

# COUNTY OF TWO HILLS NO. 21

**Policy Number**

**DEV-APP-1**

**Title**

**Requirements for Application for  
Development Permit**

**Page 1 of 11**

**Date Approved**

**July 2, 1996**

## **Policy**

Development Permits are issued by County of Two Hills No. 21, pursuant to the Land Use Bylaw, as amended. If site work has already begun, then you are advised that **no further work on the development is to occur until a permit is issued.** Any access to, site servicing of, or construction started on the property prior to the issuance of a development permit, and completion of the expiry of the appeal period, is at the applicant's risk and is subject to a fine under the Land Use Bylaw.

## **Procedure**

1. Application Forms are available from the County Office and from the County Website at [www.thcounty.ab.ca](http://www.thcounty.ab.ca).
2. A Development Permit Application must be completed and submitted to the County Office, as set out in the "Schedule A – Development Permit Application Package".
3. Each application for development shall be accompanied by a fee of:
  - a. Residential Development Application:

Permitted Use	\$100.00 + \$1.00/\$1,000 of value
Discretionary Use	\$200.00 + \$1.00/\$1,000 of value
Additions & Accessory Buildings	\$100.00 + \$1.00/\$1,000 of value
Accessory Use	\$100.00
  - b. Non-Residential Development Application:

Permitted Use	\$250.00 + \$1.00/\$1,000 of value
Discretionary Use	\$250.00 + \$1.00/\$1,000 of value
Additions & Accessory Building	\$100.00 + \$1.00/\$1,000 of value
Accessory Use	\$100.00 + \$1.00/\$1,000 of value
Natural Resources Extraction	\$500.00/acre
Natural Resources Reclamation	\$2,000/acre
  - c. All applications must be issued in accordance with the Land Use Bylaw.

## **Purpose**

To outline the procedures and requirements for applying for a Development Permit in the County of Two Hills No. 21.

## **Definition**

## **Revisions**

February 28, 2011 August 11, 2015 October 24, 2018 June 19, 2019

**DEVELOPMENT PERMIT APPLICATION PACKAGE**

**DEVELOPMENT PERMIT INSTRUCTIONS**

**It is important to read and understand the following instructions prior to completing this application form.**

- 1) Every application for a development permit shall be submitted in complete form, accompanied by the appropriate fees set forth pursuant to Land Use Bylaw, as amended. If site work has already begun, then you are advised that no further work on the development is to occur until a permit is issued. Any access to, site servicing of, or construction started on the property prior to the issuance of a development permit, and completion of the expiry of the appeal period, is at the Applicant's risk and is subject to a fine under the Land Use Bylaw.
- 2) The Development Authority requires an applicant to include the following support information when submitting an application for a development permit in accordance with Section 3.0: Development Permit, Rules, and Procedures of the Land Use Bylaw and amendments thereto. Please follow sample site plan provided in this package.
- 3) Failure to complete this form and to supply the required supporting information, may result in delays in the processing of the application. If more information or other reports are required to be submitted, you will be notified in writing of same. Application is not deemed accepted and complete until all information is received.
- 4) A permit granted under the provisions of the Bylaw does not become effective until fourteen (14) days or a longer period at the discretion of the Development Authority after the date of issue of the notice of decision, in accordance with the appeal process outlined in items 6, 7, 8 and 9 below.
- 5) If an application is refused, the applicant may exercise the right of appeal. Written notice of appeal must be submitted to the Secretary of the Subdivision and Development Appeal Board (SDAB) of County of Two Hills No. 21 within fourteen (14) days after the notice of the decision is given. The Subdivision and Development Appeal Board will then give reasonable notice of the appeal hearing to the appellant and those, who in the opinion of the Subdivision and Development Appeal Board, may be affected.
- 6) Where an appeal is made within the fourteen (14) day period, outlined in item 5 above, by a person claiming to be affected by the approval or refusal of an application for development, a development permit which has been granted shall not come into effect until the appeal has been determined and the permit confirmed, modified or nullified by the Subdivision and Development Appeal Board (SDAB).

