



Lac La Biche County  
welcoming by nature.

PLANNING AND DEVELOPMENT DEPARTMENT

P.O. Box 1679

Lac La Biche, AB T0A 2C0

Phone: (780) 623-1747 Fax: (780) 623-2039

**DEVELOPMENT APPLICATION REQUIREMENTS CHECKLIST**

*The personal information provided is being collected under the authority of the Municipal Government Act and will be used for the purposes under that Act. The personal information that you provide may be made public, subject to the provisions of the Freedom of Information and Protection of Privacy Act. Any questions regarding the collection, use and disposal of this information should be directed to the FOIP Coordinator for Lac La Biche County at (780) 623-6806.*

Notice to Applicants:

- 1) Applications are **NOT** considered complete **until all the information has been provided.**
- 2) You will be notified by letter if you are required to submit additional information, schedules or reports for your application.
- 3) You will be notified by letter when your application has been accepted as complete, and also when a decision has been made **(see Figure 1 & 2).**
- 4) For additional information, please refer to the development information package.
- 5) The applicant must submit the following information as specified under section 20 of the Land Use Bylaw No.12-024, as amended. An application for a development permit shall be made to the Development Authority, in writing, on the application form provided by the County and shall:

- If an agent is acting on behalf of an owner, the agent and registered owner(s) signature on the application;
- state the proposed use or occupancy of all parts of the land and buildings, and such other information, such as floor plans, elevations, and cross-sections of any proposed building(s), as may be required by the Development Authority;
- shall include Site Plans in paper or CAD format at a scale satisfactory to the Development Authority, showing the following:
  - i. front, side, and rear yards;
  - ii. outlines of the exterior walls on all buildings;
  - iii. north point;
  - iv. legal description of the site and adjacent lots (by lot, block, subdivision and registered plan), roads, rights-of-way, easements, floodplains, top of bank, and watercourses within or abutting the lot;
  - v. location of existing and proposed municipal and private local improvements, principal building and other structures including accessory buildings, garages, carports, fences, driveways, paved areas, and major landscaped areas including buffering and screening areas, where available;
  - vi. the grades of the adjacent streets, lanes, and sewers servicing the property, where available;
  - vii. the lowest finished floor elevation in either the basement or main floor in the principal and accessory buildings, where applicable;
  - viii. setbacks for existing and proposed development from areas of steep slope, top of bank from any watercourse, or identified high water mark of any watercourse;

ix. location of oil & gas wells, pipelines & facilities, and abandoned wells (available from <http://mapview.ercb.ca/AbandonedWells/>).

if applicable, a Stormwater Management Plan (to be prepared at the discretion of the Development Authority), which must be approved by Alberta Environment of the relationship to any approved Stormwater Management Plan, including:

- i. topography;
- ii. watershed and development in relation to it;
- iii. proposed minor drainage system(ditches/pipes/catch basin locations);
- iv. proposed major drainage systems (direction of surface drainage);
- v. proposed on-site detention/retention facility (location/size);
- vi. location of outflow/outfall structures; and
- vii. any related modelling and calculation information.

a copy of the current land title(s) for the land that is the subject of an application validated within 30 days of the application.

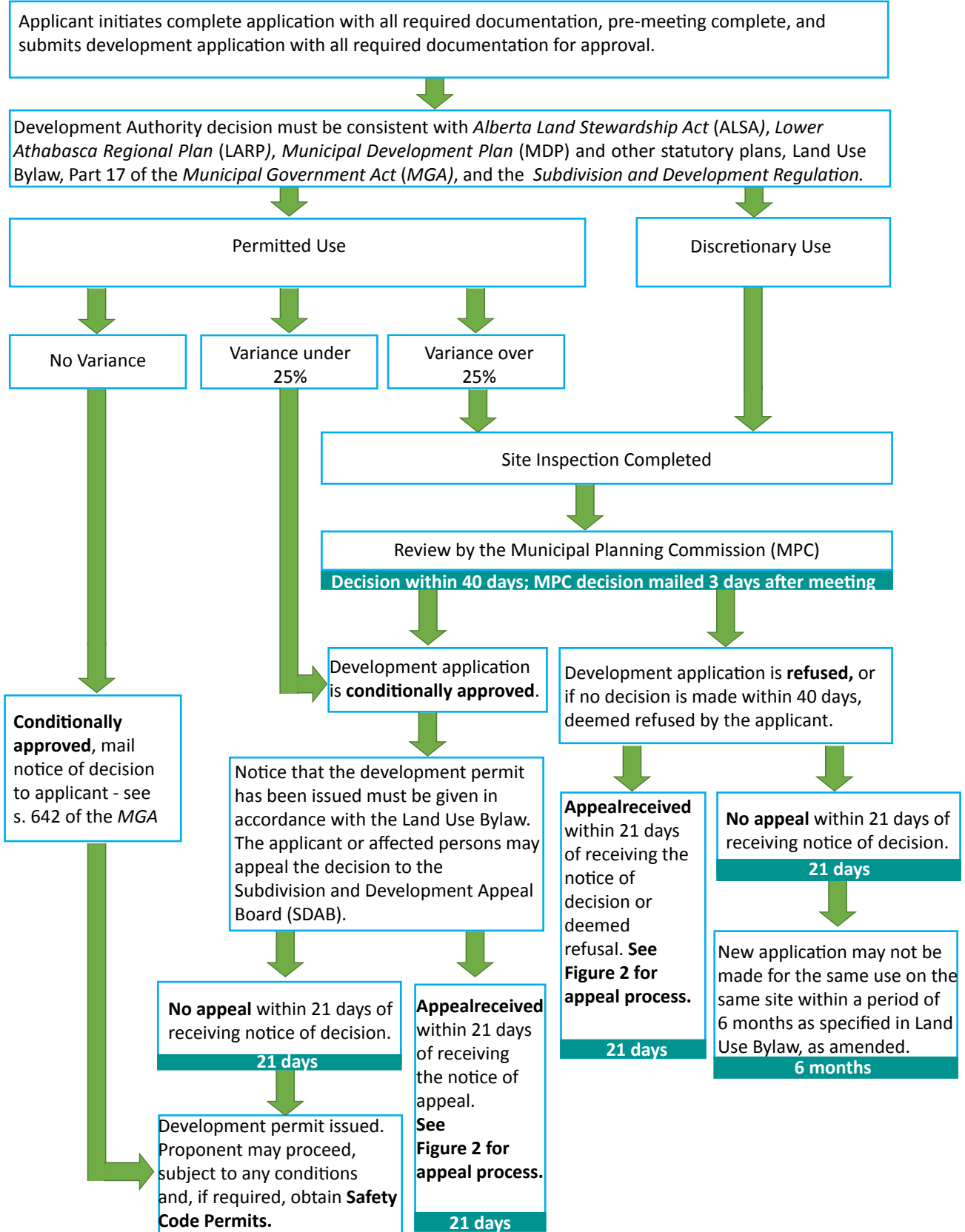
provide any other pertinent information, tests, and fees required by the Development Authority respecting the site or adjacent lands including, but not limited to:

- i. a Geotechnical Report prepared by a qualified professional, registered in the Province of Alberta, for a potentially hazardous or unstable area;
- ii. a Biophysical Assessment prepared by a qualified professional, registered in the Province of Alberta, on the impacts of development on sensitive wildlife habitat or important natural environments;
- iii. a Hydrological Report prepared by a qualified professional, registered in the Province of Alberta, to determine the impacts of development on area watersheds and aquifers;
- iv. a Reclamation Plan for aggregate extraction or site grading and excavation;
- v. an Environmental Site Assessment to determine potential contamination and mitigation;
- vi. an Environmental Impact Assessment for a development with potential significant environmental effects;
- vii. a Master Sign Plan for development proposed under any Commercial or Industrial Land Use District;
- viii. a Landscaping Plan for the site, showing all of the proposed surface improvements;
- ix. a Flood Plain Impact Study;
- x. Information pertaining to the cost of the project or contract price;
- xi. the estimated commencement and completion dates of the proposed Development;
- xii. be accompanied by applicable fees; and
- xiii. any other information deemed necessary by the Development Authority to adequately assess the proposal.

