



**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"><li>○ Parking Plan</li><li>○ Biophysical Assessment</li><li>○ Master Sign Plan</li><li>○ Stormwater Management Plan</li><li>○ Hydrogeological Report</li><li>○ Landscaping Plan</li><li>○ Geotechnical Report</li><li>○ Environmental Site Assessment</li><li>○ Full or Partial Professional Involvement Checklist (<b>Commercial/Industrial ONLY</b>)</li></ul>

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.*