



# County of Wetaskiwin No. 10

Box 6960

Wetaskiwin, AB T9A 2G5

Phone: (780)352-3321 Fax: (780)352-3486

[www.county.wetaskiwin.ab.ca](http://www.county.wetaskiwin.ab.ca)

## DEVELOPMENT PERMIT APPLICATION

### APPLICANT CHECKLIST FOR DEVELOPMENT PERMIT APPLICATION:

<input type="checkbox"/> Site Plan completed on Page 6	<input type="checkbox"/> Reviewed Declarations	<input type="checkbox"/> Blueprints submitted electronically for Residential Buildings	<input type="checkbox"/> Application form(s) Completed
<input type="checkbox"/> Requires Application from Alberta Transportation	<input type="checkbox"/> Photos submitted if required	<input type="checkbox"/> Submit Fees Development Permit/Rural Address*/Offsite Levy* <i>*if applicable (See Pages 7 and 10)</i>	

Attached is a Development Permit Application Form which may require other documents that may be necessary for the approval of the application.

1. Fees for the Development Permit Application are to be paid when the application is submitted to the County Office. Fees are as follows which include GST:

<b>Residential:</b> \$100.00	<b>Commercial/Industrial:</b> \$200.00
<b>Rural Address Sign:</b> (see page 7) \$150.00	<b>Offsite Levy:</b> (see page 10) \$2,034.00
<b>Recreational Vehicle Use:</b> \$500.00/3 year term	<b>Signs:</b> \$50.00

**Building, Electrical, Gas, Plumbing and Sewage Permit Information see Page 11**

#### PLEASE NOTE:

- A person may not commence any development unless the person has been issued a development permit in respect of it pursuant to the land use bylaw. A decision will only be issued in writing.
  - Where a warning regarding an existing unapproved use has been issued, fees are increased five (5) times as per the County of Wetaskiwin's Fee and Charges Bylaw.
  - Where a stop order regarding an existing unapproved use has been issued, fees are increased ten (10) times as per the County of Wetaskiwin's Fee and Charges Bylaw.
2. If you are moving on a house or a mobile home, pictures are required with the application form. If the house/mobile home is being moved from a property within the County of Wetaskiwin, please provide the legal land location.
  3. Information regarding the required setback distances for buildings from property lines can be found within the County of Wetaskiwin Land Use By-law. The Land Use By-law information is available on the County website under the Planning/Development department: [www.county.wetaskiwin.ab.ca](http://www.county.wetaskiwin.ab.ca).
  4. In the interest of public safety and as required by the Provincial Safety Codes Act, all building installations require a Building Permit and are subject to appropriate inspections. Building permits are required for the construction, alteration, repair, relocation, demolition or change of occupancy for any building. Permits must be obtained prior to commencement of construction. It is the responsibility of the applicant to obtain Safety Code permits as required. <http://superiorsafetycodes.com/home.htm> (See Page 11)
  5. If your development is within a 1/2 mile or 800 metres of a highway or secondary highway, the processing of your application by the County may be delayed until the County receives comments from **Alberta Transportation** in writing regarding your development. The wording of the development applied for with the County MUST match the wording on the Alberta Transportation application. The Alberta Transportation Road Side Development application can be downloaded using this link: <http://www.transportation.alberta.ca/2629.htm> or a form can be picked up at the County office for you to complete. Completed forms are to be sent to the Red Deer office.

**COUNTY OF WETASKIWIN NO. 10 - APPLICATION FOR DEVELOPMENT PERMIT**

I hereby make an application under the provisions of the County of Wetaskiwin’s Land Use Bylaw for a Development Permit, in accordance with the plans and supporting information submitted herewith and which form part of this application. Except as otherwise provided in the Land Use Bylaw, a person may not commence development unless the person has been issued a development permit; a decision will only be issued in writing.

