

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

Applicant

Same as Property Owner

Name _____

Address _____

Town/City _____ Postal Code _____

Phone _____

E-mail _____

Signature _____

Property Owner

Name _____

Address _____

Town/City _____ Postal Code _____

Phone _____

E-mail _____

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 _____ m² 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 (m²/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:

Lot Size:

_____ Hectares
_____ Acres

of Primary
Structures

of Accessory
Structures

of Parking
Spaces

Other Info:
