



VILLAGE OF CARBON

FORM A

APPLICATION FOR A DEVELOPMENT PERMIT Commercial / Industrial / Institutional Development

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 which form part of this application.

APPLICANT INFORMATION:

NAME: _____ PHONE NO: _____

ADDRESS: _____

REGISTERED OWNER OF LAND (if different from applicant):

NAME: _____ PHONE NO: _____

ADDRESS: _____

LOCATION OF PROPOSED DEVELOPMENT:

CIVIC ADDRESS: _____

LEGAL DESCRIPTION: Lot(s) _____ Block _____ Reg. Plan No. _____

All / Part of the _____ 1/4 Section _____ Twp. _____ Range _____ West of 4th Meridian.

EXISTING USE OF PROPERTY: _____ LAND USE DISTRICT: _____

DETAILS OF DEVELOPMENT:

PROPOSED USE: _____

PROPERTY LINE SETBACKS: Front: _____ Rear: _____ Side: _____ Side: _____

HEIGHT: _____ FLOOR AREA: _____ SITE COVERAGE: _____ %

OFF-STREET PARKING PROVIDED: _____

ESTIMATED COMMENCEMENT: _____ COMPLETION: _____

ESTIMATED COST OF DEVELOPMENT: _____

INTEREST OF APPLICANT IF NOT OWNER OF PROPERTY: _____

SIGNATURE OF APPLICANT: _____ DATE: _____

SIGNATURE OF REGISTERED OWNER: _____ DATE: _____

NOTE: THIS IS NOT A BUILDING PERMIT (such permit must be obtained separately). The applicant is not excused from complying with the requirements of any federal, provincial or other municipal legislation, or the conditions of any easement, covenant, building scheme or agreement affecting the building or land.

IMPORTANT: SEE REVERSE SIDE

FOR ADMINISTRATIVE USE ONLY

Application # _____

MPC Meeting Date _____

Tax Roll # _____

Faxed to Palliser 403-823-7739 Y or N

Application Fee _____

Advertised _____

Date Received _____

Application Approved Y or N



VILLAGE OF CARBON

238 Hillside Ave, Carbon AB T0M 0L0 PH: (403) 572-3244 FX: (403) 572-3778

Development Permit Requirements Checklist Commercial/Industrial/Institutional Development

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 for commercial/industrial/institutional development. All boxes should be checked and the information indicated attached to the application. **Incomplete applications will not be accepted by the Village administration and will be returned to the applicant. All boxes must either have a ✓ or N/A (not applicable).**

Required Information

- Completed **Development Permit Application Form**;
- Letter of Authorization** signed by landowner (if application is submitted by a person other than the registered landowner);
- Application fee**, payable to the Village of Carbon;
- Current **certificate of title** of subject lands (no older than 30 days);
- If the proposed use involves a Billiard Parlor, Restaurant, or Tavern, a **Letter of Intent** that states provincial license intentions (i.e. will minors be allowed; will the facility have a liquor license; and/or will the facility include VLTs);
- 2 copies of a **site plan** showing the following:
 - the legal description and municipal address of the site;
 - the scale and a North arrow;
 - dimensions of the parcel, including total parcel area;
 - all buildings with dimensions of foundation/walls and any projections and/or cantilevers, including tenant location within the buildings;
 - the perpendicular distance measured from adjacent front, rear, and side property lines to each corner of the foundation/walls and eaves of the proposed and any existing buildings;
 - location of access and egress points to the site;
 - location of off-street vehicular loading and garbage collection areas;
 - width of sidewalks adjacent to buildings;
 - location and layout of all off-street vehicular parking areas showing dimensioned depth and width of parking and handicapped stalls, aisle dimensions, angle of parking stalls, and total number of stalls;

