

FORMS

Form not part of approved Land Use Bylaws (see Bylaw 2015-6)

- FORM A** APPLICATION FOR A DEVELOPMENT PERMIT
- FORM B** APPLICATION FOR A DEVELOPMENT PERMIT (HOME OCCUPATION)
- FORM C** STOP ORDER / ORDER OF COMPLIANCE
- FORM D** LAND USE BYLAW/ STATUTORY PLAN AMENDMENT APPLICATION FORM
- FORM E** APPLICATION FOR SUBDIVISION OR DEVELOPMENT APPEAL
- FORM F** NOTICE OF SUBDIVISION AND DEVELOPMENT APPEAL BOARD HEARING
- FORM G** NOTICE OF DECISION ON APPLICATION FOR A DEVELOPMENT PERMIT
- FORM H** NOTICE OF DECISION OF THE SUBDIVISION AND DEVELOPMENT APPEAL BOARD
- FORM I** TIME EXTENSION AGREEMENT FOR DEVELOPMENT PERMIT
- FORM J** APPLICATION FOR A DEMOLITION PERMIT

FOR ADMINISTRATIVE USE ONLY	
Application #	_____
Tax Roll #	_____
Received	_____
Application Fee	_____

Village of Halkirk

FORM A

APPLICATION FOR A DEVELOPMENT PERMIT

I / We hereby make application for a development permit under the provisions of the Land Use Bylaw in accordance with the plans and supporting information submitted herewith which form part of this application.

APPLICANT INFORMATION:

NAME: _____ PHONE NO: _____
 ADDRESS: _____

REGISTERED OWNER OF LAND (if different from applicant):

NAME: _____ PHONE NO: _____
 ADDRESS: _____

LOCATION OF PROPOSED DEVELOPMENT:

CIVIC ADDRESS: _____
 LEGAL DESCRIPTION: Lot(s) _____ Block _____ Reg. Plan No. _____
 All / Part of the _____ 1/4 Section _____ Twp. _____ Range _____ West of 4th Meridian.

EXISTING USE OF PROPERTY: _____ LAND USE DISTRICT: _____

DETAILS OF DEVELOPMENT:

PROPOSED USE: _____

PROPERTY LINE SETBACKS: Front: _____ Rear: _____ Side: _____ Side: _____

HEIGHT: _____ FLOOR AREA: _____ SITE COVERAGE: _____ %

OFF-STREET PARKING PROVIDED: _____

ESTIMATED COMMENCEMENT: _____ COMPLETION: _____

INTEREST OF APPLICANT IF NOT OWNER OF PROPERTY: _____

OTHER SUPPORTING MATERIAL ATTACHED: _____

SIGNATURE OF APPLICANT: _____ DATE: _____

SIGNATURE OF REGISTERED OWNER: _____ DATE: _____

NOTE: THIS IS NOT A BUILDING PERMIT (such permit must be obtained separately).
 The applicant is not excused from complying with the requirements of any federal, provincial or other municipal legislation, or the conditions of any easement, covenant, building scheme or agreement affecting the building or land.

IMPORTANT: SEE REVERSE SIDE

IMPORTANT NOTES:

1. A Development Permit issued pursuant to the Land Use Bylaw for a discretionary use or where a relaxation to the Land Use Bylaw requirements was approved shall not be valid until the lapse of fourteen (14) days after the notice of decision to grant a permit has been advertised in accordance with the Land use Bylaw requirements.
2. A Development Permit issued pursuant to the Land Use Bylaw is not a Building Permit and work or construction shall neither commence nor proceed until a Building Permit has been issued pursuant to all applicable bylaws and regulations.
3. If the development authorized by a Development permit is not commenced within twelve (12) months from the date of its issue, and completed within twenty-four (24) months of the date of its issue, the permit is deemed to be void unless an extension to this period shall first have been granted by the Development Authority.
4. When an appeal is made pursuant to the Land Use Bylaw a Development Permit which has been granted shall not be valid. The decision of the Subdivision and Development Appeal Board shall replace the previous decision.
5. Every application for a Development Permit shall be made by submitting to the Development Authority the prescribed form completed in duplicate, signed by the owner or his agent, and accompanied by the following:
 - a) if required by the Development Authority, building plans in duplicate, showing:
 - i) floor plans;
 - ii) elevations;
 - iii) exterior finishing materials.
 - b) site plans, in duplicate, showing:
 - i) the legal description and municipal address;
 - ii) dimensions of the site;
 - iii) if required by the Development Authority, utilities, site drainage, finished lot grades, the grades of the street and the location of proposed sewer and water lines of all proposed and existing buildings and structures including retaining walls, trees, landscaping and other features;
 - iv) a surveyor's certificate if required by the Development Authority.
 - c) an application for multiple family, commercial, industrial, recreational and institutional uses shall show:
 - i) loading and parking provisions;
 - ii) access locations to and from the site;
 - iii) garbage and storage areas and the fencing and screening proposed for same;
 - iv) location and approximate dimensions of existing and proposed culverts and crossings.
 - d) such other information as the Development Authority may require or as required in the Land Use Bylaw requirements.
 - e) Development Permit Fee as determined by Council.

APPEAL PROCEDURE:

6. An appeal of a decision of the Development Authority may be made by an affected person by serving written notice of appeal to the Secretary of the Development Appeal Board of the Village of Halkirk within fourteen (14) days after the notice of decision is given pursuant to the Land Use Bylaw notice requirements (as per Section 1 above).

FOR ADMINISTRATIVE USE ONLY

Application # _____

Tax Roll # _____

Received _____

Application Fee _____

Village of Halkirk

FORM B

APPLICATION FOR A DEVELOPMENT PERMIT (HOME OCCUPATION)

I / We hereby make application for a development permit under the provisions of the Land Use Bylaw in accordance with the plans and supporting information submitted herewith which form part of this application.

APPLICANT INFORMATION:

NAME: _____ PHONE NO: _____

ADDRESS: _____

REGISTERED OWNER OF LAND (if different from applicant):

NAME: _____ PHONE NO: _____

ADDRESS: _____

LOCATION OF PROPOSED HOME OCCUPATION:

CIVIC ADDRESS: _____

LEGAL DESCRIPTION: Lot(s) _____ Block _____ Reg. Plan No. _____

All / Part of the _____ 1/4 Section _____ Twp. _____ Range _____ West of 4th Meridian.

EXISTING USE OF PROPERTY: _____ LAND USE DISTRICT: _____

DETAILS OF HOME OCCUPATION:

DETAILS OF BUSINESS: _____

DETAILS OF EQUIPMENT AND MATERIALS USED IN BUSINESS: _____

DETAILS REGARDING STORAGE OF EQUIPMENT/ MATERIALS: _____

NUMBER OF EMPLOYEES: _____ SIGNAGE: _____

The business is performed: On- Off-

Is the property used for office and administrative work only? Yes No

What part of the dwelling/ property is to be used for the business? _____ sq. ft. _____ %

Office Accessory Building Rear

Vehicle used in the Business: _____

ADDITIONAL INFORMATION: _____

SIGNATURE OF APPLICANT: _____ DATE: _____

SIGNATURE OF REGISTERED OWNER: _____ DATE: _____

Village of Halkirk

FORM C

STOP ORDER/ ORDER OF COMPLIANCE

ORDER NO. _____

YOU ARE HEREBY NOTIFIED IN RESPECT OF THE DEVELOPMENT INVOLVING:

LOCATION OF DEVELOPMENT:

CIVIC ADDRESS: _____

LEGAL DESCRIPTION: Lot(s) _____ Block _____ Reg. Plan No. _____

All / Part of the _____ 1/4 Section _____ Twp. _____ Range _____ West of 4th Meridian.

THAT THIS DEVELOPMENT IS NOT IN ACCORDANCE WITH:

The *Municipal Government Act*, in respect to

The *Land Use Bylaw*, in respect to

Development Permit No. _____, in respect to

THEREFORE, pursuant to the Land Use Bylaw and the *Municipal Government Act*, you are hereby ordered to:

- Stop the Development
- Demolish/ remove/ replace the development
- Take the following measures

THIS ORDER SHALL BE COMPLIED WITH BY _____

Failure or refusal to comply with this Order may result in the Council of the Village of Halkirk or a person or persons appointed by it, entering upon the land or building and taking such action as is necessary to carry out the Order. In such circumstances, the Council shall cause the costs incurred to be placed on the tax roll, as an additional tax against the property concerned.

