



APPLICATION FOR DEVELOPMENT PERMIT TITLED LAND

Municipal District of Greenview No. 16
4806 – 36 Avenue, Box 1079, Valleyview AB T0H 3N0
T 780.524.7600 F 780.524.4307 Toll Free 1.866.524.7608
www.mdgreenview.ab.ca

Information Checklist

The Development Permit Application is only considered complete once noted information has been provided to our office. This checklist must be completed by the applicant and submitted with the application.

Completed

- ☐ Complete and sign **Application for Development Permit**.
- ☐ **Non-refundable application fee as established by the Schedule of Fees:**
 - Residential Unit - Single Detached;
 - Multiple Residential;
 - Non-residential - per \$100,000 of completed project cost or portion thereof (e.g. completed project cost of \$129,335 – round up to \$200,000).
 - Maximum fee is \$10,000.
- ☐ **Rural Address Sign fee as established by the Schedule of Fees**, for new residential or occupied site
- ☐ **Plot Plan** in the space provided on this form, or on graph paper, to include all site features described on page 5 of the application.
 - If the development is on a permanent foundation within **all HAMLET** districts, a plot plan with grading prepared by an engineering firm must be submitted. The purpose is to provide information on existing and designed grades of the lot in comparison to adjacent lands; and to identify and manage drainage and stormwater. Additional plans may also be required.
 - The Development Authority reserves the right to request plot plans for all other districts at its discretion.
- ☐ **Alberta Energy Regulator (AER)** information regarding Abandoned Wellbores, identifying or confirming the absence wells and pipelines.
- ☐ **Approach Application Request** form and non-refundable application fee (*if necessary*).
- ☐ **Development Permit Variance Request** form and non-refundable variance request fee (*if necessary*).

NOTE: The Development Authority shall advise you within 20 days of receipt if the application is deemed complete. If the application is incomplete you will be notified in writing of the outstanding documents and/or information and provided with a timeline in which to submit the required information.

IMPORTANT: This permit application is **NOT** for building, gas, plumbing, or electrical work.
Please see Page 10 of this application.

Please submit all required documents and fees with the application to the below address or email address:

For further information, please contact the Planning & Development Department:

FCSS Building | 4707 - 50 St. P.O. Box 1079, Valleyview, AB T0H 3N0 | 780.524.7600 | Planning@mdgreenview.ab.ca



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I / We understand that this application will only be processed if submitted in complete form and accompanied by the applicable fee. A completed application includes the forms completely filled out, signatures, plot plan, fees and any other information the development authority deems necessary to make an informed decision.

Applicant Information

Name of Applicant(s): _____
Mailing Address: _____ City: _____ Postal Code: _____
Primary Phone: _____ Other Phone: _____
Email: _____
(By providing email address you authorize Planning and Development Services to contact you via email)

(Complete if different from applicant)

Registered Landowner(s) or Leaseholder(s) _____
Mailing Address: _____ City: _____ Postal Code: _____
Primary Phone: _____ Other Phone: _____
Email: _____
(By providing email address you authorize Planning and Development Services to contact you via email)

Land Information

Legal description of proposed development site: LSD/QTR. _____ SEC. _____ TWP. _____ RGE. _____ M. _____

Registered plan: Block _____ Lot _____ MLL/MSL/LEASE NO.: _____

Property size: Hectares: _____ Acres: _____ Description of the existing use of the land: _____

The land is adjacent to: ☐ Highway _____ ☐ District Road _____ ☐ LOC# _____

How is the site to be accessed? ☐ Existing approach ☐ Proposed approach (please fill out and submit an approach application)

Do you have a rural address? ☐ Yes Address: _____ ☐ No

FOR ADMINISTRATIVE USE

☐ PERMITTED USE ☐ VARIANCE
☐ DISCRETIONARY USE ☐ PROHIBITED USE

ROLL NO.: _____ APPLICATION NO.: _____

FEES: _____ DATE PAID: _____

RECEIPT NO.: _____ DEEMED COMPLETE: _____

LAND USE DISTRICT: _____ PROPOSED USE: _____

COMMENTS: _____



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Development Information

Describe your proposed development: *(if additional space is required please attach sheet)*

Size of the proposed development:

Length ☐ metres ☐ feet Width ☐ metres ☐ feet Building height ☐ metres ☐ feet

Accessory building: ☐ Attached ☐ Detached
(if applicable) Total Floor area ☐ Sq. metres ☐ Sq. feet Height ☐ Metres ☐ Feet

Secondary suite information: ☐ Existing suite ☐ New suite ☐ Attached ☐ Detached
(if applicable)

Total floor area of primary residence: ☐ Sq. metres ☐ Sq. feet

Indicate the proposed setback from the property line:

Front yard ☐ metres ☐ feet Rear yard ☐ metres ☐ feet Side yard (1) ☐ metres ☐ feet Side Yard (2) ☐ metres ☐ feet

Does this development require a variance?

☐ Yes, explain _____ ☐ No *(If yes, please submit a Variance Request Form)*

Construction Start Date: _____ End Date: _____ Completed Project Cost: \$ _____

Has the development commenced? ☐ Yes ☐ No

Manufactured Home

Manufacturer: _____ Model: _____ Year: _____

Sewage System

Type of sewage system: _____

Abandoned Well Information

ALL development permit applications require a printout of a map from [Alberta Energy Regulator](http://www.aer.ca) (AER, previously known as ERCB). This can be obtained via website, phone, email, fax or mail.

Is there an abandoned well or pipeline on the property? ☐ Yes ☐ No *(printout must still be provided)*
Licensee name: _____

If you require any assistance or do not have access to the internet please contact AER at 1.855.297.8311

The location of all abandoned oil and gas well sites as well as the setback distances in relation to existing or proposed building sites must be shown on all applications. Please note: The Development Authority cannot approve a development application if the lot(s) do(es) not comply with the setback directed by the ERCB Directive 079. Abandoned well site information must be provided by the applicant and can be obtained by contacting Alberta Energy Regulator.

APPLICATION FOR DEVELOPMENT PERMIT

Plot Plan

Please ensure the following are present on the plot plan for the proposed development: (see example on page 4)

<ul style="list-style-type: none"> ○ Dimensions ○ Existing and proposed private roads or driveways ○ Natural features (trees, water runs, creeks, etc.) ○ Utility poles ○ Off-street parking and loading areas 	<ul style="list-style-type: none"> ○ Setback distances to existing buildings or structures (identify structures) ○ Access to development ○ Slopes greater than 15% and distance to proposed development ○ Abandoned well sites ○ Septic tank/pump-out 	<ul style="list-style-type: none"> ○ Front, rear and side yard setbacks ○ Setback distances to public roads ○ Well or other water sources ○ Rights-of-ways or easements ○ Other relevant information (signage, outdoor storage, etc.) ○ Floor plan
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Legal Location: _____ ¼ of Sec _____ Twp. _____ Rge. _____ W _____
or Registered Plan _____, **Block** _____, **Lot** _____

Declaration

I/we hereby declare that the information submitted is, to the best of my/our knowledge, factual and correct.

I/we understand that by signing this declaration, I/we also give consent for an authorized person of MUNICIPAL DISTRICT OF GREENVIEW NO. 16 to enter upon the land that is subject to a development permit application for the purposes of conducting a site inspection in order to evaluate the proposed development.

NOTE: If the applicant is not the registered landowner, the signature of the landowner(s) is required. All landowners **MUST** sign the application.

Signatures: _____

Date
Applicant
Date
Registered Landowner(s)/Leaseholders

The personal information collected on this form is being collected under the authority of Sections 33 and 39(1)(a)(b) of the Alberta Freedom of Information and Protection of Privacy Act, and Section 301.1 of the Municipal Government Act. The information will be used to process your application(s). Your name, contact telephone number and address may be used to carry out current and/or future construction, operating programs, services or activities of the Municipality. If you have any questions about the collection, use or disclosure of the personal information provided, please contact the Freedom of Information and Protection of Privacy Coordinator at 780.524.7600.

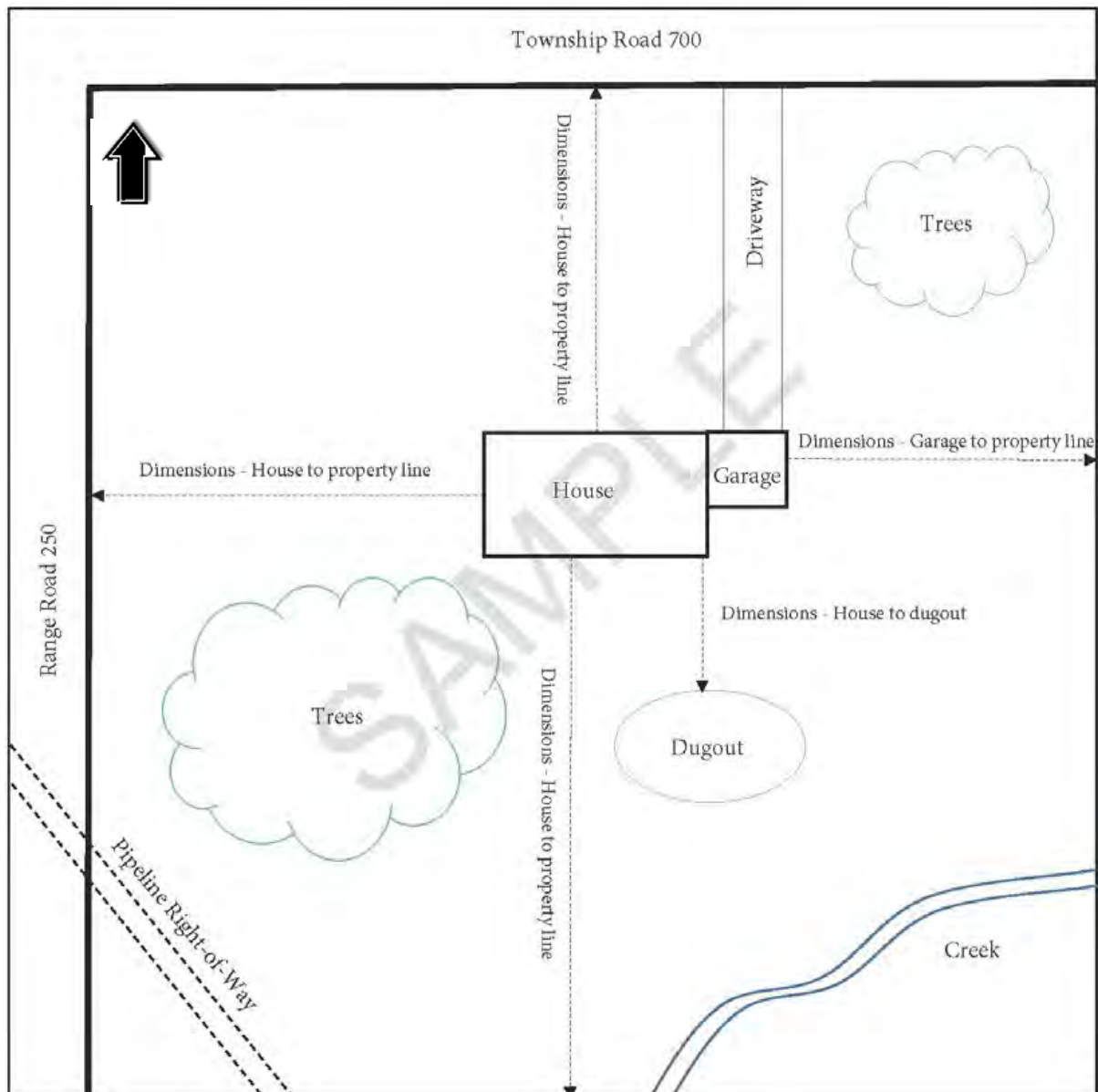
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Plot Plan Example

The plot plan is used to identify the existing and proposed uses and structures on the parcel. We ask that you use a scale appropriate to the development and label the different elements and measurements.

Below are standard requirements for a plot plan of the proposed development:

Label dimensions of proposed development	Identify existing buildings or structures and label setback distances	Label front, rear and side yard setbacks
Identify existing or proposed private roads or driveways	Identify access to development	Identify public roads and label setback distances
Identify natural features (trees, water runs, creeks, etc.)	Identify slopes greater than 15% and distance to proposed development	Identify location of well or other water sources
Identify utility poles	Identify abandoned well sites	Identify right-of-ways or easements
Identify location of off-street parking and loading areas	Identify location of septic tank and septic tank pump out	Identify other relevant information (signage, outdoor storage area, etc.)
		Identify floor plan





VARIANCE REQUEST

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A variance may be granted to change or alter a development standard prescribed by the Land Use Bylaw at the discretion of the Development Authority.

Variances may be granted for:

- A change to setbacks from the front, rear, and side property lines from a structure or building;
- A change to the permitted size, height or area of a building;
- A change to the size or a lot area required under specific uses.

In the case of Permitted Uses the Development Officer may allow a variance not exceeding ten percent (10%) to any front yard, side yard or rear yard setback.

All other variance requests will be referred to the Municipal Planning Commission for a decision.

Adjacent landowners will be notified of the proposed variance, prior to a decision being made on the request.

If a variance is granted it applies only to the specific regulations and the specific variance as stated in the notice of approval.

VARIANCE REQUEST



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FOR ADMINISTRATIVE USE
APPLICATION NO.

DATE RECEIVED

ROLL #

Applicant Information

Name of Applicant(s): _____
Mailing Address: _____ City: _____ Postal Code: _____
Primary Phone: _____ Other Phone: _____
Email: _____ *(By providing email address you authorize Planning and Development Services to contact you via email)*

(Complete if different from application)

Registered Landowner(s) or Leaseholder(s): _____
Mailing Address: _____ City: _____ Postal Code: _____
Primary Phone: _____ Other Phone: _____
Email: _____ *(By providing email address you authorize Planning and Development Services to contact you via email)*

Land Information

Legal description of proposed development site: LSD/QTR. _____ SEC. _____ TWP. _____ RGE. _____ M. _____
Registered plan: Block _____ Lot _____

Variances Requested

List variances requested. Each variance should also be marked on the site drawing.

1. _____

2. _____

3. _____

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Signature of Applicant

Signature of Registered Landowner(s)

Page 2 of 2

FACT SHEET: Development Permits

Myth:

As a property owner, I have development rights and can develop my property how I see fit.

Fact:

The right to develop any property is regulated by the Land Use Bylaw and requires landowners to obtain a valid development permit.

Myth:

I don't need a permit until the house or structure is built.

Fact:

Any earth moving or work on site qualifies as development. All developers will need to wait 14 days after you receive your written approval by the Development Authority before you are allowed to commence the work that has been proposed. If the permit is a Discretionary Use, it must be advertised and you will need to wait 14 days from the date the permit is advertised.

Myth:

A development permit isn't required if a building is on skids or is a 'temporary dwelling'.

Fact:

A development permit is required for any form of development be it temporary, permanent or on skids.

Myth:

I live on a farm, so all buildings are exempt from development permits.

Fact:

On parcels that are designated as Agriculture (A) Districts, only farm buildings completely dedicated to agricultural pursuits are exempt from Development Permits. However, all other uses such as residences, along with accessory buildings such as shops and garages require a permit.

Myth:

Recreation properties or cabins don't require a development permit.

Fact:

This only applies to recreational vehicles which are on wheels such as RVs or fifth wheel trailers. Changes proposed in the new Land Use Bylaw will restrict the number of recreational vehicles allowed on a lot. Campgrounds require a development permit and are not allowed in all Districts.

Myth:

My building is small so it shouldn't require a development permit.

Fact:

An accessory building 160 square feet or larger requires a permit. The only exception is farm buildings completely dedicated to agricultural pursuits on property classified as Agriculture (A).

Myth:

Outbuildings, sheds, or garages don't need development permits.

Fact:

These buildings require permits.

Myth:

My house is old and I didn't acquire a permit. I shouldn't have to request a permit for any changes to my house.

Fact:

Buildings that were built prior to the current Land Use Bylaw being adopted are typically grandfathered in but considered non-conforming. However, landowners are still required to obtain a new development permit to replace, make structural changes or place additions onto the existing home to conform to the current Land Use Bylaw.

Myth:

I can bring my future manufactured/mobile home/cabins/sheds onto my property and store them while I apply for a development permit.

Fact:

Structures cannot be stored on any property prior to obtaining a valid development permit.

Myth:

I can replace my manufactured home or residence and tie-in to existing services without a development permit.

Fact:

The manufactured home or residence is considered new development and you are required to obtain a current development permit.

ALBERTA MUNICIPAL AFFAIRS APPROVED ACCREDITED AGENCIES

After obtaining a *development permit* from Greenview, you may require other permits such as building, electrical, plumbing, gas and sewage permits from an agency such as those listed below.

Remember: A development permit from Greenview is **not** a building permit. Greenview does **NOT** issue building, electrical, plumbing, gas or sewage permits.

What type of work requires a permit?

The Safety Codes Act requires that all contractors and homeowners in Alberta obtain permits prior to commencing work on buildings covered by the Alberta Building Code or work governed by the Canadian Electrical Code, the Alberta Gas Code or the Alberta Plumbing Code.

Benefits of obtaining a permit:

Obtaining a permit confirms that installation will conform to the safety standards that have been adopted under the Safety Codes Act; and that inspection(s) will be provided by certified safety codes officers.

Further information is available at Alberta Municipal Affairs: www.municipalaffairs.gov.ab.ca

AGENCY NAME
<p>SUPERIOR SAFETY CODES (Building, Electric, Plumbing, Gas, Sewage) 14613 – 134 Avenue Edmonton AB T5L 4S9 Phone: 1.866.999.4777 www.superiorsafetycodes.com E-mail: info@superiorsafetycodes.com</p>
<p>THE INSPECTIONS GROUP INC. (Building, Electrical, Gas, Plumbing, Sewage) 12010-111 Avenue Edmonton AB T5G 0E6 Phone: 1.866.554.5048 www.inspectionsgroup.com E-mail: questions@inspectionsgroup.com</p>

New Home Warranty Program

The Government of Alberta introduced new legislation, the *New Home Buyer Protection Act*, in 2012, which mandates the requirements for new home warranties. This new legislation will come into effect on **February 1, 2014**.

What is New Home Warranty?

New home warranty is an assurance from a builder that the new home is reliable and free from known defects and that the builder will, without charge, repair or replace any defects which arise within a given period of time and under certain conditions.

Under the proposed legislation, all new homes would at minimum, include a warranty for:

- one year labour and materials;
- two years for defects in labour and materials related to delivery and distribution systems;
- five years building envelope protection, with a requirement for the warranty provider to offer the consumer the option to purchase additional years of coverage; and,
- 10 years coverage for major structural components.

What types of homes would be subject to this legislation?

This proposed legislation is for single-family homes, condominiums, modular homes, mobile homes, and dwellings on recreational properties. It will not apply to dorms, work camps, hotels and rental apartments.

How does the new legislation effect you?

Mandatory warranty coverage applies only to new home construction and substantial renovations performed under building permits applied for after February 1, 2014. The *New Home Buyer Protection Act* will require homebuilders to provide proof of warranty coverage before building permits for new homes will be issued in Alberta.

For more information regarding the New Home Warranty Program,
visit www.mandatorywarranty.com

Question: What are the separation distance requirements for sewage treatment systems regulated by the Private Sewage Disposal Systems Regulation?

Answer: The minimum separation distances from the current 2015 Standard of Practice (SOP) are as follows:

<i>Distance From/To</i>	<i>Property Line</i>	<i>Water Source or Water Well</i>	<i>Municipal Water Well</i>	<i>Water Course * Article 2.1.2.4</i>	<i>** Building</i>	<i>Building with Basement, Cellar or Crawl Space</i>	<i>Building without Basement, Cellar or Crawl Space</i>	<i>Building with permanent foundation without basement, cellar or crawl space</i>	<i>Building without permanent foundation</i>	<i>Septic Tanks and/or Packaged Sewage Treatment Plants</i>
<i>Holding Tanks</i>	1 m (3.25 ft)	10 m (33 ft)	-	10 m (33 ft)	1 m (3.25 ft)	-	-	-	-	-
<i>Septic Tanks</i>	1 m (3.25 ft)	10 m (33 ft)	-	10 m (33 ft)	1 m (3.25 ft)	-	-	-	-	-
<i>Packaged Sewage Treatment Plants</i>	Refer to 2015 SOP 5.2.2	-	-	-	-	-	-	-	-	-
<i>Sand Filters</i>	1 m (3.25 ft) from foot of berm	10 m (33 ft)	-	10 m (33 ft)	1 m (3.25 ft)	-	-	-	-	-
<i>Gravel Filters</i>	3 m (10 ft) from foot of berm	10 m (33 ft)	-	10 m (33 ft)	Refer to 2015 SOP 5.4.2.1.1(d) and 5.4.2.1.2	-	-	-	-	-
<i>Effluent Tanks</i>	1 m (3.25 ft)	10 m (33 ft)	-	10 m (33 ft)	1 m (3.25 ft)	-	-	-	-	-
<i>Settling Tanks</i>	Refer to 2015 SOP 6.2.2. (1),(2),(3), and (4)	10 m (33 ft)	-	10 m (33 ft)	1 m (3.25 ft)	-	-	-	-	-
<i>Lift Stations</i> Refer to 2015 SOP 6.3.2.1.2	1 m (3.25 ft)	10 m (33 ft)	-	10 m (33 ft)	1 m (3.25 ft)	-	-	-	-	-
<i>Treatment Fields</i>	1.5 m (5 ft)	15 m (50 ft)	100 m (330 ft)	* 15 m (50 ft)	-	10 m (33 ft)	-	5 m (17 ft)	1 m (3.25 ft)	5 m (17 ft) Refer to 2015 SOP8.2.2.1.1(h)
<i>Treatment Mounds</i>	3 m (10 ft)	15 m (50 ft)	100 m (330 ft)	* 15 m (50 ft)	-	10 m (33 ft)	10 m (33 ft)	-	-	3 m (10 ft) Refer to 2015 SOP 8.4.2.1(e)
<i>Drip Dispersal and Irrigation</i>	1.5 m (5 ft)	15 m (50 ft)	100 m (330 ft)	* 15 m (50 ft)	-	Refer to 2015 SOP 8.5.2.1(e)	-	Refer to 2015 SOP 8.5.2.1(g)	1 m (3.25 ft)	Refer to 2015 SOP 8.5.2.1(h)
<i>LFH At-grade Treatment Systems</i>	Refer to 2015 SOP 8.6.2.1.1(d) and 8.6.2.1.1(e)	15 m (50 ft)	100 m (330 ft)	* 15 m (50 ft)	10 m (33 ft)	-	-	-	-	Refer to 2015 SOP 8.6.2.1.1(f)
<i>Open Discharge Systems</i>	90 m (300 ft)	50 m (165 ft)	100 m (330 ft)	* 45 m (150 ft)	45 m (150 ft)	-	-	-	-	-
<i>Lagoon serving a single family dwelling or duplex</i>	30 m (100 ft)	100 m (330 ft)	100 m (330 ft)	90 m (300 ft)	45 m (150 ft)	-	-	-	-	-

<i>Distance From/To</i>	<i>Property Line</i>	<i>Water Source or Water Well</i>	<i>Municipal Water Well</i>	<i>Water Course * Article 2.1.2.4</i>	<i>** Building</i>	<i>Building with Basement, Cellar or Crawl Space</i>	<i>Building without Basement, Cellar or Crawl Space</i>	<i>Building with permanent foundation without basement, cellar or crawl space</i>	<i>Building without permanent foundation</i>	<i>Septic Tanks and/or Packaged Sewage Treatment Plants</i>
Lagoon serving other than a single family dwelling or duplex	30 m (100 ft) 90 m (300 ft) from a numbered primary or secondary road	100 m (330 ft)	-	90 m (300 ft)	90 m (300 ft)	-	-	-	-	-
Privies-Earthen	5 m (17 ft) Refer to 2015 SOP 10.1.2.1	15 m (50 ft) 10 m (33 ft)	-	* 15 m (50 ft) 10 m (33 ft)	Refer to 2015 SOP 10.1.2.1 Refer to 2015 SOP 10.1.2.1	-	-	-	-	-
Privies-Tank	Refer to 2015 SOP 10.1.2.1	10 m (33 ft)	-	10 m (33 ft)	Refer to 2015 SOP 10.1.2.1	-	-	-	-	-

Please reference the Alberta Private Sewage Systems Standard of Practice 2015 for complete design, installation, and material requirements.

*** Article 2.1.2.4 Separation from Specific Surface Waters**

- 1) The soil-based treatment component of an on-site wastewater treatment system shall be located not less than 90 m (300 ft.) from the shore of a lake, river, stream, or creek.
- 2) Notwithstanding the requirements of Sentence (1), where a principal building or other development feature is situated between the soil-based treatment component and a lake, river, stream, or creek, such that a failure of the system causing effluent on the ground surface will be obvious and create an undesirable impact own the owner, the distance may be reduced to the minimum distance requirements set out in this Standard for the particular type of treatment system being used.

**** Building** means any structure used or intended for supporting or sheltering any use or occupancy that is subject to the Alberta Building Code requirements.

References:

- Private Sewage Disposal Systems Regulation AR 229/97 with amendments up to and including Alberta Regulation 196/2015.
- Alberta Private Sewage Systems Standard of Practice 2015



April 27, 2016
Field Technical Services
Telephone 1-866-421-6929
E-mail: safety.services@gov.ab.ca

Bulletin 2012-20

September 20, 2012

Directive 079: Surface Development in Proximity to Abandoned Wells in Support of the Subdivision and Development Regulation Amendment

The Energy Resources Conservation Board (ERCB) announces the release of *Directive 079: Surface Development in Proximity to Abandoned Wells*, which establishes new requirements targeted at proponents of surface developments, municipal officials, planners, development officers, and the oil and gas industry. The directive sets out requirements in support of an amendment by Alberta Municipal Affairs to the *Subdivision and Development Regulation*, which requires proponents (developers and property owners) of a subdivision or development to identify the locations of abandoned wells during planning and to appropriately locate them within proposed areas of surface development. The directive also establishes requirements for licensees of abandoned wells to provide information and support to proponents of a subdivision or development and to follow an established well locating and testing protocol for abandoned wells near existing and proposed surface development.

Key Features of the Directive

- Information about abandoned wells and how to identify their locations
- Instructions on obtaining abandoned well information from the ERCB using the newly developed Abandoned Well Viewer available on the ERCB website www.ercb.ca
- Requirements that proponents of a subdivision or development must follow, including setback requirements around abandoned wells
- Requirements that licensees of abandoned wells must follow, including using the well locating and testing protocol detailed in the directive
- Contact information

Additional Information

Directive 079 is available on the ERCB website www.ercb.ca. Printed copies of the directive may be purchased from ERCB Information Services, Suite 1000, 250 – 5 Street SW; telephone: 403-297-8311 or 1-855-297-8311 (toll free); fax: 403-297-7040; e-mail: infoservices@ercb.ca.

The amendment to the *Subdivision and Development Regulation* is available on the Municipal Affairs website www.municipalaffairs.alberta.ca.

Questions or comments about this bulletin or *Directive 079* may be submitted to directive079@ercb.ca.

<original signed by>

Trevor Dark
Chief Operating Officer