**DEVELOPMENT PERMIT APPLICATION PACKAGE**

- 7) An application for a development permit shall, at the option of the applicant, be deemed to be refused when a decision is not made by a Development Authority within forty (40) days after the receipt of the application in its complete and final form by a Development Authority, and the person claiming to be affected may appeal in writing as though they had received refusal at the end of the period specified in this item.
- 8) A decision of the Subdivision and Development Appeal Board is final and binding on all parties, and all persons subject to the provisions of the Municipal Government Act, as amended.
- 9) All information and design criteria as it relates to the application for Development Permit shall be in conformance with the provisions of the Land Use Bylaw and amendments thereto.
- 10) You are advised to accurately locate any oil, gas, power and telephone lines on your property prior to undertaking any excavation work by contacting Alberta One-Call at 1-800-242-3447 / [albertaonecall.com](http://albertaonecall.com).
- 11) If you have any questions regards this application package, please contact Lorrett Tatarin, Planning & Development Director at 780-657-3358 / [ltatarin@thcounty.ab.ca](mailto:ltatarin@thcounty.ab.ca) alternatively, you may arrange a pre-application meeting to discuss same.

**A DEVELOPMENT PERMIT IS REQUIRED FOR:**

- A. An excavation or stockpile and the creation of either of them, including gravel pits,
- B. A building or an addition to or replacement or repair of a building and the construction or placing of any of them in, on, over or under land;
- C. A change of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the use of the land or building,
- D. A change in the intensity of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the intensity of use of the land or building,

And includes:

- E. Any increase in the number of households occupying and living in any building or on any site, and construction or alterations or additions which would provide for an increase in the number of households which could occupy and live in any building or on any site, including any increase in the number of dwelling units in a building or on a site,
- F. The placing of refuse or waste material on any land,
- G. The use of land for the storage or repair of motor vehicles or other machinery or equipment,

## DEVELOPMENT PERMIT APPLICATION PACKAGE

- H. The continued use of land or of a building for any purpose for which it is being used unlawfully when this Bylaw comes into effect,
- I. The demolition or removal of a building,
- J. The placement of an already constructed or partially constructed building on a parcel of land,
- K. The use of land for the parking of trailers, bunk houses, portable dwellings, skid shacks, or any other type of portable building whatsoever, whether or not the same has been placed or affixed to the land in any way,
- L. The removal of topsoil.

### HOW LONG DOES IT TAKE TO GET A DEVELOPMENT PERMIT?

It is important to plan ahead and submit your application well in advance of starting the development. According to the Municipal Government Act, a Development Authority has 40 days in which to make a decision on a completed development permit application. The 40 days begins after all of the necessary information has been provided.

If your proposed development falls into the Permitted Use classification, a Development Permit can typically be issued within the 40 day time limit. Although, if your proposed development falls into the Discretionary Use classification according to the Land Use Bylaw, approximately 2-4 months may be required to obtain a Development Permit (including the appeal period).

### WHY DO I NEED A DEVELOPMENT PERMIT?

The County's Land Use Bylaw requires development permit approval prior to the commencement of many types of development. The development permit can ensure that the development is set back the appropriate distances from property lines. Setbacks are also required to ensure that the development is located in a safe place so that it isn't too close to a road, steep slope, water body, oil and gas facilities, etc.

### WHEN DOES MY DEVELOPMENT PERMIT EXPIRE?

If the development authorized by a development permit is not commenced within 12 months from the date of its issue, and completed within twelve (12) months of commencement, the permit is deemed to be void, unless an extension to this period has previously been granted by the Development Authority Officer.

