P.O. Box 6960, Wetaskiwin, AB T9A 2G5
Phone: (780) 352-3321
Fax: (780) 352-3486
Email: **wpermits@county10.ca**

Development Permit Application
General Application Form

APPLICANT AND REGISTERED OWNER INFORMATION					
Applicant name(s):				**Phone:**	
Mailing address:					
Town/city:		**Postal code:**		**Email:**	
Is the applicant(s) also the registered landowner? ☐ Yes ☐ No			**Registered landowner name(s):**		

LAND INFORMATION- LEGAL LOCATION OF PROPERTY MUST BE PROVIDED											
1/4		**Section**		**Township**		**Range**		**W of □ 4 or □ 5 Meridian**		**Subdivision/Hamlet**	
Lot		**Block**		**Plan**		**Rural Address (Blue Sign)**					

PROPOSED STRUCTURES AND OR USE(S) BEING APPLIED FOR (CHECK ALL THAT APPLY)

Accessory Building(s) or Structure(s)

All structures that are 150 ft² (14 m²) or larger, whether moveable or not, require both a Development Permit and a Building Permit.

- ☐ Shed
- ☐ Detached Garage
- ☐ Shop
- ☐ Sea-Can
- ☐ Greenhouse
- ☐ Deck (over 0.6 m (2 ft) in height)
- ☐ Fence (Over 1.8 m (6 ft) in height)
- ☐ Gazebo
- ☐ Hot Tub
- ☐ Moved on Structure: (Year Built:_____)
- ☐ Other:
- ☐ Addition to Accessory Building

Dwelling: ☐ 1st ☐ 2nd ☐ Other: ____

- ☐ Detached (stick built)
- ☐ Moved-In (Year Built:_____)
- ☐ Modular (For previously used/occupied - CSA Certification must be submitted with application)
- ☐ Mobile (For previously used/occupied - CSA Certification must be submitted with application)
- ☐ Dwelling, Communal
- ☐ Addition to Dwelling

Note: Per Land Use Bylaw 2024/66 Section 9.6.3 (c) previously used/occupied dwellings require security in the amount of $5000 to be submitted to the County as security before a Notice of Decision will be approved. Payment will be refunded in full, once proof that all requirements under Section 9.6.1 and 9.6.2 are complete and met to the satisfaction of the Development Authority.

- ☐ Recreational Unit, Personal Use & Storage (Residential Recreation District only where there is no permanent dwelling)
- ☐ Other:

DEVELOPMENT DETAILS – LIST ALL NEW AND EXISTING STRUCTURES ON PROPERTY WITH SQUARE FOOTAGE

Structure Type & Total Measurements: Measurements indicated are in: □ ft² □ m² ***List all existing and proposed structures and their total square footage (farm buildings do not need to be included).*** **Important:** The dimensions entered in this section will appear on your Development Permit. Please ensure they exactly match your submitted plans and include all attached structures, such as decks, additions, and covered porches. Incorrect or incomplete measurements may require a Development Permit amendment, resulting in a $77 amendment fee and delays in obtaining your Building Permit from Superior Safety Codes.	**Total Combined Square Footage**
New:	
Existing:	

The personal information collected through the General Application Form *is for the sole purpose of the* Development Permit Process*. This collection is authorized by Section 4(c) of the Protection of Privacy Act (POPA). For questions about the collection of personal information, please contact the County of Wetaskiwin Privacy Officer at: email legislativeservices@county10.ca; telephone 780.352.3321; send post mail to Box 6960 Wetaskiwin AB T9A 2G5, or visit in person at 243019A Hwy.*

ESTIMATED COST OF DEVELOPMENT: $

RURAL ADDRESSING (Blue Sign)

Do you have a rural address sign? ☐ Yes ☐ No
☐ Yes, but adding additional residence

If you are developing a new site without rural addressing or adding additional residences, you must obtain an addressing sign at the time of application.

PROXIMITY TO PIPELINE

Is your property within 100 m of a Gas or Oil well or 1.5 km of a Sour Gas Pipeline? ☐ Yes ☐ No ☐ Unsure

Please Note: In accordance with the County of Wetaskiwin's process and *Section 12(1)* of the Municipal Government Act (MGA) Matters Related to Subdivision and Development Regulation which states:

12(1) […] a development application for a development that results in a permanent dwelling, public facility or unrestricted country residential development, as defined by the AER, to the AER if any of the land that is subject to the application is within 1.5 kilometres of a sour gas facility or a lesser distance agreed to, in writing, by the AER and the subdivision authority.

