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# General Development Permit Application

LAND USE BYLAW 2024/66

**A Development Permit is not a Building Permit.**  
For Safety Codes Permits including Building, Plumbing, Gas and Electrical Permits, please contact Superior Safety Codes in Edmonton 780-489-4777 or Red Deer 403-358-5545.

## DEVELOPMENT PERMIT APPLICATION REQUIREMENTS

Applications are not considered complete until all required information and fees are provided. Incomplete or illegible applications may be returned to the applicant. Fees will be determined once the application is complete.

### To avoid delays, please submit the following with your application:

- Completed Development Permit Application:** Ensure all sections are filled out.
- Site Plan:** Must include the legal description, property dimensions, location of the development showing the setbacks to all property lines, and site access.
  - *Note:* Setbacks are the perpendicular distance from a property line or other feature to a building or structure.
  - *Note:* You may refer to the FAQ section on the Planning and Development page of the County website for guidance on using the [County Interactive Map](#) to determine property dimensions and measure distances from structures to property lines.
- Drawings/Floor Plans/Elevations/Sections:** As required for the project.
- Signatures:** ALL landowners on title must be listed on the application form and sign the application.
- Registered Owner Authorization Form:** Required if the registered owner is not the applicant (e.g., contractor, purchaser of the property, anyone not listed on Title). The form must be signed by all current landowners. If the property was recently purchased, a Purchase Agreement or any documentation confirming you as the new landowner will be required.
- Variance Request Form:** If you need a variance to a property line, please contact [wpermits@county10.ca](mailto:wpermits@county10.ca) to request a Variance Request Application. Please note that a variance will trigger a 21-day appeal period before the permit will be approved.

Please refer to Section 10.6 of the Land Use Bylaw 2024/66 for any additional information that may be required by a Development Officer. You will be contacted by the Planning Development Department if further details are needed.

### Offsite Levy Requirement (If applicable):

If your development requires sewage to be hauled off-site (Mulhurst or Alder Flats Lagoon), a one-time offsite levy fee of \$2,034.00 is required. This fee must be paid in full before your development permit is issued. For more details and to determine if your property is in the affected areas, please visit the County website: [www.county.wetaskiwin.ab.ca](http://www.county.wetaskiwin.ab.ca)

## ADDITIONAL INFORMATION ABOUT DEVELOPMENT & DEVELOPMENT PERMITS

### Structures Not Requiring a Development Permit (but count towards site coverage):

- Accessory buildings (moveable or permanent) less than 14 m<sup>2</sup> (150 ft<sup>2</sup>) that meet district development standards (setbacks, lot coverage, and height).
- Minor renovations that do not change the size, use, or shape of the building.
- Decks less than 0.6 m (2 ft) above grade.

### Development Permit Application for Discretionary and/or Permitted Use (14-21 Day Referral Period):

- Adjacent municipalities and First Nation communities within 800 m (½ mile) of property.
- Relevant federal or provincial departments. (e.g., structures within 100 m of pipeline and/or permanent dwelling within 1.5 km of sour gas pipeline).
- Other external agencies or persons deemed appropriate by the Development Authority or required by Matters Related to Subdivision and Development Regulation.

### Approved Permitted Use:

- Notice of Decision sent to the applicant immediately (via email or regular mail, as specified on the application).

### Approved Discretionary Use or Variance:

- Notice of Decision sent to the applicant immediately (via email or regular mail, as specified on the application). Surrounding landowners are sent Notice of Decision, Notice of Decision is posted on the County website in accordance with the advertising Bylaw, and all notices include a twenty-one (21) day appeal period. After the twenty-one (21) day appeal period, the Notice of Decision will be effective, provided no appeals are received.

