



**TOWN OF GRIMSHAW  
FORM A  
DEVELOPMENT PERMIT APPLICATION**

4612 - 50 Street  
P O Box 377  
Grimshaw, AB T0H 1W0  
Web URL: [www.grimshaw.ca](http://www.grimshaw.ca)  
Ph: 780-332-4626 | Fax: 780-332-1250

*This is **NOT** a Building Permit. No work or construction shall commence until the **DEVELOPMENT PERMIT** is **APPROVED***

This form must be completed by the registered owner of the land or by an authorized person acting on behalf of the owner. Please read the attached information prior to completing this form. If you have any questions about your application, please contact the Town Office prior to submitting it.

**OFFICE USE ONLY**

Receipt No:	Tax Roll Number:
Application File No:	Date Received:

**APPLICANT INFORMATION**

Name:	Phone Number:
Address:	Email:

**LAND OWNER INFORMATION (if different from applicant)**

Name(s):	Phone Number:
Address:	Email:

**DEVELOPMENT INFORMATION**

Property Civic Address/Location:						
Legal Description	Lot:	Block:	Plan:	Estimated Project Value (\$):		
Existing Use of Property:				Land Use District:		
Proposed Development:						
Parcel Dimensions	Length:	Width:	Total Area:	Site Coverage (%)	Current:	Proposed:
Setbacks	Principal Building			Accessory Building		
	Front:	Sides:	Rear:	Front:	Sides:	Rear:
Estimated Start Date:				Estimated Completion Date:		
Do you require variance for any site provision? <input type="checkbox"/> Yes <input type="checkbox"/> No						
If yes, indicate the specific site provision(s), the amount of variance requested and the rationale for the variance:						

**DOCUMENT(S) ATTACHED (See Land Use Bylaw for Required Documentation)**

<input type="checkbox"/> Site Plan	<input type="checkbox"/> Survey Plan	<input type="checkbox"/> Floor Plan	<input type="checkbox"/> Elevation Plan
<input type="checkbox"/> Landscape Plan	<input type="checkbox"/> Abandoned Well Map	<input type="checkbox"/> Other (Please specify):	

**STATEMENT OF INTENT, RIGHT OF ENTRY CONSENT AND DECLARATION**

I/We \_\_\_\_\_ hereby:

- Make application under the provisions of the Land Use Bylaw for a Development Permit in accordance with the plans and supporting information submitted herewith and which form part of this application.
- Certify that I (a) am the registered land owner or (b) am authorized to act on behalf of the registered land owners.
- Give consent to allow Council or a person appointed by it the right to enter the above land with respect to this application only.
- Declare that the information given on this form is complete and is, to the best of my knowledge, a true statement of the facts relating to this application.

Date:	Signature:
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**FOIP DECLARATION**

*This personal information is being collected under the authority of the Municipal Government Act (MGA) and the Freedom of Information and Protection of Privacy Act (FOIP) and is managed in accordance with the provisions of FOIP, unless disclosures are authorized under the LUB. This information will be used to process and make a decision on the application. If you have any questions about the collection and use of your information, contact the CAO, Town of Grimshaw at: (780) 332-4626*



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**ADDITIONAL REQUIREMENTS**

SITE PLAN SHOWING:

- Legal description, address, property line locations
- Building setbacks
- Building area
- All easements (i.e. utility rights-of-way)
- Landscaping being provided including area, size and type (berms, soft/hard landscaping, etc.)
- Fencing/gate – type and height
- Garbage enclosure, where required
- Roads, sidewalks and pathways abutting property
- Lighting – if any
- Parking stalls indicating stall width, length and aisle width
- Gravelled areas
- For moved in buildings – a photograph is required

8½ X 11 copy of site plan, elevations and floor plan to Development Officer’s satisfaction

Floor plan showing the proposed layout in PDF format

Elevation Plans (all sides) including a description of the exterior finishing materials

If the building/addition is greater than 47 m<sup>2</sup> (505.9 ft<sup>2</sup>) a map from the Alberta Energy Regulator (AER) identifying the locations of, or confirming the absence of, any abandoned oil or gas wells on or within 25 m (82 ft) of the site boundary is to be included. Go to [www.geodiscover.alberta.ca](http://www.geodiscover.alberta.ca) for abandoned well location and status information. Detailed instructions on page 5 of this application package.

