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

LAND USE BYLAW 2024/66

Development Permit Application
Business 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)**					

ESTIMATED COST OF DEVELOPMENT:
$

DEVELOPMENT DETAILS – LIST ALL NEW AND EXISTING STRUCTURES ON PROPERTY WITH SQUARE FOOTAGE	
Structure Type & Total Square Footage: **Measurements indicated are in: □ ft² □ m²** ***Each structure must be listed**	**Total Combined Square Footage**
New:	
Existing:	

AUTHORIZATION
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)

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

The personal information collected through the Business 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.*

Development Permit Checklist

SUBMIT THE FOLLOWING ITEMS WITH YOUR APPLICATION:

*Note: Applications are not considered complete until **all** required information and fees are provided. Incomplete or illegible applications may be returned to the applicant. Fees will be determined once the application is complete.*

☐	**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 on Page 5***
☐	**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.
☐	**Operational/Business Plans:** Review the information sheets on pages 4 and 5. It's encouraged that you submit a detailed business plan as a separate document.
Development Permit Fees: Final payment amounts will be confirmed upon receipt and review of the application by the Development Authority.	

You will be contacted by the Planning and Development Department if additional information is required.

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.
☐	**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:** The Off-site Sewer Levy Bylaw 2007/38 & 2008/42 requires that development that takes place in the designated area be required to pay a one-time off-site sewer levy fee in the amount of $2,034.00. The object of this Bylaw is for the collection of funds to pay for the capital cost of the new and/or expanded facilities for the treatment, movement, or disposal of sanitary sewage. The Levy must be paid prior to the issuance of a Development Permit. For more details and to determine if your property is in the affected areas, please visit the County website: www.county.wetaskiwin.ab.ca

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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Registered Owner Authorization Form

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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Operational/Business Plans

EXECUTIVE SUMMARY	
Name of Business	

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Hours of Operation							

Number of Employees	
Estimated number of vehicles visiting the property on a weekly basis	
Number of employees and/or company vehicles	

Provide a summary of your business and its objectives, including the overall concept and how it will operate. Describe the daily activities (e.g., check-ins, staffing, provision of water and wastewater services) and highlight any key features.

It's recommended that you submit a detailed business plan as a separate document (e.g., in Word or PDF format).

☐ **Risk Management & Safety:** Provide general information on Emergency procedures, security, health/safety measures (e.g., evacuation route, directions to nearest hospital).

General Operations

☐ **Signage:** Any signage identifying or advertising the business, and placement of traffic or directional signs.

For any stand-alone signs, a completed Sign Application Form is required (available on the County website), and must be submitted, along with a $105 application fee, in accordance with Section 8.2 of Land Use Bylaw 2024/66.

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☐ **Equipment:** List of key equipment used (e.g., Forklift, flat trailer, bobcat).

_____

_____

_____

☐ **Storage of Chemicals:** If you are storing or using chemicals for business operation, please list below.
Note – Hazardous chemicals will require MSDS documents (as per WHMIS regulations)

_____

_____

_____

If applicable, provide the following details in a separate document: For a listed discretionary use, refer to *Section 10.6 – Discretionary Use Assessment Criteria* of Land Use Bylaw 2024/66 and address **each** potential impact, including but not limited to the following:

- ☐ **Noise Mitigation:** Methods to manage and control noise.
- ☐ **Odor Mitigation:** Strategies for managing potential odors.
- ☐ **Water & Wastewater Plan:** Details on water supply and sewage management.
- ☐ **Fencing & Barriers:** Location and purpose of any fences or barriers.
- ☐ **Stormwater Management:** Water runoff management.
- ☐ **Waste Management:** Waste disposal plans. (e.g. hauling methods, garbage bins, etc.)
- ☐ **Government Approvals:** Any required approvals (e.g., Alberta Transportation, Alberta Health Services).

Your application may require additional information or further review by relevant government agencies.

Site Plan Requirements

The Site Plan illustrates how your business will be arranged on the property. It must include, but is not limited to, the following (refer to Section 10.2.2 – *Items to Include in a Site Plan* of Land Use Bylaw 2024/66):

- ☐ **Property Boundaries & Dimensions:** Clearly outline the site boundaries and overall parcel size.
- ☐ **Buildings:** Show the location and purpose of all structures (e.g., office, restroom).
- ☐ **Setbacks:** Indicate the distance of buildings from all property lines (front, sides, and rear).
- ☐ **Vehicle Access:** Identify vehicle entry and exit points.
- ☐ **Driveways & Parking:** Label all driveways and parking areas, including the number of parking stalls provided.
- ☐ **Loading Zones:** Identify designated areas for deliveries and event logistics.
- ☐ **Signs:** Show the placement of entry and wayfinding signage.
- ☐ **Emergency Vehicle Access:** Identify clear routes for emergency access and the designated muster point.
- ☐ **Water and Wastewater Service:** Indicate the location of water supply and washroom facilities.
- ☐ **Waste Removal:** Show the location of garbage and waste disposal bins.

If applicable, include:

- ☐ **Pedestrian Pathways:** Walkways connecting areas like parking and buildings.
- ☐ **Drainage & Landscaping:** Drainage systems and landscaping features.

Your application may be subject to additional review or assessment by the Development Authority.

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