

DP# _____

Village of Longview Development Permit Application

File # _____



DEVELOPMENT PERMIT APPLICATION

Village of Longview

128 Morrison Road, Highway 22
P.O. Box 147, Longview, Alberta T0L 1H0
Tel (403) 558-3922 Fax (403) 558-3743

DP# _____

FILE # _____

Date received: _____

File Number: _____

Date accepted as complete: _____

Fee paid: _____

Receipt Number: _____

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

NAME OF REGISTERED OWNER OF LAND: _____

Phone: Home/Work/Cell/Other _____ Address: _____

Fax: Home/Work/Cell/Other _____ City: _____ Province _____ Postal Code _____

E-mail: _____

NAME OF AGENT AUTHORIZED TO ACT ON BEHALF OF REGISTERED OWNER: _____

Phone: Home/Work/Cell/Other _____ Address: _____

Fax: Home/Work/Cell/Other _____ City: _____ Province _____ Postal Code _____

E-mail: _____

LEGAL DESCRIPTION: ROLL NUMBER: _____

<input type="checkbox"/> All or <input type="checkbox"/> Part of the	_____ 1/4 1/2 ALL	Lot _____
	Section _____	Block _____
	Township _____	Plan _____
	Range _____	Descriptive: _____
	West of the _____ th Meridian	Civic Address: _____
	LSD _____	_____
		Certificate of Title #: _____

Purpose of Development _____

EXISTING PARCEL SIZE: _____ hectares/m² _____ acres/ft² EXISTING DESIGNATION: _____

EXISTING USE OF LAND OR BUILDING ON THE PROPERTY: _____

PROPOSED USED OF LAND OR BUILDING ON THE PROPERTY: _____

VALUE OF CONSTRUCTION (BUILDING MATERIALS AND LABOUR) \$ _____

ESTIMATED COMMENCEMENT DATE: _____ ESTIMATED COMPLETION DATE: _____

OTHER SUPPORTING MATERIAL ATTACHED: _____

I/WE SUBMIT THE FOLLOWING IN SUPPORT OF MY/OUR APPLICATION: _____

REGISTERED OWNER OR PERSON ACTING ON REGISTERED OWNER'S BEHALF:

I/We _____ hereby certify that:

I/We am/are the registered owner, or I am the agent authorized to act on behalf of the register owner and 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 permit application.

SIGNED: _____ DATE: _____

RIGHT OF ENTRY:

I/We being the owner or person in possession of the above described land and any buildings thereon hereby consent to authorized persons designated by Village of Longview to enter upon the land for the purpose of inspection during the processing of this application.

SIGNED: _____ DATE: _____

If there is an access or safety concern with respect to the site inspection, please state the concern below:

FREEDOM OF INFORMATION:

I/We being the owner or agent authorized to act on behalf of the register owner understand that this application and the accompanying information is public record that is accessible by the public. Upon request to the Town this application and file documentation will be made available for viewing.

SIGNED: _____ DATE: _____

IMPORTANT NOTES

An application for a Development Permit shall be made by submitting to the Development Officer the prescribed form completed, signed by the owner or his agent and accompanied by the prescribed application fee. Upon receipt of this completed application, fee and any required background or accompanying material, the Development Authority has up to 40 days to process the application, during which time the Development Authority may refer to other agencies and may exercise their discretion to either approve or refuse the application.

NOTE: This is not a Building Permit; applicable building, gas, electrical, and plumbing permits must be obtained prior to commencing and renovation or new construction. You are requested to contact Superior Safety Codes at (403) 217-2344 to obtain your Building, Gas, Electrical and Plumbing permits.

