



**MUNICIPAL DISTRICT OF RANCLAND NO. 66**  
**APPLICATION FOR DEVELOPMENT PERMIT**

**APPENDIX 6**

**FORM A**

*(Office use only)*

DATE RECEIVED \_\_\_\_\_

DATE DEEMED COMPLETE \_\_\_\_\_

DEVELOPMENT APPLICATION NO. \_\_\_\_\_

PROCESSING FEE \$ \_\_\_\_\_

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

**GENERAL INFORMATION**

APPLICANT'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

REGISTERED OWNER'S NAME (IF NOT THE APPLICANT): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

APPLICANT'S INTEREST IF NOT THE REGISTERED OWNER: \_\_\_\_\_

(Option - Lease - Other)

LEGAL DESCRIPTION OF LAND: LOT(s) \_\_\_\_\_ BLOCK \_\_\_\_\_ PLAN \_\_\_\_\_

QUARTER \_\_\_\_\_ SECTION \_\_\_\_\_ TOWNSHIP \_\_\_\_\_ RANGE \_\_\_\_\_

MUNICIPAL ADDRESS (if applicable) \_\_\_\_\_

**SPECIFIC INFORMATION**

IN ORDER TO PROPERLY EVALUATE AN APPLICATION FOR DEVELOPMENT, THE DEVELOPMENT OFFICER MUST BE PROVIDED WITH A COMPLETE AND CLEAR DESCRIPTION OF THE LAND; EVERYTHING WHICH IS PRESENTLY BUILT ON THE LAND, AND EVERYTHING WHICH IS TO BE BUILT ON THAT LAND. (INDICATE N/A IF ITEM IS NOT APPLICABLE.)

**1. TYPE of DEVELOPMENT**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Single-detached dwelling                | <input type="checkbox"/> Accessory Building, e.g. garage, non-farm shop or shed | <input type="checkbox"/> Commercial building or use |
| <input type="checkbox"/> Other dwelling type                     | <input type="checkbox"/> Moved-in building                                      | <input type="checkbox"/> Waiver/variance request    |
| <input type="checkbox"/> Accessory Structure, e.g., deck, gazebo | <input type="checkbox"/> Industrial building or use                             | <input type="checkbox"/> Other                      |

**Home Occupations** – use/refer to FORM B / **Signs** – use/refer to FORM C / **Demolition** – use/refer to FORM D

**2. Details of DEVELOPMENT SITE:**

Describe the **lot/parcel dimensions** \_\_\_\_\_ and **lot area/parcel acreage** \_\_\_\_\_

Indicate data on a scaled PLOT PLAN. (1" = 20' - 0-4 acres; 1" = 100' - 5-9 acres; 1" = 200' - 10 or more acres)

**3. Details of EXISTING DEVELOPMENT:**

Describe below and indicate clearly on a scaled SITE PLAN how many buildings/structures are presently located on the lot; noting the **use(s) / type(s), dimensions, floor area(s)** and which one(s) [if any] are to be removed, relocated and/or renovated.

\_\_\_\_\_  
\_\_\_\_\_

Indicate clearly on the scaled SITE PLAN the setbacks of all buildings from the front, rear, and side yard lot boundaries, as well as **distances** between all buildings/structures. *Unless otherwise stipulated, it is not necessary for plans and drawings to be professionally prepared.*

**4. Details of PROPOSED DEVELOPMENT:**

Describe below and indicate clearly on the scaled SITE PLAN how many new buildings, additions and structures are to be constructed on the lot, noting the **use(s), type(s), dimension** and **floor area(s)** of each. Describe below any proposed interior renovations, changes in use, or home occupations (if applicable).

Indicate clearly on the scaled SITE PLAN the **setbacks** of all new buildings additions or structures from front, rear and side yard lot boundaries, as well as **distances** between all existing and proposed developments.

**5. Details of EXTERIOR BUILDING FINISH:**

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

Indicate same on SKETCHES of all new **structure elevations** (not necessarily scale drawings).

☐ (INDICATE N/A IF ITEM IS NOT APPLICABLE.)

**6. Details of LANDSCAPING:**

Describe generally the type of **landscaping features** \_\_\_\_\_ and **fencing** proposed \_\_\_\_\_, and indicate **locations** \_\_\_\_\_ on a scaled SITE PLAN or LANDSCAPE PLAN.