It is the responsibility of the applicant/owner to ensure that all development carried out complies with any caveat, easement, restrictive covenant or other encumbrance noted on the back of the Certificate of Title.

**APPLICANT INFORMATION:**

Name of Applicant:
Mailing Address:
Phone Number:
Email Address/Fax Number:
Are you the Registered Owner <input type="checkbox"/> Yes <input type="checkbox"/> No, if no complete the next box

**If No** as above, presented Registered Owner(s) according to Alberta Land Titles: I (We)(please print) \_\_\_\_\_ as the registered owner(s) (as per Land Titles) of the aforementioned property, authorize (applicant(s) “as above”) to develop which I have fully reviewed and fully endorse.  
 Address: \_\_\_\_\_ Telephone \_\_\_\_\_

**Signature of Present Registered Owner(s):** \_\_\_\_\_

- ✓ If owner is a corporate body, he or she must be listed on the corporate registry as authorized person(s) to sign. Proof of authority to sign MAY BE required.
- ✓ If additional signatures are required, attach to application as necessary.

**LAND INFORMATION:**

**Does your property have a County approved approach**  Yes  No,  
 If No, you will be required to have the approach built to County Standards prior to the issuance of a Development Permit. Please fill out the Approach Application on Page 12 of this application.

QUARTER _____	SECTION _____	TOWNSHIP _____	RANGE _____	WEST OF _____ MERIDAN <i>4 or 5</i>
OR	PLAN _____	BLOCK _____	LOT _____	

**Is your property located within ½ mile or 800 metres of a Highway or Secondary Highway?**  No or  Yes

*If yes, Please complete and provide Alberta transportation with a road side development application form. The application can be obtained at the County of Wetaskiwin Office or at <http://www.transportation.alberta.ca/2629.htm>*

Roadside Development Application Sent on: _____	Method Application sent by: <input type="checkbox"/> Mail <input type="checkbox"/> Fax <input type="checkbox"/> Email Sent by: _____
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**For Office Use Only:**

Application No.: _____ Roll No.: _____	Land Use District : _____
Receipt No.: _____ Received Date _____	Division: _____
Subdivision: _____	Per/Dis: _____

**PROPOSED DEVELOPMENT(S)**

Development Proposal(s): Type of Development (Include Dimensions & Number of Storeys)

*\*Any structure that is 108 sq. ft./10 m<sup>2</sup> or over requires a development permit*

*\*Decks 2 ft /0.61 m or higher require a development permit \*If this application is for a Business please go to Page 4.*

*\* All residential buildings require Blueprints to be submitted electronically to [wpermits@county10.ca](mailto:wpermits@county10.ca) before the permit application will be processed.*

Size of Proposed Development:

*\*Please note some districts within the County of Wetaskiwin have a maximum cumulative accessory building square footage of 1506 sq. ft. There is also site coverage and height restrictions.*

Please circle if Dimensions are in feet/metres:

Building: \_\_\_\_\_

Length: \_\_\_\_\_ Width: \_\_\_\_\_

Height: \_\_\_\_\_

Building: \_\_\_\_\_

Length: \_\_\_\_\_ Width: \_\_\_\_\_

Height: \_\_\_\_\_

Building: \_\_\_\_\_

Length: \_\_\_\_\_ Width: \_\_\_\_\_

Height: \_\_\_\_\_

Type of Construction:  Conventional Construction  Moved in, describe type: \_\_\_\_\_

If Moved In (check one):  New (Direct from factory)  Used, Year built \_\_\_\_\_

*\*pictures must be provided for all used buildings*

Will there be plumbing within the proposed Structure:  No  Yes, if so please check that all apply

Sink  Toilet  Tap for Garden Hose  Other \_\_\_\_\_

Will there be kitchen facilities within the proposed structure:  No  Yes

List all existing building(s)/structure(s) on the Property (i.e Dwelling(s), Garage(s), shed(s), etc.) and label accordingly on the site plan to be provided with this application on Page 6.

