

# VILLAGE OF MYRNAM

## Development Permit - Application

Planning and Development Services, PO Box 278 Myrnam, AB T0B 3K0

Phone 780-366-3910 Email cao@myrnam.ca

This form is to be completed in full **by the registered owner(s) of the land or by an authorized person** acting on behalf of the registered owner(s).

For Office Use Only
File Number: _____
Date Received: _____
Deemed Complete Date: _____
Fees: _____

<b>1. Name of Registered Landowner(s):</b> _____ _____ _____ _____	<b>Address:</b> _____ _____ <b>PO Box:</b> _____ <b>Phone:</b> _____ <b>Email:</b> _____								
<b>2. Name of Applicant/Authorized person acting on behalf of the registered landowner(s):</b> _____ _____ _____ _____	<b>Address:</b> _____ _____ <b>PO Box:</b> _____ <b>Phone:</b> _____ <b>Email:</b> _____								
<b>3. Location</b> <b>Address of Property:</b> _____ <b>Legal Description:</b> Lot _____ Block _____ Plan _____ All/part of the _____ ¼ Sec. _____ Twp. _____ Range _____ West of _____ Meridian									
<b>4. Type of Development</b> <input type="checkbox"/> Residential <table style="width: 100%; margin-left: 20px;"> <tbody> <tr> <td style="width: 50%;"><input type="checkbox"/> Dwelling, Single Detached</td> <td style="width: 50%;"><input type="checkbox"/> Dwelling, Manufactured</td> </tr> <tr> <td><input type="checkbox"/> Dwelling, Semi-Detached (side by side)</td> <td><input type="checkbox"/> Garage/Shed</td> </tr> <tr> <td><input type="checkbox"/> Dwelling, Duplex (up or down)</td> <td><input type="checkbox"/> Deck</td> </tr> <tr> <td><input type="checkbox"/> Dwelling, Multi-Unit</td> <td><input type="checkbox"/> Other: _____</td> </tr> </tbody> </table> <input type="checkbox"/> Commercial <input type="checkbox"/> Residential/Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Institutional <input type="checkbox"/> Direct Control  <input type="checkbox"/> Change of use:		<input type="checkbox"/> Dwelling, Single Detached	<input type="checkbox"/> Dwelling, Manufactured	<input type="checkbox"/> Dwelling, Semi-Detached (side by side)	<input type="checkbox"/> Garage/Shed	<input type="checkbox"/> Dwelling, Duplex (up or down)	<input type="checkbox"/> Deck	<input type="checkbox"/> Dwelling, Multi-Unit	<input type="checkbox"/> Other: _____
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**DEVELOPMENT PERMIT APPLICATION**

Permit #: \_\_\_\_\_

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<b>5. Type of Work</b> New (size in m <sup>2</sup> / ft <sup>2</sup> _____ ) Renovation (size in m <sup>2</sup> / ft <sup>2</sup> _____ ) Addition (size in m <sup>2</sup> / ft <sup>2</sup> _____ )	<b>Setbacks</b> Front _____ m/ft Rear _____ m/ft Right _____ m/ft Left _____ m/ft
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<b>6. Construction Details</b> Land Use District (Zoning) _____ Estimated Commencement _____ Height of Building (m/ft) _____ Proposed development has commenced? Yes <input type="checkbox"/> No <input type="checkbox"/>	Number of off street parking stalls: _____ Estimated Completion: _____ Cost of Construction: _____ Is the property a Municipal Historic Resource? Yes <input type="checkbox"/> No <input type="checkbox"/>
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**7. Description of Development**

Please describe in detail what is being constructed or what is the change of use:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### AUTHORIZATION

(Please ensure that all names and signatures of those listed on the Certificate of Title are included below)

I/We, \_\_\_\_\_  
being the registered owner(s) of: \_\_\_\_\_  
do hereby authorize \_\_\_\_\_  
to act as Applicant(s) on my/our behalf regarding the Development Permit application of the above mentioned lands.

