



Town of Bonnyville  
"It's Multi-Natural!"

## TOWN OF BONNYVILLE

4917 49<sup>TH</sup> Avenue, P.O. Bag 1006  
Bonnyville AB T9N 2J7

Phone: (780) 826-3496 Fax: (780) 826-4806  
Email: [permits@town.bonnyville.ab.ca](mailto:permits@town.bonnyville.ab.ca)

Development Permit Number

### DEVELOPMENT APPLICATION SUBMISSION REQUIREMENTS

The following information is required to process your application. Failure to submit any of the below may cause **unnecessary delays**. Additional information may be required as considered necessary by the Development Authority. Should you have any questions regarding Development Permit submission requirements, please contact Planning & Development at 780-826-3496.

#### **PLEASE ENSURE TO CHECK ALL INFORMATION IS SUBMITTED AS LISTED BLEOW:**

**1) A Completed Development Permit Application with:**

- the signature of the registered owner of the land or an agent authorized by the owner to make the application.

**2) A Development Permit Application Fee**

- Development permit application fees will be assessed at time of application being that the fees will vary with the type of project. Fees are set by resolution of Council as amended from time to time.

**3) A Site Plan (2 Sets) to include the following details:**

- the dimensions of the site (property lines) – **METRIC DIMENSIONS, Metres (m); To Scale**
- the size and location of existing and proposed buildings and structures to the property lines
- lot coverage (%) and lot area
- the corresponding Street and Avenue
- a North arrow
- the legal description
- provisions for off-street loading and vehicle parking
- the size and location of existing and proposed accesses to the site
- the location and dimensions of any easements affecting the site
- the outline of roof overhangs and dimensions
- the location of the water and sewer connection

**4) The Floor Plans (to include the following details):**

- the size (dimensions) of the building
- the number of floors & square footage of each floor
- dimensioned room layout indicating all uses
- the location of walls, doorways & windows (sizes)
- a seating layout and/or occupancy capacity where applicable (e.g. restaurants, churches, schools, etc.)

**5) The Building Elevations –Exterior views (to include the following details):**

- showing all sides of the building
- the building height
- the exterior finishing materials

**6) A Landscaping Plan**

**7) Grade elevations and drainage of development site in relationship to adjacent properties and streets.**

**8) The approximate location and boundaries of the bed and shore of any body of water that bounds the property (where applicable).**

I/We hereby make application for development permit pursuant to Land Use Bylaw No. 1447-16, as amended. The plans, supporting materials and application fee attached herewith form a part of this application.

PROJECT MUNICIPAL ADDRESS: \_\_\_\_\_

LEGAL DESCRIPTION: Lot(s) \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_ Other \_\_\_\_\_

**APPLICANT NAME:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/TOWN/ PROVINCE \_\_\_\_\_ POSTAL CODE \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_ I authorize email correspondence

APPLICANT INTEREST (IF NOT OWNER)  CONTRACTOR  AGENT  OTHER \_\_\_\_\_

**REGISTERED OWNER(S) NAME:** \_\_\_\_\_  
**(A Letter of authorization is required in absence of the owner signature on this application form)**

ADDRESS: \_\_\_\_\_

CITY/TOWN/ PROVINCE \_\_\_\_\_ POSTAL CODE \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_ FAX: \_\_\_\_\_

**Proposed Development or Use of Land:** \_\_\_\_\_

Existing Use of Land or Buildings: \_\_\_\_\_

**Building Setbacks:**

Front (m) \_\_\_\_\_ Side (m) \_\_\_\_\_ Side (m) \_\_\_\_\_ Rear (m) \_\_\_\_\_

Site Area (m<sup>2</sup>): \_\_\_\_\_ Percentage of Coverage \_\_\_\_\_ Building Height (m): \_\_\_\_\_

Total Floor Area (m<sup>2</sup>) \_\_\_\_\_ Ground Floor Area (m<sup>2</sup>) \_\_\_\_\_ Upper Floor Area (m<sup>2</sup>) \_\_\_\_\_

Number of Parking Spaces: \_\_\_\_\_ Number of Loading Spaces: \_\_\_\_\_

I/We hereby declare that  I am/we are or  I/we represent the owner(s) of the property in which the development identified in this Application will be conducted in accordance with the plans submitted and upon approval, will adhere to the conditions and provisions of the Land Use Bylaw. **I/We further declare that I/we WILL NOTIFY the Development Authority of any proposed changes to the plans submitted with this Application.**

\_\_\_\_\_  
Signature of Applicant(s)

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

\_\_\_\_\_  
Signature of Applicant(s)

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Commencement date:  
\_\_\_\_\_

Completion date:  
\_\_\_\_\_

Construction Value of Project:  
\_\_\_\_\_

**Right of Entry to Land**

(Owner)

I authorize the Staff of the Town of Bonnyville and other agencies as designated in Section 653(2) of the Municipal Government Act, RSA. 2000, Ch. M-26, to enter my land for the purpose of conducting a site inspection in connection with my development permit application.

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

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

**Authorization Form:**

(Agent acting on behalf of registered land owner)

I (We), \_\_\_\_\_, being the registered owner(s) of \_\_\_\_\_, do hereby authorize \_\_\_\_\_, to make application for development on the affecting above lands.

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

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

**FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT NOTICE**

Please be advised that the information contained in your application for Development Permit approval is being collected for the purpose of decision-making by the Development Authority. For this purpose, your application may be forwarded to the following people/organizations.

- Adjacent landowners
- Adjacent municipality offices
- Statistics Canada
- Local newspaper for public advertisement
- Utility companies
- Government departments
- Other organizations as determined by the Town of Bonnyville

Under the authority of Sections 606, 640(1), 653(4) of the Municipal Government Act, RSA. 2000, Chapter M-26, as amended and the Subdivision and Development Regulations 43/2002.

I, \_\_\_\_\_ have no objection to the above stated procedures being used in the review and decision making process for the application .

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

*For more information on FOIPP, please contact:  
Tracy Ghostkeeper  
Freedom of Information and Protection of Privacy Coordinator, Town of Bonnyville (780-826-3496)*

**FOR OFFICE USE ONLY**

**Date of initial submission:** \_\_\_\_\_

Application accepted by: \_\_\_\_\_

Submission complete: YES \_\_\_\_\_ NO \_\_\_\_\_

Date Additional Information Requested \_\_\_\_\_

Letter Sent: **Yes** (mail) or (email)      **No** \_\_\_\_\_      **Phone** \_\_\_\_\_

**Development Officer:** \_\_\_\_\_

**Date Application Deemed Complete by DO:**

\_\_\_\_\_

Date Fee Paid: \_\_\_\_\_ Amount Paid: \_\_\_\_\_

Cash Receipt # \_\_\_\_\_

Land Use District: \_\_\_\_\_

Tax Roll Number: \_\_\_\_\_

**Date of Decision:** \_\_\_\_\_

MPC Decision: \_\_\_\_\_

**Date of Issuance:** \_\_\_\_\_

Appeal Date Deadline: \_\_\_\_\_