Estimated Cost of Project (for statistic purpose only): \$ \_\_\_\_\_

Estimated Date of Commencement: \_\_\_\_\_

Estimated Date of Completion: \_\_\_\_\_

**CONFINED FEEDING OPERATION:**

Is the proposed development within 800 metres (1/2 mile) of a CFO?  No or  **If Yes**, please read the following and sign below:

I choose to build here knowing that I/we may suffer from smells, noise, flies, etc. from animals or manure; however, I realize that this is a farming area and that these nuisances are unavoidable if I choose to live here. I also understand that land cannot be subdivided if it is too close to a Confined Feeding Operation.

**Applicant Signature(s):** \_\_\_\_\_

**SECONDARY DWELLING:**

Is this a secondary dwelling?  No or  **If Yes**, please read the following and sign below:

I understand that if I build a second residence on my land, the residence will not stand on a separate parcel. It will stand on the same parcel as the first house and as such, the 2 residences cannot be sold separately unless the parcel is subdivided and 2 separate lots are created. I further understand that I have no automatic right to have the land subdivided, and an application to subdivide may be refused if it conflicts with the regional plan or any County by-law.

**Applicant Signature(s):** \_\_\_\_\_

**PLEASE DESCRIBE THE FOLLOWING ABOUT THE PROPOSED BUSINESS:**

Name of Business:
Type of Business: <input type="checkbox"/> Home Business <input type="checkbox"/> Commercial <input type="checkbox"/> Mobile
Will there be any new construction for the Business <input type="checkbox"/> No <input type="checkbox"/> Yes, you will require to apply for a Development Permit (Please fill out Page 3)
Will any existing buildings be used for the Business? <input type="checkbox"/> No <input type="checkbox"/> Yes, if yes please describe and label on the site plan on Page 6:
Hours of Operation (Indicate Open to Close) _____ Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____ Saturday _____ Sunday _____ Holidays <input type="checkbox"/> Year Round <input type="checkbox"/> Seasonal
Number of Employees (excludes occupant of Dwelling/Principal Owner):
What type of equipment will be used on your premises for your business (i.e. Computers, welding equipment, Bull dozer, gas tanks, tools, etc.)?
Will there be outside storage of materials? <input type="checkbox"/> No <input type="checkbox"/> Yes, if yes where and indicate in detail on the site plan on Page 6
Is there going to be excess noise created? <input type="checkbox"/> No <input type="checkbox"/> Yes, if yes please describe:
Is there going to be Increased Traffic? <input type="checkbox"/> No <input type="checkbox"/> Yes, If yes please describe:
Is there sufficient parking on the lots for employees/clients/customers and delivery trucks? <input type="checkbox"/> No <input type="checkbox"/> Yes, if yes Please indicated the number of Parking spaces & loading areas(s) on the site plan on Page 6.
Estimated cost for Business (for statistic Purpose only): \$
In the space below please provide a detailed description of the nature of the business including: services provided, products manufactured, items repaired, and goods offered for sale. If there is insufficient space, please attach any additional pages needed.

