



Permit No: \_\_\_\_\_

## NEW CONSTRUCTION - DEVELOPMENT PERMIT APPLICATION

NOTE: THIS IS NOT A BUILDING PERMIT

Residential \_\_\_\_\_ Commercial \_\_\_\_\_ Industrial \_\_\_\_\_

### APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Registered Owner of Land:

Same as applicant \_\_\_\_\_

Mailing Address: \_\_\_\_\_

### PROJECT INFORMATION

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

Legal Description: Lot \_\_\_\_\_ Block \_\_\_\_\_ Reg. Plan No. \_\_\_\_\_

All or part of the \_\_\_\_\_ ¼ Sec. \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

Tax Roll #: \_\_\_\_\_ Land Use District: \_\_\_\_\_

Proposed Development:	<input type="checkbox"/> Single-Family Construction	<input type="checkbox"/> Multi-Family Construction (semi-detached/duplex/ Apartment/Row Housing)	<input type="checkbox"/> Accessory Building
	<input type="checkbox"/> Commercial Construction	<input type="checkbox"/> Industrial Construction	<input type="checkbox"/> Other

Description of work: \_\_\_\_\_

Total Floor Area: Sq Ft. \_\_\_\_\_ M \_\_\_\_\_

Main Floor: Sq Ft. \_\_\_\_\_ M \_\_\_\_\_ Number of Stories: \_\_\_\_\_

Second Floor Sq Ft. \_\_\_\_\_ M \_\_\_\_\_

Basement: Sq Ft. \_\_\_\_\_ M \_\_\_\_\_ Basement Developed:  Yes  No

Deck/Balcony Area: Sq Ft. \_\_\_\_\_ M \_\_\_\_\_

Detached Garage:  Yes  No Total Floor Area: Sq Ft. \_\_\_\_\_ M \_\_\_\_\_

**Proposed Setbacks – Principal Building**

Front yard: \_\_\_\_\_ Rear yard: \_\_\_\_\_ Left Side: \_\_\_\_\_ Right Side \_\_\_\_\_

Area of site: \_\_\_\_\_ Area of Building \_\_\_\_\_ % of Site Coverage (All buildings) \_\_\_\_\_

**Proposed Setbacks – Accessory Building**

Front yard: \_\_\_\_\_ Rear yard: \_\_\_\_\_ Left Side: \_\_\_\_\_ Right Side \_\_\_\_\_

**Water Meter**

Required Meter Size: \_\_\_\_\_ Water Meter:  Paid  Invoiced

I/We herby 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 forms part of this application.

I/We hereby certify that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application for development approval.

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

\_\_\_\_\_  
Signature of Registered Owner(s)

\_\_\_\_\_  
Signature of Development Officer

\_\_\_\_\_  
Date of completed application accepted by Staff

**Permit Conditions:**

- House numbers will be displayed on each home under construction.

*Water/Wastewater*

- A water meter must be purchased for each new construction property.
- Contractors must contact the Town for water/sewer connection inspections prior to backfilling property.
- The Plumbing contractor is responsible for picking up a water meter from the Town and ensuring it is installed prior to occupancy.
- A utility account must be set up prior to water connection. A \$55.00 utility account set-up fee is required and will be applied to the first bill. Utility bills are sent out bi-monthly.
- Contact the Town Administration office for water meter purchase, utility account set-up, and scheduling of work with Operations. The Town Administration office is located at 1005 Ross Street and can be reached by calling: at 403-946-5565.

*Grade Slip*

- A grade slip, along with a grade slip deposit must be submitted for each new construction property.
- Grade slips must follow the Town of Crossfield's most current Grade Slip Bylaw.

*Construction Debris/Noise*

- The Town of Crossfield transfer site does not accept construction waste.
- Contractors are required to have a construction waste (with a fixed receptacle cover) bin located on their property until occupancy is granted. This means all waste inclusive of wood, plastic, shingles, and other extra building materials (scrap or otherwise) are placed in the bin that is on each lot under construction. Any new materials are to be kept on the lot that construction is occurring and will be stacked neatly.
- Keep your building/development areas clean and maintained for your clients and the neighbourhood.
- Compliance with the Town of Crossfield's Community Standards Bylaw must be followed. This includes, weed and grass control, and unsightly property).
- Cleanup orders may be issued, and a third party will be contracted for clean up if the items on the order are not addressed by the date noted. These costs will then be borne by the contractor.
- Construction Noise – must comply with section 5 of the Town of Crossfield's Noise Bylaw 2024-02 and shall not carry on construction during the hours of 11 p.m. – 7 a.m. on weekdays, and 11 p.m. and 8 a.m. on weekends and statutory holidays.

*Contractor Business License*

- All contractors are required to hold a valid Town of Crossfield Business License. Business Licenses can be obtained at the Town Office.

**NEW CONSTRUCTION PERMIT REQUIREMENTS CHECKLIST**

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).*

- Completed Development Permit
- Certificate of Title
- Plot Plan showing,
  - Legal description of the site with north arrow;
  - Area and dimensions of the land to be developed including the front, rear and side yards;
- Building plans
  - Floor plans, elevation and exterior finishing materials;
  - Locations and distances of on-site existing or proposed water and sewer
  - Grading Slip** - site drainage, finished lot grades,
  - 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.