



Development Services  
For the  
**Town of Onoway**

Box 2945, Stony Plain, AB., T7Z 1Y4  
Phone (780) 718-5479 Fax (866) 363-3342  
Email: [pcml@telusplanet.net](mailto:pcml@telusplanet.net)

**DEVELOPMENT PERMIT APPLICATION FORM**

Application No: \_\_\_\_\_  
Permit Fee: \_\_\_\_\_

Make Cheque Payable to: Town of Onoway

**SECTION 1: GENERAL INFORMATION (completed by all permit applicants)**

Applicant \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Email Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
Owner of Land  
(if different from above) \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
Interest of Applicant (if not the Owner) \_\_\_\_\_

**SECTION 2: PROPOSED DEVELOPMENT (completed by all permit applicants)**

I/We hereby make application for a Development Permit in accordance with the plans and supporting information submitted.

A brief description of the proposed development is as follows:

Estimated cost of Development \_\_\_\_\_  
Legal Description Lot(s) \_\_\_\_\_  
Block(s) \_\_\_\_\_  
Plan \_\_\_\_\_  
Street Address \_\_\_\_\_

Estimate Commencement Date \_\_\_\_\_

Estimate Completion Date \_\_\_\_\_

**SECTION 3: SITE REQUIREMENTS** (does not need to be completed if applying only for a permit of sign)

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

Permitted Use \_\_\_\_\_ ( ) \_\_\_\_\_

Discretionary Use \_\_\_\_\_ ( ) \_\_\_\_\_

**PRINCIPAL BUILDING**

	Proposed	*Bylaw Requirements	*Conforms to Bylaw Requirements (Yes or No)
(1) Area of Site	_____	_____	_____
(2) Area of Building	_____	_____	_____
(3) % Site Coverage by Building	_____	_____	_____
(4) Front Yard Setback	_____	_____	_____
(5) Rear Yard Setback	_____	_____	_____
(6) Side Yard Setback	_____	_____	_____
(7) No. of Off-Street Parking Spaces	_____	_____	_____
(8) Height of Building	_____	_____	_____
Other Supporting Material Attached (e.g., site plan, architectural drawing)			

**ACCESSORY BUILDINGS, ETC.**

	Proposed	*Bylaw Requirements	*Conforms to Bylaw Requirements (Yes or No)
(1) Area of Site	_____	_____	_____
(2) Area of Building	_____	_____	_____
(3) % Site Coverage by Building	_____	_____	_____
(4) Front Yard Setback	_____	_____	_____
(5) Rear Yard Setback	_____	_____	_____
(6) Side Yard Setback	_____	_____	_____
(7) No. of Off-Street Parking Spaces	_____	_____	_____
(8) Height of Building	_____	_____	_____
Other Supporting Material Attached (e.g., site plan, architectural drawing)			

***\*To be completed by Development Officer.***

**SECTION 4: AUTHORIZATION**

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I, \_\_\_\_\_ am \_\_\_\_\_ the registered owner  
\_\_\_\_\_ authorized to act on  
behalf of the  
registered owner

and 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 this 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.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**SECTION 5: PROCESSING TIME LIMITS**

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DATE OF ACCEPTANCE OF DEVELOPMENT/SIGN PERMIT APPLICATION FORM

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*(to be completed by the development officer)*

Where a decision on this application is not made within forty (40) days if the date of acceptance specified above, you may:

- (a) consider this development application to be REFUSED by the Development Officer and appeal this decision to the Development Appeal Board within fourteen (14) days of the date of this refusal; or
- (b) obtain and complete an extension agreement available from the Development Officer to extend the forty (40) day decision period specified to allow the Development Office additional time to reach a decision.



## IMPORTANT NOTES

1. In addition to completing this application in its entirety, an application for a development permit shall be accompanied by the following information, where relevant:
  - (a) a lot plan at scale to the satisfaction of the Development Officer showing the size and shape of the lot, the front, rear and side yards, any provisions for off-street loading and vehicle parking, access to the site, and the location of public utility lines, waterbodies and treed areas;
  - (b) a scaled floor plan and elevations where construction is proposed;
  - (c) at the discretion of the Development Officer, a Real Property Report as proof of location of existing development and a copy of the Duplicate Certificate of Title indicating ownership and encumbrances.
  - (d) if the applicant is not the registered owner, a written statement, signed by the registered owner consenting to the application and approving the applicant as the agent for the registered owner.
2. A non-returnable processing fee of an amount determined by Council shall accompany every application for a development permit.
3. Failure to complete the application form fully and supply the required information, plans and fee may cause delays in processing the application.
4. THE DEVELOPMENT OFFICER MAY REFUSE TO ACCEPT AN APPLICATION FOR A DEVELOPMENT PERMIT WHERE THE INFORMATION REQUIRED HAS NOT BEEN SUPPLIED OR WHERE THE QUALITY OF SUCH INFORMATION IS INADEQUATE TO PROPERLY EVALUATE THE APPLICATION.

**FREEDOM OF INFORMATION AND PROTECTION OF  
PRIVACY ACT NOTICE**

Please be advised that the information contained in your application for:

- Development permit approval
- Subdivision approval
- Re-Districting approval

Is being collected for the purpose of decision making by the Development Authority and the Subdivision Approving Authority. For this purpose, your application may be forwarded to the following people/organizations,

- ◆ Adjacent landowners
  - ◆ Utility Companies
  - ◆ Adjacent Municipality Municipal Offices
  - ◆ Government Departments
  - ◆ Statistics Canada
  - ◆ Other organizations as determined by the Development Authority
  - ◆ Local newspaper for public advertisement

Under the authority of Sections 606, 640(1), 653(4) of the Municipal Government Act, Statutes of Alberta, Chapter M-26.1, as amended and the Subdivision and Development Regulation 212/95.

I, \_\_\_\_\_ have no objections to the above stated procedures being used in the review and decision making process for application no. \_\_\_\_\_.

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

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

For more information contact:

Town of Onoway  
Freedom of Information and Protection of Privacy Coordinator  
Box 540  
Onoway, Alberta  
T0E 1V0  
(780) 697-5338

**RIGHT OF ENTRY**

File No: \_\_\_\_\_

I authorize the Development Authority of The Town of Onoway and other agencies as designated in Section 653(2) of the Municipal Government Act, 2000 to enter my land for the purpose of conducting a site inspection in connection with my application.

SIGNED: \_\_\_\_\_ Registered Owner

\_\_\_\_\_  
Registered Owner

DATE: \_\_\_\_\_

Complete this section only if the applicant is NOT the owner of the property being subdivided.

**AUTHORIZATION FORM**

File No: \_\_\_\_\_

I ( We ), \_\_\_\_\_, being the registered owner(s)  
( Name of Registered Owner(s) )

of \_\_\_\_\_, do hereby authorize  
( Legal Description of Land )

\_\_\_\_\_, to make application for  
( Individual or firm seeking application )

subdivision affecting the above lands.

SIGNED: \_\_\_\_\_ Registered Owner

\_\_\_\_\_  
Registered Owner

DATE: \_\_\_\_\_