**DEVELOPMENT PERMIT APPLICATION PACKAGE**

**WHAT DISTANCE (SETBACKS) AM I ALLOWED TO BUILD AT?**

ZONING	DISTANCES (SETBACKS)
AGRICULTURAL DISTRICT <b>(A)</b>  AND  CONTROLLED URBAN DEVELOPMENT DISTRICT <b>(CUD)</b>	<p><b>Front Yard:</b> 45 m (147.6 ft) from the centre line of any adjoining road, and 40.8 m (133.9 ft) from the property line adjacent to a secondary road or a primary highway</p> <p><b>Side Yard:</b> 10% of mean width of the parcel of land provided that no side yard need exceed 7.5 m (24.6 ft) except on a parcel of land with two front lines (at the intersection of two roads or highways) where the minimum side yard requirement shall be at the discretion of the Development Authority</p> <p><b>Rear Yard:</b> 7.5 m (24.6 ft.)</p>
COUNTRY RESIDENTIAL DISTRICT <b>(CR)</b>  AND  COUNTRY RESIDENTIAL (RESORT) DISTRICT <b>(RR)</b>	<p><b>Dwellings:</b></p> <p><b>Front Yard:</b> 7.5 m (24.6 ft)</p> <p><b>Rear Yard:</b> 7.5 m (24.6 ft)</p> <p><b>Side Yard:</b> 10% of lot width, but not less than 1.5 m (4.92 ft) and not required to be greater than 7.5 m (24.6 ft)</p> <p><b>Other Uses:</b> from internal roads – as required by the Development Authority</p> <p><b>All uses:</b> from all other roads – 38.0 m (124.7 ft)</p>
URBAN GENERAL DISTRICT <b>(UG)</b> - HAMLETS	<p><b>Residential:</b></p> <p><b>Front Yard:</b> 7.5 m (24.6 ft)</p> <p><b>Rear Yard:</b> 7.5 m (24.6 ft)</p> <p><b>Side Yard:</b> 10% of lot width, but not less than 1.5 m (4.92 ft) each and not required to be greater than 7.5 m (24.6 ft)</p> <p><b>Side Yard on Corner Site</b> – 4.5 m (14.8 ft) on each flanking street</p> <p><b>Commercial:</b> Retail stores build adjacent to existing similar uses may be built without front or side yards where there is lane access. Where there is no lane access, one side yard of at least 4.5 m (14.8 ft) shall be provided</p> <p><b>All other uses:</b> As required by the Development Authority</p>
INTENSIVE CAMPGROUND DISTRICT <b>(IC)</b>	<p><b>Type B Single Detached Dwellings:</b></p> <p><b>Front Yard:</b> 7.5 m (24.6 ft)</p> <p><b>Rear Yard:</b> 7.5 m (24.6 ft)</p> <p><b>Side Yard:</b> 10% of lot width, but not less than 1.5 m (4.92 ft) each and not required to be greater than 7.5 m (24.6 ft)</p> <p><b>All other uses:</b> As required by the Development Authority</p>
RURAL INDUSTRIAL DISTRICT <b>(RI)</b>	<p>All site regulations and requirements shall be based upon the type of industrial development proposed, and shall be at the discretion of the Development Authority</p>

**NOTE(S):**

1. All setbacks are measured from property lines except where stated above.
2. Any discrepancy between the setbacks stated above and the Land Use Bylaw, the Land Use Bylaw + amendments will prevail.

**COUNTY OF TWO HILLS NO. 21**

Box 490  
4818-50 Avenue  
Two Hills, AB T0B 4K0  
ph 657-3358 fx 657-3504



**DEVELOPMENT PERMIT APPLICATION PACKAGE**

**Internal Use Only**

Our File Number: \_\_\_\_\_ Your File Number: \_\_\_\_\_ Roll Number: \_\_\_\_\_

**Applicant Information**

Applicant/Agent: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
City/Prov. \_\_\_\_\_ Postal Code: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email address: \_\_\_\_\_ Signature: \_\_\_\_\_

Applicant/Agent Authorization: I am the applicant/agent authorized to act on behalf of the registered 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.

**Registered Landowner Information**

*Owner same as applicant*

Registered Owner: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
City/Prov. \_\_\_\_\_ Postal Code: \_\_\_\_\_ Signature: \_\_\_\_\_

**Right of Entry**

Pursuant to Section 542 of the Municipal Government Act, I hereby do \_\_\_\_ or do not \_\_\_\_ grant consent for a designated officer of County of Two Hills No. 21 to enter upon the land as described above, for a site inspection.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**Section A - Property Information**

Division \_\_\_\_\_

Legal: Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_ and Part of \_\_\_\_ ¼ Sec \_\_\_\_\_ Twp \_\_\_\_\_ Rge \_\_\_\_\_ W4M

Subdivision Name (if applicable) or Area of Development \_\_\_\_\_

Rural Address/Street Address \_\_\_\_\_ Parcel Size \_\_\_\_\_

Number of existing dwellings on property (please describe)  
\_\_\_\_\_

Has any previous application been filed in connection with this property?  Yes  No

If yes, please describe the details of the application and file number:  
\_\_\_\_\_

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Is the subject property near a steep slope (exceeding 15%)?  Yes  No  
 Is the subject property near or bounded by a body of water?  Yes  No  
 Is the subject property within 800m of a provincial highway?  Yes  No  
 Is the subject property near a Confined Feeding Operation?  Yes  No Distance: \_\_\_\_\_  
 Is the subject property within 1.5km of a sour gas facility?  Yes  No Distance: \_\_\_\_\_  
 Is the subject property within 1.5km of a sewage treatment plant/lagoon?  Yes  No Distance: \_\_\_\_\_  
 Is the subject property immediately adjacent to the County boundary?  Yes  No  
 If yes, the adjoining municipality is: \_\_\_\_\_