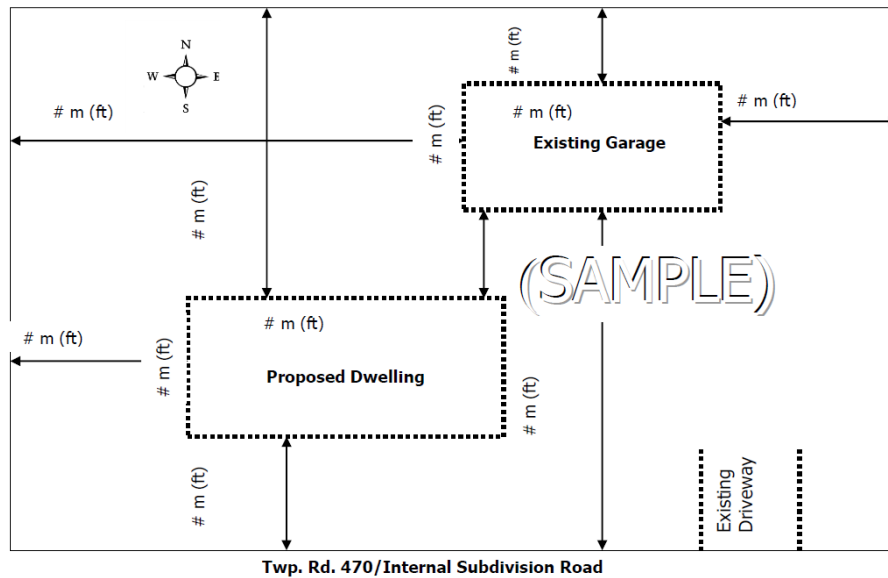
# SITE PLAN

Failure to include any relevant information from the aforementioned list is not the fault of the County. Site Plans can be submitted on the space provided on Page 6 or on a separate page. **Please address the following on your site plan:**

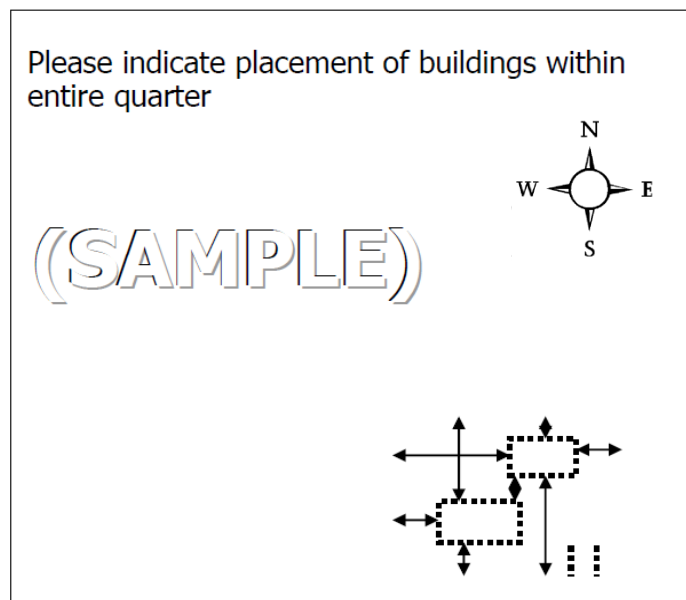
<input type="checkbox"/> Property lines;	<input type="checkbox"/> Label North on the Site Plan.
<input type="checkbox"/> Size of existing and proposed buildings (include height of buildings);	<input type="checkbox"/> Label County Roads /Highways/Internal Subdivision Road(s) (RR/TWP/Hwy);
<input type="checkbox"/> Location of existing driveway or proposal for driveway.	<input type="checkbox"/> Measurements and Setbacks: Front yard/Side Yard/Rear yard from all proposed development to ALL the property lines in metres or feet (please use one or the other not both), also indicate distance from any pipelines that may be located on the property;
<input type="checkbox"/> Rivers and bodies of water	<input type="checkbox"/> Bank breaks or valley ridges

Alberta First Call must be done prior to permit issuance if oil and gas pipelines are on parcel of land where development is.

## SAMPLE - RESIDENTIAL LOT



## SAMPLE- QUARTER SECTION



## SITE PLAN

\*Please note that by including development/building(s) solely on a drawing that this may not preclude it from the development permit application process nor does it approve its use, and it may be required to be applied for unless it is exempted according to the County of Wetaskiwin's Land Use Bylaw or is under Section 643 of the MGA. A person may not commence any development unless the person has been issued a development permit in respect of it pursuant to the Land Use Bylaw.



