

# Development Permit Application



## General Development (Non-Residential)

All materials must be clear, legible, and precise. Only applications that are complete will be accepted. This application is for a development permit only, if a building permit is required, you must apply for it separately.

Address	Lot	Block	Plan
<b>Applicant</b> Same as Property Owner	<b>Property Owner</b>		
Name _____	Name _____		
Address _____	Address _____		
Town/City _____	Postal Code _____	Town/City _____	Postal Code _____
Phone _____	Phone _____		
E-mail _____	E-mail _____		
Signature _____	Signature _____		

Providing an email means you consent to receiving documents or communications related to this application, including, but not limited to development permit decisions, acknowledgments confirming an application is complete, any notices identifying or requesting outstanding documents and information, by email.

I, the applicant, acknowledge that:

1. This application does not exempt the applicant, owner, or owner's agents from full compliance with any easement, covenant, building scheme, or other agreements affecting the property, nor from any applicable laws, bylaws, or regulations.
2. The Town and its agents have the right to enter the property to inspect for and enforce compliance with issued permits, and any relevant bylaws, regulations, and legislation.
3. I declare that I have reviewed the information from the Energy Resource and Conservation Board (ERCB) and can advise that the information shows the absence of any abandoned wells on the parcel that is the subject of this application.

Signature \_\_\_\_\_

Date \_\_\_\_\_

### As the Applicant, I affirm:

I am the registered owner of the above property  
I have entered into a binding agreement to purchase the above property with the registered owner(s)  
I have permission of the registered owner(s) of the above property to make this application for a Development Permit

### Project Info

Start - End Date: \_\_\_\_\_ - \_\_\_\_\_  
Structure Height: \_\_\_\_\_ Meters \_\_\_\_\_ Feet Floor Area \_\_\_\_\_ m<sup>2</sup> \_\_\_\_\_ Sqft  
Project Value: \_\_\_\_\_  
Current Use: \_\_\_\_\_  
Use Intensity Will: Increase Stay the Same

### Project Description

### OFFICE USE ONLY

Zoning \_\_\_\_\_  
Defined Use \_\_\_\_\_  
Allowable Use: Permitted Discretionary

Assigned DP #: \_\_\_\_\_  
Permit Fee: \$ \_\_\_\_\_ +\$15 (Title Search)  
Receipt Number: \_\_\_\_\_

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### **Employees & Customers:**

Total Staff Employed \_\_\_\_\_  
Including Business Owner \_\_\_\_\_  
Expected Daily Customers \_\_\_\_\_

Maximum Number of Staff Present at any one Time \_\_\_\_\_  
Expected Weekly Customers \_\_\_\_\_

### **Hours and Days of Operations:** (Include if your operations will be seasonal)

### **Describe any storage structures and the nature of goods to be stored:**

### **Will commercial vehicles be stored on site? How many and where?**

### **What is your waste management plan?**

### **How will local traffic be changed by this development?**

### **Is the site open to the public? If so, what parts? (include dimensions)**

### **Describe planned signage:**

# Development Permit Checklist



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Applicants must check all necessary boxes, acknowledging that their application package contains all required information. **An incomplete application may result in processing delays and/or a permit refusal.**

### Development Permit Application Package Requirements

Completed Site Plan	Geotechnical/Storm Water Plan (As Requested)	Copy of CSA Label (Manufactured Homes Only)
Floor Plans	Landscaping Plan (As Requested)	Appraisal Showing New Effective Age of At Least 20 Years (Mobile Homes - As Requested)
Elevation Drawings	Environmental Evaluation (As Requested)	
Certificate of Title* (<30 days)	Traffic/Parking Studies (As Requested)	

\*If the applicant is unable to obtain a Certificate of Title, the Town will acquire one for an additional fee of \$15.

### Site Plan Components

1. Must be oriented with north at the top of the page and must contain a north arrow.
2. Must include in a text block on the site plan:

Property address  
Size of lot in hectares/acres  
Gross floor area (m<sup>2</sup>/sqft)  
# of current/proposed principle structures  
# of current/proposed accessory structures  
# of current/proposed parking spaces

3. Must show site layout (and dimensions in metric or standard) which includes:

All property lines & adjacent streets/roads  
All existing and proposed structures  
All setback and separation distances  
All driveways, site accesses, parking pads/lots, queuing/loading areas, parking stalls and aisles, sidewalks, walkways, etc.  
Existing above ground utility structures on site  
Existing/proposed water bodies/features  
Proposed garbage/snow storage locations (as requested)

### Floor Plan

1. Must be included for all proposed structures and show:  
Layout of each floor, use of each area, and all exterior window and door openings

A floor plan may not be required for some outdoor structures.

### Elevation Drawings

1. Must be included for all proposed structures and show:  
All heights, faces, roof slopes, and grade lines  
Face finish, materials, and colours

For already existing structures, photos may be accepted in place of elevation drawings.

### Processing Information

As per the Municipal Government Act, the Town of High Level has up to 20 days from the receipt of a permit application to determine whether the application is complete, and up to another 40 days to issue a decision on the application.

**The Town strives to issue decisions on applications sooner than the timelines outlined under the Municipal Government Act; however, this is only possible if permit applications are complete and have all the information required by the Town to make an informed decision.**



## Site Plan

### Address:

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### Lot Size:

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Hectares

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Acres

### # of Primary Structures

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### # of Accessory Structures

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### # of Parking Spaces

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### Other Info:

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