

Development Permit Application

Change of Use, Repairs, and Renovations



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. **This application may only be used for an existing structure where no external changes are planned.**

Address

Applicant

Same as Property Owner

Name _____
Address _____
Town/City _____ Postal Code _____
Phone _____
E-mail _____
Signature _____

Lot _____ Block _____ Plan _____

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 _____ m² _____ Sqft _____
Project Value: _____
Current Use: _____
Use Intensity Will: Increase Stay the Same

Project Description

How Many Days Has Property Been Vacant? _____

OFFICE USE ONLY

Zoning _____

Assigned DP #: _____

Defined Use _____

Permit Fee: \$ _____ +\$15 (Title Search)

Allowable Use: Permitted Discretionary

Receipt Number: _____

Development Permit Checklist



Change of Use, Repairs, Renovations

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

Site Context Diagram

Floor Plan

Site Photos

Certificate of Title* (<30 days)

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

Site Context Diagram

1. Must be oriented with north at the top of the page and must contain a north arrow.
2. Must include a site plan or aerial/satellite image (with building/setback measurements) showing the following:
 - Layout of existing structures and site components (parking, vegetation, etc.)
 - Identification of which structure/area the application is pertaining to

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
 - Areas clearly indicated where renovation/repair will occur

Site Photos

1. Must be included for all proposed structures and show:
 - Current state of exterior conditions
 - Current state of interior conditions
 - Any damage requiring repair

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.