6) In case of an application for a development permit on Crown Land, the County will require provincial authorization prior to the issuance of a development permit.

7) All applications for Permitted Uses where the development proposed involves a variance from the requirements of this Bylaw in excess of 25% shall be referred to the Municipal Planning Commission (MPC) for a decision (**see Figure 1**). If a variance is required see page 6.

## DEVELOPMENT PERMIT APPLICATION PROCESS



**Figure 1: Development Permit Approval Process**

## DEVELOPMENT PERMIT APPEAL PROCESS

The appellant or person affected by the development may appeal the decision of the Development Authority by filing a notice of appeal with the Subdivision and Development Appeal Board (SDAB) within 21 days of receiving a notice of decision or 40 days after the application date if no decision has been made.

**21 Days after notice, 40 days if no decision made**

Development Authority decision must be consistent with *Alberta Land Stewardship Act (ALSA)*, *Lower Athabasca Regional Plan (LARP)*, *Municipal Development Plan (MDP)* and other statutory plans, Land Use Bylaw, Part 17 of the *Municipal Government Act (MGA)*, and the *Subdivision and Development Regulation*.

Written notice of the hearing is given to the applicant, the Development Authority, those owners of land required under the Land Use Bylaw to be notified of the development permit, and any other persons the Board considered to be affected and who should be notified.

Appeal hearing must be held within 30 days of receipt of notice of appeal.

**within 30 days**

Decision must be given in writing within 15 days of concluding the hearing.

**within 15 days**

If **approved**, applicant is notified within 15 days of the conclusion of the hearing. Decision of the Subdivision and Development Appeal Board is **functus officio** and any reconsideration is null.

If **refused**, applicant is notified within 15 days of the conclusion of the hearing. Decision of the Subdivision and Development Appeal Board is **functus officio** and any reconsideration is null.

Proponent may proceed, subject to any conditions and, if required, obtain **Safety Code Permits**. Once Safety Code Permits have been issued, construction may begin.

Decision may be appealed to the Court of Appeal on a matter of law or jurisdiction.

**within 30 days**

**Figure 2:** Development Appeal Process



PLANNING AND DEVELOPMENT DEPT  
 P.O. Box 1679  
 Lac La Biche, AB T0A 2C0  
 Phone: (780) 623-1747 Fax: (780) 623-2039

APPLICATION FOR  
**DEVELOPMENT**

FILE NUMBER: \_\_\_\_\_

ROLL NUMBER: \_\_\_\_\_

Date Submitted: \_\_\_\_/\_\_\_\_/\_\_\_\_

Applicant/Agent: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Cell: \_\_\_\_\_

City/Prov. \_\_\_\_\_

Postal Code: \_\_\_\_\_

Fax: \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ Email address: \_\_\_\_\_

**Agent Authorization:** I am the agent authorized to act on behalf of the registered owner and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application.

Owner same as Applicant

Registered Owner: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Cell: \_\_\_\_\_

City/Prov. \_\_\_\_\_

Postal Code: \_\_\_\_\_

Fax: \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ Email address: \_\_\_\_\_

**RIGHT OF ENTRY**

Pursuant to Section 542 of the Municipal Government Act, I hereby do  or do not  grant consent for a designated officer of Lac La Biche County to enter upon the land as described above, for a site inspection. This may include taking photographs to be used in reports if required by a Development Officer.

**Print Name:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

# REQUEST FOR VARIANCE

**Note:** Only to be filled out in cases requiring variances.

File Number	Date of Request		
	yyyy	MM	DD
Name of owner's agent requesting variance		Email Address	
Mailing Address			

**Variance** means an alteration or change to a standard prescribed by the Land Use Bylaw (LUB) that is authorized by the Development Authority. In addition to the requirements of Section 20 of the LUB, when an application for a development permit is submitted for a permitted or discretionary use which does not comply with the provisions of LUB, the Development Authority may request a statement from the applicant declaring the proposed variance for the development permit. Development permit applications that propose a variance from the provisions of the LUB in excess of 25% will be referred by the Development Officer to the Municipal Planning Commission for decision.

**Code or Standard to be Varied:**

--

**Details of Variance:**

--

**Reason for Variance:**

--

**Supporting Documentation:**

--

**Declaration of understanding:** by signing below, the owner or owner's agent expressly acknowledge that the owner is aware of and agrees with this request for variance, which is intended to provide an alternative to the strict provisions of the Land Use Bylaw (LUB), and that it is the responsibility of the owner to provide and maintain safety in accordance with the variance.

Address and/or legal description of the property upon which the thing, process, or activity which is the subject-matter of the variance is located:

Municipal Address	Lot	Block	Plan

Printed name of owner or owner's agent	Signature of owner or owner's agent

*The personal information on this form is being collected under the authority of Lac La Biche County Land Use Bylaw No. 12-024 (Section 28) and amendments thereto. It will be used for the permit review and inspection processes and may be communicated to relevant County departments, utility providers, and Alberta Health Services. It may also be used to conduct ongoing evaluations of services received from Planning and Economic Development. The name of the applicant and the nature of the permit will be available to the public. Please send inquires to the FOIP Coordinator at (780)-623-6806.*

**PROPERTY INFORMATION**

Legal: Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_ and/or Part of \_\_\_\_\_ ¼ Sec \_\_\_\_\_ Twp \_\_\_\_\_ Rge \_\_\_\_\_ W4M

Rural Address/Street Address \_\_\_\_\_ Parcel Size \_\_\_\_\_

If no address, submit a request to GIS to take a GPS of the driveway.

**OFFICE USE ONLY:**

Request Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
MM DD YYYY

Notification letter sent to applicant regarding Rural Address.

Notification Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
MM DD YYYY

Subdivision Name (if applicable) or Area of Development \_\_\_\_\_

Has any previous application been filed in connection with this property?  Yes  No

If yes, please describe the details of the application and file number:

Is the subject property:

within 100 m from a gas or oil well?  Yes  No

near a steep slope (exceeding 15%)?  Yes  No

near or bounded by a body of water?  Yes  No

within 800 m of a provincial highway (80 km/h or greater)?  Yes  No

within 1.5km of a sour gas facility?  Yes  No

within 450 metres of the working area of an operating landfill  Yes  No

within 300 metres of the disposal area of an operating or non-operating landfill  Yes  No

within 450 metres of the disposal area of non-operating hazardous waste facility  Yes  No

within 300 metres of the working area of an operating storage site  Yes  No

are there any underground petroleum tanks?  Yes  No

is a utility easement required?  Yes  No

immediately adjacent to a municipal boundary?  Yes  No

If yes, the adjoining municipality is: \_\_\_\_\_

**DEVELOPMENT**

Cost of Project: \$ \_\_\_\_\_

Estimated Commencement Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
MM DD YYYY

Estimated Completion Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
MM DD YYYY

**Dwelling:** Floor Area \_\_\_\_\_sq. ft. % of Lot Occupied \_\_\_\_\_ Height of Dwelling \_\_\_\_\_metres

**Accessory Building:** Floor Area \_\_\_\_\_sq. ft. % of Lot Occupied \_\_\_\_\_ Height \_\_\_\_\_ metres

**Deck:** Floor Area \_\_\_\_\_sq. ft. % of Lot Occupied \_\_\_\_\_ Height \_\_\_\_\_ metres

**Parking:** No. of Off-Street Parking (**Commercial/Industrial Use ONLY**) \_\_\_\_\_

Existing Land Use District/Zoning of Property: \_\_\_\_\_

**Work Camps:**

Duration of Occupancy/use: \_\_\_\_\_ Number of Beds: \_\_\_\_\_

**Description of Work:**

\*NOTE: Description of Work shall include all new developments such as dwellings, decks, accessory buildings, landscaping, etc.