**Except as otherwise provided in the County of Wetaskiwin No 10 Land Use Bylaw, a person may not commence any development unless the person has been issued a development in respect of it pursuant to the Land Use Bylaw. A decision will be issued in writing.** I hereby make application under the provisions of the County of Wetaskiwin Land Use Bylaw for a Development Permit, in accordance with the plans and supporting information submitted herewith and which form part of this application.

By signing this application, I hereby authorize representative(s) of the County of Wetaskiwin No. 10 to enter onto the above described land for the purpose of performing inspections. The personal information on this form is collected under the authority of Section 33 (c) of the **Alberta Freedom of Information and Protection of Privacy Act**. The information will be used to process your application(s) and your name and address may be included on reports that are available to the public. If you have any questions on the collection and use of this information, please contact the FOIP Coordinator at (780) 352-3321.

\_\_\_\_\_  
**Date of Application**

\_\_\_\_\_  
**Signature of Owner(s)**

\_\_\_\_\_  
**Please Print Name(s)**

\_\_\_\_\_  
**Signature of Owner(s)**

\_\_\_\_\_  
**Please Print Name(s)**

All Development Permits are mailed out when completed, when your permit is complete would you like to also be notified by:

**Fax No.** \_\_\_\_\_  **Email:** \_\_\_\_\_



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## RURAL ADDRESSING

The County of Wetaskiwin put into effect a rural addressing system which can be utilized by emergency service providers and for other purposes such as providing directions for delivery services.

1. The costs associated with the placement and replacement of a sign shall be set out in the “Fees and Charges Bylaw” of the County as amended from time to time.

New sign request: \$150.00	Multiple Address Suffix: \$50.00
Replacement sign request with new post:\$150.00	Replacement sign request using existing post: \$100.00

### PLEASE NOTE:

- All parcels of Land supporting a Building and having a Primary Access onto a Public Road shall be assigned a Rural Address by the County according to the methodology outlines in Schedule “A” of Bylaw 2015/47.
  - For Multi-lot Subdivisions governed by a development agreement, Rural Addresses may be assigned for Parcels of land where there is no Building presently constructed.
  - For multiple Buildings located off the same Primary Access. The first building off the Primary Access will be labelled with an “A” designation as a suffix of the Rural Address, the second a “B” designation and so forth, moving from the township/range road inward along the Primary Access Road.
  - For buildings for which there exists more than one Access point, the Access that appears to be the Primary will be used for the purposed of assigning a Rural Address.
2. All Rural Address Signs remain the property of the County and shall be installed and maintained by the County.
  3. Parcels of Land located within a Hamlet of the County are exempt.
  4. Oil and Gas industry Parcels of Land regulated by the Alberta Energy Resources Conservation Board are exempt unless the Owner of the Parcel of Land requests to have a Rural Address assigned by the County, and The Parcel of Land is occupied by employees or agents as a place of employment or business.
  5. Only Residential Dwellings and Commercial development are eligible for a Rural Address Sign(s).
  6. A Rural Address Sign is required for **ALL** Residential and Commercial Development. (For exemptions please Bylaw 2015/47).
  7. Any Person who contravenes any section of Bylaw 2015/47 is guilty of an offense and is liable on summary conviction, to a penalty.



# COUNTY OF WETASKIWIN NO. 10

Box 6960 Wetaskiwin, Alberta T9A 2G5 Phone: 780-352-3321

## RURAL ADDRESS SIGN REQUEST FORM

NAME: (PLEASE PRINT)		DATE REQUESTED:
MAILING ADDRESS:  CITY: POSTAL CODE: EMAIL:		CONTACT NAME: _____  PHONE NUMBER: _____
LEGAL LAND DESCRIPTION: NW NE OR _____ W _____ M SW SE SECTION TOWNSHIP RANGE 4 OR 5  Lot #: _____ Block #: _____ Plan #: _____		<input type="checkbox"/> Existing approach  <input type="checkbox"/> New approach (indicate location of approach on attached drawing)

*I, the undersigned, hereby apply to the County of Wetaskiwin No.10 for a rural addressing sign as per By-Law No. 2015/47 for the land described below.*

- New sign request (\$150)  
 Remove existing sign (N/C)  
 Request sign exemption (N/C)  
 Multiple Address Suffix (\$50)  
 Replacement sign request with new post (\$150.00)  
 Replacement sign request using existing post(\$100)

I hereby acknowledge that I have been advised of and am in agreement with the following:

- I agree to pay the applicable fee (**plus GST**) for the rural address sign.
- I agree to clearly mark on the map which approach the rural address sign is to be placed at.**
- I understand that all work will be carried out as time and resources permit. Further, that this application does not guarantee an application within a specified time frame.
- Once payment has been made and an approved approach is constructed, the County of Wetaskiwin No. 10 will order & install one (1) rural address sign, as per By-Law No. 2015/47.
- I hereby remise, release and forever discharge the County, its officers, contractors, agents, servants, successors and assigns of and from all manner of actions, causes of actions, suits, debts, dues, accounts, covenants, contracts, claims and demands whatsoever which I shall or may have by reason of any cause, matter or thing, whatsoever, and without limiting the generality of the foregoing, from all claims for damages arising in any way whatsoever from the ordering & install of a rural address sign as described herein.
- I have read By-Law No. 2015/47 and agree with the terms and conditions.

**In signing this form, I agree I have read and understand the terms and conditions of the application, including the note below.**

\_\_\_\_\_

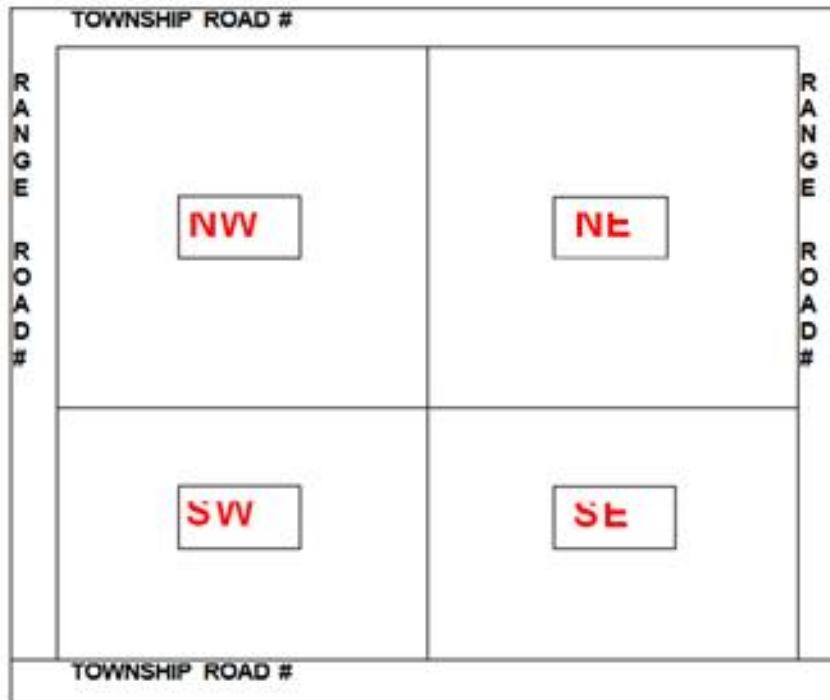
ROLL#: _____	DATE WORK COMPLETED:
RECEIPT #: _____	<input type="checkbox"/> Driveway located    Date: _____ W/O # _____ GPS Coordinates: _____ <input type="checkbox"/> Address Assigned    Date: _____ Rural Address: _____ <input type="checkbox"/> Sign Installed        Date: _____ W/O # _____ <input type="checkbox"/> iSeries Updated      Date: _____ <input type="checkbox"/> 911 Updated          Date: _____



SAMPLE ONLY



### MAP OF ROADWAY, POSITION & LOCATION OF APPROACH



Please indicate the legal address, location of your site & approach, Township and Range Road. I agree to accept the placement of the rural address sign as per the map location provided. If no map is provided, I agree to accept the placement at the discretion of the County of Wetaskiwin. Thank You for co-operation.



