



Permit Fee: \$ _____ Security Deposit: \$ _____ Receipt # _____ Rec'd by: _____ Tax Roll: _____

DEVELOPMENT PERMIT APPLICATION

Land Use By-law No. 1246/13

Application # _____

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. I/We understand that a 21-day appeal period which follows notice of approval must elapse before a Building Permit may be issued and before development may begin. It is understood that incomplete applications will not be accepted by the Development Officer.

1.0 Applicant (Print Name): _____

Address: Box Number: _____ City/Town/Village: _____ Postal Code: _____

Tel. No. _____ Cell No: _____ e-mail: _____

2.0 Registered Owner of Land: (If Different from Applicant) _____

Address: Box Number: _____ City/Town/Village: _____

Postal Code: _____ Tel. No. _____ e-mail: _____

Civic Address of Property: _____

Lot(s) _____ Block _____ Plan No. (Quarter Section) _____

Existing use of Land or Building: _____ Land Use District: _____

3.0 Proposed Development or Use: (see page 3 for application requirements) _____

Setbacks: Front Yard: _____; Rear Yard: _____; N / W Side Yard: _____; S / E Side Yard: _____

Height: _____; Floor Area: _____; Percent Building Coverage: _____; Lot Area: _____

Project Cost (materials and labor): \$ _____

Estimated Commencement Date: _____ Estimated Completion Date: _____

Will there be a water connection and/or disconnection at the curb stop required? Yes No Fee \$ _____

Signatures required on page 2 of this application.

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 any renovation or new construction. Safety code permit applications and fees may be dropped off at the Town of Nanton Office for forwarding to: Superior Safety Codes Inc., Lethbridge, AB. Phone 1-877-320-0734

Registered Owner/Applicant Signature

The Registered Owner/Applicant represents and warrants to the Town of Nanton that the information contained in this application and the dimensions shown on the plans submitted with this application are true and correct.

I, _____ (print name) hereby certify that I am (choose one) the Registered Owner or I am the Applicant and authorized to act on behalf of the Registered Owner.

Letter of authorization attached (if Registered Owner does not sign)

Registered Owner(s) or Applicants' Signature Date _____

Right of Entry Signature

In accordance with the *Municipal Government Act*, I hereby authorize the Designated Officers of the Town of Nanton to enter upon the land for the purpose of conducting a site inspection in connection with my development permit application.

Registered Owner(s) or Applicants' Signature

Freedom of Information


I understand that this application and 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.

Applicants' Signature

The personal information collected on this form is being collected under the authority of Section 33 of the Alberta Freedom of Information and Protection of Privacy Act, and Section 301.1 of the Municipal Government Act. The information will be used to process your application(s) and your name and address may be included on the reports that are available to the public. If you have any questions about the collection, use or disclosure of the personal information provided, please contact the Planning and Development Officer at the Town of Nanton, 1907 – 21 Avenue, Box 609, Nanton, AB T0L 1R0 or phone 403-646-2029.



APPLICATION REQUIREMENT CHECKLIST

An application for a Development Permit shall be completed and submitted to the Development Authority on the prescribed form signed by the registered owner or applicant, and accompanied by the following minimum information (in accordance with s.26 of the Land Use Bylaw). 

Check as provided	1. Three (3) sets of plans, preferably drawn to scale or fully dimensioned, on letter or tabloid (11 x 17) size or electronic files (.pdf), showing:
	(a) Legal description of the site and north arrow;
	(b) Dimensions of the site;
	(c) Building floor plans, elevation views, and exterior finishing materials;
	(d) Utilities, site drainage, existing and proposed site grades, in relation to the top of curb or sidewalk and lot corners;
	(e) The height, dimensions, and relationship to property lines of all existing and proposed buildings and structures including retaining walls, trees, landscaping, curbs, gutters, sidewalks and other physical features.
	2. On applications for multi-family, commercial, industrial, public and institutional uses also include:
	(f) Existing and proposed loading and parking areas;
	(g) Garbage and storage areas and the fencing and screening proposed for same;
	(h) Access locations to and from the site;
	(i) Landscape plans;
	(j) Information describing any noxious, toxic, radioactive, flammable or explosive materials proposed.
	(k) Sign application and plans.
	3. Copy of title and encumbrances (other than mortgages) registered on property such as covenants and rights of way or easement agreements.
	4. Other information as requested by the Development Authority
	(l)
	(m)
	(n)

Sample Site Plan:

