



**Town of Crossfield**

1005 Ross Street, Box 500 Crossfield, AB T0M 0S0

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**DEVELOPMENT PERMIT APPLICATION**

**NOTE: THIS IS NOT A BUILDING PERMIT**

**TO BE COMPLETED BY PERMIT APPLICANT**

Application Date:		Town File #:
<b>Applicant:</b>		
Phone:	(Alternate):	Fax #:
Email:		
Mailing Address:		Postal Code:
Registered Owner of Land: (if applicant is other than owner)		
Mailing Address:	Same: _____	Other: _____

**PROJECT INFORMATION**

Address of Property (Municipal Address): \_\_\_\_\_

<b>Legal Description:</b>	Lot _____ Block _____ Reg. Plan No. _____
	All or part of the _____ ¼ Sec. _____ Township _____ Range _____

Tax Roll #:	Land Use District:
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Existing use of land or building: \_\_\_\_\_

Estimated date of commencement: \_\_\_\_\_

Estimated date of completion: \_\_\_\_\_

Applicable Area Structure Plan/Area Redevelopment Plan: \_\_\_\_\_

**TYPE OF PROJECT:**

- Construction/addition/renovation (*see section below*)
- New business in existing building or change of use (*see section below*)
- Bylaw Relaxation/Variance
- Fence Permit
- Shed/garage permit. Size of garage shed: \_\_\_\_\_
- Sign permit

**DESCRIPTION OF THE PROPOSED BUSINESS OPERATIONS/WORK**

*(Describe in as much detail as possible what the proposed business operations are including, any construction or altered with the site, storage, parking etc.):*

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CONSTRUCTION / ADDITION / RENOVATION	NEW BUSINESS IN EXISTING BUSINESS (CHANGE OF USE)
<p><i>Proposed Setbacks:</i>            Front: _____ Left Side: _____            Right Side: _____ Rear: _____</p> <p>Area of site: _____ Area of Building: _____</p> <p>% of site coverage for Principal Building: _____</p> <p>Height of Building: _____</p> <p>No. of Parking _____</p> <p>Stalls provided (off street): _____</p> <p>No. of loading stalls: _____</p> <p>Garbage container on site: yes/no</p> <p>Color Scheme: _____</p>	<p>No. of employees: _____</p> <p>No. of parking spaces provided: _____</p> <p>Hours of operation: _____</p> <p>Days of operation: _____</p> <p>Garbage container on site: Yes/No</p> <p>Hazardous material on site: Yes/No (if yes please describe): _____            _____            _____</p>

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I/We hereby make application under the provisions of the Land Use Bylaw section 4.1 for a Development Permit in accordance with the plans and supporting information submitted herewith and which form part of this application.

Signature of Applicant: \_\_\_\_\_

Signature of Registered Owner: \_\_\_\_\_

### IMPORTANT NOTICES

- More information on the development permit process can be found in the **Development Permit FAQ** on the Town's Website.
- This application **does not** permit the commencement of construction on the site until a decision has been made and a permit has been released regarding the proposed development by the Development Officer or Municipal Planning Committee.
- A **Building Permit** may also be required for any development on the site.

**PLEASE REMEMBER TO ATTACH YOUR APPLICATION CHECKLIST, APPLICATION FEE, SITE PLAN AND OTHER SUPPORTING MATERIAL TO YOUR APPLICATION.**

**INCOMPLETE APPLICATIONS WILL NO BE PROCESSED**

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#### \*\*\*FOR OFFICE USE ONLY\*\*\*

Application No.: \_\_\_\_\_

**Statement of Decision:**

**Approved by:**  MPC /  DO /  SDAB (with conditions attached on separate cover)

Date: \_\_\_\_\_

**Refused by:**  MPC /  DO /  SDAB (with conditions attached on separate cover)

Date: \_\_\_\_\_

**Tabled by:**  MPC /  DO /  SDAB (with conditions attached on separate cover)

Date: \_\_\_\_\_

**Date of Permit Decision:** \_\_\_\_\_

**Date of Permit Release:** \_\_\_\_\_

DEVELOPMENT OFFICER/ASSISTANT DEVELOPMENT OFFICER: \_\_\_\_\_

## **DEVELOPMENT PERMIT REQUIREMENTS CHECKLIST**

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All of the following information for a Development Permit is necessary to ensure that an application is reviewed completely and efficiently. This checklist must be attached to all Development Permit applications. All boxes should be checked, and the information indicated attached to the application.

*Incomplete applications will not be accepted by Town administration and will be returned to the applicant. All boxes must either have a checkmark ✓ or N/A (not applicable).*

### **Required Information for ALL applications**

- Pre-application meeting** completed
- One (1) copy of completed **Development Permit Application Form**
- Letter of Authorization** signed by landowner (if application is submitted by a person other than the registered owner)
- Application fees (see **Fee Schedule**), payable to the Town of Crossfield
- Current **Certificate of Title** of subject lands (no older than 30 days)
- One copy of a site plan(s) drawn to scale, which show the following:
  - Legal description of the site with north arrow;
  - Area and dimensions of the land to be developed including the front, rear and side yards if any;
  - Floor plans, elevation and exterior finishing materials;
  - Locations and distances of on-site existing or proposed water and sewer connections, septic tanks, disposal fields, water wells;
  - Site drainage, finished lot grades, the grades of the roads, streets;
  - the height, dimensions, and relationship to property lines of all existing and proposed buildings and structures including retaining walls, trees, landscaping and other physical features (a Real Property Report may be required at the discretion of the Development Officer or the Municipal Planning Commission);
  - Information on the method to be used for the supply of potable water and disposal of wastes along with supporting documentation;
  - Existing and proposed access and egress to and from the site; and
  - Where applicable, the cutting down or removal of trees.

## ADDITIONAL SUPPORTING INFORMATION

If your application is for **multi-dwelling unit residential, business, industrial, recreational and institutional uses**, applications must have the following additional information:

- loading and parking provisions;
- access locations to and from the site;
- garbage and storage areas and the fencing and screening proposed for same;
- location and approximate dimensions of all existing and proposed trees, shrubs, parks and playgrounds;
- provision for barrier-free access without stairs, with access ramps for wheelchairs, walkers, strollers, or any other devices intended to assist in personal access to buildings or sites; and
- a development impact assessment statement clearly describing how the potential impacts of the proposed development on adjacent lands will be dealt with and how the proposed facilities have been designed to minimize such disturbance.

The Development Officer may require an applicant for a development permit to submit, in addition to the information noted above, any or all of the following additional information:

- A Traffic Impact Assessment and/or parking demand assessment evaluating potential traffic impacts and on-site parking implications
- A Phase 1 Environmental Site Assessment evaluating potential soil contamination
- Detailed site servicing, grading and stormwater plans
- Visual impact assessment