

OFFICE USE ONLY			
Application Fee: _____	<input type="checkbox"/> Debit <input type="checkbox"/> CHQ <input type="checkbox"/> CASH <input type="checkbox"/> CREDIT	Receipt Number: _____	Date Received: _____
Land Use District: _____	Division: _____	Tax Roll #: _____	File #: _____

IMPORTANT NOTICE:

Any approvals granted regarding this application does not excuse the applicant from complying with the requirements of any Federal, Provincial, or other Municipal Legislation, or the conditions of any easement, restrictive covenant or agreement affecting the buildings or lands.

Applicant Information	Landowner Information <i>(If different from Applicant)</i>
Applicant Name: _____ Mailing Address: _____ Phone: _____ Cell: _____ <input type="checkbox"/> I acknowledge that the primary mode of communication will be email if provided Email: _____	Registered Owner Name(s): _____ Mailing Address: _____ Phone: _____ Cell: _____ Email: _____

Parcel Information	
Legal: <input type="checkbox"/> NE <input type="checkbox"/> NW <input type="checkbox"/> SE <input type="checkbox"/> SW ¼ ½ Section ____ Township ____ Range ____ W4 LOT ____ BLOCK ____ PLAN _____ TITLE AREA: ____ hectares OR ____ acres	Municipal Address: _____

Proposed Home Occupation Details	
Description of Business: _____	<input type="checkbox"/> New Development <input type="checkbox"/> *Existing Development
Nature of the Home Occupation: <input type="checkbox"/> Services <input type="checkbox"/> Manufacturing <input type="checkbox"/> Repair <input type="checkbox"/> Retail Sales <input type="checkbox"/> Other <input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Other (Please Specify): _____	

Employees: 1) On-Site ____ <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time 2) Off-Site ____ <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	Operation: 1) Days _____ 2) Hours _____	Vehicles (Please indicate number, type and location) ____ Commercial ____ Trucks ____ Cars Other (Please describe): _____ <input type="checkbox"/> Off-Site <input type="checkbox"/> On-Site
Traffic: 1) Visits Per Day _____ 2) Visits Per Hour _____	Parking: 1) Spaces On Site _____ 2) Spaces Off Site _____	Signage: 1) Number _____ 2) Type _____
Equipment Type (for on premises operation and storage of materials, including outdoor storage areas): _____	Operation: _____	Storage: _____

Acknowledgement		
I / We the Applicant and / or registered owner(s) certify that:		
a) The information given is complete and is, to the best of my/our knowledge, a true statement of the facts relating to the application for development approval and that no further progress will occur on the development until a decision on the permit has been rendered *. Any material falsehood or any omission of a material fact made by the applicant/owner with respect to this application may result in an issued permit becoming null and void.		
b) I authorize the staff of the County of Vermilion River and other agencies as designated in Section 542 of the <i>Municipal Government Act</i> , R.S.A. 2000, to enter my land for the purpose of conducting a site inspection in connection with my development permit application		
c) Where applicable, the individual(s) whose information has been listed under "Applicant" on this application is hereby authorized to make this application on my/our behalf. (In the case of a registered company, documentation of those with signing authority under company seal is required in addition to this form.)		

Applicant Signature	Registered Owner Signature	Registered Owner Signature
Print Name	Print Name	Print Name

The personal information requested on this form is being collected by the County of Vermilion River for purposes provided under Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and is protected by the FOIP Act. If you have any questions about FOIP, contact the County Administrator at (780) 846-2244 OR (780) 853-5492.

***All development and construction that occurs prior to permit issuance may be subject to penalty fees. A Stop Order or an Order to Vacate may also be issued.**

IMPORTANT NOTICE:

A Development Permit Application will only be processed when it is completed in its entirety. In order for the application to be considered complete, it must include the required items indicated below AND any applicable additional supportive information requested as indicated below or during the process of reviewing your application. All required information must be attached to the application.

INCOMPLETE APPLICATIONS MAY BE RETURNED OR EXPERIENCE DELAYS

Note: The Development Authority has up to 40 days after receipt of a COMPLETE APPLICATION to issue a final decision. Safety Codes permits will also be required for development of any structures regulated under the Safety Codes Act.