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 for the development approval.

Signature of Owner(s): \_\_\_\_\_  
Date: \_\_\_\_\_

Signature of Owner(s): \_\_\_\_\_  
Date: \_\_\_\_\_

## Development Permit – Application

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### RIGHT OF ENTRY

I/We being the registered owner(s) or person(s) in possession of herein land and building(s) thereon, hereby consent to an authorized person designated by the Village of Myram entering upon the said property for the purpose of inspection during the processing of this application.

Signature of Applicant: \_\_\_\_\_

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

### SIGNATURES

I have been informed of the Village bylaws, policies and regulations regarding this application. I understand that this permit application may be refused if the proposed development does not conform to all of the requirement of the Land Use Bylaw. I hereby declare that the development identified in this application will be conducted in accordance with the plans submitted.

Applicant Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*This personal information is being collected under the authority of the Municipal Government Act and will be used in the processing of this application. It is protected by the privacy provisions of the Freedom of Information and Privacy Act. 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 collecting or use of this personal information, please contact the Village of Myram FOIP Coordinator at 780-366-3910.*

**IMPOTANT NOTICE:** This application does not permit the commencement of construction on the site until a decision is made regarding the proposed development by the Development Authority. A Building Permit may also be required for any development on the site.

### **FOR OFFICE USE ONLY**

Application Fee: \_\_\_\_\_ Receipt No. \_\_\_\_\_ Method of Payment: \_\_\_\_\_

#### **NOTICE OF DECISION**

Approved:       DO                       SDAB

Refused:         DO                       SDAB

Subject to Conditions (see below)

Reasons for Refusal (see below)

Decision Date: \_\_\_\_\_ Date Advertised: \_\_\_\_\_

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<b>CHECK THE BOX FOR ITEMS THAT HAVE BEEN SUBMITTED FOR A COMPLETE APPLICATION</b>
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**I. The following information is required to be submitted for a complete application.**

- Application Fee**  
The application fee shall be included in accordance with the fee schedule in effect at the time of application.
- Application Form**  
The name(s), address(es), and telephone number(s) of the registered owner(s) and the authorized person acting on behalf of the registered owner(s). If a person is acting on behalf of the registered owner(s), the owner(s) shall sign the authorization in Section 11. If the said land is under an agreement for sale as indicated by caveat on the back on the Certificate of Title, please submit a copy of the signed agreement. The individual noted on the caveat must sign the application.

**II. The following may be required to be submitted for a complete application. Contact the Development Authority for specific guidelines and necessary documents for your application.**

- Assessment**  
A detailed assessment of the proposed development against the relevant Statutory Plan and any relevant Local Plans.
- Authorization**  
Authorization from the owner of the parcel for making the application.
- Bylaw Amendments**  
A copy (hardcopy and digital copy) of any proposed bylaw amendments in the form of a Village of Myrnam Bylaw where the redesignation proposes a Direct Control Bylaw or amendments to the existing Land Use Bylaw.
- Current Certificate of Title**  
A copy of the certificate of title of the lands not more than 30 days prior to application submission can be obtained from any license and registry office.
- Site Plan or Real Property Report showing the following:**
  - The legal description and the municipal address of the site
  - The scale and a North arrow
  - Dimensions of the parcel, including total parcel area
  - All existing and proposed buildings with dimensions or foundations/walls and any projections and/or cantilevers
  - The perpendicular distance measured from adjacent front, rear and side property lines to each corner of the foundation/walls and eaves of the proposed **and** any existing buildings
  - Location of access and egress points to the sites
  - Location of off-street vehicular parking and loading areas
  - Location of any registered utility rights-of-way (including plan number)
- Two (2) copies (11"x17") of building plans showing the following:**
  - Floor plan(s) of the building, including living space including all Alberta Building Code related information
  - Building elevation plans which indicate front, rear and side elevators, wall height (finished grade to eaves), roofing material and roof pitch
  - Building cross-section drawings

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