SUPPORTING DOCUMENTATION

Fees: (See Fee Schedule)

Fee Calculation:

Development Application	
Performance Security	
Water Meter	
Contractors Site License	
TOTAL	

Contractor List:

BUILDING CONTRACTOR: _____

Phone: Home/Work/Cell/Other _____ Address: _____
 Fax: Home/Work/Cell/Other _____ City: _____ Province _____ Postal Code _____
 E-mail: _____

PLUMBING CONTRACTOR: _____

Phone: Home/Work/Cell/Other _____ Address: _____
 Fax: Home/Work/Cell/Other _____ City: _____ Province _____ Postal Code _____
 E-mail: _____

GAS CONTRACTOR: _____

Phone: Home/Work/Cell/Other _____ Address: _____
 Fax: Home/Work/Cell/Other _____ City: _____ Province _____ Postal Code _____
 E-mail: _____

ELECTRICAL CONTRACTOR: _____

Phone: Home/Work/Cell/Other _____ Address: _____
 Fax: Home/Work/Cell/Other _____ City: _____ Province _____ Postal Code _____
 E-mail: _____

H.V.A.C. CONTRACTOR: _____

Phone: Home/Work/Cell/Other _____ Address: _____
 Fax: Home/Work/Cell/Other _____ City: _____ Province _____ Postal Code _____
 E-mail: _____

SURVEYOR: _____

Phone: Home/Work/Cell/Other _____ Address: _____
 Fax: Home/Work/Cell/Other _____ City: _____ Province _____ Postal Code _____
 E-mail: _____

GEOTECHNICAL : _____

Phone: Home/Work/Cell/Other _____ Address: _____
 Fax: Home/Work/Cell/Other _____ City: _____ Province _____ Postal Code _____
 E-mail: _____

Site Plan:

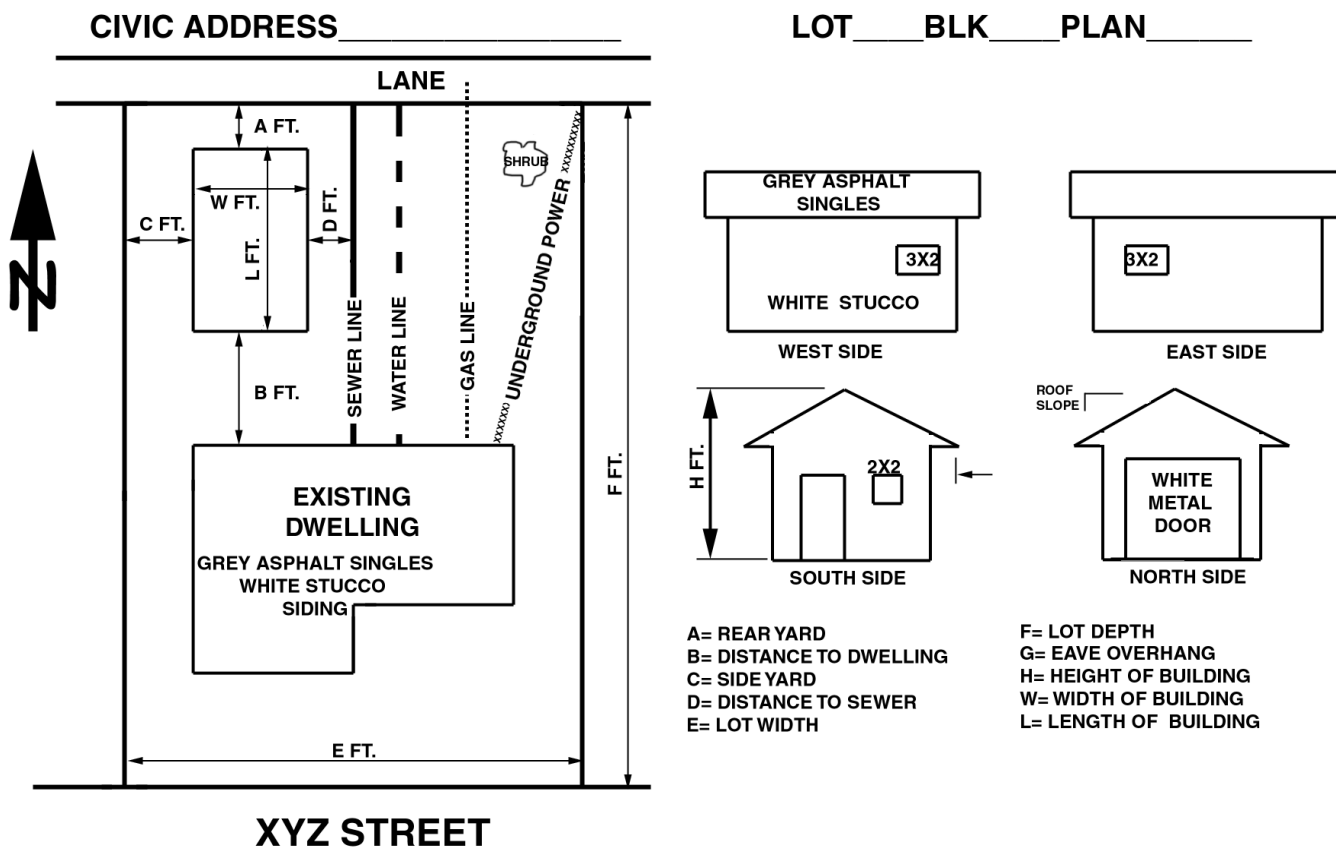
In addition to this form the following are required: One (1) set of Plans, preferably drawn to scale or fully dimensioned (metric or imperial) on Letter, Legal or Tabloid (11" x 17") size, showing:

- a) building plans showing:
 - (i) floor plans and building dimensions;
 - (ii) floor (development) area;
 - (iii) elevations;
 - (iv) exterior finishing materials.
- b) development site plans showing:
 - (i) the legal description of the property and a north arrow;
 - (ii) dimensions of the site;
 - (iii) the dimensions and relationship to property lines of all existing and proposed developments, buildings, shelter belts and major topographical features;
 - (iv) adjoining roadways and major collector routes for the development;
 - (v) Percentage of lot occupied (including buildings);
 - (vi) the front, rear and side yards and any provision for off-street loading and parking, driveway;
 - (vii) utilities, site drainage, existing and proposed lot grades in relation to the top of curb or sidewalks and lot corners, the grades of the streets and the location of proposed sewer and water lines;
- (viii) loading and parking provisions;
- (ix) access locations to and from the site;
- (x) garbage and storage areas and the fencing and screening proposed for same;
- (xi) Landscaping: location and appropriate dimensions of all existing and proposed trees, shrubs, parks, playgrounds, etc;
- (xii) Existing or proposed signage with dimensions, location and materials;
- (xiii) Information describing any noxious, toxic, radioactive, flammable or explosive material proposed;

- c) Utilities:
 - (i) Existing and proposed municipal utilities and hook-up (water and sewer);
 - (ii) Existing and proposed utilities (gas, electric, phone);
- d) Photocopy of duplicate Certificate of Title or a Title Search from Land Titles Office of all lands to be affected by the proposed development and a copy of all encumbrances (other than mortgages) registered on property such as covenants and rights-of-way or easement agreements.

