

FOR ADMINISTRATIVE USE ONLY
Application # _____
Tax Roll # _____
Date Received _____
Application Fee _____

FORM A

**APPLICATION FOR A DEVELOPMENT PERMIT**

I / We hereby make application for a development permit under the provisions of the Land Use Bylaw in accordance with the plans and supporting information submitted herewith which form part of this application.

**APPLICANT INFORMATION:**

NAME: \_\_\_\_\_ PHONE NO: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_

**REGISTERED OWNER OF LAND (if different from applicant):**

NAME: \_\_\_\_\_ PHONE NO: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_

**LOCATION OF PROPOSED DEVELOPMENT:**

CIVIC ADDRESS: \_\_\_\_\_  
 LEGAL DESCRIPTION: Lot(s) \_\_\_\_\_ Block \_\_\_\_\_ Plan No. \_\_\_\_\_  
 All / Part of the \_\_\_\_\_ 1/4 Section \_\_\_\_\_ Twp. \_\_\_\_\_ Range \_\_\_\_\_ West of 4<sup>th</sup> Meridian.

EXISTING USE OF PROPERTY: \_\_\_\_\_ LAND USE DISTRICT: \_\_\_\_\_

**DETAILS OF DEVELOPMENT:**

Proposed Use: \_\_\_\_\_

Property Line Setbacks: Front: \_\_\_\_\_ Rear: \_\_\_\_\_ Side: \_\_\_\_\_ Side: \_\_\_\_\_

Height: \_\_\_\_\_ Floor Area: \_\_\_\_\_ Site Coverage: \_\_\_\_\_ %

Off-Street Parking Provided: \_\_\_\_\_

Estimated Commencement: \_\_\_\_\_ Completion: \_\_\_\_\_

Interest Of Applicant If Not Owner Of Property: \_\_\_\_\_

Site Plan Attached: Yes  No

Signature Of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature Of Registered Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE:** **THIS IS NOT A BUILDING PERMIT** (such permit must be obtained separately).  
 The applicant is not excused from complying with the requirements of any federal, provincial or other municipal legislation, or the conditions of any easement, covenant, building scheme or agreement affecting the building or land.

**IMPORTANT: SEE REVERSE SIDE**

## IMPORTANT NOTES:

1. A Development Permit issued pursuant to the Land Use Bylaw for a discretionary use or where a relaxation to the Land Use Bylaw requirements was approved shall not be valid until the lapse of fourteen (14) days after the notice of decision to grant a permit has been advertised in accordance with the Land use Bylaw requirements.
2. A Development Permit issued pursuant to the Land Use Bylaw is not a Building Permit and work or construction shall neither commence nor proceed until a Building Permit has been issued pursuant to all applicable bylaws and regulations.
3. If the development authorized by a Development permit is not commenced within twelve (12) months from the date of its issue, and completed within twenty-four (24) months of the date of its issue, the permit is deemed to be void unless an extension to this period shall first have been granted by the Development Authority.
4. When an appeal is made pursuant to the Land Use Bylaw a Development Permit which has been granted shall not be valid. The decision of the Subdivision and Development Appeal Board shall replace the previous decision.
5. Every application for a Development Permit shall be made by submitting to the Development Officer the prescribed form completed in duplicate, signed by the owner or his agent, and accompanied by the following:
  - a) if required by the Development Officer, building plans in duplicate, showing:
    - i) floor plans;
    - ii) elevations;
    - iii) exterior finishing materials.
  - b) site plans, in duplicate, showing:
    - i) the legal description and municipal address;
    - ii) dimensions of the site;
    - iii) if required by the Development Officer, utilities, site drainage, finished lot grades, the grades of the street and the location of proposed sewer and water lines of all proposed and existing buildings and structures including retaining walls, trees, landscaping and other features;
    - iv) a surveyor's certificate if required by the Development Officer.
  - c) an application for multiple family, commercial, industrial, recreational and institutional uses shall show:
    - i) loading and parking provisions;
    - ii) access locations to and from the site;
    - iii) garbage and storage areas and the fencing and screening proposed for same;
    - iv) location and approximate dimensions of existing and proposed culverts and crossings.
  - d) such other information as the Development Officer may require or as required in the Land Use Bylaw requirements.
  - e) Development Permit Fee as determined by Council.

## APPEAL PROCEDURE:

6. An appeal of a decision of the Development Authority may be made by an affected person by serving written notice of appeal to the Secretary of the Development Appeal Board of the Town of Trochu within fourteen (14) days after the notice of decision is given pursuant to the Land Use Bylaw notice requirements (as per Section 1 above).