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- location of any registered utility rights-of-way (including Plan number);
- road dimensions of any on-site circulation roads (indicate one-way direction, where applicable);
- location of on-site light standards;
- surface treatment for all areas, including parking and loading areas;
- existing and proposed sign locations, showing distances to: existing and proposed buildings on the site; back of sidewalks and/or curbs; utility poles and guy wires; all freestanding signs within 30 metres;
- location of any drive-through facilities, stacking spaces for vehicles, location of drive-through signage (e.g. entrance, exit, customer courtesy, and menu boards);
- location of any proposed wheel stops or speed bumps;
- location of all existing and proposed fencing; cross-referenced to a fence elevation, if more than one fence elevation is to be used;
- details on any overhead clearance requirements where applicable (e.g. parkade entrance, power lines); and
- location of any outdoor storage areas and method of screening;
- 2 copies of **floor plans** showing the following:
 - scale and dimensions of exterior walls and interior rooms (identify mechanical rooms, stairways, elevators, corridors, lobbies, washrooms, internal garbage collection areas, and internal parking areas);
 - total gross floor area of all buildings, and gross floor area of the individual tenant;
 - location of interior and exterior doors and windows; and
 - if a restaurant or drinking establishment is proposed, a detailed layout of the seating plan which clearly indicates the area in which the public will have access for the consumption of food and/or beverages;
- 2 copies of **elevation plans** showing the following:
 - exterior of all sides of the proposed building(s) including all windows, doors, loading bays, projections, fascia trim, decorative elements, signs, and lighting;
 - all finishing materials, indicating exterior materials and colour (e.g. brick, stucco, stone, vinyl siding, metal siding, etc.); roof material (e.g. asphalt shingle, concrete tile, metal); and fascia, soffit, and trim;
 - front, rear, and side wall heights; and
 - building cross-section drawings;
- 1 copies of **landscaping plans** showing the following:
 - existing and proposed grades, contours, and any special topographical features or site conditions;

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- total landscaped area (square metres);
- trees and significant vegetation; indicate what is to be added, removed, or retained;
- the number and location of all trees required under the relevant section of the Land Use Bylaw, specifying type (deciduous, coniferous, or ornamental); and size (caliper for deciduous, height for coniferous);
- surface treatment of all soft landscaped areas (e.g. grass, shrubs);
- surface treatment of all hard-landscaped areas (e.g. decorative pavers, brick, stamped concrete);
- proposed berming on site, if applicable;
- method of irrigation for all soft landscaped areas; and
- location of parking stalls and material (gravel, asphalt, concrete, etc.). Note: parking stalls are to be dimensioned.

Additional Information

The Development Officer may require an applicant for a development permit to submit, in addition to the information noted above, any or all of the following additional information:

- The location of municipal water, sanitary sewer, or storm sewer lines, and public utilities (e.g. gas, telephone, cable, power) to be utilized in servicing the site;
- A Traffic Impact Assessment and/or Parking Demand Assessment evaluating potential traffic impacts and on-site parking implications;
- A Geotechnical Report evaluating slope and/or soils stability;
- A Phase I Environmental Site Assessment evaluating potential soil contamination;
- A Wind Impact Statement and/or Study;
- A Sun/Shadow Study;
- Information on how on-site stormwater management will be provided; and
- When the applicant is aware that the proposed development does not meet a standard of the Land Use Bylaw (e.g. building setback, parking), any deficiencies must be identified, and a written account of the planning rationale provided in support of such deficiencies.

Construction Permits

Alberta's Permit Regulation establishes permit requirements in the following disciplines:

- Building
- Electrical
- Fire (petroleum tanks only)
- Gas
- Plumbing

The Safety Codes Act requires that all contractors and homeowners in Alberta obtain permits prior to commencing work on buildings covered by the *Alberta Building Code* or work governed by the *Canadian Electrical Code*, the *Alberta Gas Code* or the *Alberta Plumbing Code*.

Palliser Regional Municipal Services (PRMS) acts as the Building & Safety Code Permit Authority for the Village of Carbon. They arrange to provide permits and inspections within municipal boundaries. Building permit applications, electrical, plumbing, gas and fire permits are issued through Palliser Safety Code office. Further information to assist with permit regulation can be found on Palliser Regional Municipal Services website @ www.palliserservices.ca.

224 Centre Street

Drumheller, AB T0J 0Y4

Attn: Linda Taylor

Email: palliser@dinosaurvalley.com

Phone: 1-800-407-8361

Fax: 1-403-823-7739

A variety of local bylaws and provincial regulations govern when you need a permit. This may also vary with the specific circumstances surrounding your project. It is always best to check with the Village of Carbon before starting any new work.

SUBDIVISION PLANNING

Palliser Regional Municipal Services (PRMS) acts as the Subdivision Approving Authority for the Village of Carbon and provides recommendations for decision.

Further information, applicable subdivision and municipal planning forms are found on Palliser Regional Municipal Services website:

www.palliserservices.ca

LAND USE BYLAW

Every municipality is required to have a Land Use Bylaw to regulate and control development within the municipality according to statutory requirements. The Land Use Bylaw provides the regulations to enforce planning policies.

LAND USE BYLAW AMENDMENTS

A statutory plan amendment may be required if the plan for the area does not provide a proposed land use or development. A Land Use Bylaw Amendment may include changing the text of the LUB to allow for a specific land use or development to occur, to change development standards or to change the land use district designation that applies to a particular parcel of land (also known as rezoning). An amendment is required if the property does not provide for that particular development, land use, parcel size or density. An amendment must be adopted by Council by bylaw and requires advertising and a public hearing in accordance with the M.G.A. requirements.