

**SIGNATURE OF LANDOWNER(S):** \_\_\_\_\_

(Signature of ALL Registered Landowners)

<p><b>RIGHT OF ENTRY AUTHORIZATION</b> 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 PORPOSED DEVELOPMENT APPLICATION REGISTERED LANDOWER NAMES(S) AND SIGNATURE(S):</p> <p style="text-align: right;">DATE: _____</p>	<p><i>[For Office Use Only]</i> <b>DATE APPLICATION COMPLETE</b></p>
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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	
Equipment (Skid-steer, etc)	

### Storage, Marketing & Appearance

On-site Storage?	Yes	No	Location:	
Describe Signage or Advertising				
Landscaping Improvements				

### Create Your Site Plan Here

#### 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



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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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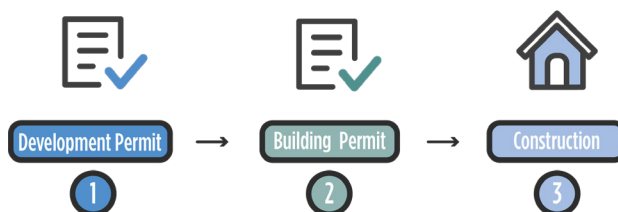
Date



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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.



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**RURAL ADDRESS SIGN APPLICATION**

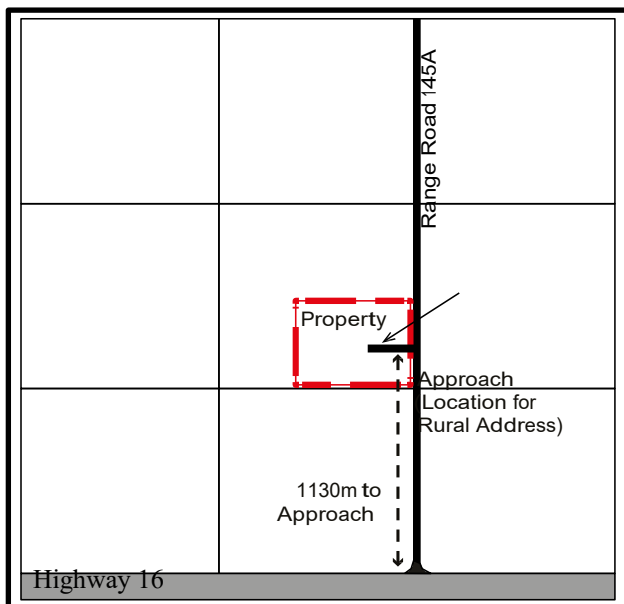
Rural Address Fee \$90.00  
 Multi-Parcel Subdivision Rural Address \$45.00

REGISTERED OWNER							
MAILING ADDRESS							
POSTAL CODE		PHONE NO		CELL NO			
E-MAIL ADDRESS							
NE / NW / SE / SW  (Please indicate)	Section		Township		Range		W5M
Short Legal	Lot		Block		Plan		

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 titles area;
- The distance from the approach to the nearest intersection

Example Approach Location Plan



Create Your Plan Here

Signature of all Registered Owners

Date