You may appeal this Order to the Subdivision and Development Appeal Board in accordance with the provisions of the Land Use Bylaw. Such an appeal shall be made in writing and shall be delivered personally or mailed so as to reach the secretary of the Subdivision and Development Appeal Board at the Village Office within 14 days following the date of issue of this notice.

DATE OF ISSUE OF ORDER: _____

SIGNATURE OF THE DEVELOPMENT AUTHORITY: _____

FOR OFFICE USE ONLY				
Date received:		File Number:		
Date accepted as complete:		Receipt Number:	Fee Paid:	

OWNER AND APPLICANT INFORMATION

Name of Registered Owner : _____	
Phone: Home /Cell: _____	Address: _____
Work / Fax: _____	City: _____ Province _____
Email Address: _____	Postal Code _____
Name of Agent Authorized to Act On Behalf of Registered Owner : _____	
Phone: Home /Cell: _____	Address: _____
Work / Fax: _____	City: _____ Province _____
Email Address: _____	Postal Code _____

LEGAL LAND DESCRIPTION

Qtr / LSD	Sec.	Twp.	Rge.	Meridian	Lot:				
				W 4 th M	Block:		Plan:		
MUNICIPALITY									

LAND USE

Existing Use of Land	<input type="checkbox"/> Agriculture Other: _____	<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial	<input type="checkbox"/> Recreational
Proposed Use of Land	<input type="checkbox"/> Agriculture Other: _____	<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial	<input type="checkbox"/> Recreational

TO THE COUNCIL AND PALLISER REGIONAL MUNICIPAL SERVICES, PLEASE ACCEPT THIS APPLICATION TO:

Amend from _____ to _____

SIZE OF THE EXISTING PARCEL (S) _____

PROPOSAL: _____

I / WE SUBMIT THE FOLLOWING IN SUPPORT OF MY/OUR APPLICATION: _____

(Attach any additional information.)

I / We certify that the information given on this form and attachments hereto are full and complete and are to the best of my/our knowledge a true statement of the facts concerning this application, and I / we are the registered owner(s).

REGISTERED OWNER OR PERSON ACTING ON THE REGISTERED OWNER'S BEHALF

I _____ hereby certify that I am the registered owner, or
(Print Full Name) 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 for subdivision.

Address _____ (Signed) _____

Phone No. _____ Date _____

RIGHT OF ENTRY

I hereby authorize representatives of Palliser Regional Municipal Services and referral agencies to enter my land for the purpose of conducting a site inspection with respect to my subdivision application.

This right is granted pursuant to Section 653(2) of the Municipal Government Act.

Registered Owner's Signature

Further information may be provided by the Applicant on the reverse of this form.

PURPOSE OF THE PROPOSED AMENDMENT (Attach a detailed sketch if related to a specific parcel of land)

In the space below please provide a detailed summary of the purpose of your amendment application. Then attach a detailed sketch that **must show the location, dimensions, and boundaries of the proposed amendment** in relation to the existing title. The sketch should also **show all buildings, structures and other improvements on the land**, and indicate if they are to remain or to be demolished; the location of any existing sewage disposal systems on the land, the location of any wells, and the location of other features such as shelter belts, railways, creeks or other waterbodies, low land, other significant natural features, and any rights of way.

THE FOLLOWING SHOULD ACCOMPANY THIS APPLICATION

1. A photocopy of the title for the property.
2. A non-refundable application fee made payable to **Palliser Regional Municipal Services**

THIS SECTION FOR OFFICIAL USE:

DECISION: Circulated (date) _____

Public Hearing (date) _____

1st Reading of Bylaw No. _____ (date) _____

2nd Reading of Bylaw No. _____ (date) _____

The reasons for this decision are stated in the attached memorandum

Signed: _____ Date: _____
(Authorized Officer of Approving Authority)

FOR ADMINISTRATIVE USE ONLY
Application # _____
Roll # _____
Date Received _____
Application Fee _____

FORM E

Village of Halkirk

APPLICATION FOR SUBDIVISION OR DEVELOPMENT APPEAL

APPLICANT INFORMATION:

NAME: _____ PHONE NO: _____

ADDRESS: _____

**I/We hereby appeal the decision, order or permit issued by the Subdivision/
Development Authority with regard to:**

APPLICATION NO. _____

Proposed Subdivision/ Development: _____

Reasons for Appeal: _____

Fee Submitted: _____

Signature _____

Date _____

Village of Halkirk

NOTICE OF SUBDIVISION AND DEVELOPMENT APPEAL BOARD HEARING

DEVELOPMENT PERMIT/ SUBDIVISION APPLICATION NO. _____

This is to notify you that an appeal has been made to the SUBDIVISION AND DEVELOPMENT APPEAL BOARD against a decision in respect of Development Permit/ Subdivision Application No. _____ which involves a development/ subdivision described as follows:

The decision of the Development Officer/Subdivision Authority was to:

APPROVE

APPROVE (with conditions)

REFUSE

the development permit/subdivision application, with the following conditions/for the following reasons:

A Public Hearing of the Subdivision and Development Appeal Board has been scheduled, at which point the Board will hear arguments both for and against the above noted appeal.

PLACE OF HEARING: _____

TIME OF HEARING: _____

DATE OF HEARING: _____

Any person affected by the proposed development/subdivision has the right to present a written brief prior to the hearing and to be present and be heard at the hearing. Persons submitting the written briefs to the Secretary of the Subdivision and Development Appeal Board shall do so not later than _____.

Village of Halkirk

For Office Use

NOTICE OF DECISION ON APPLICATION FOR A DEVELOPMENT PERMIT

APPLICATION NO.: _____

APPLICANT INFORMATION:

NAME: _____ PHONE NO: _____

ADDRESS: _____

LOCATION OF PROPOSED DEVELOPMENT:

CIVIC ADDRESS: _____

LEGAL DESCRIPTION: Lot(s) _____ Block _____ Reg. Plan No. _____

All / Part of the _____ 1/4 Section _____ Twp. _____ Range _____ West of 4th Meridian.

The Development as specified in Application No. _____ has been:

APPROVED

APPROVED SUBJECT TO THE FOLLOWING CONDITIONS:

Applicant to obtain Building Permit & Inspections from Palliser Regional Municipal Services

- Municipal setback to be maintained as follows:**
 _____ Feet from the boundary of the municipal road
 _____ Feet from the front boundaries
 _____ Feet from the side lot boundaries
 _____ Feet from the rear boundaries

Application to obtain Approved Plumbing and/or Sewage Disposal Permit from Palliser Regional Municipal Services

Application to obtain Approved Electrical Permit & Inspection from Palliser Regional Municipal Services.

Application to obtain Approved Gas or Propane hook-up Permit & Inspection from Palliser Regional Municipal Services.

Other: _____

REFUSED FOR THE FOLLOWING REASON(S):

Date of Decision

Development Officer

Notice of Decision issued on the _____ day of _____, _____.

NOTE: A Development Permit issued pursuant to the Land Use Bylaw for a discretionary use or where a relaxation to the Land Use Bylaw requirements was approved shall not be valid until the lapse of fourteen (14) days after the notice of decision to grant a permit has been advertised in accordance with the Land use Bylaw requirements. If an appeal is lodged pursuant to the Municipal Government Act, a permit does not take effect until the Subdivision and Development Appeal Board has determined the appeal.

APPEAL PROCEDURE:

An appeal of a decision of the Development Authority may be made by an affected person by serving written notice of appeal to the Secretary of the Development Appeal Board of the Village of Halkirk Subdivision and Development Appeal Board within fourteen (14) days after the notice of decision is given pursuant to the Land Use Bylaw notice requirements.

Village of Halkirk

NOTICE OF DECISION OF THE SUBDIVISION AND DEVELOPMENT APPEAL BOARD

APPLICATION/SUBDIVISION NO.: _____

This is to notify you that an appeal against the

APPROVAL

APPROVAL WITH CONDITIONS

REFUSAL

of a development permit/subdivision application with regard to the following:

was considered by the Subdivision and Development Appeal Board on _____, and the decision of the Subdivision and Development Appeal Board with regard to the appeal is as follows:

FINDINGS OF FACT:

DECISION:

REASONS:

Date

Signature of Secretary of Subdivision
and Development Appeal Board

NOTE: A decision of the Subdivision and Development Appeal Board is final and binding on all parties and persons and is subject only to an appeal upon a question of jurisdiction or law pursuant to Section 688 of the Municipal Government Act. An application for leave to appeal the Appellate Division of the Supreme Court of Alberta shall be made:
(a) to a Judge of the Court of Appeal, and
(b) within 30 days after the issue of the order, decision, permit or approval sought to be appealed.

Village of Halkirk

TIME EXTENSION AGREEMENT FOR DEVELOPMENT PERMIT

Memorandum of AGREEMENT made in duplicate this _____ day of _____, 20__.

BETWEEN:

The Village of Halkirk

(hereinafter referred to as "the Village")

OF THE FIRST PART

-- and --

(hereinafter referred to as "the Developer")

OF THE SECOND PART

WHEREAS, the Developer wishes to develop those lands shown on the Application for a Development Permit Form A, Number _____, and dated _____ day of _____, 20__.

AND WHEREAS, the developer wishes to extend the time period for processing the development application beyond the normal 40 day period.

AND WHEREAS, the Village has received Form A and agrees to extend the time period for processing the development application as stipulated in the Municipal Government Act.

NOW THEREFORE THIS AGREEMENT WITNESSES AND THE PARTIES AGREE AS FOLLOWS:

The time period to process the development permit application is extended up to and including the _____ day of _____, 20__.

IN WITNESS WHEREOF, the Developer and the Village have caused to be hereto affixed their respective Corporate Seals or signatures, the day and year first written above.

Village of Halkirk

Development Officer

Applicant for Development Permit

Village of Halkirk
APPLICATION FOR DEMOLITION PERMIT

FORM J

1. REGISTERED LANDOWNER INFORMATION

Name(s): _____ (Please Print)
Address: _____ Postal Code: _____
Telephone: (Res.): _____ Work: _____ Cell: _____

APPLICANT OR PERSON AUTHORIZED TO ACT ON BEHALF OF THE REGISTERED OWNER
(If different than Registered Owner):

Name: _____ (Please Print)
Address: _____ Postal Code: _____
Telephone: (Res.) _____ Work: _____ Cell: _____

I hereby certify 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 for development approval.

Signature of Registered Owner(s) (Required)

Signature of Person acting on Behalf of
Registered Owner(s)

Date of Application

2. LEGAL LAND DESCRIPTION

Plan: _____ Block _____ Lot _____
Civic Address of Proposed Demolition: _____
Existing Use: _____ Land Use District (Zoning): _____
Parcel Type (Check one) Interior Lot Corner Lot Parcel Area: _____

3. GENERAL DETAILS

- a) Description of structure(s) to be demolished _____
b) Demolition materials removed to: Transfer Station Other (Please specify) _____
c) Estimated Cost of Project or Contract Price _____
d) Estimated Commencement Date: _____ Completion on or before: _____
f) Contractor Address: _____ Postal Code: _____

4. ALBERTA BUILDING CODE GENERAL REQUIREMENTS FOR DEMOLITION:

1. Article 8.2.2.9: Services shall be shut off and gas and fuel lines shall be capped in a building being demolished.
2. Article 8.2.3.4: Portable fire extinguishers shall be installed and maintained in conformance with the requirements of NFPA 10 'Standard for Portable Fire Extinguishers'. The minimum rating for this site is a 2A: 10-B:C on the truck.
3. Article 8.2.72: Waste material shall be removed as quickly as possible from the site by means of an appropriate container.
4. Article 8.1.2.2: Where a building is undergoing demotion, precautions shall be taken to ensure that no person is exposed to undue risk. If basement is not in -filled excavation must be protected with a six foot chain link enclosure

I agree to carry out this demolition work in conformance to all Village of Halkirk By-Laws and the Alberta Building Code. Permission to do this work shall not relieve owners or agents from full responsibility for carrying out the work in strict accordance with the Village of Halkirk By-Laws, the Alberta Building Code and other conditions of this permit.

Authorized Signature: _____

- Please see reverse -

PLEASE NOTE: It is the responsibility of the **APPLICANT/CONTRACTOR** to ensure that all meters and services connected have been removed before demolition begins. Failure to do so could result in penalties being levied as per the Village of Halkirk Land Use Bylaw.

A final inspection must be completed upon completion of the demolition. Please contact Palliser Regional Municipal Services to arrange for an inspection.