



TOWN OF PINCHER CREEK

Box 159, 962 St. John Ave, Pincher Creek, AB T0K 1W0
Ph: 403-627-3156 email: reception@pinchercreek.ca

DEMOLITION OR REMOVAL PERMIT FORM

APPENDIX A

FORM F

(Office Use Only)

APPLICATION RECEIVED DATE: _____	APPLICATION NO.: _____
DATE DEEMED COMPLETE: _____	FEES SUBMITTED \$: _____
ROLL NO. _____	SECURITY PROVIDED? ☐ No ☐ Yes
RECEIPT NO. _____	IF YES, AMOUNT \$ OF SECURITY: _____

GENERAL APPLICANT INFORMATION

APPLICANT'S NAME: _____

MAILING ADDRESS: _____

PHONE NUMBER: _____ EMAIL: _____

REGISTERED OWNER'S NAME (IF NOT THE APPLICANT): _____

MAILING ADDRESS: _____

PHONE NUMBER: _____ EMAIL: _____

APPLICANT'S INTEREST IF NOT THE REGISTERED OWNER: _____
(e.g., Contractor, Developer, Option to Buy, Lease, or Other)

LEGAL DESCRIPTION: Lot(s) _____ Block _____ Plan _____

OR: Quarter _____ Section _____ Township _____ Range _____ W _____ M

MUNICIPAL CIVIC ADDRESS: _____

LAND USE DISTRICT (Zoning): _____

WHAT IS THE EXISTING USE?: _____

Estimated Demolition Commencement (start) Date: _____

Estimated Demolition Completion Date: _____

Estimated Value of Project: _____

METHOD OF CORRESPONDENCE (FROM THE TOWN)

Email: Unless otherwise agreed to, the Town's standard method of correspondence with an applicant to receive all official written documentation/notices for an application is by email. Please advise and discuss with the Town if a different method of correspondence is preferred.

PRIVACY INFORMATION

IMPORTANT: This information may also be shared with appropriate government/other agencies and may also be kept on file by those agencies. The application and related file contents will become available to the public and are subject to the provisions of the Access to Information Act and Protection of Privacy Act.



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DEMOLITION/REMOVAL INFORMATION

A development permit is required to demolish or remove a building or structure from a site. The demolition/removal permit process ensures that buildings are dismantled and removed in a safe manner and that the land will be left in a suitable state after removal. The following is not an exhaustive list, and the Development Officer may request additional information that is required to assess the application.

STRUCTURES TO BE REMOVED or DEMOLISHED

Description of

Building/Structure(s): _____

Type of Work:

☐ Removal to other site (no demolition)

☐ Demolition of building/ structure

If relocating, please provide address
to new location: _____

Building Size (if multiple buildings,
describe below): _____

☐ m²

☐ ft²

Height of Building:

☐ m

☐ ft

of stories _____

REMOVAL: The applicant is responsible for securing any transportation permits required to move an oversized building on public roadways to another location and must also contact Alberta Transportation if provincial highways are to be used.

DEMOLITION PLAN

Site Plan :

☐ Provide a site plan showing all buildings on property, including those that will be removed or demolished.

**Method of
Demolition:**

☐ Manual / hand tools
or small equipment (no
heavy equipment used)

☐ Using heavy
equipment
(e.g. excavator)

☐ Other method
– please explain _____

**Dump/Disposal
Site Location:** _____

****Note:** Construction debris should be dumped/disposed in an approved landfill site whenever possible. If that is not possible, approval must be obtained from Alberta Environment.**

Name of Contractor responsible for removal/demolition: _____

Phone: _____

NOTE:

- Utility Safety Partners (formerly Alberta One Call) must be contacted **1-800-242-3447** to locate and mark any buried utilities prior to commencing demolition or breaking ground.
- Developer is responsible for all costs to repair municipal infrastructure damaged during construction.
- Developer is responsible for all costs related to cleaning of debris and/or mud tracking on municipal roads during demolition or removal activities.
- Safety Codes permits, including building permits, may also be required before proceeding with demolition (usually buildings to be demolished that are 10 square meters (107.6 sq. ft.) or more in area) or in certain circumstances (e.g., asbestos present), and the applicant is responsible for contacting a certified Safety Codes official to ensure compliance with provincial requirements.



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AUTHORIZATION AND SIGNATURES

By signing this form, I acknowledge I have read the first page of the application and am aware the application and related file contents will become available to government/other agencies and the public and are subject to the privacy provisions of the Freedom of Information and Protection of Privacy Act (FOIP).

I have read and understand the terms noted below and hereby apply for permission to carry out the development described above and on the attached plans and specifications. I further certify that, if I am not the registered owner, the registered owner of the land described above is aware of, and in agreement with this application. By signing this form, I hereby authorize representatives of the Town of Pincher Creek to enter my land for the purpose of conducting a site inspection in connection with this application.

Date: _____

Applicant Signature: _____

Registered Owner:

(Required, if different from applicant)

Print Name

Signature

Or

- ☐ Written approval has been submitted by the **registered owner** stating that the applicant is authorized to sign this application form.

Date written approval was submitted: _____



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TERMS:

1. Subject to the provisions of the Land Use Bylaw of the Town of Pincher Creek, the term "development" includes the undertaking of any change in the use of buildings or land.
2. Every application for a permit shall be accompanied by a non-refundable processing fee as established in the Fee Schedule Bylaw of the municipality.
3. Although the Development Officer is in a position to advise on the principle or details of any proposals, such advice must not be taken in any way as official consent and is without prejudice to the decision in connection with the formal application.
4. Except in limited circumstances for permitted uses, all development application decisions are subject to **an appeal period for 21 days** after the decision on the application has been made. It must be clearly understood that any action taken by the applicant before a development permit is issued and any development by the applicant within 21 days after a decision has been made on a Development Permit, is at one's own risk and is subject to fines and/or enforcement action.
5. Plans and drawings, in sufficient detail to enable adequate consideration of the application, must be submitted with this application as required, together with a plan sufficient to identify the land which may be in a digital format (such as PDF document). It is desirable that the plans and drawings should be on a scale appropriate to the development. However, where stipulated for certain developments it is necessary for plans and drawings to be professionally prepared.
6. **If a decision is not made within 40 days** from the date of the receipt of the application deemed to be complete in its final form, or within such longer period as the applicant may agree in writing, **the application may be deemed to be refused** and the applicant may exercise their right of appeal as a deemed refusal at the end of the 40-day period.
7. Construction undertaken subsequent to approval of this development permit application is regulated by government legislation. The applicant/owner/developer assumes all responsibilities pertaining to construction plan submissions, approvals and inspections as may be required by the appropriate Safety Codes inspector for the Town of Pincher Creek.
8. The applicant attests they have submitted true particulars concerning the completion of the proposed development and agree to comply in all respects with any conditions that may be attached to any development permit that is issued and with any other bylaws that are applicable. The applicant understands and is aware that they may be required to pay for all local improvement costs, which include drainage, road construction, sewer and water line extensions, utility connection fees and installation costs at the present established rate.



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APPLICANT IS RESPONSIBLE FOR:

- ☐ **Disconnection of all services** including (if applicable):

Signature from agency verifying services disconnected (or attach correspondence/letter):

☐ Electrical power

☐ Natural gas

☐ Telephone cables

☐ Communications cables (includes internet, TV)

☐ Water lines

☐ Storm & sanitary sewer

☐ Private Septic (if applicable)

☐ Other

- ☐ **On-site consultation with Operations (Public Works).** The applicant shall schedule a consultation with the Town Operations department a minimum of 48 hours prior to demolition or removal commencing to determine the state of affected public property and disconnection/protection of municipal infrastructure.

- ☐ **Final plan for property after building removed or demolished and reclamation complete.** As applicable:

☐ **Copy of grading plans** if property will be vacant after removal or demolition.

☐ **Complete development application for new development** where building is being replaced.

- ☐ **A completed Development Application.** This form shall accompany a complete development application with the consent of the registered owner and any other required documentation for new development that is to occur in conjunction with the removal or demolition of a building or structure on the lot.

- ☐ **Application Fee and any applicable deposit or security required payable to the Town of Pincher Creek.**