☐ (INDICATE N/A IF ITEM IS NOT APPLICABLE.)

**7. Details of ACCESS:**

Describe all existing and proposed **driveways** on-site: Number \_\_\_\_\_ Size \_\_\_\_\_  
Indicate locations of same on the scaled SITE PLAN or LANDSCAPE PLAN.

**8. WATER and SEPTIC SYSTEM PLANS (describe):**

\_\_\_\_\_  
\_\_\_\_\_

**9. Details of SERVICES:**

Indicate as follows: **A** = available; **R** = required.

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

Estimated **Commencement** date: \_\_\_\_\_

Estimated **Completion** date: \_\_\_\_\_

Additional information or clarification can be helpful in processing the application without delay. You may use the space below and on the back of this form or attach a separate sheet with such information.

**ADDITIONAL INFORMATION:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have read and understand the terms noted below and hereby apply for permission to carry out the development described above and on the attached plans and specifications. **I further certify that, if I am not the registered owner, the registered owner of the land described above is aware of, and in agreement with this application.** By signing this form, I hereby authorize representatives of the Municipal District of Ranchland No. 66 to enter my land for the purpose of conducting a site inspection in connection with this application.

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Signature of **Applicant**

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Signature of **Registered Owner**

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**DATE**

**TERMS:**

1. Subject to the provisions of the Land Use Bylaw of the Municipal District of Ranchland No. 66, the term "development" includes the making of any change in the use of buildings or land.
2. Although the designated officer is in a position to advise on the principle or details of any proposals, such advice must not be taken in any way as official consent and is without prejudice to the decision in connection with the formal application. It must be clearly understood that any action taken by the applicant before a development permit is received and any development by the applicant within 21 days after a decision has been made on a Development Permit, is at one's own risk and is subject to fines.
3. Plans and drawings, in sufficient detail to enable adequate consideration of the application, must be submitted in **duplicate** with this application, together with a plan sufficient to identify the land. It is desirable that the plans and drawings should be on a scale appropriate to the development. However, unless otherwise stipulated, it is not necessary for plans and drawings to be professionally prepared.
4. **If a decision is not made within 40 days** from the date of the receipt of the application in its complete and final form, or within such longer period as the applicant may agree in writing, **the application may be deemed to be refused** and the applicant may exercise his right of appeal as a refusal at the end of the 40-day period.
5. Construction undertaken subsequent to approval of this development permit application may be regulated by the current government legislation. The applicant/owner/developer assumes all responsibilities pertaining to construction plan submissions, approvals and inspections as may be required by the appropriate safety codes inspector for the Municipal District.
6. The applicant attests they have submitted particulars concerning the completion of the proposed development and agree to comply in all respects with any conditions that may be attached to any development permit that is issued and with any other bylaws that are applicable. The applicant understands and is aware that they may be required to pay for all local improvement costs, which include drainage, road construction, water line extensions, utility connection fees and installation costs at the present established rate.

*IMPORTANT: This information may also be shared with appropriate government/other agencies and may also be kept on file by those agencies. The application and related file contents will become available to the public and are subject to the provisions of the Freedom of Information and Protection of Privacy Act (FOIP).*





**MUNICIPAL DISTRICT OF RANCLAND NO. 66**  
**APPLICATION FOR A HOME OCCUPATION**

**APPENDIX 6**

**FORM B**

*(Office use only)*

**APPLICATION NO.** \_\_\_\_\_

**DATE RECEIVED** \_\_\_\_\_

**DATE DEEMED COMPLETE** \_\_\_\_\_

**Fees Submitted \$** \_\_\_\_\_

☐ Class 1    ☐ Class 2    ☐ Class 3

**APPLICANT:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

\_\_\_\_\_ **Bus/Cell:** \_\_\_\_\_

**REGISTERED OWNER:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**LEGAL DESCRIPTION:** Lot(s) \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_

OR: Quarter \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ W \_\_\_\_\_ M

**Existing Use:** \_\_\_\_\_

**Proposed Use Being Applied For:** \_\_\_\_\_

**Hours of Operation:** \_\_\_\_\_ (am/pm) to \_\_\_\_\_ (am/pm)

**Noise Generated:** ☐ Yes ☐ No

**On-site (off-street) Parking Available:** ☐ Yes ☐ No No. of spaces \_\_\_\_\_

**Storage of Goods on Property:** ☐ Yes ☐ No If Yes, indicate what is to be stored on a separate page (e.g., lumber, fuel, recreational vehicles, etc.).

**Anticipated Increase in Vehicular Traffic:** ☐ Yes ☐ No

**Odors or Noxious Effluents:** ☐ Yes ☐ No

**Additional Vehicles Required:** ☐ Yes ☐ No If Yes, indicate type: \_\_\_\_\_ (e.g. 1 ton)

**Additional Staff Required:** ☐ Yes ☐ No If Yes, the number of staff: \_\_\_\_\_

**APPLICANT'S SUBMISSION:** Please state your reasons for applying for this home occupation. (Attach a separate sheet if necessary.)

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**REGISTERED OWNER OR PERSON ACTING ON BEHALF OF:**

I certify that I am the registered owner or that the registered owner(s) of the land described above is aware of this application.

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

**SIGNED:** \_\_\_\_\_

\_\_\_\_\_  
**Applicant(s)**





MUNICIPAL DISTRICT OF RANCHLAND NO. 66

APPLICATION FOR A SIGN

APPENDIX 6  
FORM C

(Office Use Only)

APPLICATION NO. \_\_\_\_\_

DATE RECEIVED \_\_\_\_\_

DATE DEEMED COMPLETE \_\_\_\_\_

Fees Submitted \$ \_\_\_\_\_

Type of Sign:

☐ Freestanding    ☐ Canopy/awning    ☐ Wall mounted/painted    ☐ Fascia    ☐ Portable

☐ Roof mounted    ☐ Projecting    ☐ Billboard    ☐ A-board/sandwich/folding

☐ Other \_\_\_\_\_

APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ Telephone: \_\_\_\_\_

REGISTERED OWNER: \_\_\_\_\_

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

Quarter \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

1. Sign dimensions:

Length: \_\_\_\_\_ Width: \_\_\_\_\_ Area of proposed sign: \_\_\_\_\_

Height from Ground to Bottom of Sign: \_\_\_\_\_

Height from Ground to Top of Sign: \_\_\_\_\_

Show the location(s) of the proposed sign(s) on a Site Plan.

2. Will the sign be illuminated?    ☐ No    ☐ Yes

Flashing and Running signs are NOT ALLOWED

3. Are there any existing signs on the lot?    ☐ No    ☐ Yes

If yes, describe the type, size and height of each existing sign and identify their location(s) on a site plan.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Please list any other information that you think the MD needs to know regarding the approval of this sign.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## DECLARATION OF APPLICANT/LANDOWNER

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 sign. I 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.

*IMPORTANT: This personal information is being collected under the authority of the Municipal District of Ranchland No. 66 for development. This information may also be shared with appropriate government/other agencies and may also be kept on file by those agencies. The application and related file contents will become available to the public and are subject to the privacy provisions of the Freedom of Information and Protection of Privacy Act (FOIP). For more information contact the Municipal District of Ranchland No. 66 FOIP Coordinator at 403-646-3131.*

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

**Applicant Signature:** \_\_\_\_\_

**Registered Owner:**

(Required, if different from applicant)

\_\_\_\_\_ **Print Name**

\_\_\_\_\_ **Signature**

Or

- ☐ Written approval has been submitted by the **registered owner** stating that the applicant is authorized to sign this application form.

Date written approval was submitted: \_\_\_\_\_

**TERMS:**

1. The applicant is responsible for obtaining approval and any required roadside development signage permits from Alberta Transportation within the stipulated provincial highway distances as outlined in the *Highways Development and Protection Act and Regulation*.



**MUNICIPAL DISTRICT OF RANCHLAND NO. 66**  
**DEMOLITION FORM**

**APPENDIX 6**

*(Office use only)*

**FORM D**

Application received date: \_\_\_\_\_

Application No.: \_\_\_\_\_

Date deemed complete: \_\_\_\_\_

Fees submitted \$: \_\_\_\_\_

**Applicant Information**

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

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

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

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

City: \_\_\_\_\_

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

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

**Property Information**

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

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

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

What is the existing use? \_\_\_\_\_

**Demolition/Removal Information**

A development permit is required to demolish or remove a building or structure from a site. The demolition/removal permit process ensures that buildings are dismantled and removed in a safe manner and that the land will be left in a suitable state after removal. The following is not an exhaustive list and the Designated Officer may request additional information that is required to assess the application.

