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## Business Development Permit Application

**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.
- 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 applicable.

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>	
Is the applicant(s) also the registered landowner? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If no, please complete the Letter of Authorization (Page 4).</i>		<b>Registered landowner name(s):</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"/> Abattoir                                 | <input type="checkbox"/> Cannabis Storage and Distribution Facility                         | <input type="checkbox"/> Health Facility   | <input type="checkbox"/> Resource Extraction Operation Type A |
| <input type="checkbox"/> Accessory Building or Structure          | <input type="checkbox"/> Casino   | <input type="checkbox"/> Heliport  | <input type="checkbox"/> Resource Extraction Operation Type B |
| o Deck  | <input type="checkbox"/> Cemetery   | <input type="checkbox"/> Home Occupation, Major  | <input type="checkbox"/> Resource Processing Operation        |
| o Detached Garage   | <input type="checkbox"/> Commercial Greenhouse  | <input type="checkbox"/> Home Occupation, Minor  | <input type="checkbox"/> Restaurant                           |
| o Gazebo  | <input type="checkbox"/> Commercial Storage   | <input type="checkbox"/> Horticulture  | <input type="checkbox"/> Retail Liquor Store                  |
| o Greenhouse  | <input type="checkbox"/> Community Hall   | <input type="checkbox"/> Hotel   | <input type="checkbox"/> Retail Store                         |
| o Hot Tub   | <input type="checkbox"/> Day Care   | <input type="checkbox"/> Institutional Use(s)  | <input type="checkbox"/> Show Home                            |
| o Sea-Can   | <input type="checkbox"/> Day Home   | <input type="checkbox"/> Kennel  | <input type="checkbox"/> Spectator Sport Facility             |
| o Moved on Structure:<br>Year Built: _____                        | <input type="checkbox"/> Drive-In Food Service  | <input type="checkbox"/> Lumber Yard   | <input type="checkbox"/> Vehicle Repair Business              |
| o Shed  | <input type="checkbox"/> Dwelling 1st <input type="checkbox"/> 2nd <input type="checkbox"/> | <input type="checkbox"/> Marina  | <input type="checkbox"/> Vehicles Sales, Motor                |
| o Shop  | Other #: _____  | <input type="checkbox"/> Market Garden   | <input type="checkbox"/> Vehicle, Truck/Large Business        |
| o Other: _____  | o Detached (stick built)  | <input type="checkbox"/> Motel   | <input type="checkbox"/> Veterinary Clinic                    |
| <input type="checkbox"/> Agriculture Building                     | o Moved-In<br>(Year Built: _____)   | <input type="checkbox"/> Personal Medical Cannabis Production                                | <input type="checkbox"/> Warehouse                            |
| <input type="checkbox"/> Agriculture, Processing                  | o Modular   | <input type="checkbox"/> Personal Service Business   | <input type="checkbox"/> Work Camp                            |
| <input type="checkbox"/> Agriculture                              | o Mobile  | <input type="checkbox"/> Pawn Shop   | <input type="checkbox"/> Other: _____                         |
| <input type="checkbox"/> Animal Grooming Facility or Dog Training | o Other: _____  | <input type="checkbox"/> Place of Worship  |   |
| <input type="checkbox"/> Apiary                                   | <input type="checkbox"/> Dwelling, Communal   | <input type="checkbox"/> Public Park   |   |
| <input type="checkbox"/> Auction Facility                         | <input type="checkbox"/> Dwelling, Multiple   | <input type="checkbox"/> Public Utility  |   |
| <input type="checkbox"/> Auto Salvage and Wrecking Yard           | <input type="checkbox"/> Education Facility   | <input type="checkbox"/> Recreational Unit, Commercial Storage                               |   |
| <input type="checkbox"/> Bed and Breakfast                        | <input type="checkbox"/> Equestrian Center  | <input type="checkbox"/> Recreational Unit, Park   |   |
| <input type="checkbox"/> Breweries, Wineries, and Distilleries    | <input type="checkbox"/> Event Facility   | <input type="checkbox"/> Recreational Unit, Personal Use & Storage                           |   |
| <input type="checkbox"/> Bulk Fuel Dealer                         | <input type="checkbox"/> Farm Supply and Services Dealer                                    | <input type="checkbox"/> Recreational Unit, Personal Use & Storage (Accessory to a Dwelling) |   |
| <input type="checkbox"/> Bulk Fuel Depot                          | <input type="checkbox"/> Funeral Service  | <input type="checkbox"/> Recreational Unit Dealer  |   |
| <input type="checkbox"/> Business Service                         | <input type="checkbox"/> General Contractor   | <input type="checkbox"/> Recycling Depot   |   |
| <input type="checkbox"/> Campground                               | <input type="checkbox"/> Gazebo   |  |   |
| <input type="checkbox"/> Cannabis Production Facility             | <input type="checkbox"/> Golf Course  |  |   |
| <input type="checkbox"/> Cannabis Retail Store                    | <input type="checkbox"/> Greenhouse   |  |   |
|   | <input type="checkbox"/> Group Home   |  |   |
|   | <input type="checkbox"/> General Contractor   |  |   |
|   | <input type="checkbox"/> Golf Course  |  |   |
|   | <input type="checkbox"/> Greenhouse   |  |   |
|   | <input type="checkbox"/> Group Home   |  |   |
|   | <input type="checkbox"/> Health Facility  |  |   |

**Note:** Before checking the box, please review the Land Use Bylaw to ensure that the structure and/or use is listed within your district. If it is not listed, your application may not be approved, and you may need to pursue re-districting.