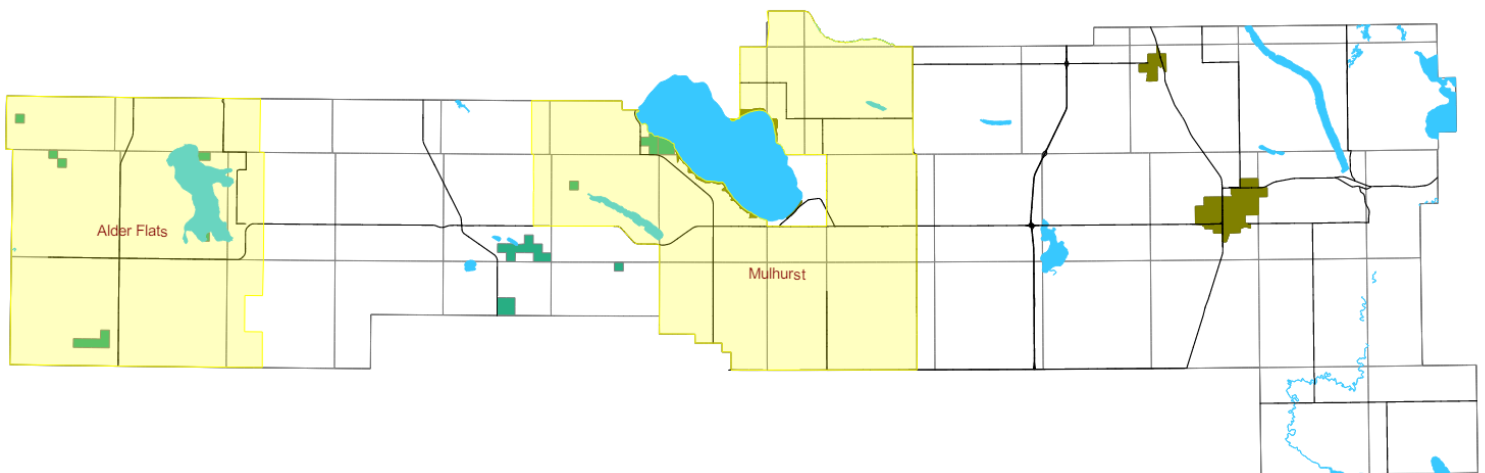
## Off-Site Levy

As the applicant you may be required to pay an off-site levy fee for the expansion of the Alder Flats or Mulhurst lagoon. The County of Wetaskiwin has passed an off-site levy bylaw requiring that new development that has sewage hauled off site for treatment (Mulhurst or Alder Flats Lagoon) shall be required to pay an off-site levy fee in the amount of \$2,034.00 payable to the County of Wetaskiwin. Payment of this levy must be received in full prior to the issuance of your development permit, no exceptions.

The levy shall be paid at the time of the Development Permit application payment. However, if a lot is a minimum of one (1) acre or larger and sewage is to be treated privately on the property, an inspection report from Superior Safety Codes Inc. must be obtained; this sewage inspection report must state the type of private system being used and must certify that the system has been installed in accordance with the Safety Codes Act. If a satisfactory sewage inspection report is signed-off by Superior Safety Codes Inc., the off-site levy payment will be refunded in full to the applicant.

This is a one-time fee that stays with the parcel of land.

Any new development located within the yellow shaded area is subject to the Off-site Levy payment.



