



Town of Crossfield



Development Permit F.A.Q.

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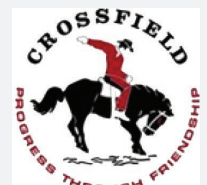
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Development Permit F.A.Q. Contents

1.0 - Purpose	1
2.0 - What is a Development Permit?	1
3.0 - When is a Development Permit required?	1
4.0 - What are the different types of DPs?	1
5.0 - What is the difference between Permitted & Discretionary Uses?	2
6.0 - Why do I need a DP?	2
7.0 - Who can apply for a DP?	3
8.0 - How is process initiated?	3
9.0 - What information do I need to apply for a DP?	3
10.0 - What is the cost?	4
11.0 - What is the process?	5
12.0 - What is circulation?	6
13.0 - What happens once my application has been circulated?	5
14.0 - How long does a decision take?	5
15.0 - Who makes decisions on DP approval/ refusal?	7
16.0 - What happens after a decision on my DP has been made?	7
17.0 - Can a DP decision be appealed?	7
18.0 - How long do I have to appeal a decision?	8
19.0 - Who considers an appeal?	8
20.0 - What are development permit conditions?	8
21.0 - How long do I have to satisfy my conditions?	8
22.0 - What is DP issuance/release?	8
23.0 - What other permits are required after development permit approval?	9
24.0 - How do I find out about DPs in my community?	9
25.0 - Can I appeal my neighbour's DP?	9



Development Permit F.A.Q

1.0 Purpose

This guide has been designed to assist in applying for a Development Permit in the Town of Crossfield. Its intent is to complement information contained in the applicable provincial legislation, specifically the Municipal Government Act, and the Town of Crossfield Land Use Bylaw.

2.0 What is a Development Permit?

A Development Permit (DP) approves the use of a site, as well as the size and location of any buildings or structures. This ensures that the proposed structure and/or use conforms to the applicable regulations outlined in the Land Use Bylaw for that site.

3.0 When is a Development Permit required?

A development permit is required before any development can begin on a site.

Development Permits (DPs) are required for most new construction (new buildings, additions or renovations), and changes in use. DPs are also required for most sheds, accessory buildings, garages, fences and signs. Contact Town Administration for more details.

4.0 What are the different types of DPs?

Development Permits are broken into several general categories. If you are unsure about which one applies to your proposed development, contact Town Administration.



- ▶ **New construction, addition or repairs** – most new building construction, additions or repairs to existing buildings require a Development Permit from the Town of Crossfield.
- ▶ **Change of Use** – The Town of Crossfield Land Use Bylaw outlines specific uses that are appropriate for each site in Town. A development permit is required if you are changing the use of an existing building, even if little or no construction or alterations are taking place.
- ▶ **Relaxation** – The Town of Crossfield Land Use Bylaw contains specific rules that relate to the use of your site, building setbacks, building heights etc. Any variation or ‘relaxation’ to those rules requires a Development Permit.
- ▶ **Signs** – all free standing or attached signs require a Sign permit from the Town.
- ▶ **Stripping and Grading** – performing any stripping or grading of land within the Town required a DP

5.0 What is the difference between Permitted and Discretionary Uses?

Uses identified in each land use District in Crossfield’s Land Use Bylaw are grouped into two development classifications to reflect the impacts or intensity of the proposed development or use:

- ▶ **Permitted Uses** are those that are considered to be the most appropriate for lands subject to a particular District. Section 643(1) of the Municipal Government Act identifies that if a development permit application is made for a permitted use in a District, and if the proposed development conforms to all of the applicable regulations of the Land Use Bylaw, the Town must issue a permit to the applicant.
- ▶ **Discretionary Uses** are those that may be considered appropriate on a particular site; however, depending on the nature of the application, and the type of development surrounding the site in question, a discretionary use may be deemed inappropriate for that site by the Town, and the permit may not be approved. Section 642(2) of the Act indicates that a municipality may issue a permit to an applicant for a discretionary use. It is not obligated to approve the development.

6.0 Why do I need a DP?

A development permit is written approval from the Town that your plan is in accordance with the Town of Crossfield Land Use Bylaw and applicable policies. Development Permits ensure that the use, size and location of structures or buildings on a site are appropriate based on the Town’s regulations.

7.0 Who can apply for a DP?

The property owner or authorized agent. If you lease a building, you may apply for a DP with authorization from the property owner.

8.0 How is process initiated?

To find out more about development permits, or to start the process, arrange a pre-application meeting with one of the Town's friendly planning staff: 403-946-5565.

For this meeting, you should have the legal description of the property and be prepared to discuss the intent of your application.

If you are constructing a new building or addition, Town staff will want to see a draft site plan, floor plans and elevations. Town staff will want to discuss building massing, site setbacks, landscaping, transportation and servicing solutions.

NOTE - this meeting is strongly encouraged in order to review application requirements prior to submission to ensure a timely process

9.0 What information do I need to apply for a DP?

Detailed information can be found in the Development Permit Application Checklist.

Incomplete applications will not be accepted by Town administration, and will be returned to the applicant

- ▶ Completed Development Permit Application Form
- ▶ Application Fee,
 - You are encouraged to contact Town Administration to determine the appropriate fee for your application
- ▶ Current Certificate of Title of subject land no older than 30 days.

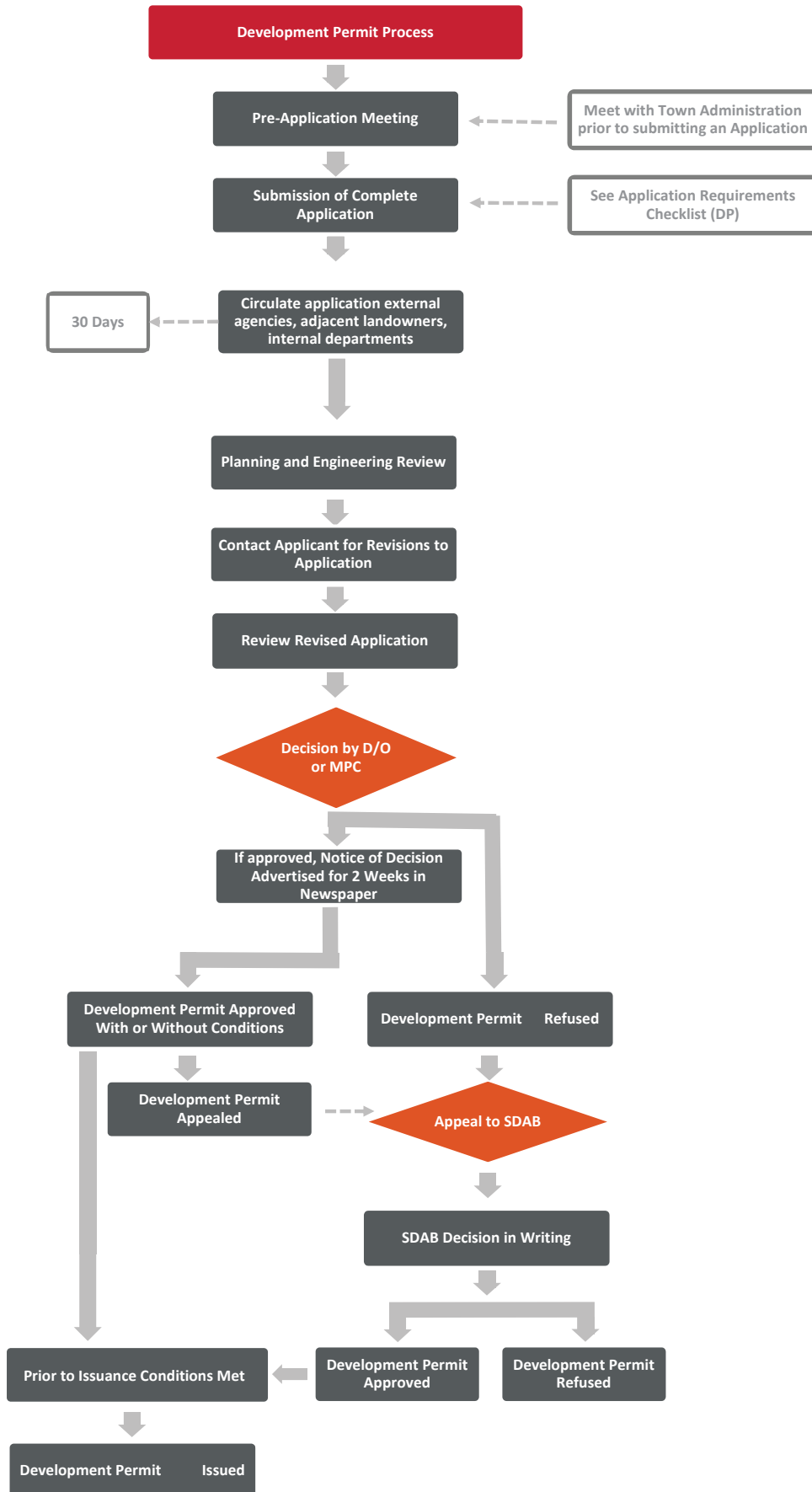
- ▶ Letter of Authorization signed by the landowner (if application is submitted by a person other than the registered landowner)
 - A letter of Authorization signed by the registered owner(s) of the land to indicate that the agent is authorized to act on their behalf.
- ▶ Two (2) copies of the Site Plan (it is preferred that this site plan is drawn to scale) 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 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, culverts and crossings;
 - site drainage, finished lot grades, the grades of the roads, streets and sewers servicing the property;
 - 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; and
 - existing and proposed access and egress to and from the site.
- ▶ Supporting Information
 - As requested by the Development Officer.

NOTE - that the land use bylaw may require other specific pieces of information, depending on the type of use applied for. Applicants should ensure they check with Town Administration during the pre-application process to understand all application requirements

10.0 What is the cost?

The cost for a Development Permit in Crossfield varies depending on the type of permit you are applying for, and whether or not it is a permitted or discretionary use. See the fee schedule or contact Town Administration for additional information.

11.0 What is the process?



12.0 What is circulation?

Once an application has been made, copies of the development permit application may be sent to Town departments, external agencies (i.e. Alberta Transportation, Alberta Environment, School Boards), Town's planning and engineering consultants and adjacent municipalities for feedback (e.g. on issues such as traffic and access; utility requirements, environmental issues, etc.). Also, the Town will often circulate development permit applications to adjacent landowners for feedback and comments.

Town staff will give you more details about the circulation for your application since it varies with each site.

The circulation period is typically 30 days.

13.0 What happens once my application has been circulated?

The Town will consider all comments received and will work with the Applicant to resolve any outstanding issues that were raised in the circulation period.

Depending on the decision making authority for your application, the Development Officer will move forward with making a decision, or they will prepare a report and add the application to the next Municipal Development Commission agenda.

What is considered when reviewing an application?

The review of a proposed development will involve consideration of a number of issues including but not necessarily limited to:

- Conformity to the Town's planning policies, including the Municipal Development Plan and an applicable Area Structure Plan,
- Compliance with the Town's servicing
- Compliance with the Land Use Bylaw

The review will include an analysis of how the proposed use or development complies with the related regulations in the applicable Land Use District, and any other related regulations in the Land Use Bylaw. The review will also consider impact, if any, of a proposed development on surrounding properties.

14.0 How long does a decision take?

A decision is made within 40 days from the time of completed application submission.

The 40 day time limit may be extended through an agreement with the applicant and the Town.

Note that the time to receive a decision may be shorter but it depends on the complexity of your application and the volume of development permit applications in consideration.



15.0 Who makes decisions on DP approval/refusal?

The Development Officer (D/O) or the Municipal Planning Commission (MPC).

The Town of Crossfield Land Use Bylaw designates the decision making authority depending on the Land Use District and the type of use. If you are unsure or would like more information, please contact Town Administration.

16.0 What happens after a decision on my DP has been made?

If an application for development permit is approved by the Development Officer or Municipal Planning Commission, a letter outlining the conditions of the approval is provided to the applicant. All decisions on a development permit application are subject to a 14 day appeal period, commencing on the date of the decision.

Upon approval of a development permit for a discretionary use, or a development that proposes a variance to one or more regulations of the Land Use Bylaw, a written notification will be published on the Town of Crossfield website (Notice of Decision), stating the location of the property for which the application has been made, and the use and any variances approved.

17.0 Can a DP decision be appealed?

Yes. A decision (approval or refusal) or a condition of approval may be appealed.

Any member of the public who feels they are affected by a development permit decision may also file an appeal against the decision of the Development Officer or the Municipal Planning Commission.

18.0 How long do I have to appeal a decision?

Any appeal must be filed with the Subdivision and Development Appeal Board within 14 days of the written decision of the Development Officer or Municipal Planning Commission.

19.0 Who considers an appeal?

The Subdivision and Development Appeal Board (SDAB) or the Municipal Government Board (MGB).

20.0 What are development permit conditions?

It is common to expect conditions to be placed on development permit approvals. These ensure that the development will be constructed/completed according to the Town's policies and standards.

For example, conditions may include:

- requirements to ensure the development complies with all planning regulations or documents, including site-specific conditions such as water supply, internal roads, etc.;
- requirements for an agreement to be entered into with the municipality to pay for construction of roads, walkways, sewer and water systems, other utilities, or off-site levies;

21.0 How long do I have to satisfy my conditions?

An owner/applicant has twelve (12) months after the date the permit is issued to start the development. The development must be completed within twenty-four (24) months of the issue, or the permit is deemed to be cancelled. In this case a new permit would be required to renew the original application.

22.0 What is DP issuance/release?

Development permit issuance/release is provided once all conditions of permit approval have been satisfied. This is the time when the development may commence. In the case of a new building to be constructed, this is the point where a building permit may be released.

23.0 What other permits are required after development permit approval?

The next step for the applicant is to apply for the required building, electrical, gas, and plumbing permits. These permits review the actual construction and mechanical plans for the proposed development against the Alberta Building Code. Construction on a site cannot begin until the applicable building, electrical, gas, and plumbing permits have been obtained.

Applicants should contact the Town Office for more information on these permits.

24.0 How do I find out about DPs in my community?

You will find all current development permit applications posted on the Town's website here:

<http://www.crossfieldalberta.com/>

or, by contacting the Town Administration for a complete current list.

If you own property adjacent to a proposed development, you may be circulated on the application and asked to comment.

25.0 Can I appeal my neighbour's DP?

Yes, but appeals must be filed with the Town within 14 days of the written decision of the Development Officer or Municipal Planning Commission. Written rationale as to how you are affected by the decision as well as the appropriate fee must be submitted with the appeal.

