



PERMIT CHECKLIST

Name	
Address	
Development Permit Number	
Project	
Location	

In order that we may facilitate more rapid processing of the permits necessary to your project, please complete the following forms or have them completed by your contractor and submit them to the Village of Clyde office with the applicable fees by:

Application for Development Permit

☐ Site Plan – including measurements noting:

- 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
- location of services

****TIP**** - 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.

☐ Elevation Drawings (front, sides, back) – including measurements

- Must include comprehensive details:
 - Information on the foundation (basement/slab/piles etc)
 - Information on the building (materials, exterior, trusses, shingles)
 - Information on utilities (any electrical, gas or plumbing work)
 - Elevations, Grading and Drainage Plans (if applicable)
- Contractors, Developers or Suppliers may be able to supply these for you.

- ❖ Once your development permit application is complete, please submit the Development Application, Site Plan, one set of drawings and the Development Application Fee to the Village Office.
- ❖ Within 20 days of application being received, the development application will be reviewed for completeness by the Development Officer in accordance with section 683.1(1) of *Municipal Government Act RSA2000, C-M26 (MGA)*, and will provide notice to the applicant of the same under Section 683(5) of the *MGA*.
- ❖ If the application is deemed incomplete, the Development Authority will identify the items which may be required under section 683(7) of the *MGA* and ask that they be provided prior to the application being considered.
- ❖ *If deemed complete*, it will be further reviewed by the Development Authority for compliance in accordance with Village of Clyde Land use Bylaw 2023-12-03 and Part 17 of the *MGA*. Following this review, the Development Authority will provide notification of their decision within 40 days of the application being deemed complete in accordance with Section 683(1) of the *MGA*.
- ❖ **If the Development Authority approves your development:** There is a 21-day period in which appeals may be filed prior to any development taking place.



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: \$ _____

Personal information is collected under the authority of S.4(C) of the Protection of Privacy Act and will be used in the management and administration of the Village of Clyde's Development Permit processes. Information related to your application/permit/request, may be disclosed as required by law. If you have any questions about the collection, use or disclosure of your personal information contact the Access to Information and Protection of Privacy Coordinator at 780-348-5356.