



PLANNING AND DEVELOPMENT DEPARTMENT
P.O. Box 1679
Lac La Biche, AB T0A 2C0
Phone: (780) 623-1747 Fax: (780) 623-2039

DEVELOPMENT APPLICATION REQUIREMENTS CHECKLIST

Notice to Applicants:

- 1) Applications are **NOT** considered complete **until all the information has been provided.**
- 2) You will be notified by letter if you are required to submit additional information, schedules or reports for your application.
- 3) You will be notified by letter when your application has been accepted as complete, and also when a decision has been made.

OFFICE USE ONLY

	The Applicant, Registered Landowner, AND Right Of Entry must be completed with each and every application as well as Property Information.
	Application signed by applicant and/or registered landowner.
	Site Plan completed on attached sheet.
	Payment.
	Additional Information, Schedules or Reports: <ul style="list-style-type: none">○ Parking Plan○ Biophysical Assessment○ Master Sign Plan○ Stormwater Management Plan○ Hydrogeological Report○ Landscaping Plan○ Geotechnical Report○ Environmental Site Assessment○ Full or Partial Professional Involvement Checklist (Commercial/Industrial ONLY)

Officer's Name _____



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**APPLICATION FOR
DEVELOPMENT**

File No.: _____ Esite File No.: _____ Roll No.: _____

Date Application Received/Completed: _____

Applicant/Agent: _____ Phone: _____

Address: _____ Cell: _____

City/Prov. _____ Postal Code: _____ Fax: _____

SIGNATURE: _____ Email address: _____

Agent Authorization: I am the agent authorized to act on behalf of the registered owner and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application.

Owner same as Applicant

Registered Owner: _____ Phone: _____

Address: _____ Cell: _____

City/Prov. _____ Postal Code: _____ Fax: _____

SIGNATURE: _____ Email address: _____

RIGHT OF ENTRY

Pursuant to Section 542 of the Municipal Government Act, I hereby do ____ or do not ____ grant consent for a designated officer of Lac La Biche County to enter upon the land as described above, for a site inspection. This may include taking photographs to be used in reports if required by a Development Officer.

Print Name: _____ **SIGNATURE:** _____

PROPERTY INFORMATION

Legal: Lot _____ Block _____ Plan _____ and/or Part of _____ ¼ Sec _____ Twp _____ Rge _____ W4M

Rural Address/Street Address _____ Parcel Size _____

Subdivision Name (if applicable) or Area of Development _____

Has any previous application been filed in connection with this property? Yes No

If yes, please describe the details of the application and file number:

Is the subject property near a steep slope (exceeding 15%)? Yes No

Is the subject property near or bounded by a body of water? Yes No

Is the subject property near a provincial highway? Yes No

Is the subject property within 1.5km of a sour gas facility? Yes No

Is the subject property immediately adjacent to the County boundary? Yes No

If yes, the adjoining municipality is: _____

DEVELOPMENT

Estimated Cost of Project \$ _____

Estimated Commencement Date _____

Estimated Completion Date _____

Dwelling: Floor Area _____ sq. ft. % of Lot Occupied _____ Height of Dwelling _____ metres

Accessory Building: Floor Area _____ sq. ft. % of Lot Occupied _____

Height _____ metres

Parking: No. of Off-Street Parking (**Commercial/Industrial Use ONLY**) _____

Existing Land Use District/Zoning of Property: _____

Description of Work:

**NOTE: Description of Work shall include all new developments such as dwellings, decks, accessory buildings, landscaping, etc.*

PLEASE INCLUDE SITE PLAN DRAWING (SPACE ON FOLLOWING PAGE).

**** NOTE: Safety Codes Permits (Building, Electrical, Plumbing, Gas, and Private Sewage) may be required for your development. Consult with a Safety Codes Officer to determine which permits are required.**

SITE PLAN

Date: _____

Legal: Lot _____ Block _____ Plan _____ and/or Part of _____ ¼ Sec _____ Twp _____ Rge _____ W4M

Name of Applicant: _____ **APPLICANT'S SIGNATURE:** _____

Please indicate the following required information on sketch:

File Number: _____

DEVELOPMENT APPLICATION SITE PLAN

- Location of **EXISTING** buildings (on property BEFORE proposed development).
- Location of **PROPOSED** buildings.
- **Front, Rear and Side Yard** setbacks from property lines in meters and/or feet.
- Location of any water bodies on subject property.
- Location of driveway.
- All developed and undeveloped road allowances.
- Indicate the **North** direction.
- Location of all right-of-way and easements within or abutting the subject property.
- Existing and proposed accesses on property.

APPLICATION REQUIREMENTS:

Applications are **NOT** considered complete **until ALL of the required information has been provided.** Please ensure that you have completed the application form accurately and clearly. Lack of information may delay consideration of your application.

Should additional information be required, you will be contacted directly by the Planning and Development Department.

You will be notified by letter when your application has been accepted as complete and also when a decision has been made regarding your application.

The question that is often asked of our department is:

“How long does it take from start to finish for my complete application to be processed?”

Please be aware that a decision can take up to 40 days as per our Land Use Bylaw. However, depending on the nature of the application, permits can be issued sooner.

OFFICE USE ONLY

Type of Payment:

CREDIT CARD DEBIT CASH CHEQUE

Development Permits

Permitted..... \$150.00

Discretionary..... \$300.00

Commercial/Industrial
Institutional/Crown Land..... \$500.00

Receipt # _____

Authorization:

Officer's Name _____

Date Received _____

Date of Approval _____

Date Issued _____

Officer's Signature _____

The personal information provided is being collected under the authority of the Municipal Government Act and will be used for the purposes under that Act. The personal information that you provide may be made public, subject to the provisions of the Freedom of Information and Protection of Privacy Act. Any questions regarding the collection, use or disposal of this information should be directed to the Manager of Legislative and Information Services for Lac La Biche County at (780) 623-1747.