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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:	
Is the applicant(s) also the registered landowner? <input type="checkbox"/> Yes <input type="checkbox"/> No		Registered landowner name(s):	

## LAND INFORMATION- LEGAL LOCATION OF PROPERTY MUST BE PROVIDED

1/4		Section		Township		Range		W of <input type="checkbox"/> 4 or <input type="checkbox"/> 5 Meridian	Subdivision/Hamlet	
Lot		Block		Plan		Rural Address (Blue Sign)				

## ESTIMATED COST OF DEVELOPMENT:

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

Structure Type & Total Square Footage: Measurements indicated are in: <input type="checkbox"/> ft <sup>2</sup> <input type="checkbox"/> m <sup>2</sup> <i>*Each structure must be listed</i>	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)

*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](mailto:legislativeservices@county10.ca); telephone 780.352.3321; send post mail to Box 6960 Wetaskiwin AB T9A 2G5, or visit in person at 243019A Hwy.*

Rev. 08-2025

# Development Permit Checklist

## PLEASE 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.*

<input type="checkbox"/>	<b>Completed Application Form:</b> Ensure all sections are filled out.
<input type="checkbox"/>	<b>Site Plan:</b> <i>Note:</i> You may refer to the FAQ section on the Planning and Development page of the County website for guidance on using the <a href="#">County Interactive Map</a> to determine property dimensions and measure distances from structures to property lines. <b>Detailed on Page 5</b>
<input type="checkbox"/>	<b>Drawings or Image of Proposed Structure(s):</b> Showing structural appearance, and dimensions.
<input type="checkbox"/>	<b>Detailed Floor Plans:</b> as required for the project (indicate if the structure is an open-floor plan).
<input type="checkbox"/>	<b>Signatures:</b> ALL landowners on title <u>must</u> be listed on the application form and sign the application.
<input type="checkbox"/>	<b>Operational/Business Plans:</b> Complete the information sheets on pages 4 & 5
<input type="checkbox"/>	<b>Payment:</b> Development permit fees and any applicable fees related to the proposed development. <b>*Payment will be determined when application is received by the Development Officer.</b>

*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:

<input type="checkbox"/>	<b>Registered Owner Authorization Form:</b> 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.
<input type="checkbox"/>	<b>Variance Request Form:</b> If you need a variance to a property line, please contact <a href="mailto:wpermits@county10.ca">wpermits@county10.ca</a> to request a Variance Request Application. Please note that a variance will trigger a 21-day appeal period before the permit is approved.
<input type="checkbox"/>	<b>Offsite Levy Requirement:</b> If your development contains plumbing, a one-time offsite levy fee of \$2,034.00 is required. 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: <a href="http://www.county.wetaskiwin.ab.ca">www.county.wetaskiwin.ab.ca</a>

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

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- ☐ **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)*

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*If applicable, include details for the following items:*

- ☐ **Noise Mitigation:** Noise control methods.
- ☐ **Odor Mitigation:** How odors will be managed.
- ☐ **Water & Wastewater Plan:** Water and sewage management.
- ☐ **Fencing & Barriers:** Placement of fences or barriers.
- ☐ **Servicing Plan:** Water and sewage servicing details.
- ☐ **Stormwater Management:** Water runoff management.
- ☐ **Parking & Waste Management:** Parking and waste disposal plans.

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- ☐ **Government Approvals:** Any required approvals (e.g., Alberta Transportation, Alberta Health Services).

*Your application may require further information or Governmental agencies approval.*

## Site Plan Requirements

The Site Plan shows how your business will be laid out on the land. It must include the following:

- ☐ **Property Boundaries & Dimensions:** Outline site boundaries and size.
- ☐ **Buildings:** Location and purpose of buildings (e.g., office, restroom).
- ☐ **Setbacks:** Location of buildings relative to all property lines.
- ☐ **Vehicle Access:** Indicate vehicle entry and exit points.
- ☐ **Driveways & Parking:** Show parking areas and driveways. Including the muster point.
- ☐ **Signs:** Placement of entry or wayfinding signs.
- ☐ **Emergency Vehicle Access:** Clear routes for emergency access.
- ☐ **Water and Wastewater Service:** Location

*If applicable, include:*

- ☐ **Loading Zones:** Location for deliveries or event logistics.
- ☐ **Pedestrian Pathways:** Walkways connecting areas like parking and buildings.
- ☐ **Drainage & Landscaping:** Drainage systems and landscaping features.

**Your application may also be subject to further assessment upon review by the Development Officer.**

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