**\*\* NOTE: Safety Codes Permits (Building, Electrical, Plumbing, Gas, and Private Sewage) may be required for your development. Consult with a Safety Codes Officer to determine which permits are required.**



# SITE PLAN TEMPLATE

Please indicate the following information as outlined on the sketch (see Figure 3).

## DEVELOPMENT APPLICATION SITE PLAN (Please use blank page or include additional attachments)

- Location of **EXISTING** buildings (on property BEFORE proposed development).
- Location of **PROPOSED** buildings.
- **Front, Rear and Side Yard** setbacks from property lines in meters and/or feet.
- Location of any water bodies on subject property.
- Location of driveway.
- All developed and undeveloped road allowances.
- Indicate the **North** direction.
- Location of all right-of-way and easements within or abutting the subject property.
- Existing and proposed accesses on property.

PLEASE INCLUDE SITE PLAN DRAWING (SPACE ON FOLLOWING PAGE).  
SEE PAGE 1 FOR FURTHER INFORMATION.

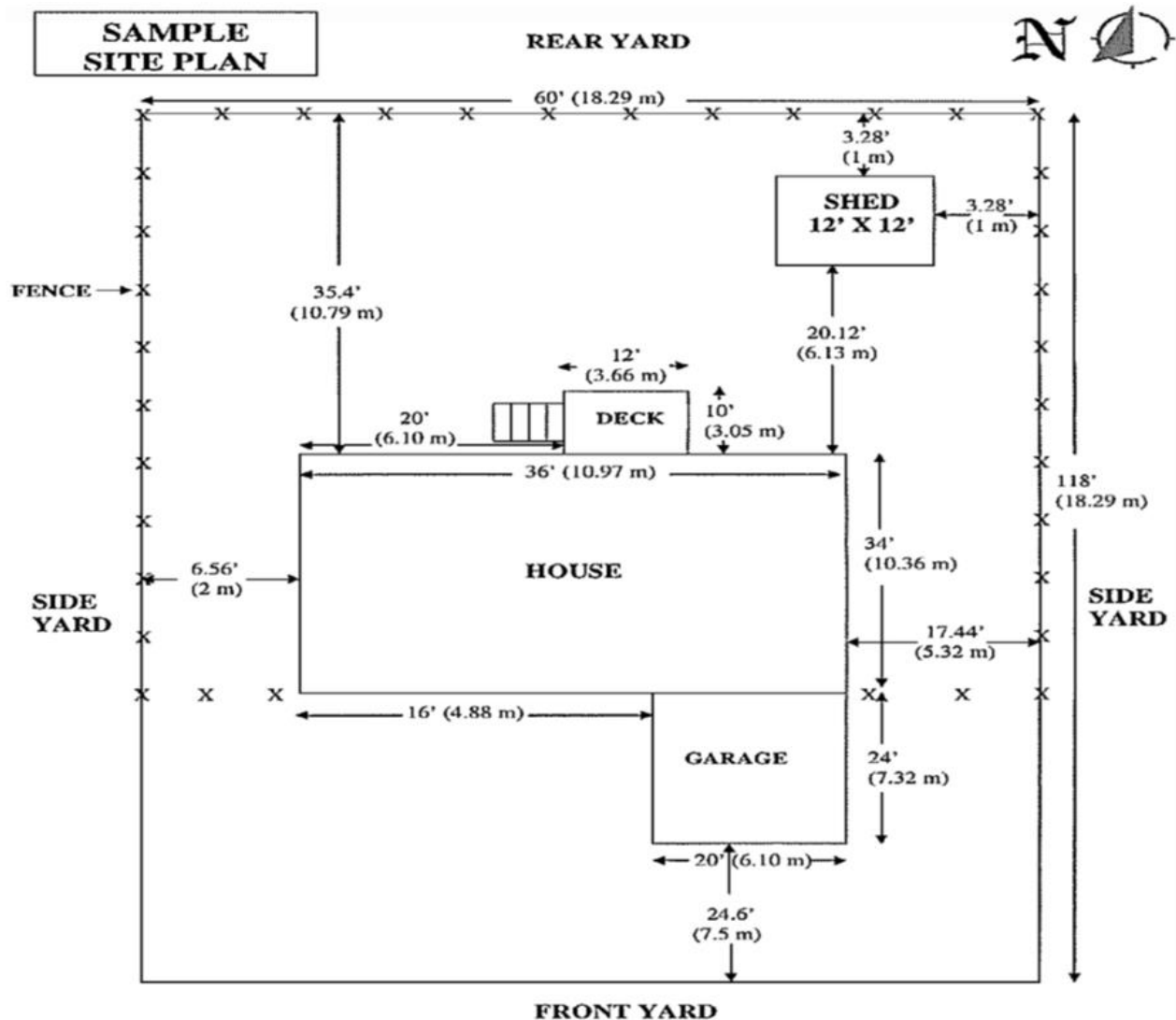


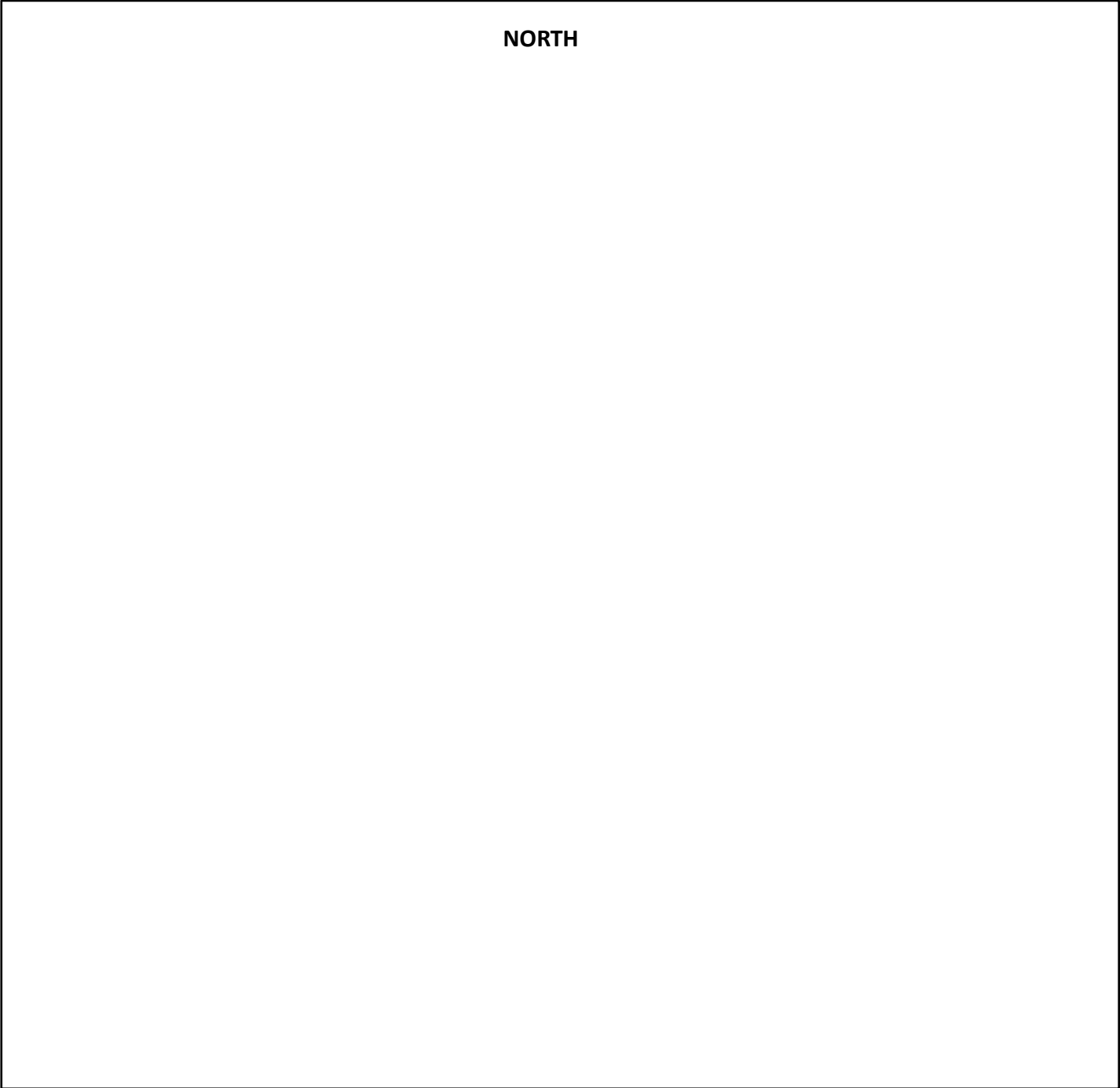
Figure 3: Site Plan Template

**SITE PLAN**

Date: \_\_\_\_\_

Legal: Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_ and/or Part of \_\_\_\_\_ ¼ Sec \_\_\_\_\_ Twp \_\_\_\_\_ Rge \_\_\_\_\_ W4M

Name of Applicant: \_\_\_\_\_ File Number: \_\_\_\_\_ Scale: \_\_\_\_\_



**NORTH**

**SOUTH**

**APPLICANT'S SIGNATURE:** \_\_\_\_\_

**APPLICATION REQUIREMENTS:**

Applications are **NOT** considered complete until ALL of the required information has been provided. Please ensure that you have completed the application form accurately and clearly. Lack of information may delay consideration of your application.

Should additional information be required, you will be contacted directly by the Planning and Development Department.

You will be notified by letter when your application has been accepted as complete and also when a decision has been made regarding your application.

The question that is often asked of our department is:

“How long does it take from start to finish for my complete application to be processed?”

Please be aware that a decision can take up to 40 days as per Section 22 of the Land Use Bylaw, as amended, and pursuant to Section 684 of the MGA. However, depending on the nature of the application, permits can be issued sooner.

**OFFICE USE ONLY**

**Type of payment:**

- CREDIT CARD       CASH
- DEBIT               CHEQUE

**DEVELOPMENT PERMITS**

- Residential Permitted.....\$150.00
- Residential Discretionary.....\$300.00
- Commercial/Industrial/Institutional/Crown Land Permitted .....\$500.00
- Discretionary .....\$750.00
- Variance Requests:
- Development Officer.....\$100.00
- Municipal Planning Commission.....\$750.00
- Minor Home Based Business.....\$100.00
- Major Home Based Business.....\$150.00
- Change Of Use .....\$100.00
- Fence, Deck, Accessory Building, Sea Can.....\$100.00
- Sign.....\$100.00

Total: \_\_\_\_\_

Receipt Number: \_\_\_\_\_

Received By: \_\_\_\_\_

Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_  
MM      DD      YYYY

**Authorization:**

Officer's Name

\_\_\_\_\_

Date Complete Application Received: \_\_\_\_/\_\_\_\_/\_\_\_\_  
MM      DD      YYYY

Date of Approval: \_\_\_\_/\_\_\_\_/\_\_\_\_  
MM      DD      YYYY

Date of MPC: \_\_\_\_/\_\_\_\_/\_\_\_\_  
MM      DD      YYYY

Date Permit Issued:

\_\_\_\_/\_\_\_\_/\_\_\_\_  
MM      DD      YYYY

\_\_\_\_\_  
Issuing Officer's Signature

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