AUTHORIZATION ACKNOWLEDGEMENT

By signing this application, I/we:

- understand that the proposed development shall not commence unless a development permit has been issued;
- understand that the application may be refused if the development does not conform to all aspects of the Land Use Bylaw;
- hereby authorize representatives of the County of Wetaskiwin No. 10 to enter the above-described lands with respect to this application only;

ALL Landowners on title must sign below.

_____ _____

Name of Authorized Applicant(s) Signature of Authorized Applicant(s)

A Development Permit is not a Building Permit.
For Safety Codes Permits including Building, Plumbing, Gas and Electrical Permits, please contact Superior Safety Codes in Edmonton 780-489-4777 or Red Deer 403-358-5545.

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Development Permit Checklist

PLEASE SUBMIT THE FOLLOWING ITEMS WITH YOUR APPLICATION:	
	Completed Application Form: Ensure all sections are filled out.
	Site Plan: *Note*: You may refer to the FAQ section on the Planning and Development page of the County website for guidance on using the County Interactive Map to determine property dimensions and measure distances from structures to property lines. ***Detailed below.***
	Drawings or Image of Proposed Structure(s): Showing structural appearance, and dimensions.
	Detailed Floor Plans: as required for the project (indicate if the structure is an open-floor plan).
	Signatures: ALL landowners on title *must* be listed on the application form and sign the application.
	Payment: Development permit fees and any applicable fees related to the proposed development. ***Payment will be determined when application is received by the Development Officer.**

Please refer to Section 10.6 of the Land Use Bylaw 2024/66 for any additional information that may be required by the Development Officer. You will be contacted by the Planning Development Department if further details are needed.

If applicable, please include the following:	
	Registered Owner Authorization Form: Required if the registered owner is not the applicant (e.g., contractor, purchaser of the property, anyone not listed on Title). The form must be signed by all current landowners. If the property was recently purchased, a Purchase Agreement or any document confirming you as the new landowner will be required.
	Rural address sign Request: To request a Rural Addressing Sign Application, please email wpermits@county10.ca or you may obtain a copy from the County website or front counter of the Administration County Office.
	Variance Request Form: If you need a variance to a property line, please contact wpermits@county10.ca to request a Variance Request Application. Please note that a variance will trigger a 21-day appeal period before the permit is approved.
	Off-site Sewer Levy Requirement: A one-time off-site levy fee of $2,034.00 is required for development in the designated area to help fund the capital costs of new or expanded sanitary sewer facilities. This fee must be paid in full before your development permit is issued. For more details and to determine if your property is in the affected areas, please visit the County website: www.county.wetaskiwin.ab.ca.

SITE PLAN MUST INCLUDE:	
	Legal Land Description or Rural Address
	North Arrow
	Distance from all building and structures (proposed and existing) to ALL property lines (Front, side and rear)
	Label adjacent roads and approach access
	Location of water, water well and wastewater (Septic) services
	Any buildings or structures that are to be removed, demolished or re-located to accommodate the proposed development.

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Registered Owner Authorization Form

Complete this section only if you are applying on behalf of the landowner(s).

AUTHORIZATION LETTER

I/We, _____
[Registered Landowner's Full Name(s)]

as the registered owner(s) of the property located at _____
[Legal Land Location or Blue Sign Address]

Hereby authorize _____ *[Applicant's Full Name]* to act as my agent in submitting and managing the development permit application for the property listed above.

This includes, but is not limited to:

- Preparing and submitting the required application materials,
- Representing me at any meetings, hearings, or discussions related to the permit application,
- Communicating with municipal authorities or any other parties involved in the permitting process,
- Signing any necessary documents related to the development permit.

I/We acknowledge that by authorizing *Applicant* they will have the authority to take all actions necessary to facilitate the application process on my behalf.

This authorization will remain in effect for the duration of the permit application process, unless explicitly revoked by me in writing.

ALL Landowners on title must sign below.

_____ _____
Signature of Landowner Date Signed

_____ _____
Signature of Landowner Date Signed

Landowner Contact Information: Note: A copy of the Development permit will be emailed to the Authorized Applicant and Landowner.	Phone:
	Email:
	Mailing:

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