**Section B – Proposed Development Information**

Estimated Cost of Project \$ \_\_\_\_\_  
 Estimated Commencement Date \_\_\_\_\_ Estimated Completion Date \_\_\_\_\_  
 Dwelling: Floor Area \_\_\_\_\_ sq. ft. % of Lot Occupied \_\_\_\_\_ Height of Dwelling \_\_\_\_\_ ft / m  
 Accessory Building Floor Area \_\_\_\_\_ sq. ft. % of Lot Occupied \_\_\_\_\_ Height of Acc. Bldg \_\_\_\_\_ ft / m  
 Parking: No. of Off-Street Parking \_\_\_\_\_  
 Land Use District (Zoning) of Property: \_\_\_\_\_

Description of Work:  
 \_\_\_\_\_  
 \_\_\_\_\_

**SEPARATE REPORTS TO ATTACH:**

Parking Plan	Biophysical Assessment	Master Sign Plan	Site Plan
Stormwater Management Plan	Hydrogeological Report	Landscaping Plan	Industrial Development
Geotechnical Report	Environmental Site Assessment Phase I or Phase II or Phase III	Wind/Energy Conversion System	Commercial-Development
Natural Resource Extraction Code of Practice	Reclamation Plan	Excavation & Stripping Development	Historical Resource Impact Assessment (HRIA)
Real Property Report	Cumulative Effects Assessment	Applicable Provincial /Federal Authorization	Copy of ERCB Abandoned Well Viewer Map (*required for all applications)

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**DEVELOPMENT PERMIT APPLICATION PACKAGE**

**Section C – Abandoned Wells**

Effective November 1, 2012, the Subdivision and Development Regulation requires that an applicant for a development permit (for buildings larger than 47m<sup>2</sup>/505 sq. ft.) provide information about abandoned oil and gas wells on the subject property. Before an application for development can be considered complete, applicants MUST provide this information. The following outlines the process for determining what information is required with your development application. Applicants are required to verify the Alberta Energy Regulator’s Abandoned Well Viewer online at: <http://mapviewer.aer.ca/Html5/Index.html?viewer=aerabnwells> to determine if abandoned wells are located on the subject property. Information can be obtained by phoning Alberta Energy Regulator at 1-855-297-8311.

If an abandoned well is found, then the Applicant MUST provide County of Two Hills No. 21 with all Licensees identified by the AER as affecting their property to confirm the following:

1. a sketch showing the location and setback distance required by the Licensee from each abandoned well;
2. the map from the ERCB Viewer of the subject property;
3. a list of all abandoned wells, including the surface coordinates;
4. any additional information from Licensee(s) that led to a change in the setback.

If an abandoned well is not found, then the Applicant must sign in the space provided below confirming that there are no abandoned wells located on the property. The Applicant MUST attach the map from ERCB Viewer of the property.

Applicant Print Name	Applicant Signature	Date
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**Section D – Preferred Method of Communication**

When a decision has been made on your file, do you wish for us to:  call you for pick up  mail the decision

\*\*If a decision has not been picked up within 5 (five) working days, the decision will be automatically mailed to applicant.

\*\*Once a Development Permit has been issued, a copy of the permit is automatically sent by email to the applicant if an email address is provided on page 4.

If we have any questions or require clarification regarding your application, how do you wish to be contacted:  phone  mail  fax  e-mail

**OFFICE USE ONLY**

Type of Payment:  DEBIT  CASH  CHEQUE

Fee \$ \_\_\_\_\_

Receipt # \_\_\_\_\_

Receipt Date \_\_\_\_\_

Date Received \_\_\_\_\_

\*and deemed complete by Development Authority.

Entered into e-SITE # \_\_\_\_\_

**Authorization:**

Permitted Use  Discretionary Use

Issuing Officer’s Name \_\_\_\_\_

Issuing Officer’s Signature \_\_\_\_\_

Date of Approval \_\_\_\_\_

Date Issued \_\_\_\_\_

Comments and/or Variances \_\_\_\_\_

\_\_\_\_\_

The personal information provided is being collected under the authority of the Municipal Government Act and will be used for the purposes under that Act. Information that you provide may be made public, subject to the provisions of the Freedom of Information and Protection of Privacy Act. Any questions regarding the collection, use or disposal of this information should be directed to County of Two Hills No. 21 at 780-657-3358.



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Our File Number: _____	Roll Number: _____
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**DEVELOPMENT PERMIT SITE PLAN**

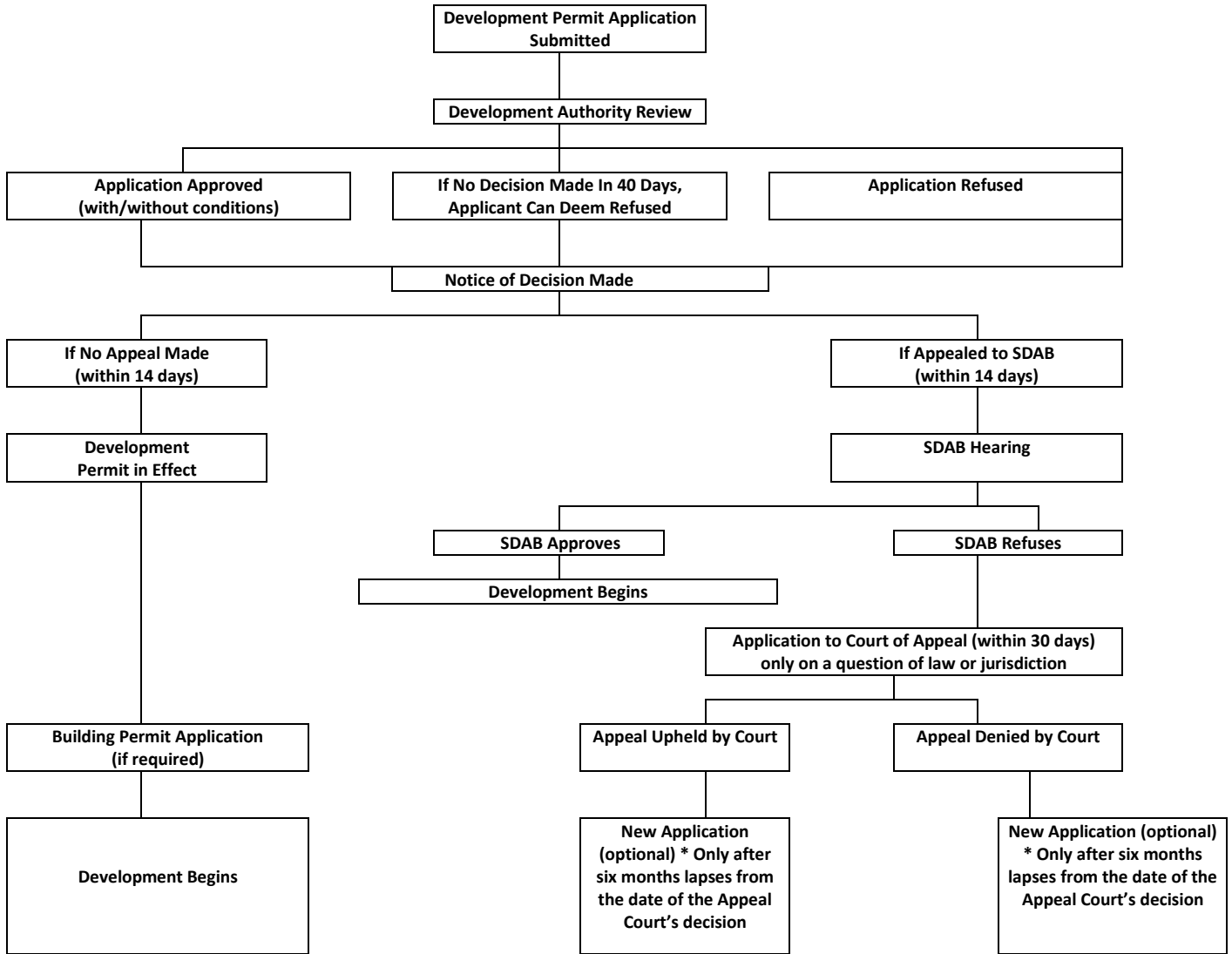
Large empty area for the Development Permit Site Plan. A north arrow symbol is located in the top right corner of this section.

