



# Village of Carmangay

BOX 130 CARMANGAY, ALBERTA T0L 0N0 PHONE: (403) 643-3595

## NON-RESIDENTIAL DEVELOPMENT PERMIT APPLICATION

Date of Application: \_\_\_\_\_

Development Permit Application No.	_____
Date Deemed Complete:	_____

**IMPORTANT NOTICE:** This application does not permit you to commence construction until such time as a notice of decision has been issued by the Development Authority. If a decision has not been received within 40 days of the date of application and no extension agreement has been entered into, you have the right to deem the application refused and file an appeal to the Subdivision and Development Appeal Board.

**THIS DOES NOT CONSTITUTE A BUILDING PERMIT.  
A SEPARATE BUILDING PERMIT MUST BE OBTAINED BEFORE CONSTRUCTION BEGINS.**

### APPLICANT INFORMATION

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

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone (alternate): \_\_\_\_\_

Municipality: \_\_\_\_\_

Fax: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Is the applicant the owner of the property?  Yes

No

IF "NO" please complete box below

Name of Owner: \_\_\_\_\_

Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Applicant's interest in the property:

Agent

Contractor

Tenant

Other \_\_\_\_\_

Municipality: \_\_\_\_\_

Postal Code: \_\_\_\_\_

### PROPERTY INFORMATION

Municipal Address of Development: \_\_\_\_\_

Legal Description: Lot(s) \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_

Land Use District: \_\_\_\_\_

Existing use of parcel: \_\_\_\_\_



## BUILDING REQUIREMENTS

	Principal Building	Accessory Building	Office Use
Parcel Size	<input type="checkbox"/> m <sup>2</sup> <input type="checkbox"/> ft <sup>2</sup>	<input type="checkbox"/> m <sup>2</sup> <input type="checkbox"/> ft <sup>2</sup>	
Building Size	<input type="checkbox"/> m <sup>2</sup> <input type="checkbox"/> ft <sup>2</sup>	<input type="checkbox"/> m <sup>2</sup> <input type="checkbox"/> ft <sup>2</sup>	
Height of Building	<input type="checkbox"/> m <input type="checkbox"/> ft	<input type="checkbox"/> m <input type="checkbox"/> ft	
Proposed Setbacks From Property Lines			
Front	<input type="checkbox"/> m <input type="checkbox"/> ft	<input type="checkbox"/> m <input type="checkbox"/> ft	
Rear	<input type="checkbox"/> m <input type="checkbox"/> ft	<input type="checkbox"/> m <input type="checkbox"/> ft	
Side	<input type="checkbox"/> m <input type="checkbox"/> ft	<input type="checkbox"/> m <input type="checkbox"/> ft	
Side	<input type="checkbox"/> m <input type="checkbox"/> ft	<input type="checkbox"/> m <input type="checkbox"/> ft	
Parcel Type:	<input type="checkbox"/> Interior Lot	<input type="checkbox"/> Corner Lot	

### Details of VEHICLE PARKING and ACCESS:

Show location and number of all existing and proposed parking spaces, loading spaces and driveways on the PLOT PLAN.

### Details of EXTERIOR BUILDING FINISH:

Describe the type(s) \_\_\_\_\_ and colour(s) \_\_\_\_\_ of all material used to finish the existing and proposed structure exteriors.

### Details of SERVICES: Indicate as follows: (A) = available (R) = required

( ) water ( ) sewer ( ) septic field ( ) natural gas ( ) electricity ( ) telephone

## ABANDONED WELL INFORMATION

This applies to developments that require a new permit from the municipality for:

- new buildings larger than 500 sq. ft. (47 m<sup>2</sup>), or
- additions to buildings that will result in the building being this size or larger.

If your development proposal fits the criteria above, you are required to do the following:

#### 1. Obtain map and well information

Please go to the ERCB's Abandoned Well Viewer (viewer) on the ERCB website at [www.ercb.ca](http://www.ercb.ca). The viewer will provide a map identifying all recorded abandoned well surface locations in the selected area and list any additional details that are available, including the licensee(s) of record and the latitude and longitude of each well's surface location.

If you do not have internet access or have questions about the information provided by the viewer, you may contact:

- the ERCB Customer Contact Centre by telephone at: 1-855-297-8311 (toll-free), or
- by e-mail at: [Inquiries@ercb.ca](mailto:Inquiries@ercb.ca), or
- the ERCB Information Services by mail at: Suite 1000, 250 – 5 Street SW, Calgary, Alberta T2P 0R4.

**2. Submit the following as part of your development permit application**

- the ERCB information, including a map of the search area from the viewer and a statement that there are no wells in the project area or a list and map identifying the location of abandoned wells within the search area (including the surface coordinates, as provided by the viewer or ERCB Information Services); and
- if an abandoned well is present, a detailed site plan must be provided that accurately illustrates the actual well location (i.e. latitude, longitude) on the subject parcel as identified in the field and the setback established in the ERCB Directive 079 (a minimum 5 m radius around the well) in relation to existing or proposed building sites.

If there is an abandoned well located in the area of the proposed surface development, the applicant is advised to contact the well licensee of record for any additional information that may be needed or to physically locate the well, and to discuss the proposed development and abandoned well issue in more detail.

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**DECLARATION OF APPLICANT/AGENT**

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The information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts in relation to the application for a Development Permit. I also consent to an authorized person designated by the municipality to enter upon the subject land and buildings for the purpose of an inspection during the processing of this application.

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APPLICANT

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Registered Owner (if not the same as applicant)

**VILLAGE OF CARMANGAY  
NON-RESIDENTIAL DEVELOPMENT PERMIT APPLICATION**

**DEVELOPMENT APPLICATION SUBMISSION REQUIREMENTS**

The following items shall be attached to all Development Permit Applications for new buildings or exterior changes to existing buildings. This is not an exhaustive list and the Designated Officer may request additional information that is required to assess the application.

- Copy of Site Plan.** Site plan shall provide the following information:  
(May be provided on a survey plan or sketch)
  - Legal description and municipal address of subject property
  - Scale, north arrow and land use district
  - Adjacent roadways and lanes
  - Lot dimensions, lot area, and percentage of lot coverage for all structures
  - Any buildings with dimensions of foundation and projections
  - The proposed distance from the front, side, and rear property lines
  - Location of lot access, existing sidewalk(s) and curbs
  - Number and location of parking spaces, both on and off-street
  - Location of any registered utility rights-of-way and easements
  - Landscaping plan
  - Lighting plan
  - Location of fire hydrant, street light, power/telephone/cable pedestal(s) (if located within property frontage)
  
- Copy of Building Plans.** Plans shall be to scale and contain the following information:
  - Scale and dimensions of exterior walls and interior rooms
  - Floor plan of the space proposed to be developed
  - Building elevations including front, sides, and rear elevations, building height (from finished grade), roofing material, and roof pitch
  
- Copy of map or additional information from the ERCB regarding location of abandoned wells.**
  
- If applicant is not the registered owner,** a written statement (or this application) signed by the registered owner consenting to this application.
  
- Application fee payable to the Village of Carmangay.**
  
- Security or performance bond if required by the Village of Carmangay (for moved-in buildings, etc.).**