



**TOWN OF FORT MACLEOD**  
NON-RESIDENTIAL  
DEVELOPMENT PERMIT APPLICATION

FOR OFFICE USE ONLY
Date Received: _____
Accepted By: _____
Date Deemed Complete: _____
Application No. (if applicable): _____
Roll No.: _____
Fee: _____

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

**IMPORTANT NOTICE:** This application **does not** permit you to commence construction until such time as a notice of decision 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: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_ Phone (alternate): \_\_\_\_\_

City: \_\_\_\_\_ Fax: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Email: \_\_\_\_\_

Is the applicant the owner of the property?  Yes  No  
IF "NO" please complete box below

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

**PROPERTY INFORMATION**

Civic Address of Development: \_\_\_\_\_

Legal Description: Lot(s) \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_

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

What is the existing use? \_\_\_\_\_

**DEVELOPMENT INFORMATION**

**This application is to:** (Check all that apply)

- Construct a new building
  - The building is for:
    - Commercial Use
    - Industrial Use
    - Public/Institutional Use
    - Other, specify \_\_\_\_\_
- Alter/renovate the existing building
- Construct an accessory building
- Demolish existing building (attach completed ***Building Removal Form***)
- Change or intensification of use (e.g. new type of business in existing building)
- Intent to Apply for the Business Stimulus Incentive Program

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

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## BUILDING REQUIREMENTS

	Principal Building	Accessory Building	Office Use
Parcel Size	<input type="checkbox"/> m <sup>2</sup> <input type="checkbox"/> ft <sup>2</sup>	<input type="checkbox"/> m <sup>2</sup> <input type="checkbox"/> ft <sup>2</sup>	
Building Size	<input type="checkbox"/> m <sup>2</sup> <input type="checkbox"/> ft <sup>2</sup>	<input type="checkbox"/> m <sup>2</sup> <input type="checkbox"/> ft <sup>2</sup>	
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	
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	

## 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.

*IMPORTANT: This personal information is being collected under the authority of the Town of Fort Macleod for development. It is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act. For more information contact the Town of Fort Macleod FOIP Coordinator at 403-553-4425.*

\_\_\_\_\_

APPLICANT

\_\_\_\_\_

Registered Owner (if not the same as applicant)

**TOWN OF FORT MACLEOD  
NON-RESIDENTIAL DEVELOPMENT PERMIT APPLICATION**

**DEVELOPMENT APPLICATION SUBMISSION REQUIREMENTS**

The following items shall be attached to all Development Permit Applications for new buildings or exterior changes to existing buildings. This is not an exhaustive list and the Designated Officer may request additional information that is required to assess the application.

- Copy of Site Plan.** Site plan shall provide the following information:  
(May be provided on a survey plan or sketch)
  - Legal description and municipal address of subject property
  - Scale, north arrow and land use district
  - Adjacent roadways and lanes
  - Lot dimensions, lot area, and percentage of lot coverage for all structures
  - Any buildings with dimensions of foundation and projections
  - The proposed distance from the 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
  - Location of any registered utility right of ways and easements
  - Landscaping plan
  - Lighting plan
  - Location of fire hydrant, street light, power/telephone/cable pedestal(s) (if located within property frontage)
  - Location of any abandoned wells
  
- Copy of Building Plans.** Plans shall be to scale 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
  
- If applicant is not the registered owner,** a written statement (or this application) signed by the registered owner consenting to this application.
  
- Abandoned well information (see attached information).**
  
- Application fee payable to the Town of Fort Macleod.**
  
- Business Stimulus Incentives (MUST submit Before Pictures).**



Development Application No. \_\_\_\_\_

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

Roll No. \_\_\_\_\_ Zoning: \_\_\_\_\_



### SITE PLAN GRID