**Completed Development Permit Applications can be sent to the Planning and Development Department by:**

- Dropping the application off at the County Office at 243019A HWY 13.
- Mail: Box 6960 Wetaskiwin, AB T9A 2G5 ATTN: P&D Department.
- Fax: 780-352-3486
- Emailed to [wpermits@county10.ca](mailto:wpermits@county10.ca)

**Development Permit applications will not be processed until all application fees are paid in full. The County accepts the following forms of payment:**

- Cash
- Cheque
- Debit
- Online/Telebanking <http://www.county.wetaskiwin.ab.ca/258/Internet-Telebanking>  
(Please contact the Planning and Development Department to ask for Account Numbers for Online/Telebanking payments)

## **Sole Source Contract - Superior Safety Codes Inc.**

Council has awarded a sole source contract to Superior Safety Codes Inc. for building, electrical, gas and plumbing Safety Code services in the County of Wetaskiwin for permits. Final accreditation with the Alberta Safety Codes Council and approval of final agreements was finalized on April 1, 2015.



Once you've obtained a development permit from the County, building permits, electrical permits, gas permits, plumbing permits, and sewage permits must be obtained through Superior Safety Codes Inc.

### **For Permit Applications:**

#### **Edmonton Office:**

14613-134 Ave  
Edmonton Ab T5L 4S9  
Phone: 1-780-489-4777  
Fax: 1-780-489-4711  
Toll Free Phone: 1-866-999-4777  
Toll Free Fax: 1-866-900-4711

#### **Red Deer Office:**

3, 6267-67 A Street  
Red Deer AB T4P 3E  
Phone: 1-403-358-5545  
Fax: 1-403-352-5085  
Toll Free Phone: 1-888-358-5545  
Toll Free Fax: 1-866-358-5085

**Email:** [info@superiorsafetycodes.com](mailto:info@superiorsafetycodes.com)

**Website:** <http://www.superiorsafetycodes.com/applications.htm>

APPROACH INSTALLATION POLICY #6601

**SCHEDULE "A" County of Wetaskiwin No. 10  
Landowner Application of Accesses, Approaches Built to County Standards**

Applicant: \_\_\_\_\_ Location: \_\_\_\_\_

Applicant Phone No. : \_\_\_\_\_ Mailing or Email Address: \_\_\_\_\_

Contractor Information (if applicable): \_\_\_\_\_

Owner has marked approach as follows: \_\_\_\_\_

(Please show approximate location on attached map)

Type of Approach: Private / Subdivision Landfile: \_\_\_\_\_ RW #: \_\_\_\_\_

**Pre-Construction Site Inspection: Referred to Inspector: \_\_\_\_\_ Receipt # \_\_\_\_\_ (if applicable)**

No. of Approaches required for inspection: New: \_\_\_\_\_ Existing: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_ Access Road and Approaches Built to your satisfaction: **Yes / No**

Follow up Inspection required: **Yes / No**

Culvert \_\_\_\_\_ Sightlines: \_\_\_\_\_

Comments: \_\_\_\_\_

**Site Inspection: Referred to Inspector: \_\_\_\_\_ Receipt # \_\_\_\_\_ (if applicable)**

No. of Approaches required for inspection: New: \_\_\_\_\_ Existing: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_ Access Road and Approaches Built to your satisfaction: **Yes / No**

Follow up Inspection required: **Yes / No**

Culvert \_\_\_\_\_ Sightlines: \_\_\_\_\_

Comments: \_\_\_\_\_

**Post/Final Inspection Referred to Inspector: \_\_\_\_\_ Receipt # \_\_\_\_\_ (if applicable)**

No. of Approaches required for inspection: New: \_\_\_\_\_ Existing: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_ Access Road and Approaches Built to your satisfaction: **Yes / No**

Follow up Inspection required: **Yes / No**

Culvert \_\_\_\_\_ Sightlines: \_\_\_\_\_

Comments: \_\_\_\_\_

Latitude: \_\_\_\_\_

Longitude: \_\_\_\_\_