

## **DEVELOPMENT PERMIT REQUIREMENTS:**

- Complete the Development Application.
- Prepare a site plan showing the:
  - ✓ dimensions of the lot
  - ✓ location of roadways and lanes
  - ✓ location and dimensions of all existing structures
  - ✓ location and dimensions of the proposed development from property lines and to existing structures

If you have a survey or Real Property Report, you can make a copy to use as the basis of your site plan, then draw on the dimensions and location of your development.

- Prepare 3 sets of drawings (if it is a shed or deck package, the supplier should have drawings). These should include elevation drawings (front and side views), and comprehensive details of the foundation, building, trusses and any electrical, gas or plumbing work.
- Submit the Development Application, Site Plan, one set of drawings and the Development Application Fee to the Village Office.

**When your development permit has been issued, you must apply for all applicable Safety Codes Permits through the Inspections Group Inc.** At time of building permit application, you will be asked to submit the other *two* sets of drawings mentioned above.

**No construction should commence until all required permits have been issued. Contact Alberta One-Call (1-800-242-3447) for line locates prior to commencement of any construction, regardless of whether permits are required.**

*We're here to help facilitate your development...if you require any assistance or clarification, do not hesitate to contact Ron at 348-5356.*



DEVELOPMENT APPLICATION No. \_\_\_\_\_

ROLL NUMBER \_\_\_\_\_

APPLICATION FOR DEVELOPMENT PERMIT

I/We hereby make application for a development permit under the provisions of the Village of Clyde Land Use By-Law 2008-10 in accordance with the plans and supporting information submitted herewith and which forms part of this application.

COMPLETE THIS SECTION FOR ALL APPLICATIONS / USES:

APPLICANT: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

REGISTERED OWNER OF LAND: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

MUNICIPAL (STREET) ADDRESS OF DEVELOPMENT: \_\_\_\_\_

LEGAL DESCRIPTION: Lot \_\_\_\_\_ Block \_\_\_\_\_ Registered Plan No. \_\_\_\_\_

EXISTING USE OF LAND OR BUILDING ON THE PROPERTY: \_\_\_\_\_

PROPOSED DEVELOPMENT: \_\_\_\_\_

LOT TYPE: Interior \_\_\_\_\_ Corner (2 Streets) \_\_\_\_\_ With Lane \_\_\_\_\_ Without Lane \_\_\_\_\_

INTEREST OF APPLICANT IF NOT OWNER OF PROPERTY: \_\_\_\_\_

ESTIMATED DATE OF: Commencement \_\_\_\_\_ Completion \_\_\_\_\_ ESTIMATED VALUE: \_\_\_\_\_

SUPPORTING MATERIAL ATTACHED:  Site Plan  Other: \_\_\_\_\_

(Please include location of utilities and easements on Site Plan)

FOR CONSTRUCTION PROJECTS ONLY:

CONTRACTOR: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

CONTRACTOR'S MAILING ADDRESS: \_\_\_\_\_

LOT SIZE: Lot Width \_\_\_\_\_ Lot Length \_\_\_\_\_ % of Lot Occupied \_\_\_\_\_

PROPOSED YARDS: Front \_\_\_\_\_ Rear \_\_\_\_\_ Sides \_\_\_\_\_ / \_\_\_\_\_

EXTERIOR FINISH OF WALLS AND ROOF: \_\_\_\_\_

DISTANCE FROM PRINCIPAL BUILDING (IF APPLICABLE): \_\_\_\_\_ HEIGHT: \_\_\_\_\_

NOTES TO APPLICANT(S):

- 1. Provision shall be made by the Applicant for landscaping and grading of the site. Relative grades of the subject property and all adjacent properties shall be required for all applications involving new or expanded development where earth moving and/or fill is involved. Grade means the average level of land calculated at the corners of a site. Grade differences between adjacent properties will not be excessive and in any case will not exceed 15.0 cm (5.9 inches) unless otherwise approved by the Development Authority.
2. Building Permit: It is the responsibility of the applicant to obtain all necessary permits under the applicable Safety Codes disciplines, to submit plans for examination to determine compliance with the Safety Codes Act and Regulations and to arrange for inspections as required under the Village of Clyde's Quality Management Plan. SAFETY CODES AGENCY: Must Contact The Inspections Group Inc 12010 - 111 Ave. Edmonton, AB T5G 0E6 (1-866-554-5048) to Make Arrangements for All Permits (Building, Electrical, Plumbing, and Gas) AND Inspections Required Under the Safety Codes Act and Regulations
3. Final Inspection Reports: Copies of the Final Inspection Reports issued by The Inspections Group must be submitted to the Village of Clyde certifying satisfactory completion of construction of a building or structure including the installation of electrical, gas, mechanical and plumbing systems in accordance with the applicable codes and regulations, reviewed plans, and specifications. The Final Inspection Reports are required before an Occupancy Permit will be issued.
4. Occupancy Permit: Is required before occupancy of the new construction will be allowed.

I/We hereby grant consent for the Development Authority or authorized person of the Village of Clyde, Pursuant to Section 542 of the Municipal Government Act, C.M-26, RSA 2000, as amended, to enter upon the subject land and/or building for the purpose of a site inspection or to take any action necessary to carry out an order to ensure compliance with the Village of Clyde Land Use By-Law 2008-10.

I/We agree that in the event of a Development Permit being granted for this application, I/we will comply in all respects with the conditions subject to which it is granted and any By-Laws or legislation pertinent to this application and to the proposed use.

SIGNATURE OF APPLICANT: \_\_\_\_\_ Date: \_\_\_\_\_

SIGNATURE OF LANDOWNER/AGENT: \_\_\_\_\_ Date: \_\_\_\_\_

FOR ADMINISTRATION USE ONLY:

Land Use District: \_\_\_\_\_ Permitted/Discretionary Use: \_\_\_\_\_

FEES (non-refundable):

Development Permit Application \$ \_\_\_\_\_

Contractors' Water \$ \_\_\_\_\_ Remote Water Meter Reader Installation \$ \_\_\_\_\_

Receipt: Number: \_\_\_\_\_ Amount: \$ \_\_\_\_\_