DATE:	SIGNATURE OF APPLICANT:
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DATE:	DEVELOPMENT AUTHORITY:
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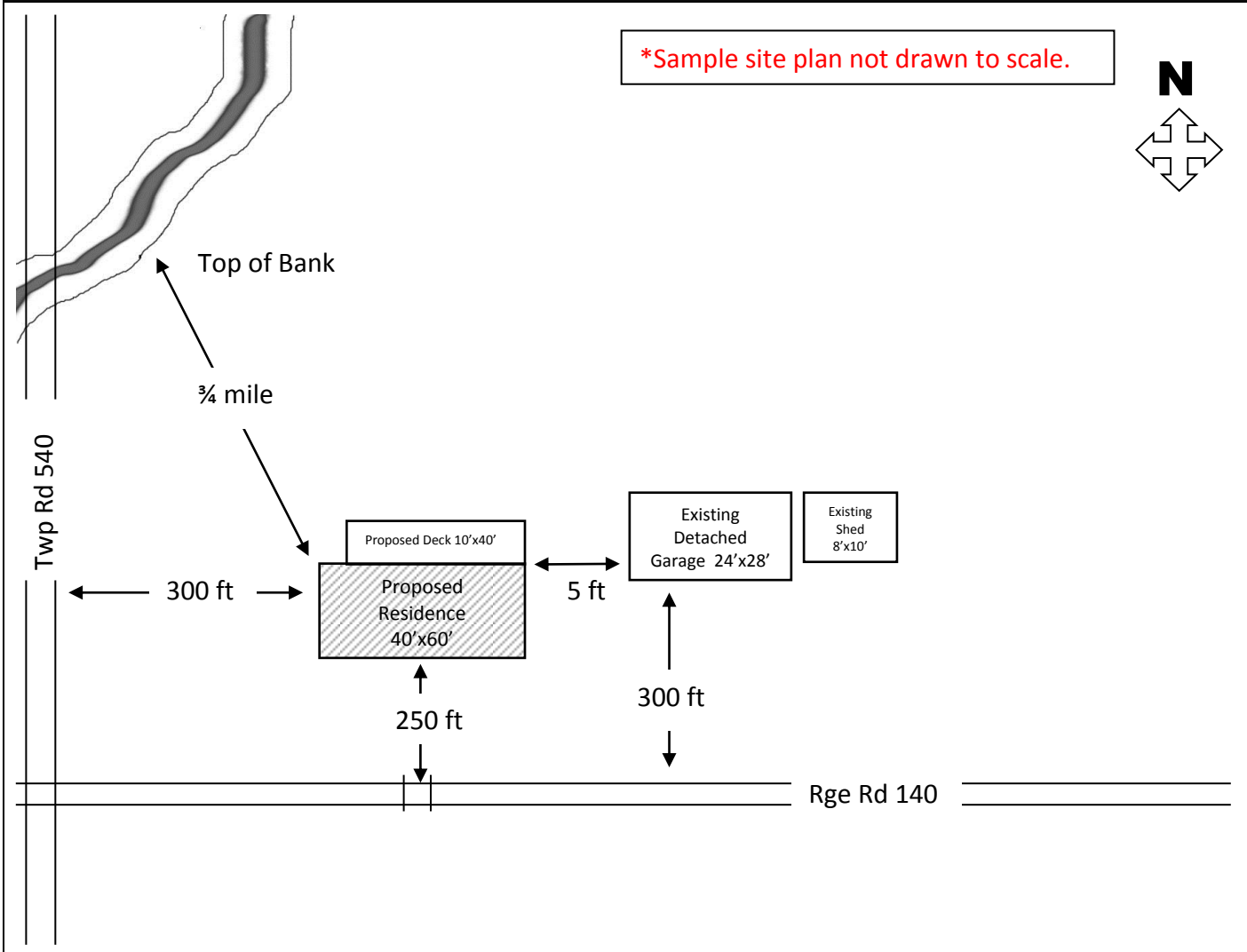
**DEVELOPMENT PERMIT APPLICATION PACKAGE**

**DEVELOPMENT PERMIT PROCESS**



**DEVELOPMENT PERMIT APPLICATION PACKAGE**

**SAMPLE SITE PLAN**



**INCLUDE THE FOLLOWING INFORMATION IN YOUR SITE PLAN:**

<ul style="list-style-type: none"> <li>✓ Location of existing buildings.</li> <li>✓ Location of proposed buildings.</li> <li>✓ Location of existing access (es).</li> <li>✓ Location any proposed access (es).</li> <li>✓ Location of any abandoned wells.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Front, Side and Rear Yard setbacks from <u>property lines</u> in meters/feet.</li> <li>✓ Location of any water bodies on subject property.</li> <li>✓ Location of driveway.</li> <li>✓ All developed/undeveloped road allowances.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Indicate the North direction.</li> <li>✓ Location of all right-of-way and easements within or abutting the subject property.</li> </ul>
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