



TOWN OF BLACK DIAMOND
Land Use By-law No. 98-14
CHANGE OF USE - DEVELOPMENT PERMIT

I/We hereby make application for a Development Permit under the provisions of the Land Use By-law in accordance with the plans and supporting information submitted herewith which form part of this application.

DP # _____ Roll # _____ Date Received: _____ DP Fee: \$250

Applicant (Print Name): _____

Address: _____

_____ Postal Code: _____

Tel. No. _____ Fax. No. _____ Email: _____

Registered Owner of Land: _____

Address: _____

Postal Code: _____ Tel. No. _____ Fax No: _____

Civic Address of Property: _____

Lot(s) _____ Block _____ Plan No. (Quarter Section) _____

Land Use District: _____

Existing use of Land or Building: _____

Proposed Development or Use: _____

Estimated Commencement Date: _____ Estimated Completion Date: _____

Other Supporting Material Attached (site plan, building plans): _____

Upon receipt of this completed application, fee and any required background or accompanying material, the Development Authority has up to 40 days to process the application, during which time the Development Authority may refer to other agencies and may exercise their discretion to either approve or refuse the application.

Note: This is not a building permit; applicable building, gas, electrical, and plumbing permits must be obtained through Park Enterprises prior to commencing any renovation or new construction.

This is not a Business License. All businesses operating within the Town of Black Diamond must hold a current and valid Business License.

Application Signature

The Applicant represents and warrants to the Town of Black Diamond that the information contained in this application and the dimensions shown on the plans submitted with this application are true and correct.

I, _____ hereby certify that I am the Registered
(print name)

Owner or am the applicant and authorized to act on behalf of the Registered Owner.

Applicant _____ Date _____
(signature)

Right of Entry Signature

In accordance with the Municipal Government Act, I hereby authorize the Designated Officers of the Town of Black Diamond to enter upon the land for the purpose of conducting a site inspection in connection with my development permit application.

Registered Owner or am the applicant and authorized to act on behalf of the Registered Owner.

Applicant's Signature

Is there an access or safety concern with respect to a site inspection?

If yes, please clarify: _____

Freedom of Information

I understand that this application and accompanying information is public record that is accessible by the public. Upon request to the Town this application and file documentation will be made available for viewing.

Applicant's Signature

DECISION

Date of Decision _____ Notice Date (If Applicable) _____

Approved without condition(s) Approved subject to attached condition(s). Refused for the attached reason(s).

Date of Application Deemed Complete _____

Date of Issuance of Development Permit _____

Designated Officer _____

NOTE: Upon issuance of this Development Permit, the approved development must commence within 1 year and must be completed within 2 years from the date of issuance, unless a time extension is applied for and granted.

APPLICATION REQUIREMENTS

An application for a Development Permit shall be completed and submitted to the Development Authority on the prescribed form signed by the owner or authorized agent and accompanied by the following minimum information.

Completed by Applicant	Office Use Only	
<input type="checkbox"/>	<input type="checkbox"/>	Completed Application Form
<input type="checkbox"/>	<input type="checkbox"/>	Fee prescribed in fee schedule
<input type="checkbox"/>	<input type="checkbox"/>	The signatures for the Applicant and the Registered Owner of the property on the Application Form -or- Signature of the Applicant and a Letter of Authorization from the registered owner of the property, including statements from the Application form under Obligation of Registered Owner to Pay Additional Fees and Right of Entry Authorization by Registered Owner.
<input type="checkbox"/>	<input type="checkbox"/>	Architectural Control Approval
<input type="checkbox"/>	<input type="checkbox"/>	Architectural Drawings – two 11x17 copies (minimum size), 1 pdf copy; including building floor plans and elevation plans drawn to scale; plans must be prepared to professional drafting standards. Note: Plans/drawings must conform to the Alberta Building Code and NFPA standards. Drawings stamped with “not for construction”, “preliminary”, or “for permit purposes only” are not acceptable. Drawings should show; <ul style="list-style-type: none"> • Legal description of the site and north pointing arrow • Dimensions of the site • Building floor plans, elevation (building) views, and exterior finishing material • Utilities, site drainages, existing and proposed site grades, in relation to the top of curb or sidewalk and lot corners • The height, dimensions, and relationship to property lines of all existing and proposed buildings and structures including retaining walls, trees, landscaping, curbs, gutters, sidewalks and other physical features
<input type="checkbox"/>	<input type="checkbox"/>	Landscape drawings, if applicable
<input type="checkbox"/>	<input type="checkbox"/>	Building Grade Form
<input type="checkbox"/>	<input type="checkbox"/>	Plot Plan
<input type="checkbox"/>	<input type="checkbox"/>	Land Title Certificate; not more than thirty (30) days prior to the application date
<input type="checkbox"/>	<input type="checkbox"/>	Proof of registration from the Government of Alberta’s New Home Buyer Protection Program
<input type="checkbox"/>	<input type="checkbox"/>	Security Deposit
<input type="checkbox"/>	<input type="checkbox"/>	Water Meter Fee
<input type="checkbox"/>	<input type="checkbox"/>	Garbage Bin Fee
<input type="checkbox"/>	<input type="checkbox"/>	Current copies of any Restrictive Covenants, Utility Rights-of-Way, Easements or Caveats on the title(s) if applicable
<input type="checkbox"/>	<input type="checkbox"/>	Application to obtain a roadside development permit from Alberta Transportation, if required.
<input type="checkbox"/>	<input type="checkbox"/>	May also be required to provide geotechnical or engineering reports if the site and building warrants, at the discretion of the Planning Officer or Engineer.
<input type="checkbox"/>	<input type="checkbox"/>	Completed Request for Specific Variance form, if a variance is being requested.

Please note:

- All dimensions must be provided in metric, to scale.
- Additional information may be required from the applicant after Planning Services has reviewed the submission.

- An application is considered complete after all required materials are received including any revisions requested following preliminary review, and the fees have been processed by the Town.
- Additional plans (eg. Site servicing, site lighting, tree protection, landscaping) may be required as conditions of approval prior to release of a Development Permit at the discretion of the Development Authority.

Sample Site Plan:

