



TOWN OF SEDGEWICK

4818-47 Street, Sedgewick AB T0B 4C0
Phone: (780) 384-3504
Email: permit@sedgewick.ca

DEVELOPMENT PERMIT APPLICATION

All of the following information is necessary to facilitate a thorough and timely evaluation and decision on your application. All materials submitted must be clear, legible and precise. **Only applications that are complete will be accepted. PLEASE NOTE: this application is ONLY for a Development Permit. If a Building Permit is also required, you must apply for it separately.**

PROJECT LOCATION - REQUIRED

| | | | | | |
|---------------------------|------|---------|-----|-------|---|
| Street (Civic) Address: | | | | | |
| Project Legal Description | | | | | Land Use District: |
| Lot(s)/Block/Plan | Qtr. | Section | Twp | Range | <input type="checkbox"/> R1 Residential <input type="checkbox"/> R1A Medium Density Res. <input type="checkbox"/> R2 Single Detached Res. |
| | | | | | <input type="checkbox"/> R3 Mobile Home Subd. <input type="checkbox"/> R4 Low Density Res. <input type="checkbox"/> DC Direct Control |
| | | | | | <input type="checkbox"/> LIB Light Industrial <input type="checkbox"/> I Institutional <input type="checkbox"/> C1 Central Commercial |

TYPE OF WORK BEING PERFORMED - REQUIRED

| | | | |
|---|--|--|---------------------------------|
| <input type="checkbox"/> New Residential Building | <input type="checkbox"/> Addition/Accessory Building | <input type="checkbox"/> Interior/Exterior Renovations | <input type="checkbox"/> Sign |
| <input type="checkbox"/> New Commercial/Industrial Building | <input type="checkbox"/> Secondary Suite | <input type="checkbox"/> Fence | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Change of Occupancy or Use | <input type="checkbox"/> Detached Garage | <input type="checkbox"/> Demolition | |

DETAILED PROJECT DESCRIPTION – REQUIRED

SITE PLAN ATTACHED BUILDING PLANS ATTACHED

| | | | |
|------------------------------------|------------------|------------------------|---------------------|
| Estimated Construction Value \$ | Contractor Name: | Contractor Phone/Cell# | Contractor's Email: |
| | | | |

BUILDING TYPE & LOT DENSITY - REQUIRED

| | | |
|--|--|--|
| <input type="checkbox"/> Residential <input type="radio"/> Single Detached <input type="radio"/> Semi Detached | <input type="checkbox"/> Multi-Family Dwelling Number of Units ____ | <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Institutional <input type="checkbox"/> Percentage of Lot Occupied ____ |
|--|--|--|

MANUFACTURED OR MOBILE HOME, OR OTHER MOVED-IN BUILDING – COMPLETE IF REQUIRED PHOTOGRAPHS

| | | |
|------|------|---------------|
| Make | Year | Serial Number |
|------|------|---------------|

ACCESSORY BUILDINGS AND/OR ADDITIONS TO EXISTING BUILDINGS – COMPLETE IF REQUIRED

| | | |
|---------------------------------------|-------------------------------------|---|
| Total Existing Area (M ²) | Proposed New Area (M ²) | <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Institutional |
|---------------------------------------|-------------------------------------|---|

CHANGE OF OCCUPANCY OR USE – COMPLETE ONLY IF APPLYING FOR CHANGE OF USE OR OCCUPANCY

Detail the previous business activity and detail what the proposed business activities will be within the building; include provisions for parking (# ____ Parking Spaces) and freight delivery as necessary: (required documentation attached)

SECONDARY SUITE - COMPLETE ONLY IF APPLYING FOR THE DEVELOPMENT OF A SECONDARY SUITE

| | | |
|---|--|---|
| The proposed secondary suite is located within the principal dwelling unit: <input type="checkbox"/> Basement <input type="checkbox"/> Second Floor <input type="checkbox"/> Other (<i>describe</i>) | Floor area of the secondary suite: M ² : _____ | Number of bedrooms in secondary suite: |
| | Floor area of the principal dwelling – M ² : _____ | Number of parking stalls available on site: |



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ABSENCE OF ABANDONED WELLS ON PARCEL CONFIRMATION – **REQUIRED**

MAP ATTACHED

The Subdivision and Development Regulations of the *Municipal Government Act* require that all new development permit applications **must** include information provided by the Alberta Energy Regulator (AER) identifying the location or confirming the absence of any abandoned wells on the subject property. This information can be obtained by either contacting the AER Customer Contact Centre at 1-855-297-8311 or using the GeoDiscover Alberta Map at: www.geodiscover.alberta.ca to confirm whether an abandoned well is located on your property.

OWNER OR REPRESENTATIVE – **REQUIRED**

| | |
|--|---|
| <input type="checkbox"/> I am the registered owner of the land described above | <input type="checkbox"/> I have been designated as the representative of the Owner (<input type="checkbox"/> <i>Written consent attached.</i>) |
| Owner Name: | Agent Name: |
| Company Name: | Company Name: |

MAILING ADDRESS (OWNER) - **REQUIRED**

| | | | |
|------------------|------------|-----------|--------------|
| Mailing Address: | City/Town: | Province: | Postal Code: |
| Phone No. | Fax No. | | |
| Email Address: | | | |

APPLICANT **SAME AS OWNER**

| | | |
|--------------------------|------------|-----------|
| Applicant's Name | Phone No. | Fax No. |
| Company Name: | | |
| Mailing Address: | City/Town: | Province: |
| Postal Code: | | |
| Applicant Email Address: | | |

APPLICANT DECLARATION

| | |
|-------------------------|--|
| _____ <i>Initial</i> | <i>I authorize the Town of Sedgewick to send all correspondence and notices required under the Municipal Government Act, 2000 RSA and Land Use Bylaw to the email address provided above and that all notices are deemed received by the applicant on the date they are emailed.</i> |
| _____ <i>Initial</i> | <i>I acknowledge that construction of the building shall not proceed until the Building Permit is issued.</i> |
| _____ <i>Initial</i> | <i>I am/represent the owner of the land and will be/represent the owner of the building for which I am submitting this permit application. I understand that any deviation from the scope of work or use described in this application and shown on the site plan and drawings provided as part of this application will require additional review and decision from the Municipality.</i> |
| _____ <i>Initial</i> | <i>Pursuant to the Municipal Government Act, I hereby authorize employees, representatives and agencies acting on behalf of the Town of Sedgewick to enter the subject property, for the purpose of making a decision on this application and to conduct necessary inspections in connection to this development and/or building permit application.</i> |
| _____ <i>Initial</i> | <i>The applicant agrees to protect and prevent from damage, any public utilities or local improvements such as water shut-off valves, curbs, and curb stops, sidewalks, streets, lanes and municipal or environmental reserves and, to prevent excess soil being spilled on public streets, lanes and sidewalks. Any damage to public utilities or local improvements which, in the opinion of the Municipality, has been caused by the undersigned or servants, agents or contractors during the construction of the above subject development shall be repaired, restored or re-constructed to the satisfaction of the Municipality at no cost to the Town of Sedgewick.</i> |
| _____ <i>Initial</i> | <i>The applicant agrees to prevent excess littering of the construction site. Construction litter and material will be properly maintained on the property on which construction is taking place and will not be permitted to spread to adjacent properties.</i> |
| DATE: | NAME: |
| SIGNATURE: | |

| |
|---|
| Office Use Only: Development Permit No. _____ <input type="checkbox"/> Permitted Use <input type="checkbox"/> Discretionary Use Permit Variance Required <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Building Permit Required? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Reviewed by: _____ Date: (mm/dd/yy) _____ Approved by _____ Date: (mm/dd/yy) _____ |

