



TOWN OF PINCHER CREEK

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

APPLICATION FOR DEVELOPMENT PERMIT – NON-RESIDENTIAL COMMERCIAL / INDUSTRIAL / INSTITUTIONAL

APPENDIX A

FORM D

(Office Use Only)

DATE RECEIVED: _____

DATE DEEMED COMPLETE: _____

DEVELOPMENT APPLICATION NO. _____

LAND USE DISTRICT (Zoning): _____ APPLICATION/PROCESSING \$ FEE: _____

PERMITTED USE: ☐ DISCRETIONARY USE: ☐ APPLICATION FEE PAID: YES ☐ Date: _____

ROLL NO: _____ RECEIPT NO. _____

BUSINESS LICENCE REQUIRED: YES ☐ NO ☐ BUSINESS LICENCE NO: _____

LANDSCAPING SECURITY TAKEN: YES ☐ NO ☐ NOT REQUIRED ☐ SECURITY \$ AMOUNT: _____

The application is made under the provisions of the Land Use Bylaw for a Development Permit in conjunction with the plans and supporting information submitted herewith and which form part of this application.

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: _____

Estimated Development Commencement (start) date: _____

Estimated Development 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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SPECIFIC DEVELOPMENT INFORMATION

IN ORDER TO PROPERLY EVALUATE AN APPLICATION, THE DEVELOPMENT OFFICER MUST BE PROVIDED WITH A COMPLETE AND CLEAR DESCRIPTION OF THE LAND; EVERYTHING WHICH IS PRESENTLY BUILT ON THE LAND, AND EVERYTHING WHICH IS TO BE BUILT ON THAT LAND.

1. TYPE of PROPOSED DEVELOPMENT (please check applicable box)

COMMERCIAL	INDUSTRIAL	INSTITUTIONAL
☐ Accessory Building, e.g., garage, storage facility, shed, greenhouse	☐ Accessory Building, e.g., shed, storage facility, fabric building	☐ Accessory Building, e.g., shed, storage facility, fabric building
☐ Accessory Structure, e.g., deck, retail display rack, gazebo	☐ Accessory Structure, e.g., deck, retail display rack, gazebo	☐ Accessory Structure, e.g., deck, gazebo, pergola
☐ Addition	☐ Addition	☐ Addition
☐ Commercial Building or Use (e.g. retail, sales, service office, food establishment, financial service, etc.)	☐ Industrial Building or Use (e.g. contractor, manufacturing, processing, trade, storage, etc.)	☐ Institutional Building or Use (e.g. government office, seniors lodge, group care home, healthcare facility, etc.)
☐ Mixed-use/Multi-use development	☐ Moved-in Building	☐ Moved-in Building
☐ Moved-in Building	☐ Intensification or Change of Use	☐ Intensification or Change of Use
☐ Intensification or Change of Use	☐ Outdoor Storage	☐ Health Facility, Medical, Dental
☐ Health Facility, Medical, Dental	☐ Shipping Container	☐ Shipping Container
☐ Shipping Container	☐ Other: _____	☐ Other: _____
☐ Other: _____	☐ Waiver/Variance request	☐ Waiver/Variance request
☐ Waiver/Variance request		

* **Signs** – use/refer to **FORM E** / **Demolition** – use/refer to **FORM F**

2. Details of DEVELOPMENT SITE (Size/Area/Setbacks):

Indicate data on a scaled PLOT PLAN. (1" = 20' - 0-4 acres; 1" = 100' - 5-9 acres; etc.)

	Principal Building	Accessory Building	Office Use
Parcel Size (existing)	☐ m ² ☐ sq. ft.	☐ m ² ☐ sq. ft.	
Building Size (proposed)	☐ m ² ☐ sq. ft.	☐ m ² ☐ sq. ft.	
Height of Building (proposed)	☐ m ☐ ft.	☐ m ☐ ft.	
Proposed Setbacks from Property Lines			
Front	☐ m ☐ ft.	☐ m ☐ ft.	
Rear	☐ m ☐ ft.	☐ m ☐ ft.	
Side	☐ m ☐ ft.	☐ m ☐ ft.	
Side	☐ m ☐ ft.	☐ m ☐ ft.	
Parcel Type: ☐ Interior Lot ☐ Corner Lot			
Office Use Only: Existing Buildings on Lot Total Area: m ² sq. ft.		Office Use Only: Site Coverage Percentage of Lot Occupied Area:	