**BOXES IN GREEN ARE MANDATORY**

**APPLICANT AND REGISTERED OWNER INFORMATION**

|   |                     |                                      |  |
|---|---------------------|--------------------------------------|--|
| <b>Applicant name(s):</b>   |                     | <b>Phone:</b>                        |  |
| <b>Mailing address:</b>   |                     |                                      |  |
| <b>Town/city:</b>   | <b>Postal code:</b> | <b>Email:</b>                        |  |
| Is the applicant(s) also the registered landowner? <input type="checkbox"/> Yes <input type="checkbox"/> No<br><i>If no, please complete the Letter of Authorization on Page 4.</i> |                     | <b>Registered landowner name(s):</b> |  |
| <b>Phone:</b>   |                     | <b>Email:</b>                        |  |

**LAND INFORMATION- LEGAL LOCATION OF PROPERTY MUST BE PROVIDED**

|            |                |                 |                                  |   |                           |
|------------|----------------|-----------------|----------------------------------|---|---------------------------|
| <b>1/4</b> | <b>Section</b> | <b>Township</b> | <b>Range</b>                     | <b>W of <input type="checkbox"/> 4 or <input type="checkbox"/> 5 Meridian</b> | <b>Subdivision/Hamlet</b> |
| <b>Lot</b> | <b>Block</b>   | <b>Plan</b>     | <b>Rural Address (Blue Sign)</b> |   |                           |

**PROPOSED STRUCTURES AND OR USE(S) BEING APPLIED FOR (CHECK ALL THAT APPLY)**

|  |  |
|--|--|
| <input type="checkbox"/> Accessory Building(s) or Structure(s) <ul style="list-style-type: none"> <li><input type="checkbox"/> Shed</li> <li><input type="checkbox"/> Detached Garage</li> <li><input type="checkbox"/> Shop</li> <li><input type="checkbox"/> Sea-Can</li> <li><input type="checkbox"/> Greenhouse</li> <li><input type="checkbox"/> Deck (over 0.6 m (2 ft) in height)</li> <li><input type="checkbox"/> Fence (Over 1.8 m (6 ft) in height)</li> <li><input type="checkbox"/> Gazebo</li> <li><input type="checkbox"/> Hot Tub</li> <li><input type="checkbox"/> Moved on Structure: (Year Built: _____)</li> <li><input type="checkbox"/> Other: _____</li> <li><input type="checkbox"/> Addition to Accessory Building</li> </ul> <input type="checkbox"/> Agriculture Building(s) <ul style="list-style-type: none"> <li><input type="checkbox"/> _____</li> </ul> | Dwelling: <input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> Other: _____ <ul style="list-style-type: none"> <li><input type="checkbox"/> Detached (stick built)</li> <li><input type="checkbox"/> Moved-In (Year Built: _____)</li> <li><input type="checkbox"/> Modular (CSA Certification must be submitted with application)</li> <li><input type="checkbox"/> Mobile (CSA Certification must be submitted with application)</li> <li><input type="checkbox"/> Dwelling, Communal</li> <li><input type="checkbox"/> Addition to Dwelling</li> </ul> <p><b>Note: Per Land Use Bylaw 2024/66 Section 9.6.3 (c) previously used/occupied dwellings require security in the amount of \$5000 to be submitted to the County as security before a Notice of Decision will be approved. Payment will be refunded in full once proof that all requirements under Section 9.6.1 and 9.6.2 are complete and met to the satisfaction of the Development Authority.</b></p> <input type="checkbox"/> Recreational Unit, Personal Use & Storage (Residential Recreation District only where there is no permanent dwelling) |
| <b>ESTIMATED COST OF DEVELOPMENT:</b>  |  |
| \$ _____   |  |

**DEVELOPMENT DETAILS – LIST ALL NEW AND EXISTING STRUCTURES ON PROPERTY WITH SQUARE FOOTAGE**

|   |  |                                      |
|---|--|--------------------------------------|
| <b>Structure Type &amp; Total Square Footage: Measurements indicated are in: <input type="checkbox"/> ft<sup>2</sup> <input type="checkbox"/> m<sup>2</sup></b> |  | <b>Total Combined Square Footage</b> |
| <b>Example: 1500 ft<sup>2</sup> House with 120 ft<sup>2</sup> Deck and 350 ft<sup>2</sup> attached Garage *Each structure must be listed</b>                    |  |                                      |
| <b>New:</b>   |  |                                      |
| <b>Existing:</b>  |  |                                      |

**Rural Addressing (Blue Sign)**

Do you have a rural address sign?  Yes  No  Yes, but adding additional residence

If you are developing a new site without rural addressing or adding additional residences, you must obtain an addressing sign at the time of application. To request a Rural Addressing Sign Application, please email [wpermits@county10.ca](mailto:wpermits@county10.ca) or you may obtain a copy from the County website or front counter of the Administration County Office.

**Proximity to Pipeline**

Is your property within 100 m of a Pipeline or 1.5 km of a Sour Gas Pipeline?  Yes  No  Unsure

**Please Note:** In accordance with the County of Wetaskiwin's process and Section 12(1) of the Municipal Government Act (MGA) Matters Related to Subdivision and Development Regulation which states:

*12(1) A subdivision authority must send a copy of a subdivision application and a development authority must send a copy of a development application for a development that results in a **permanent dwelling**, public facility or unrestricted country residential development, as defined by the AER, to the AER if any of the land that is subject to the application is within 1.5 kilometres of a sour gas facility or a lesser distance agreed to, in writing, by the AER and the subdivision authority.*

Once your application is deemed complete, if your property meets these requirements, it will be referred to the AER and/or the respective oil and gas company. This will trigger a 21-day referral period for the County to receive responses from these agencies, which may extend processing times.

**If your property is near a pipeline, we recommend contacting the relevant agencies in advance and including their comments with your application to help avoid delays.**

**All Notices of Decision (Development Permits) will be sent via email. If you require a paper copy, please feel free to reach out to us, and we will be happy to accommodate your request.**

**AUTHORIZATION**

By signing this application, I/we:

- Understand that the proposed development shall not commence unless a development permit has been issued;
- Understand that the application may be refused if the development does not conform to all aspects of the Land Use Bylaw;
- Hereby authorize representatives of the County of Wetaskiwin No. 10 to enter the above described lands with respect to this application only; and,

*Section 33(c) of the FOIP Act authorizes the County of Wetaskiwin No. 10 to collect this personal information for the sole purpose of processing 'File Information Requests'. To inquire about the collection, use, and disclosure of personal information, or if you have questions about correcting your personal information, please contact the County FOIP Coordinator: by email [foip@county10.ca](mailto:foip@county10.ca); by phone 780.352.3321 (ext. 2270); or Toll Free at 1.800.661.4125.*

**ALL landowners on title must sign below.**

\_\_\_\_\_  
Name of Authorized Applicant(s)

\_\_\_\_\_  
Signature of Authorized Applicant(s)

\_\_\_\_\_  
Name of Authorized Applicant(s)

\_\_\_\_\_  
Signature of Authorized Applicant(s)

## Letter of Authorization for Development Permit Application

I, \_\_\_\_\_ [Owner's Full Name(s)], as the registered owner(s)  
of the property located at \_\_\_\_\_ [Legal Land Location or Blue Sign  
Address].

Hereby authorize \_\_\_\_\_ [Agent's Full Name]

to act as my agent in submitting and managing the development permit application for the property listed above.

This includes, but is not limited to:

- Preparing and submitting the required application materials,
- Representing me at any meetings, hearings, or discussions related to the permit application,
- Communicating with municipal authorities or any other parties involved in the permitting process, and
- Signing any necessary documents related to the development permit.

I acknowledge that by authorizing \_\_\_\_\_ [Agent's Full Name], they will have the  
authority to take all actions necessary to facilitate the application process on my behalf.

This authorization will remain in effect for the duration of the permit application process, unless explicitly revoked by  
me in writing.

|   |              |
|---|--------------|
| Legal Land Location or Blue Sign Address        |              |
| Property Owner's Full Name(s) as shown on Title |              |
| Contact Information of Property Owner(s):       | Phone:       |
|   | Email:       |
|   | Mailing:     |
| Name of Property Owner(s):                      |              |
| Print Name(s)                                   | Signature(s) |
| Date:   |              |