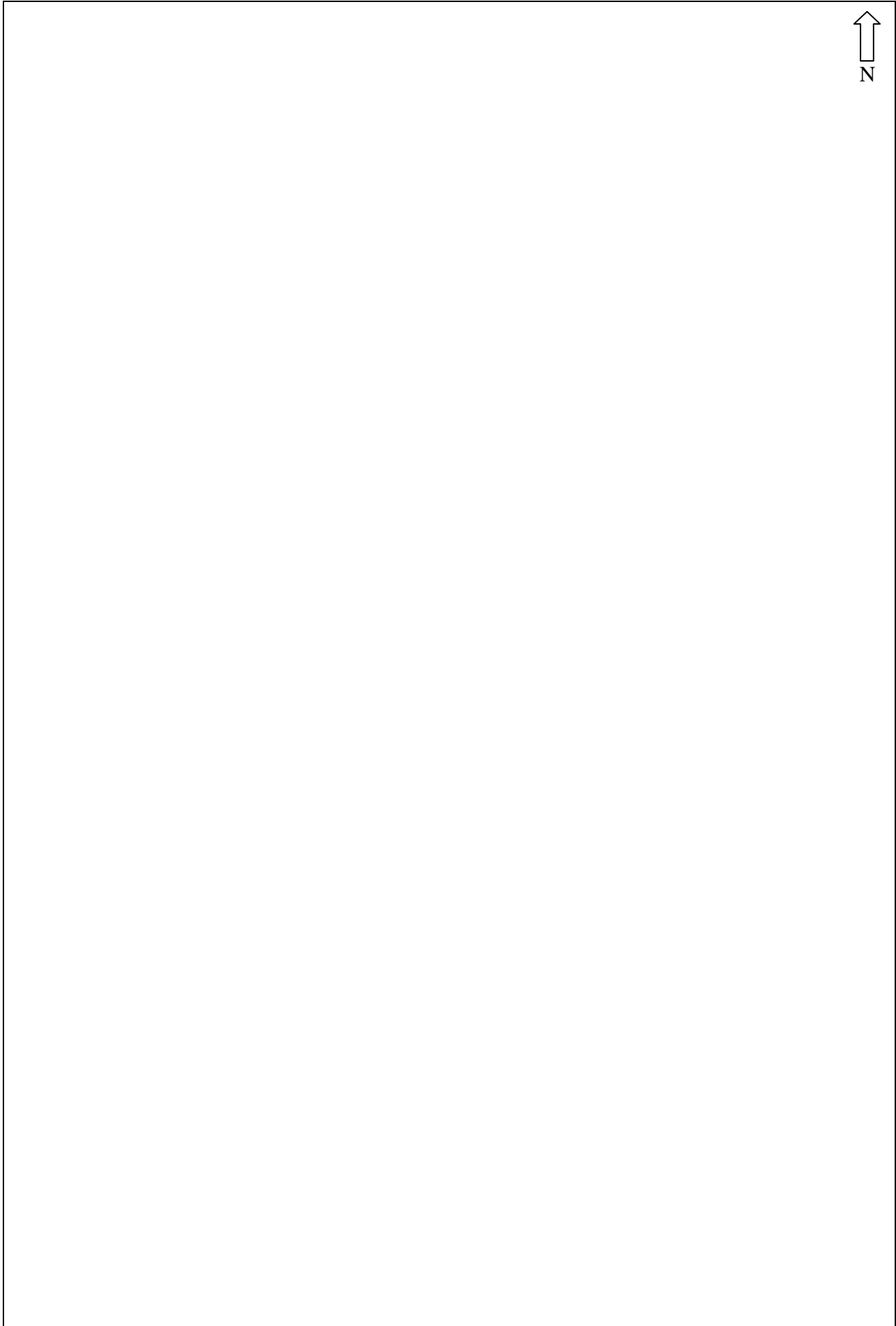
Failure to complete this form fully and to supply the required information and plans may mean that this application for a permit will not be considered and may cause delays in the processing of this application.

Sample Site Plan: (Please adjust as required for clarity)



SITE PLAN

(or attach separate plans)



A large empty rectangular box for the site plan. In the top right corner of the box, there is a north arrow pointing upwards with the letter 'N' below it.

Description: _____

Further information may be provided by the Applicant attached to this form.

THIS SECTION FOR OFFICIAL USE ONLY:

NOTICE OF DECISION

DATE OF DECISION: _____ DATE OF NOTICE OF DECISION: _____

LAST DAY OF 14 DAY APPEAL PERIOD: _____

The above application has been:

_____ APPROVED SUBJECT TO THE FOLLOWING CONDITIONS:

_____ REFUSED FOR THE FOLLOWING REASONS:

- 1. [SEE ATTACHED Schedule "A"](#)

IMPORTANT NOTE:

1. The issuance of a Development Permit in accordance with the notice of decision is subject to the condition that it **does not become effective until after the appeal period.**
2. Should this decision be appealed after the notice of decision has been issued, this permit shall not become effective until the Village of Longview has determined the appeal and the permit may be modified or nullified thereby.
3. A permit issued in accordance with the notice of decision is valid for a period of two (2) years from the date of issue. The approved development must commence within one (1) year of the Date of Issue with reasonable diligence. The approved development must be completed within two (2) years of the Date of Issue, unless a time extension is applied for and granted prior to the last date of the two (2) year period.
4. **This permit shall become null and void, should the developer fail to comply with the above noted time lines.**

DATE OF ISSUANCE: _____

Authorized Officer of Approving Authority

Village of Longview
128 Morrison Road, Highway 22
P.O. Box 147, Longview, Alberta T0L 1H0

DATE FILE CLOSED: _____