



Town of Milk River
Box 270, Milk River, AB T0K 1M0

RESIDENTIAL
DEVELOPMENT PERMIT APPLICATION

Date of Application: _____

FOR OFFICE USE ONLY	
Development Permit Application No.	
Date Deemed Complete	
Processing Fee	

IMPORTANT NOTICE: This application **does not** permit you to commence construction until such time as a permit has been issued by the Development Authority. If a decision has not been received within 40 days of the date of application and no extension agreement has been entered into, you have the right to deem the application refused and file an appeal to the Subdivision and Development Appeal Board.

**THIS DOES NOT CONSTITUTE A BUILDING PERMIT.
A SEPARATE BUILDING PERMIT MUST BE OBTAINED BEFORE CONSTRUCTION BEGINS.**

APPLICANT INFORMATION

Name of Applicant: _____
(please print)

Phone (primary): _____

Mailing Address: _____

Phone (alternate): _____

Fax: _____

Municipality: _____

Email: _____

Postal Code: _____

Check this box if you would like to receive documents through email.

Is the applicant the owner of the property? Yes

No



IF "NO" please complete box below

Name of Owner: _____	Phone: _____
Mailing Address: _____	Applicant's interest in the property: <input type="checkbox"/> Agent <input type="checkbox"/> Contractor <input type="checkbox"/> Tenant <input type="checkbox"/> Other _____
Municipality: _____	
Postal Code: _____	

PROPERTY INFORMATION

Municipal Address of
Development: _____

Legal Description: Lot(s) _____ Block _____ Plan _____

Land Use District: _____

Existing use of parcel: _____

DEVELOPMENT INFORMATION

This application is to: (Check all that apply)

- Construct a new dwelling

The dwelling is a:

- Single-detached site built dwelling
- Single-detached manufactured or prefabricated dwelling
- Single-detached moved-in dwelling
- Semi-detached dwelling
- Duplex
- Multi-unit – please specify the number of dwelling units _____
- Other _____

- Alter/renovate the existing building

The renovation is a:

- Addition
- Accessory dwelling unit
- Attached garage
- Deck
- Other _____

- Construct an accessory building / structure

The accessory building is a:

- Garage (detached)
- Shed
- Accessory dwelling
- Other _____

- Moved-in building

- Development not involving construction _____

- Other _____

Describe the proposed use, any changes from existing use, and any work to be done.

BUILDING REQUIREMENTS

	Principal Building	Accessory Building	Office Use
Parcel Size	<input type="checkbox"/> m ² <input type="checkbox"/> ft ²	<input type="checkbox"/> m ² <input type="checkbox"/> ft ²	
Building Size	<input type="checkbox"/> m ² <input type="checkbox"/> ft ²	<input type="checkbox"/> m ² <input type="checkbox"/> ft ²	
Height of Building	<input type="checkbox"/> m <input type="checkbox"/> ft.	<input type="checkbox"/> m <input type="checkbox"/> ft.	
Proposed Setbacks from Property Lines			
Front	<input type="checkbox"/> m <input type="checkbox"/> ft	<input type="checkbox"/> m <input type="checkbox"/> ft	
Secondary Front	<input type="checkbox"/> m <input type="checkbox"/> ft	<input type="checkbox"/> m <input type="checkbox"/> ft	
Rear	<input type="checkbox"/> m <input type="checkbox"/> ft	<input type="checkbox"/> m <input type="checkbox"/> ft	
Side	<input type="checkbox"/> m <input type="checkbox"/> ft	<input type="checkbox"/> m <input type="checkbox"/> ft	
Side	<input type="checkbox"/> m <input type="checkbox"/> ft	<input type="checkbox"/> m <input type="checkbox"/> ft	
Parcel Type:	<input type="checkbox"/> Interior Lot	<input type="checkbox"/> Corner Lot	

Details of VEHICLE PARKING and ACCESS:

Show **location** and **number** of all existing and proposed **parking spaces, parking areas** and **driveways** on the Site Plan.

Details of EXTERIOR BUILDING FINISH:

Describe the type(s) _____ and colour(s) _____ of all material used to finish the existing and proposed structure exteriors.

Details of SERVICES: Indicate as follows: **(A)** = available **(R)** = required

() water () sewer () natural gas () electricity () telephone

ABANDONED WELL INFORMATION

This applies to developments that require a new permit from the municipality for:

- new buildings larger than 500 sq. ft. (47 m²), or
- additions to buildings that will result in the building being this size or larger.

If your development proposal fits the criteria above, you are **required** to do the following:

1. Obtain map and well information

Please go to the AER's Abandoned Well Viewer (viewer) on the AER website at www.aer.ca. The viewer will provide a map identifying all recorded abandoned well surface locations in the selected area and list any additional details that are available, including the licensee(s) of record and the latitude and longitude of each well's surface location.

If you do not have Internet access or have questions about the information provided by the viewer, you may contact:

- the AER Customer Contact Centre by telephone at: **1-855-297-8311 (toll-free)**, or
- by e-mail at: Inquiries@aer.ca, or
- the AER Information Services by mail at: **Suite 1000, 250 – 5 Street SW, Calgary, Alberta T2P 0R4.**

2. Submit the following as part of your development permit application

- the AER information, including a map of the search area from the viewer and a statement that there are no wells in the project area or a list and map identifying the location of abandoned wells within the search area (including the surface coordinates, as provided by the viewer or AER Information Services); and
- if an abandoned well is present, a detailed site plan must be provided that accurately illustrates the actual well location (i.e. latitude, longitude) on the subject parcel as identified in the field and the setback established in the ERCB/AER Directive 079 (a minimum 5 m radius around the well) in relation to existing or proposed building sites.

If there is an abandoned well located in the area of the proposed surface development, the applicant is advised to contact the well licensee of record for any additional information that may be needed or to physically locate the well, and to discuss the proposed development and abandoned well issue in more detail.

DECLARATION OF APPLICANT/AGENT

The information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts in relation to the application for a Development Permit. I also consent to an authorized person designated by the municipality to enter upon the subject land and buildings for the purpose of an inspection during the processing of this application.

APPLICANT

Registered Owner (if not the same as applicant)

DATE

The personal information provided as part of this application is collected under section 39 of the Safety Codes Act and sections 303 and 295 of the Municipal Government Act and in accordance with section 32(c) of the Freedom of Information and Protection of Privacy Act. The information is required and will be used for issuing permits, safety codes compliance verification and monitoring and property assessment purposes. If you have any questions about the collection or use of the personal information provided, please contact the Chief Administrative Officer at the Town of Milk River.

TOWN OF MILK RIVER RESIDENTIAL DEVELOPMENT PERMIT APPLICATION

DEVELOPMENT APPLICATION SUBMISSION REQUIREMENTS

The following items shall be attached to all Development Permit Applications. This is not an exhaustive list and the Development Officer may request additional information that is required to assess the application.

- Copy of Site Plan.** Site plan shall be prepared on an 11 X 17 or 8.5 X 11 sheet to the satisfaction of the Development Officer and provide the following information:
 - Legal description and municipal address of subject property
 - Scale and north arrow
 - Adjacent roadways and lanes
 - Lot dimensions, lot area, and percentage of lot coverage for all buildings
 - Existing residence and/or any other buildings with dimensions of foundation and projections including decks
 - Proposed residence and/or any other buildings with dimensions of foundation and projections including decks
 - The proposed distances from the foundation of the building to the front, secondary front, side, and rear property lines
 - Location of lot access, existing sidewalk(s) and curbs
 - Surface drainage patterns
 - Landscaping plan
 - Location of utilities and any abandoned oil and gas wells
 - Location of any registered utility right of ways or easements
 - Location and number of off-street parking spaces
- Copy of Building Plans.** Plans shall be to scale, either 11 X 17 or 8.5 X 11 in size, and contain the following information:
 - Scale and dimensions of exterior walls and interior rooms
 - Floor plan of all living space proposed to be developed
 - Building elevations including front, sides, and rear elevations, building height (from finished grade), roofing material, and roof pitch
- Copy of map or additional information from the AER regarding location of abandoned wells.**
- If applicant is not the registered owner,** a written statement (or this application) signed by the registered owner consenting to this application.
- Application fee payable to the Town of Milk River.**