



Town of Picture Butte
Box 670, Picture Butte, AB
T0K 1V0

RESIDENTIAL
DEVELOPMENT PERMIT APPLICATION

Date of Application: _____

Tax Roll No.	
Development Permit Application No.	
Date Deemed Complete:	

IMPORTANT NOTICE: This application **does not** permit you to commence construction until such time as a permit has been issued by the Development Authority. If approval has not been received within 40 days of the date the application is deemed complete, you have the right to 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
(please print): _____

Phone (primary): _____

Mailing Address: _____

Phone (alternate): _____

Municipality: _____

Fax: _____

Postal Code: _____

Email: _____

Check this box if you would like to receive documents through email.

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: <input type="checkbox"/> Agent <input type="checkbox"/> Contractor <input type="checkbox"/> Tenant <input type="checkbox"/> Other _____
Municipality: _____	
Postal Code: _____	

PROPERTY INFORMATION

Municipal Address: _____

Legal Description: Lot(s) _____ Block _____ Plan _____

Land Use District: _____

Existing use of parcel: _____

DEVELOPMENT INFORMATION

This application is to: (Check all that apply)

- Construct a new dwelling
The dwelling is a:
 - Single-detached site built dwelling
 - Single-detached manufactured dwelling Type 1 Type 2
 - Single-detached ready-to-move
 - 2-unit dwelling
 - Multi-unit – please specify the number of dwelling units _____
 - Other _____
- Alter/renovate the existing building
The renovation is a:
 - Addition
 - Attached garage
 - Deck(s)
 - Secondary suite
 - Other _____
- Construct an accessory building / structure
The accessory building is a:
 - Garage (detached)
 - Shed/workshop
 - Other _____
- Moved-in dwelling
- Demolish existing building (attach completed **Demolition Form**)
- Other

Describe the proposed use, any changes from existing use, and any work to be done.

BUILDING REQUIREMENTS

	Principal Building	Accessory Building	Office Use
Parcel Size	<input type="checkbox"/> m ² <input type="checkbox"/> ft ²	<input type="checkbox"/> m ² <input type="checkbox"/> ft ²	
Building Size	<input type="checkbox"/> m ² <input type="checkbox"/> ft ²	<input type="checkbox"/> m ² <input type="checkbox"/> ft ²	
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 m²), 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. 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, 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.

DECLARATION OF APPLICANT/AGENT

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.

APPLICANT

Registered Owner (if not the same as applicant)

TOWN OF PICTURE BUTTE 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 and north arrow
 - Adjacent roadways and lanes
 - Lot dimensions, lot area, and percentage of lot coverage for all structures
 - Existing residence and/or any other buildings with dimensions of foundation and projections including decks
 - Proposed residence and/or any other buildings with dimensions of foundation and projections including decks
 - The proposed distances from the foundation of the building to the front, side, and rear property lines
 - Location of lot access, existing sidewalk(s) and curbs
 - Location of any registered utility right of ways or easements
 - Location and number of off-street parking spaces
- 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 all living 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 Town of Picture Butte.**
- Security or performance bond if required by **the Town of Picture Butte** (for prefabricated [manufactured] dwellings, moved-in buildings, etc.).