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Office Use Only	
Application No.	
Land Use District	
Roll No.	
Date Received	

Development Permit Application Form - Residential

(Single Detached-Dwelling, Multi-Unit Dwellings, Moved-In Buildings, Additions, Sheds, Decks, Garages, Porches, Secondary Suites)

PLEASE NOTE: This application is ONLY for a development permit. If a building permit is also required, you must apply for it separately prior to construction. Providing an email means you consent to receiving documents or communications related to this application, including but not limited to development permit decisions, acknowledgments confirming an application is complete, and any notices identifying any outstanding documents and information by email. Please be sure to complete the entire application. **Failure to send in a complete application can result in a delay of your permit.**

Applicant Information		Property Information	
Name		Municipal Street Address	
Phone		Lot(s)	
Email		Block	
Mailing Address/Box#		Plan	
City and Postal Code			

Land Title Certificate and Registrations (Choose One)

<input type="checkbox"/> Current Certificate of Title and Registrations on Title (Within 3 Months - Attached) Obtain online from Land Titles (Spin2 website) or a Registries Office	<input type="checkbox"/> I am requesting the Municipality to obtain the required certificate of title and registered documents and apply all costs to the application fee (\$25.00)
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PLEASE CONFIRM ONE OF THE FOLLOWING:

- I am the registered owner of the above noted property
- I have entered into a binding agreement to purchase the above noted property with the registered owner(s) (please attach a copy of the agreement)
- I have permission of the registered owner(s) of the above noted property to make the attached application for a Development Permit (please complete or attach a separate authorization letter from the owner with their contact information)

Type of Development (Check all that apply)

ITEMS REQUIRED TO SUBMIT WITH APPLICATION	Site Plan	Parking Plan (on Site Plan)	Elevation Plans	Floor Plans (Include Basement)	Landscape Plan	Photos (All Sides)
<input type="checkbox"/> Single Detached-Dwelling	✓	✓	✓	✓	•	•
<input type="checkbox"/> Multi-Unit Dwelling	✓	✓	✓	✓	✓	•
<input type="checkbox"/> Addition	✓	•	✓	•	•	•
<input type="checkbox"/> Garage, Shed, Deck, Porch	✓	•	✓	•	•	For Sea Can
<input type="checkbox"/> Secondary Suite	✓	✓	•	✓	•	•
<input type="checkbox"/> Moved-In Building	✓	For Dwelling	✓	For Dwelling	•	✓
<input type="checkbox"/> Existing Development	✓	✓	✓	If Applicable	•	✓

Proposed Use / Description of Proposed or Existing Development and Reason for Variance Request (If applicable):	Anticipated Start Date:

The personal information provided as part of this application is collected under Sections 303 and 295 of the Municipal Government Act and in accordance with Section 32(c) of the Freedom of Information and Protection of Privacy Act. The information is required and will be used for issuing development permits, Land Use Bylaw enforcement and property assessment purposes. The name of the permit holder and the nature of the permit are available to the public upon request. If you have any questions about the collection or use of the personal information provided, please contact the Municipality.

DEVELOPMENT SPECIFICATIONS – ALL DEVELOPMENTS			
<i>Provide measurements in metres below and show on site plan (Refer to sample Site Plan for requirements)</i>			
Total Lot Area (m ²)		Front Yard Setback (m)	Primary Front: Secondary Front:
Building Footprint Area (m ²)	Existing:	Rear Yard Setback (m)	
	Proposed:		
Gross Floor Area (m ²) <i>(Roofed floor area of all storeys)</i>		Side Yard Setback (m) <i>(Indicate N/S/E/W)</i>	Side 1:
			Side 2:
Habitable Floor Area (m ²) <i>(Dwelling Only - Sum of all above grade storeys – do not include garage or basement)</i>		Building Height (m) <i>(Finished Grade to Top of Tallest Peak)</i>	

WATER AND SEWER SERVICES				
Is your property connected to Municipal Services? <input type="checkbox"/> Water <input type="checkbox"/> Sanitary OR <input type="checkbox"/> Requires Connection from Street				
OR <input checked="" type="checkbox"/> Private (well) water and Private septic system capacity (if applicable): Capacity: _____ Number of Bedrooms: _____ If none, please describe and show the location of private services on site plan. (water well & private septic system, including disposal)				
PARKING AND ACCESS Identify Parking and driveway on a separate attached site plan. See Land Use Bylaw Schedule 6 – Off-Street Parking and Loading Area Standards.				
# of parking stalls on property		# of driveway accesses / approaches		
Parking Stall Length (per stall – m ²)		Parking Stall Width (per stall – m ²)		
ADDITIONAL PROPERTY INFORMATION			Yes	No
Any abandoned wells on property: If yes, submission required pursuant to ERCB Directive 079			<input type="checkbox"/>	<input type="checkbox"/>
Any known environmental issues or studies effecting this property: If yes, attach description/reports			<input type="checkbox"/>	<input type="checkbox"/>
Any known historic buildings on the property or adjacent property:			<input type="checkbox"/>	<input type="checkbox"/>
Is the entire parcel of land (not just the development site): The subject of a license, permit, approval or other authorization granted by any of the following: Natural Resources Conservation Board, Energy Resources Conservation Board, Alberta Energy Regulator, Alberta Energy and Utilities Board or Alberta Utilities Commission, AND/OR The subject of a license, permit, approval or other authorization granted by the Minister of Environment and Protected Areas? If you answered “Yes” to any of these, please provide the approval, authorization number and/or license number here: _____			<input type="checkbox"/>	<input type="checkbox"/>
MOVED-IN BUILDING (If Applicable. May require additional authorization from Transportation Department)				
Year of Building		Date of Expected Move In		
SECONDARY SUITE INFORMATION (If Applicable)				
<input type="checkbox"/> Basement <input type="checkbox"/> Attached to Principal Building (A),(B) <input type="checkbox"/> Separate Building <input type="checkbox"/> Within Detached Garage (C),(D)				
(A) Net Floor Area of Principal Building (m ²)		(B) Net Floor Area of Proposed Suite within Principal Building (m ²)		
(C) Gross Floor Area of Detached Garage(m ²)		(D) Gross Floor Area of Secondary Suite within Detached Garage(m ²) or as a Separate Building		