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3. SITE PLAN

Indicate clearly on a scaled SITE PLAN the setbacks of all buildings from the front, rear, and side yard lot boundaries, as well as **distances** between all buildings/structures. *New commercial/industrial developments and institutional developments will require a professional plan, but unless otherwise stipulated, it is not necessary for accessory developments (sheds, decks, gazebos, etc.) to have plans/drawings to be professionally prepared.*

Plans Attached: YES ☐ NO ☐ N/A ☐ (Note: Site Plan NOT required for Change in Use permits within a building)

4. Details of EXISTING DEVELOPMENT:

Describe the existing use (as indicated on the SITE PLAN) and how many buildings/structures are presently located on the lot; noting the **use(s) / type(s), dimensions, floor area(s)** and which one(s) [if any] are to be removed/relocated. If the lot has no improvements and is presently vacant, please describe as "vacant."

5. Details of PROPOSED DEVELOPMENT:

Describe the proposed development and (as indicated on the SITE PLAN) how many new buildings, additions and structures are to be constructed on the lot, noting the **use(s), type(s), dimension** and **floor area(s)** of each. Describe below any proposed outdoor storage areas, renovations, changes in use, or additions (if applicable).

6. Details of EXTERIOR BUILDING FINISH (for new or moved-in buildings):

Describe the **material type(s)** _____ and **colour(s)** _____ of all **material** used to finish the existing and proposed structure exteriors.

Indicate same on SKETCHES of all new **structure elevations** (not necessarily scale drawings).

☐ N/A (CHECK BOX TO INDICATE N/A IF ITEM IS NOT APPLICABLE.)

7. Details of LANDSCAPING (for new developments):

Describe generally the type of **new landscaping features** _____ and **fencing** proposed _____, and indicate general **locations** _____ (e.g. lot street frontage) to be illustrated on a scaled SITE PLAN or LANDSCAPE PLAN.

☐ N/A (CHECK BOX TO INDICATE N/A IF ITEM IS NOT APPLICABLE.)

8. Details of ACCESS and DRIVEWAYS:

Describe all existing and proposed **driveways** and **access locations** on-site: (the number, location and dimensions of each) Indicate locations of same on the scaled SITE PLAN or LANDSCAPE PLAN.

☐ N/A (CHECK BOX TO INDICATE N/A IF ITEM IS NOT APPLICABLE, SUCH AS FOR ACCESSORY STRUCTURES, ETC.)



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9. PARKING and LOADING Information

- (a) **Details of Vehicle Parking and Access:** Describe the **number** _____ and **size** (dimensions) _____ of all existing and proposed off-street parking spaces, and **driveways/accesses** _____ on site (or N/A if not applicable such as for an accessory use).

(Indicate locations of same on a scaled SITE PLAN.)

- (b) **Loading Areas:** Is a dedicated loading space/area available (existing)? ☐ No ☐ Yes

Is a new dedicated loading space/area proposed? ☐ No ☐ Yes

If yes, please specify: _____

(Indicate locations of same and building loading doors on a scaled SITE PLAN.)

- (c) **Drive-through Uses:** For a commercial use, does the proposed development include a drive-through component which requires a dedicated vehicle-stacking lane? ☐ No ☐ Yes

If yes, please specify: _____

(Indicate locations of same on a scaled SITE PLAN.)

10. **OUTDOOR STORAGE:** Is outdoor storage or a display area required or proposed? ☐ No ☐ Yes

If yes, please specify: _____

(Indicate locations of same on a scaled SITE PLAN.)

11. **TRUCKS AND HEAVY EQUIPMENT:** Does the business involve heavy trucks, trailers, machinery and equipment being stored onsite or coming and going from the business on a daily basis? ☐ No ☐ Yes

12. MANUFACTURING AND PROCESSING DEVELOPMENTS

- (a) Is any onsite manufacturing or processing involved in the operation of the development? ☐ No ☐ Yes

- (b) Will there be any processing, fabrication, or assembly occurring outside in the yard? ☐ No ☐ Yes

- (c) Will the development activity produce any smoke, dust, odours, glare, vibration, noise? ☐ No ☐ Yes

If yes to any of the above, please describe: _____

13. SITE SERVICE Details:

Indicate if you will be requesting new municipal water and sewer services/connections from the Town.

Water: ☐ No ☐ Yes Wastewater (sewer): ☐ No ☐ Yes

If yes, please specify: _____

☐ N/A (CHECK BOX TO INDICATE N/A IF ITEM IS NOT APPLICABLE.)

14. COMMERCIAL/INDUSTRIAL BUSINESS DETAILS

- (a) **HOURS:** What are the typical hours of operation of the business and how many days a week does it operate?

- (b) **NUMBER OF EMPLOYEES:** What are the typical number of employees onsite during business hours?



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- 15. ADDITIONAL INFORMATION:** Additional information or clarification can be helpful in processing the application without delay. You may use the space below (and the back of this form if needed) or attach a separate sheet with such information.
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-

16. ABANDONED GAS WELL INFORMATION:

Information related to abandoned gas well activity in the province is regulated by the AER, whose *Directive 079* requires abandoned wells to be located prior to development activities to ensure that a 5 metre setback from surface structures is maintained. This applies to developments that require a new permit from the municipality for:

- new buildings larger than **500 ft² (47 m²)**, or
- additions to buildings that will result in the building being this size or larger.

The AER Abandoned Well dataset represents the licence status, surface location, licensee of record, and other basic information for all abandoned wells across Alberta. The *Subdivision and Development Regulation* **requires developers/property owners** applying for a subdivision or development permit to identify the absence or location of abandoned wells and to include the information with the application. If abandoned gas wells are present, the owner is required to appropriately address them in the proposed development. The AER has an online *AER Abandoned Well Map Viewer* available to the public where it may view and obtain this information from the AER website at: www.aer.ca (If needed, you may contact the AER Customer Contact Centre by telephone at: 1-855-297-8311 (toll-free) or by e-mail at: Inquiries@aer.ca

By signing this form, I as the applicant, acknowledge I have read and understand the above statement and I have access to view and obtain the AER information and map, and I certify that there are no abandoned gas wells on the land proposed for development. I further certify that, if I am not the registered owner, the registered owner of the land described above is aware of and knowledgeable of the above.

Applicant Initial: _____

17. 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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DEVELOPMENT PERMIT APPLICATION CHECKLIST:

- ☐ **Application Form Completed & Signed**
- ☐ **Application Fee Paid**
- ☐ **AER Abandoned Well Acknowledgment & Information Checked**
- ☐ **Site Plan Provided** (with parking spaces/stalls) - unless for a change in use, then may not be required
- ☐ Building Elevations (facade) Plans (for new construction or if requested)
- ☐ Floor Plans of Building (if requested)
- ☐ Copy of Certificate of Title (if required or requested)
- ☐ Grading/Drainage or Storm Water Management Plan (if requested)
- ☐ Detailed Servicing Plan (if requested)
- ☐ Detailed Landscaping Plan (for commercial/industrial/institutional, or if requested)
- ☐ Sign Drawings with Dimensions (for SIGNS)
- ☐ OTHER Information as Requested by Development Officer

SITE PLAN INFORMATION

Site Plan. When a Site Plan is required, it shall provide the following information:
(May be provided on a survey plan or sketch)

- ☐ Legal description and municipal address of subject property
- ☐ Scale and north arrow
- ☐ Adjacent roadways and lanes
- ☐ Lot dimensions, lot area, and percentage of lot coverage for all structures
- ☐ Existing dwelling and/or any other buildings with dimensions of foundation and projections including decks
- ☐ Proposed residence and/or any other buildings with dimensions of foundation and projections including decks
- ☐ The proposed distances from the foundation of the building to the front, side, and rear property lines
- ☐ Location of lot access, existing sidewalk(s) and curbs
- ☐ Location of any registered utility right of ways or easements
- ☐ Location of driveway(s) and number of off-street parking spaces