

# Development Permit Application



Roll No: \_\_\_\_\_

**PLEASE PRINT**

Application No: \_\_\_\_\_

4512 46 St, Olds, AB T4H 1R5  
Tel (403) 556-6981 Fax (403) 556-6537

## TO BE COMPLETED BY PERMIT APPLICANT / AGENT

Name of APPLICANT / AGENT		Tel	Fax
Address of APPLICANT / AGENT			Postal Code
E-mail Address			
Name of OWNER (if different from Applicant)		Tel	Fax
Address of OWNER (if different from Applicant)			Postal Code

## PROJECT INFORMATION

Project Location – Street Address			
Legal Land Description:	Lot	Block	Plan
<b>RESIDENTIAL DEVELOPMENT</b> <input type="checkbox"/> New Single Family Dwelling <input type="checkbox"/> New Duplex Dwelling <input type="checkbox"/> New Multi-Family Dwelling <input type="checkbox"/> New Basement <input type="checkbox"/> Attached Garage <input type="checkbox"/> Detached Garage / Accessory Building <input type="checkbox"/> Renovations / Addition <input type="checkbox"/> Manufactured Home <input type="checkbox"/> Other (specify): <input type="checkbox"/> Deck		<b>OTHER DEVELOPMENT</b> <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Institutional <input type="checkbox"/> Renovation / Addition <input type="checkbox"/> Change of Use <input type="checkbox"/> Pre-Construction Variance <input type="checkbox"/> Variance <input type="checkbox"/> Sign <input type="checkbox"/> Other (specify):	
Parcel Type:	<input type="checkbox"/> Interior <input type="checkbox"/> Corner	Parcel Area	Parcel Coverage
Proposed Yards: Front	Side	Side	Rear
Floor Area	Height of Building	Estimated Value of Project	
Description of Work			
Estimated Start Date		Estimated Completion Date	

I hereby make application under the provisions of the Town of Olds Land Use Bylaw for a Development Permit in accordance with the plans and supporting information submitted herein and which form part of this application.

\_\_\_\_\_  
Signature of APPLICANT / AGENT

\_\_\_\_\_  
Date

## PERMIT APPROVAL – OFFICE USE ONLY

Development Permit No.	Date of Dev Permit Issue	
This application is: <input type="checkbox"/> Approved subject to the conditions on reverse and attached Schedule A <input type="checkbox"/> Approved subject to the conditions on reverse and attached conditions <input type="checkbox"/> Refused subject to the attached conditions	Fees	Development Permit _____
		Performance Bond _____
		Building Permit _____
		Safety Codes Fee (see reverse) _____
		TOTAL _____
Signature of Development Officer	Receipt No.	Date

# **THIS APPLICATION IS NOT A BUILDING PERMIT. PLEASE READ THE FOLLOWING.**

## **APPLICATIONS SHALL BE ACCOMPANIED BY:**

- Non-refundable application fee
- Refundable Performance Bond
- Safety Codes Fee (see below) \*\*
- Scaled site plan showing the treatment of landscaped areas
- Provisions for off-street loading and vehicle parking; and access and egress points to the parcel
- TWO sets of scaled floor plans showing elevations and building sections
- Recent copy of the Certificate of Title indicating ownership and encumbrances

This permit application may require additional permits and/or additional information. Please contact the Town of Olds Planning & Development department.

*\*\* The Safety Codes Council is responsible for the maintenance and update of the Alberta Building Code. Its fee is a minimum of \$4.00 or 3.5% of the Building Permit cost, whichever is greater. This fee is paid by the Town of Olds directly to the Safety Codes Council.*

## **PERMIT CONDITIONS UNDER THE TOWN OF OLDS LAND USE BYLAW:**

1. The issuance of a Development Permit in accordance with the Notice of Decision is subject to the condition that it does not become effective until 14 days after the date the Development Permit is issued.
2. The Town of Olds Land Use Bylaw provides that any person claiming to be affected by a decision of the Development Officer may appeal to the Subdivision & Development Appeal Board (SDAB) by serving written notice of appeal to the Secretary of the SDAB within 14 days after the date the Development Permit is issued.
3. Any development proceeded with by the Applicant prior to the expiry of the 14 day period is done solely at the risk of the Applicant.
4. The Permit is effective for a period of 12 months from the date of its issue OR the date of decision of the SDAB confirming it. If, at the expiry of this period, the development has not been commenced or carried out with reasonable diligence as determined by the Development Officer, this Permit shall cease to be effective, unless an extension to this period, being no longer than an additional 12 months, has previously been given by the Development Officer.
5. All development must comply with the conditions outlined in the attached Schedule "A" and any and all applicable bylaw provisions.
6. 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.

## **NOTICE OF REFUSAL**

You may appeal a Notice of Refusal to the SDAB in accordance with the provisions of Section 2.6 of the Town of Olds Land Use Bylaw. Such an appeal shall be made in writing and shall be delivered either personally or by mail so as to reach the Secretary of the SDAB no later than 14 days following the date of issue of a Notice of Refusal. The Notice of Appeal shall contain a statement of the grounds of appeal.

## **PERFORMANCE BOND RETURN**

The Performance Bond will be returned upon completion of the following to the sole satisfaction of the Town of Olds Planning & Development department:

- Final Building Inspection
- Hard surface driveway and parking pads, if applicable
- Landscaping and landscape elevations
- Sidewalk, gutters and water curb stops have not been damaged (per the site pre-inspection)
- Sump pump(s) and eaves troughs are installed correctly
- Front and rear house numbers are installed
- Exterior finishes on building, decks, steps, etc. have been completed

# Development Permit Application

## Schedule “A”

1. Construction shall conform to Alberta Building Code Regulations and all applicable bylaw provisions including, but not limited to, the Town of Olds Land Use Bylaw.
2. Weeping tile and roof drain system **SHALL NOT** be connected to sanitary sewer but to sump pumps or surface drains per drain plan. Roof drains shall not be connected to weeping tiles.
3. Driveways shall:
  - a. Be hard surfaced, i.e. concrete, pavement or other similar material suitable to the Town of Olds.
  - b. Be required in all districts if access is gained directly from or to a hard surfaced public road and shall conform to all applicable bylaw provisions. The Developer is responsible for any modifications to the curb to provide access to the driveway.  
*Note: The placing of concrete in the gutter is not acceptable to the Town of Olds.*
4. Parcel Landscaping and drainage must be designed so that water runoff is directed to the front & rear of the parcel (onto a roadway) and not onto or through neighboring properties. Parcel landscaping shall not negatively impact neighboring parcels.
5. It is mandatory that the Developer install a remote water meter reader wire extending from the water meter to an exterior location that is easily accessible at the front of the building. This wire shall extend 0.5 meters beyond each end to allow for connections to it and be minimum 22 AWG / 4-conductor PCC Station Wire. Water service will be disconnected if the developer fails to correctly install the remote meter reader wire.
6. The developer of a property on which a structure has been erected shall cause the correct municipal address identification, i.e. house number, to be displayed (minimum character size 10 cm or 4 in), at a location plainly visible at all times from the road to which the property is addressed and, if accessible by lane from the rear of the parcel, shall also cause the correct municipal address identification, i.e. house number, to be displayed (minimum character size 10 cm or 4 in) at all times, at a location plainly visible at all times from the lane adjacent to the property
7. A satisfactory Municipal inspection is mandatory prior to the backfilling of ALL underground municipal service connections. Failure to obtain a satisfactory municipal inspection prior to backfilling shall result in a stop construction order being issued and re-excavation of the underground service connection at the developer's sole expense to perform the municipal inspection. To arrange for an inspection, contact the Town of Olds Utilities department at 556-6981 ext. 144 at least two working days prior to the date an inspection is required.
8. It is the developer's responsibility:
  - a. To conform to the provisions of the Town of Olds Unsightly Premises & Snow Removal Bylaw 04-16. This bylaw states, in part, that: “no person shall permit the accumulation of dirt, stones, old implements, automobiles, scrap iron or any other rubbish so as to cause an unsightly condition, hazard or nuisance.”
  - b. To ensure that construction rubbish is not allowed to accumulate on the parcel so as to cause an unsightly condition, hazard or nuisance, and shall take steps to prevent construction rubbish from being blown onto neighboring parcels.
  - c. To comply with Town of Olds Unsightly Premises & Snow Removal Bylaw 04-16 which requires that occupants / owners cut grass or weeds on their property, including town property adjacent to their premises, i.e. sidewalks, boulevards and back alleys. Restricted and Noxious weeds must be controlled in a manner as prescribed by a local Weed Inspector
  - d. To note that failing to comply with the provisions of the Town of Olds Unsightly Premises & Snow Removal Bylaw 04-16 may result in the Town of Olds pursuing enforcement and/or further legal actions against the developer.

**I / we agree to abide by all of the above-noted conditions of approval for a Town of Olds Development Permit.**

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Name of Applicant / Developer

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Signature of Applicant / Developer

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Date

# Agent Authorization



## PLEASE PRINT

Application No: \_\_\_\_\_

- All registered owners are required to sign
- Form must be submitted with original signatures
- If owner or applicant / agent is a corporation, signed documentation showing names of those who have signing authority for company must also be submitted

Civic Address			
Legal Land Description:	Lot	Block	Plan

## TO BE COMPLETED BY APPLICANT / AGENT

Name of APPLICANT / AGENT	Tel
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I hereby certify that I am the Applicant / Agent authorized to act on behalf of the registered property owner(s) and the information given in the application is full and complete, and is, to the best of my knowledge, a true statement of the facts relating to this Development Permit Application.

\_\_\_\_\_  
Signature of APPLICANT / AGENT

\_\_\_\_\_  
Date

## TO BE COMPLETED BY PROPERTY OWNER(S)

Name(s) of OWNER(s)	Tel
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I / we hereby certify that I am / we are the registered property owner(s) and the information given in the application is full and complete, and is, to the best of my / our knowledge, a true statement of the facts relating to this Development Permit Application.

I / we authorize the above-named Agent to act on my / our behalf in submission of this Development Permit Application.

\_\_\_\_\_  
Signature of OWNER

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of OWNER

\_\_\_\_\_  
Date

# Development Permit Application - CHECKLIST

- Pre-application meeting
  - Must be arranged with a Town of Olds Development Officer for all residential buildings with more than two units, or for any Commercial or Industrial development
- Development Permit Application
  - All information must be filled in. If requested information does not apply, indicate “n/a” (not applicable) Applicant / Agent Authorization form must be completed and accompany application if the applicant is not the property owner
- Site Plan
  - Surveyor’s site plan or legible site plan must be submitted showing:
    - ◆ Legal description of property and municipal address
    - ◆ Arrow indicating direction of North
    - ◆ Property lines
    - ◆ Location of existing and proposed buildings with dimensions (front, rear & side) to property lines
    - ◆ Other pertinent information if applicable
    - ◆
- Certificate of Title
  - Current within 30 days of application (Certificates of Title may be obtained from any Alberta Registry office) or the Town can order the Title for a cost of \$5
- Building Plans
  - If **NOT** applying for a Building Permit at the time of Development Permit Application, the following are required:
    - ◆ Structure foundation plan
    - ◆ Height from foundation to top of highest peak of structure

**Obtaining a Development Permit may take up to six weeks from the time all required information has been received. A Time Extension Agreement may be required if an application will exceed this time frame.**