Privacy Disclosure: "The personal information provided as part of this application is collected under the Safety Codes Act and the Municipal Government Act and in accordance with 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. The name of the permit holder and the nature of the permit is available to the public upon request. If you have any questions about the collection or use of the personal information provided, please contact the FOIP Coordinator at (780)384-3504



| | | | |
|---|-------|-------------------|------|
| Permit Fees: Residential/Institutional | \$100 | Demolition Permit | \$50 |
| Commercial/Industrial | \$125 | Discretionary ADD | \$50 |
| Fences, Decks, Small Structures | \$50 | Permit Extension | \$25 |

DEVELOPMENT PERMIT APPLICATION SUPPORT DOCUMENTATION CHECKLIST

Select the appropriate Development Permit Application type and submit the required documentation listed with a complete application and the appropriate Development Permit Fee.

All Development Permit Applications require the following:

- Certificate of Title or Land Title Search of the property obtained no more than 3 weeks prior to the date of the application. The Title or Search may be obtained from any Alberta Registries Office.
- Authorization from the Registered Owner; the titled owner may appoint an agent.
- A complete application form.
- Development Permit Application Fee
- Absence of Abandoned Well Documentation
- Two (2) Site Plans at a scale of 1:100, unless otherwise acceptable to the Development Officer showing:
 1. North Arrow
 2. Scale of plan
 3. Legal description of property
 4. Municipal address
 5. Lot lines shown with dimensions
 6. Proposed front, side and rear yards shown with dimensions
 7. Location of existing & proposed municipal and private local improvements, principle building and other accessory building, garages, carports, parking spaces, fences, driveways, paved areas, exterior lighting and major landscaped areas including buffering and screening areas where provided.
 8. The grades of adjacent streets, lanes and sewers servicing the property
 9. Development density, site coverage calculations, height by metres and number of storeys according to the definitions in the Land Use Bylaw.
 10. Dimension layout of existing and proposed parking areas, entrances and exits abutting roads shown and labelled.
 11. Site topography, drainage patterns, grades and special conditions and;
 12. Location of all registered easements and right-of-ways.

Other Pertinent Information

- Demolition** – must determine which utilities will be disconnected & receive written approval prior to issuance of the Development Permit.
- Land Use Bylaw Zone** – Zoning Map is available [here](https://sedgewick.ca/wcontent/uploads/2017/11/SedgewickLUB2014.pdf): <https://sedgewick.ca/wcontent/uploads/2017/11/SedgewickLUB2014.pdf>
- Per section 619 of the *Municipal Government Act*, all Permits issued **must confirm the absence/presence of abandoned wells**. This information can be obtained by either contacting the Alberta Energy Regulator Customer Contact Centre: 1-855-297-8311 or use the GeoDiscover Alberta Map at www.geodiscover.alberta.ca to confirm whether an abandoned well is located on your property.
- Remember: "Safety First" **1. Alberta One-Call:** 1-800-242-3447 or [Click Before You Dig](#)
2. Alberta 2nd Call: 1-855-263-2255 or [2nd Call](#)
3. Check for power lines; contact [FORTIS](#) or call **310-WIRE (9473)**

Receipt of an approved Development Permit **SHALL NOT** be interpreted as permission to proceed with construction.
Construction shall not commence prior to a Building Permit being issued.

Development Permit approval granted under the Land Use Bylaw is effective for a period of one year, unless otherwise stated. An extension may be granted if requested in writing prior to the permit expiry date and the submission of the appropriate fee.

BUILDING PERMITS (& Other Disciplines)

The Town of Sedgewick contracts permitting services to [Superior Safety Codes Inc.](#) for the Building, Electrical, Plumbing, Natural Gas and Private Sewage disciplines. Superior Safety Codes requires a copy of the approved Development Permit prior to issuance of a Building Permit.

Superior Safety Codes Inc. Toll Free: 1-888-358-5545 Online access - <https://superiorsafetycodes.com/>



TOWN OF SEDGEWICK DEVELOPMENT PERMIT APPLICATION

EXAMPLE OF SITE PLAN

SITE PLAN ILLUSTRATION

