



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

**NON-RESIDENTIAL
DEVELOPMENT PERMIT APPLICATION**

Date of Application: _____

FOR OFFICE USE ONLY	
<i>Development Permit Application No.</i>	
<i>Date Deemed Complete</i>	
<i>Processing Fee</i>	

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 the application was deemed complete 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

<p>Name of Applicant: (please print) _____</p> <p>Mailing Address: _____ _____</p> <p>Municipality: _____</p> <p>Postal Code: _____</p>	<p>Phone: (primary): _____</p> <p>Phone (alternate): _____</p> <p>Fax: _____</p> <p>Email: _____</p> <p><input type="checkbox"/> Check this box if you would like to receive documents through email.</p>
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Is the applicant the owner of the property? Yes No

↓ IF "NO" please complete box below

<p>Name of Owner: _____</p> <p>Mailing Address: _____ _____</p> <p>Municipality: _____</p> <p>Postal Code: _____</p>	<p>Phone: _____</p> <p>Applicant's interest in the property:</p> <p><input type="checkbox"/> Agent</p> <p><input type="checkbox"/> Contractor</p> <p><input type="checkbox"/> Tenant</p> <p><input type="checkbox"/> Other _____</p>
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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**, **loading spaces** and **driveways** on the PLOT 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 NON-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 buildings with dimensions of foundation and projections
 - Proposed buildings with dimensions of foundation and projections
 - The proposed distance of the building to the front, secondary front, side, and rear property lines
 - Location of lot access, existing sidewalk(s) and curbs
 - Number and location of parking spaces, both on and off-street
 - Surface drainage patterns
 - Location of any registered utility rights-of-way and easements
 - Landscaping plan
 - Lighting plan
 - Location of utilities and any abandoned oil and gas wells

- 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 the 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.**