<b>Total Accessory Building Square Footage</b>	Applicants must provide the total combined square footage of accessory buildings and the total site coverage. As per Land Use Bylaw 2024/66, each district has limits on the combined square footage of accessory buildings and total site coverage allowable.	
	<b>Please enter the total combined square footage of accessory buildings on the property in the grey box (ALL existing and proposed):</b>	

**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 the 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; by phone 780.352.3321 (ext. 2270); or Toll Free at 1.800.661.4125.

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

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

When applying for a business development permit, you are required to provide an Operational/Business Plan that outlines how your business/organization will operate. **If any section does not apply to your business, just explain why.** In general the following items should be addressed (*See pages 5-7*).

FOR OFFICE USE ONLY				
<b>Application Received Date:</b>				
<b>Roll #</b>	<b>App #</b>	<b>Division #</b>	<b>LU District:</b>	<b>ADO:</b>
<b>LUB Section(s):</b>				
<b>Off-Site Levy:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Waived		<b>Levy Receipt #</b> <b>AR Account</b> <input type="checkbox"/>	
<b>Rural Address:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		<b>Service Tracker ID:</b>	
<b>Site Coverage:</b>	%			
<b>Security Required:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		<b>Security Receipt #</b>	
<input type="checkbox"/> Permitted <input type="checkbox"/> Discretionary <input type="checkbox"/> Requires Variance <input type="checkbox"/> Refusal				
<b>MGA 20 Day:</b>		<b>MGA 40 Day:</b>		

**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:	

## Operational/Business Plans for Development Permits

*While we have allocated space for you to input the necessary information, we kindly request that you submit a separate document for the Operational/Business Plan.*

### 1. Executive Summary

This section should give a brief overview of your business/organization:

- Business Name & Description:** Brief overview of your business and its goals.
- Business Concept:** Type of business (e.g., campground, event venue) and how it operates.
- Property Information:** Property zoning and fit within the district.
- Government Approvals:** Any required approvals (e.g., Alberta Transportation, Alberta Health Services).

### 2. General Operations

Please provide more details about your business:

- Location & Facilities:** Site address, size, layout, and key features (e.g., campsites, event spaces).
- Hours/Days of Operation:** Business hours, including variations for events.
- Daily Operations:** Overview of daily activities (e.g., check-ins, staffing).
- Seasonality & Staffing:** Year-round or seasonal operation and staffing needs.
- Equipment:** List of key equipment used (e.g., kitchen, machinery).
- Risk Management & Safety:** Emergency plans, security, health/safety measures, and insurance.
- Noise Mitigation:** Noise control methods.
- Odor Mitigation:** How odors will be managed.
- Water & Wastewater Plan:** Water and sewage management.
- Fencing & Barriers:** Placement of fences or barriers.
- Servicing Plan:** Water and sewage servicing details.
- Stormwater Management:** Water runoff management.
- Parking & Waste Management:** Parking and waste disposal plans.

### 3. Health, Safety, and Risk Management Protocols

- Risk Management & Safety:** Emergency, security, and health measures, including insurance.
- Emergency Vehicle Access:** Ensure adequate access for emergency vehicles across the property.

### 4. Traffic Assessment

Please provide an assessment of how traffic will be managed at your site. This should include:

- Access Points:** Vehicle entry/exit routes.
- Traffic Volume:** Estimate of traffic flow (daily, weekly, seasonal).
- Impact on Local Roads:** Potential congestion and safety effects on local roads.
- Traffic Flow:** Site traffic management (e.g., parking layout, event access).
- Parking Management:** How parking is organized to avoid overcrowding.
- Signage:** Placement of traffic or directional signs.

### 5. Products and Services

Describe what your business will offer:

- Food Services/Liquor License:** Details of food and/or liquor offerings.
- Camping:** Types of accommodations offered (e.g., tent sites, RV spots).
- Events:** Types of events and frequency (e.g., weddings, festivals).
- Capacity:** Maximum number of people accommodated.
- Additional Services:** Any other services provided (e.g., rentals, food).

**THE FOLLOWING MUST BE SUBMITTED AS A SEPARATE DOCUMENTS:**

## 5. Site Plan

The Site Plan shows how your business will be laid out on the land. It must include the following:

- Property Boundaries & Dimensions:** Outline site boundaries and size.
  - Buildings:** Location and purpose of buildings (e.g., office, restroom).
  - Setbacks:** Location of buildings relative to all property lines.
  - Vehicle Access:** Indicate vehicle entry and exit points.
  - Driveways & Parking:** Show parking areas and driveways.
  - Signs:** Placement of entry or wayfinding signs.
- If applicable, include:*
- Loading Zones:** Location for deliveries or event logistics.
  - Emergency Vehicle Access:** Clear routes for emergency access.
  - Pedestrian Pathways:** Walkways connecting areas like parking and buildings.
  - Drainage & Landscaping:** Drainage systems and landscaping features.
  - Recreational Areas:** Spaces for recreational use (e.g., campsites, play areas).
  - Landscaping Plans:** Details of outdoor spaces.

## 6. Drawings and Floor Plans

To help us understand how your business will operate, you must provide the following drawings:

- Floor Plans:** Layout of ALL buildings and purpose of each room.
- Building Elevations:** Exterior views of ALL buildings.

**If applicable, include these additional details:**

- Loading Zones:** If needed, show where deliveries and event logistics will happen.
- Emergency Vehicle Access:** Make sure there's space for emergency vehicles to reach all areas.
- Pedestrian Pathways:** Show paths for walking, such as connecting parking to buildings and recreation areas.
- Drainage & Landscaping:** Include details on drainage systems and landscaping, such as green spaces or trees.
- Recreational Areas:** Show spaces for recreational use, like campsites, play areas, or sports courts.
- Landscaping Plans:** Show outdoor areas, like gardens or green spaces.