Required Items. (Applicant: Please check off () each item to verify that the required information is attached)

Documents and Drawings submitted with an application shall be legible. ALL Drawings are preferred to be submitted to the County in DIGITAL format. If colors are used, please ensure that all map and graphic information is readable in both: Color and Black & White

- Pre-Application Meeting:** Held with Planning & Development on Date: _____
- Application Form:** Must be fully completed and signed by applicant and registered owner(s)
- Home Occupation Form:** Must be fully completed and signed by applicant and registered owner(s)
- Business Registration Form:** Must be fully completed and signed by applicant and registered owner(s)
- Application Fee:** As per County Fee Schedule payable in cash, debit or credit card, or by cheque or money order to County of Vermilion River
- Certificate of Title:** Obtained from a Registries office within **30 days prior** to application (Otherwise, Planning & Development will obtain one for an additional fee). Include a copy of any restrictive covenants, utilities right-of-way, easements, or County caveats registered on the title(s)
- Abandoned Wells Statement:** Must be fully completed and signed and include information on abandoned oil and gas wells as required by the Subdivision and Development Regulation and ERCB Directive 079.
<https://extmapviewer.aer.ca/AERAbandonedWells/Index.html>
- Road Allowance Upgrade Statement:** Must be fully completed and signed
- Rural Address:** To be obtained and signage paid for (if applicable)
- Existing Septic:** To be filled out to the best of your knowledge and signed
- Electronic Communication:** To be fully completed and signed
- Applicant Authorization Form:** to be filled out and signed by owner if applying for permit on their behalf
- One (1) copy of Detailed Site Plan.** Must include:
 - Areas of outdoor storage
 - Location of signage
 - Parking areas
 - Drainage directions
- Aerial Map:** a legible aerial photo representing the land of the ¼ section of the proposed development
- Business Plan:** a 5-year plan that outlines the legal structure of the business, organization and management (including personnel and equipment requirements), marketing and financials
- Occupancy Permit Application Form:** To be fully completed and signed by applicant and/or registered owner(s)

Additional Supportive Information (If Required):

Documents submitted with an application shall be legible. ALL Drawings are preferred to be submitted to the County in DIGITAL format. If colors are used, please ensure that all map and graphic information is readable in both: Color and Black & White

- Approach Application:** Submit for new approach / access or upgrade to County standards of existing approaches / access
- Alberta Transportation Approval:** Copy of APPROVED permit
- Alberta Environment and Parks Approval:** Copy of APPROVED permit
- One (1) copy of Landscape Plan / Grading Plan / Grading Certificate:** Pursuant to Policy PD-007 (Schedule A) or Policy PD-011 (Schedule B), as applicable
- One (1) copy of Shallow Utilities Plan:** Pursuant to Policy PD-007 (Schedule A) or Policy PD-011 (Schedule B), as applicable
- One (1) copy of Storm Water Management Plan:** Pursuant to Policy PD-007 (Schedule A) or Policy PD-011 (Schedule B), as applicable
- Emergency Management Plan**
- Redesignation Form:** Must be fully completed and signed by applicant and/or registered owner(s)
- Public Consultation:** Provide details of the proposed community consultation, including the pre-application consultation with potentially affected landowners
- Other:**

I / We, the Applicant and/or registered owner(s) understand that failure to provide complete and accurate information to satisfy the required items for my application may deem my application incomplete and may result in project processing delays. PLEASE NOTE: All development and construction that occurs prior to permit issuance may be subject to penalty fees. A Stop Order may also be issued. Any material falsehood or any omission of a material fact made by the applicant/owner with respect to this application may result in an issued permit becoming null and void.

Applicant Signature

Registered Owner Signature

Registered Owner Signature

Print Name

Print Name

Print Name

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***All development and construction that occurs prior to permit issuance may be subject to penalty fees. A Stop Order may also be issued**

Site Plan Requirements

Below are the standard site plan requirements for all Deck Development Permit Applications. Further requirements specific to your application are included in the checklist.

- Indicate setback distances from all property boundaries for new and existing developments and specify the units. (Setback requirements are outlined in the County of Vermilion River Land Use Bylaw: https://www.vermilion-river.com/mrws/filedriver/Bylaws/2022-05-24_LUB_FINAL.pdf)
- Indicate North on the Site Plan
- Indicate distances between existing and proposed structures
- Identify all abutting roads
- Identify the location of all easements, caveats, rights-of-way, etc.
- Indicate the location of the access/approach to the property
- Indicate the location of any oil & gas wells, pipelines and facilities, including any abandoned well sites
- Indicate the location of any water wells and septic tank/sewage disposal systems
- Indicate the location and distance to existing natural features (watercourses, wooded areas, etc.) and man-made features (drainage ditches, berms, shelterbelts, etc.)
- Identify the location of all existing, temporary, to be removed/demolished, moved-in and proposed structures (i.e., dwellings, sheds, signs, etc.)
- Indicate direction of site grading and drainage
- Identify the location of all existing, temporary and proposed structures (i.e., dwellings, sheds, signs, etc.)
- Indicate existing or proposed buildings that the home occupation will occupy and the area that will be occupied for the proposed business

Reasonable revisions to the site plan may be required as a condition of approval

Site Plans Examples

NOTE: These plans are intended for illustration purposes Only and will NOT be accepted as plans for a Development Permit Application

