TOWN OF TROCHU
222 Northfield Road, PO Box 340, Trochu, AB T0M 2C0

DEVELOPMENT PERMIT APPLICATION FORM - GENERAL

Office Use Only	
Submission Date:	File#:
Fee ($):	Receipt #:
Linc #:	Roll #:

APPLICANT INFORMATION

Name:	Phone #:
Email:	
Mailing Address:	Postal Code:

Preferred Method Of Communication: (check one)

☐ Call for pick up ☐ Mail ☐ Email

OWNER INFORMATION (IF APPLICANT IS OTHER THAN OWNER)

Name:	Phone #:
Email:	
Mailing Address:	Postal Code:
Owner Signature:	Date:

PROPERTY INFORMATION

Municipal Address:

Legal Description: Lot: Unit/Block: Plan:

QTR: SEC: TWP: RGE: W4M

Existing Use Of Land/Building:

Property Size: Land Use District:

DEVELOPMENT INFORMATION

	Proposed Land Use Type	**Proposed Development**
	Residential	
	Commercial	
	Industrial	
	Agricultural	
	Other	

Principal Building Floor Area: % Of Lot Occupied:

Accessory Building Floor Area (Total): % Of Lot Occupied:

Building Height:

Estimated Development Cost:

Proposed Start Date:

Proposed Completion Date:

Description Of Work:

DECLARATION

I/We declare that I am/we are the owner of the land described above or authorized to act on behalf of the registered owner(s). I/We have reviewed all of the information supplied to the Town with respect to an application and it is true and accurate to the best of my/our knowledge. I/We understand that the Town of Trochu will rely on this information in its evaluation of the application. Any decision made by the Town of Trochu based on inaccurate information may be cancelled at any time.

By signing below, I/we confirm to have carefully read this declaration and agree to the terms within.

APPLICANT SIGNATURE: **DATE:**

☐ I/We give authorization for electronic communication using the email provided on this application form.

PAYMENT

Until the applicable permit fees have been paid in full, the Town of Trochu will not commence the review of your application. Accepted payment types are: cash, cheque, or debit in the office; cash or cheque by mail; or payment through electronic banking. Please send online bank payments to the "Town of Trochu (Taxes)" payee using your Development Permit number as your account number.

SUBMISSION

Applications can be delivered to Trochu Town Office (222 Northfield Road, Trochu, AB, T0M 2C0) or sent by email to permits@townoftrochu.ca.

Personal information provided as part of this application is collected under Sections 642, 303 and 295 of the *Municipal Government Act* and in accordance with Section 33 (c) of the *Freedom of Information and Protection of Privacy Act*. The information is required and will be used for issuing development permits and property assessment purposes. The name of the permit holder and the nature of the permit are available to the public upon request. If you have any questions about the collection or use of the personal information provided, please contact the Town of Trochu.

TOWN OF TROCHU
222 Northfield Road, PO Box 340, Trochu, AB T0M 2C0

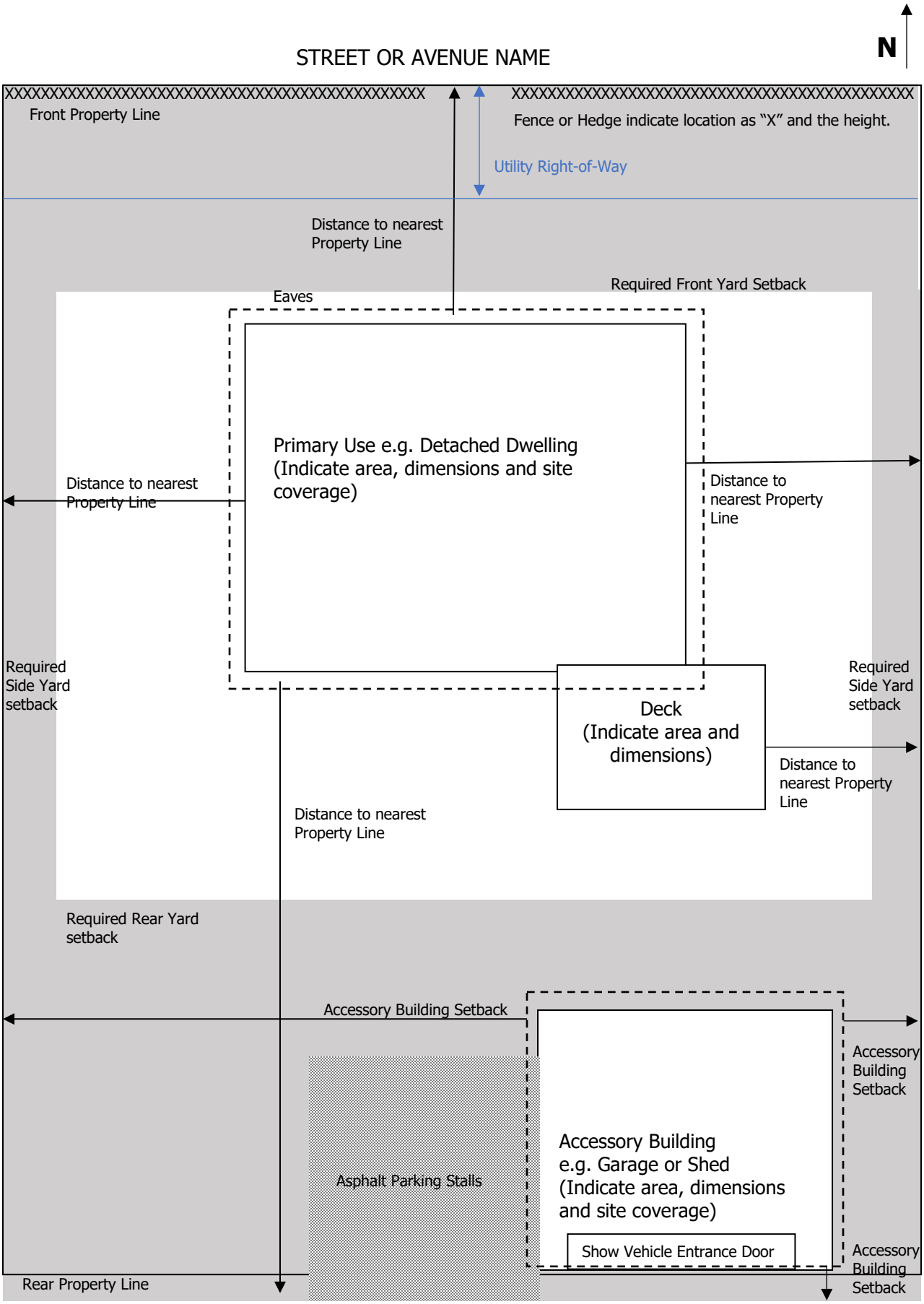
DEVELOPMENT PERMIT APPLICATION REQUIREMENTS

The following documents are required for a complete application. Missing documentation may result in delays in approval or a rejection of the application due to insufficient information.

- ☐ Complete Development Permit Application
- ☐ Application Fee (refer to Fee Schedule)
- ☐ Letter of Authorization from the property owner authorizing an agent to act on their behalf (if the owner is unable to sign the Development Permit Application Form)
- ☐ Site Plan (to scale) showing the following:
  - municipal address, legal description and north arrow
  - area and dimensions of parcel boundaries, showing any required front, rear and sideyards
  - existing and proposed easements and rights-of-way
  - location and dimensions of all existing and proposed buildings, structures, signs or uses on the property and the measured distance to property lines, and site coverage
  - identification of existing and proposed roads or lanes that will provide access
  - off-street parking and loading stalls including vehicle entrances/exits from the property (e.g. driveways)
  - the location of fencing or screening
  - the location of on-site existing and proposed water and sewer connections, septic tanks and disposal fields, water wells, culverts, crossings
- ☐ The presence of abandoned oil and gas wells (in accordance with the *Matters Related to Subdivision and Development Regulation*. Visit https://extmapviewer.aer.ca/AERAbandonedWells/Index.html)

The Development Authority may additionally require the submission of:

- ☐ copy of Certificate of Title not older than 90 days and copies of any relevant documents registered on title
- ☐ rationale supporting any requested variances
- ☐ confirmation of corporate signing authority where the registered landowner is a corporation
- ☐ floor plans, elevations and section drawings showing building dimensions, area and height
- ☐ statement of proposed uses, impact on adjacent lands, and how negative impacts will be mitigated
- ☐ samples or representations of exterior building materials and colors
- ☐ Real Property Report from an Alberta Land Surveyor
- ☐ in the case of a building to be relocated to the property, information on the age and condition of the building
- ☐ information on the method for the supply of potable water and disposal of wastes
- ☐ a private sewage disposal system site evaluation to determine the site suitability and potential acceptability
- ☐ site drainage and existing and finished lot grades
- ☐ stormwater management, grading or landscaping plans
- ☐ an assessment of any potential flooding, subsidence or slope stability hazard
- ☐ a traffic impact assessment
- ☐ a historical impact report identifying the absence or presence of archaeological sites
- ☐ an environmental evaluation or report
- ☐ information on the handling, storage and disposal of any hazardous materials
- ☐ information regarding fire suppression, emergency response or on-site security
- ☐ a construction management plan
- ☐ a copy of an application made and the approval given by a Federal or Provincial authority
- ☐ for a phased development, master site plan

For information regarding your specific application requirements contact the Town of Trochu Development Officer:
Phone: 403-442-3085 Email: cao@townoftrochu.ca

SAMPLE SITE PLAN