**The above list is a generalized list of requirements. The Development Officer may require additional information. (See the Land Use Bylaw)**

**DEVELOPMENT PERMIT FEES:**

Single Detached Dwellings	\$60.00
Extensions to residential dwellings: garages, decks, sheds, accessory structures	\$40.00
Duplex, semi-detached, townhouse, apartment dwellings	\$75.00
Commercial or Industrial buildings	\$100.00
Extensions to Commercial, Community or Industrial buildings	\$50.00
Non-Conforming permits	\$150.00
Home Based Business	\$60.00
Signs – Commercial, Industrial	\$100.00
Portable Signs and Home Based Business Sign	\$20.00

**PLEASE NOTE:**

- (1) This is an application form only and does not authorize the commencement of development. If your application is approved, a **DEVELOPMENT PERMIT** will be issued.
- (2) The issuance of a **DEVELOPMENT PERMIT** is subject to the condition that it does not become effective until twenty-four (24) days after the date of issue. Should this decision be appealed within twenty-one (21) days after the notice of decision, the development permit may be modified or nullified.

**OFFICE USE ONLY:**

Development Permit Fees Paid: \_\_\_\_\_

Variance Requested: \_\_\_\_\_ Approved: \_\_\_\_\_ Declined: \_\_\_\_\_

Non-Conforming: \_\_\_\_\_ Posted: \_\_\_\_\_ Advertised: \_\_\_\_\_

<b>Department:</b>	<b>Public Works</b>	<b>Fire Chief</b>	<b>Utilities Department</b>	<b>Other:</b> _____
<b>Date Checked:</b>				



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**DEVELOPMENT PERMIT - GENERAL CONDITIONS**

1. The development to which this permit relates must be commenced within a period of twelve (12) months from the date of issue of this development permit otherwise the permit is void and a new application is required.
2. All work and development must be completed within two (2) years of the approval date or the permit becomes invalid and the development will have to be reapplied for, unless an extension is granted by the Town.
3. An approved development permit means that the proposed development has been reviewed against the provisions of the Town's Land Use Bylaw. It does not remove obligations to conform with other legislations, provincial regulations, bylaws or land title instruments such as the Municipal Government Act and amendments thereto or any caveat, covenant or easement that may be attached to the site.
4. The developer must satisfy the requirements, if any, made by Alberta Municipal Affairs – Safety services in respect of building, electrical, gas, fire and plumbing requirements; Health Region; Alberta Transportation; Alberta Environment; and any Act or Regulation pertinent to the development.
5. The development hereby approved shall be carried out in accordance with the submitted application in respect of the size, location and design of the building(s).
6. The development hereby approved shall be undertaken in conformity with a scheme for landscaping, sidewalks, street lighting, surface and boundary treatments, as required and to the satisfaction of the Town and the Development Officer.
7. Any work affecting municipal roadways, sidewalks, curbs or gutters shall be undertaken in conformity with the Town of Grimshaw General Municipal Servicing Standards.
8. Any area requiring landscaping or topographic reconstruction shall be landscaped so that the finished surface contours do not direct surface drainage onto adjoining sites.
9. Before any excavation or construction is started, the following should be checked:
  - a. Utilities – location, height or depth, and protection from damage of all utilities, i.e. sewers, water, power, gas, telephone, etc.
  - b. Levels – respecting proposed elevations of finished lands, streets or avenues, sanitary or storm sewer connections.
  - c. Property boundaries – this approval is granted on the basis of the property lines and setbacks indicated in the drawings submitted with the application. You are encouraged to retain a surveyor to survey and stake the property prior to any excavation or construction.
10. All sanitary sewer lines shall be installed on a slope of ¼ inch to the foot unless otherwise directed.
11. Fence Bylaw – A fence cannot be higher than six feet (1.8 metres) for that portion of the fence that does not extend beyond the foremost portion of the principal building and cannot be higher than three feet (0.9) for the portion of the fence that does extend beyond the foremost portion of the principal building.
12. All new construction shall install a 4" main backwater valve on the sewer outlet line.
13. No sump or roof drainage can be connected to the sewer system.
14. Depth of the water line below the foundation is to be a minimum of 2.75 metres (9 feet) unless otherwise directed.
15. When connecting to a Town waterline, any work that is done within 3 meters of the main line must be done with a vac truck and not a back hoe.
16. Prior to backfilling the water and sewer services, the Town of Grimshaw Public Works Department must do an inspection. All inspections are to be completed by the Town of Grimshaw Public Works Department during regular working hours unless other arrangements have been made with the Town Water and Sewer Manager and after hour rates will apply.
17. If any part of a plumbing system is covered or concealed before it is inspected, or tested, it shall be uncovered if the Town Inspector so directs.
18. No person other than a Town Employee shall turn any curb cock unless authorized to do so by the Town of Grimshaw.
19. A plumbing permit is required prior to a water meter being supplied.



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20. Water service from the Town water supply shall not be turned on at the curb cock for occupancy use if the Town is notified by the Provincial Plumbing Inspector that the plumbing system is not approved.
21. The initial water meter is supplied free of charge & the maintenance is the customer's responsibility.
22. All new homes and/or buildings shall be required to connect to the Automatic Meter Reading System at the owners cost. The builder shall install conduit for a remote water reading device before water will be turned on.
23. There shall be no charge for turning on water services for testing purposes in new premises and the owner and/or contractor shall be present for said test. After the test is completed, the water will be turned off.
24. All pedestrian access areas/routes, water, sewer, storm service installations shall be developed in accordance with the approved plans and drawings as required by the Town.
25. All contractors or subcontractors must be aware of all the Town's Servicing Requirements.
26. The approved permit must be displayed on site for the duration of the development activity.
27. All work carried out under this permit shall be done in conformity with the Town of Grimshaw General Municipal Servicing Standards. In particular, all water, sewer and storm service installations shall conform to the Town of Grimshaw General Municipal Servicing Standards for:
  - a. Trenching and backfilling;
  - b. Water, storm and sewer mains and appurtenances; and
  - c. Service connections.

The grounds for the imposition of such conditions listed above are:

- a. In accordance with the provisions of the *Municipal Government Act* and the Town of Grimshaw Land Use Bylaw.
- b. In accordance with the provisions of the Town of Grimshaw Land Use Bylaw and General Municipal Servicing Standards.
- c. To ensure that the development is carried out in accordance with any other applicable municipal, provincial or federal legislation.
- d. To ensure a satisfactory standard of development.
- e. To ensure a satisfactory standard of repair to Town infrastructure.



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**ABANDONED OIL WELL CONFIRMATION PROCESS**

1. Search the subject property using the **Alberta Energy Regulator (AER) Abandoned Well Viewer** at:  
<https://extmapviewer.aer.ca/AERAbandonedWells/Index.html>

Does the AER Abandoned Well Viewer identify any abandoned wells in the subject area?

No \_\_\_\_\_

*If no, print a map of the subject area from the Abandoned Well Viewer and submit with the development permit application.*

Yes \_\_\_\_\_

*If yes, complete the remainder of the Abandoned Oil Well Confirmation Process.*

2. Using the AER Abandoned Well Viewer, identify the Licensee Name of the abandoned well. The Licensee must be contacted to confirm the exact well location of the well.
3. Locate the Licensee contact information on the AER website at:  
[http://www.aer.ca/data/codes/LicenseeAgent\\_Codes.pdf](http://www.aer.ca/data/codes/LicenseeAgent_Codes.pdf)
4. Submit the **Abandoned Oil Well Confirmation Form** to the Licensee and request that they return the completed form, prior to submitting the completed development permit application.
5. Submit the completed **Abandoned Oil Well Confirmation Form** as a part the development permit application.

Note: The site plan of the proposed development must include the location and number of the abandoned oil well and identify necessary setbacks. If the development will result in construction activity within the setback area, a statement confirming that the abandoned wells will be temporarily marked with on-site identification during construction must be included with the development permit application.



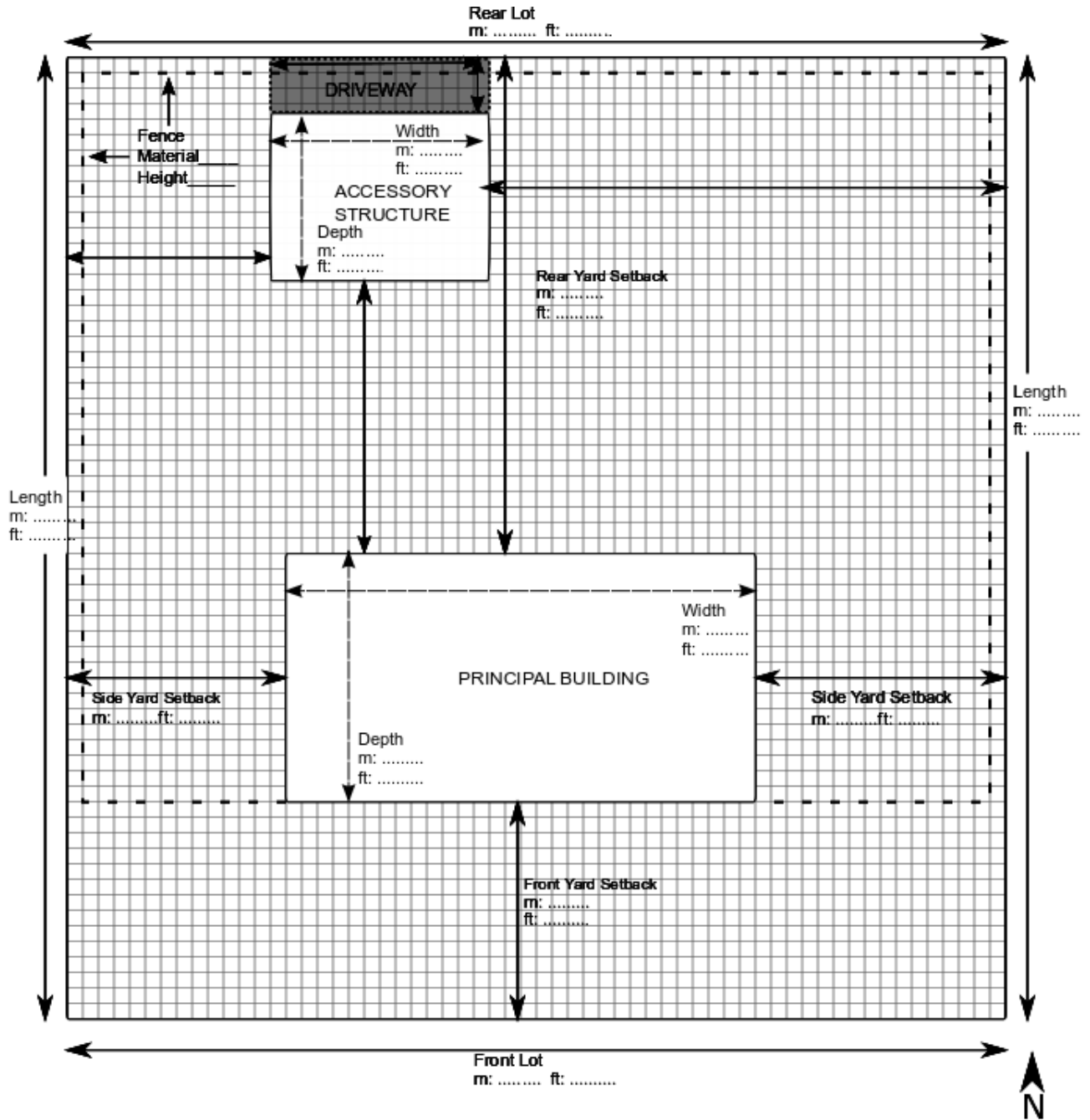
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**Sample Site Plan Sketch**

On the Site Plan below, please indicate (where applicable):

- |   |  |  |
|---|--|--|
| 1. North arrow, legal description, address, property line locations | 5. Fencing/gate – type and height                  | 8. Lighting, if any  |
| 2. Building setbacks and area                                       | 6. Garbage enclosure, where required               | 9. Parking stalls/driveways indicating stall width, length and aisle width |
| 3. All easements (i.e. utility rights-of-way)                       | 7. Roads, sidewalks and pathways abutting property | 10. Graveled areas   |
| 4. Landscaping including area, size and type                        |  |  |



Address.....

Date..... Signature of Applicant.....