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AUTHORIZATION

- I am aware that this application will be reviewed by the Development Authority and may be delayed or refused if the application and/or information provided is incomplete. I will be notified within 20 days if it is complete or incomplete.
- I understand that additional information may be required after the application has been deemed complete.
- I understand if the subject property is located within an area where development constraints exist, (e.g., non-operating landfill, grade issues etc.) additional information and/or reports may be required.

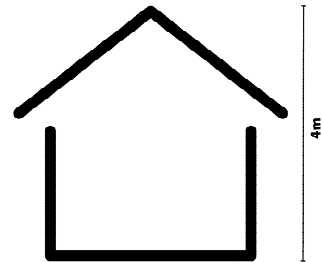
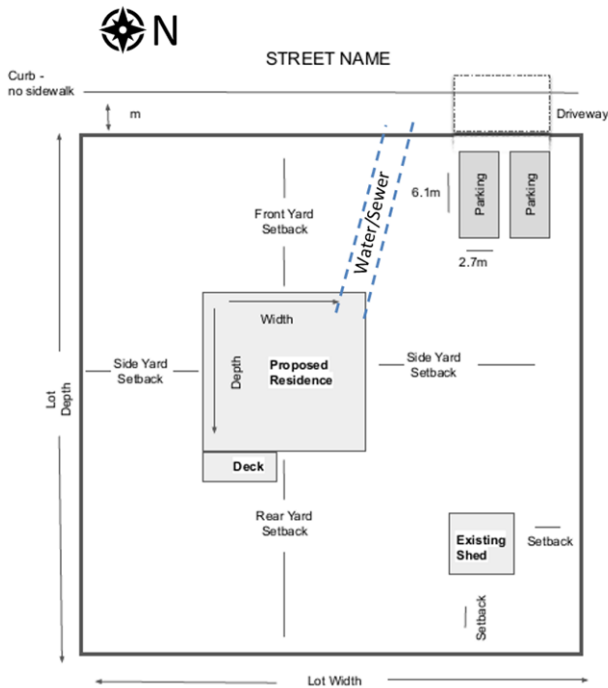
The information I have provided herein and herewith is true, and to the best of my knowledge, accurate and complete.

Name of Applicant (please print)	Signature of Applicant
Name of Applicant (please print)	Signature of Applicant
Name of Owner (if different than applicant)	Signature of Owner

Registered Owner(s) Mailing Address: _____
 Registered Owner Email(s) and Phone Number(s): _____

OR Permission Letter Attached (Use if there is more than one owner, include authorization, signature, and contact information for each owner registered on the land title) **If the applicant or owner is a corporation, please attach a current corporate search**

SAMPLE SITE AND ELEVATION PLAN (Sample Only – Please Provide Your Plans Separately)



- SITE PLAN MUST INCLUDE:**
- Property Civic Address and North Arrow
 - Adjacent roadway and lanes
 - Lot dimensions and lot area
 - Existing and Proposed structures identifying dimensions, including height, floor area, building footprint, habitable floor area (as applicable), percentage of lot coverage
 - Distances from foundations to front, side and rear property lines (measured perpendicular to the lot line)
 - Location of access, driveway, sidewalks and curbs and any registered utility right of ways or easements
 - Location and number of off-street parking spaces
 - Location of existing water and wastewater service connections, and alignment from property boundary to building (if known)

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SITE PLAN

MUNICIPAL STREET ADDRESS: _____ COMMUNITY: _____



Principal Dwelling Lot Coverage ____%
 Accessory Structure Lot Coverage ____%

Parcel Information

Lot Area (m ²)	
Lot Width	
Lot Height	

For New Dwelling

Net Floor Area (m ²)	
Gross Floor Area (m ²)	

Secondary Suites

Gross Floor Area of Suite (m ²)	
Net Floor Area of Principal Building (m ²)	

Checklist

<input type="checkbox"/>	Adjacent Roadways
<input type="checkbox"/>	Adjacent Lanes
<input type="checkbox"/>	Lot Dimensions
<input type="checkbox"/>	Existing Structures
<input type="checkbox"/>	Proposed Structures (If multiple, identify as "A", "B" etc.)
<input type="checkbox"/>	All distances from foundations to front, side and rear property lines
<input type="checkbox"/>	Location of access, driveways and curbs
<input type="checkbox"/>	Location of easements
<input type="checkbox"/>	Location and # of off-street parking
<input type="checkbox"/>	Location of water and wastewater connections
<input type="checkbox"/>	Height (shown on this site plan or separate attachment)

OFFICE USE:
 DP# _____
 TAX ROLL# _____