**STRUCTURES TO BE REMOVED**

Description of Building/Structure(s): \_\_\_\_\_

Type of Work:

☐ Removal to another site (no demolition)

☐ Demolition of building/structure

Building Size:

\_\_\_\_\_ ☐ m<sup>2</sup> ☐ ft<sup>2</sup>

Height of Building:

\_\_\_\_\_ ☐ m ☐ ft # of storeys \_\_\_\_\_

## DEMOLITION PLAN

Timeframe: Expected start date: \_\_\_\_\_ Expected completion date: \_\_\_\_\_

Method of Demolition: ☐ Manual (no heavy equipment) ☐ Using heavy equipment ☐ Other – please explain \_\_\_\_\_

Dump Site Location: \_\_\_\_\_

**\*\*Note:** Construction debris should be dumped in an approved certified site whenever possible. If that is not possible, approval must be obtained from Alberta Environment.\*\*

Name of Contractor responsible for removal/demolition: \_\_\_\_\_

### 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.

*IMPORTANT: This personal information is being collected under the authority of the Municipal District of Ranchland No. 66 for development. It is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act. For more information contact the Municipal District of Ranchland No. 66 FOIP Coordinator at 403-646-3131.*

\_\_\_\_\_  
**APPLICANT**

\_\_\_\_\_  
**Registered Owner (if not the same as applicant)**

**APPLICANT IS RESPONSIBLE FOR:**

- |  |   |
|--|---|
| <input type="checkbox"/> <b>Disconnection of all services</b> including (if applicable): | Signature from agency verifying services disconnected (or attach letter): |
| <input type="checkbox"/> Electrical power  | _____   |
| <input type="checkbox"/> Natural gas   | _____   |
| <input type="checkbox"/> Oil lines   | _____   |
| <input type="checkbox"/> Telephone cables  | _____   |
| <input type="checkbox"/> Communications cables (includes cable TV)                       | _____   |
| <input type="checkbox"/> Water lines   | _____   |
| <input type="checkbox"/> Storm & sanitary sewer  | _____   |
| <input type="checkbox"/> Septic  | _____   |
- 
- ☐ **On-site consultation with Public Works Director.** The applicant shall schedule a consultation with the Public Works Director a minimum of 48 hours prior to demolition or removal commencing to determine the state of affected public property.
- ☐ **Final plan for property after building removed or demolished and reclamation complete.** As applicable:
- ☐ **Copy of grading plans** if property will be vacant after removal or demolition.
- ☐ **Complete development application for new development** where building is being replaced.
- ☐ **A completed Development Application.** This form shall accompany a complete development application with the consent of the registered owner and any other required documentation.
- ☐ **Application Fee and any applicable deposit or security required payable to the Municipal District of Ranchland No. 66.**





**MUNICIPAL DISTRICT OF RANCLAND NO. 66**  
**DEVELOPMENT PERMIT**

**APPENDIX 6**

**PERMIT NO.** \_\_\_\_\_

**FORM E**

Development involving: \_\_\_\_\_  
(as further described in Application No. \_\_\_\_\_ ) on land legally described as \_\_\_\_\_  
\_\_\_\_\_ has been **APPROVED**, subject to the following conditions:

You are hereby authorized to proceed with the development specified provided:

- (a) that any stated conditions are complied with;
- (b) that development is in accordance with any approved plans and applications; and
- (c) that a building permit is obtained if construction is involved, and all other applicable Safety Code permits (electrical, plumbing, HVAC, gas) are applied for and obtained.

**Should an appeal be made against this decision to the Subdivision and Development Appeal Board, the development permit may be modified or cancelled thereby.**

Date of Decision: \_\_\_\_\_

Date of Issue of Development Permit: \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE – Designated Officer**

**NOTE:**

- 1. The issuance of a development permit in accordance with the notice of decision is subject to the condition that it does not become effective until 21 days after the date of receipt of notification that an order, decision or development permit has been issued.
- 2. Any person claiming to be affected by a decision including the issuance of a development permit by the designated officer may appeal to the Subdivision and Development Appeal Board by serving written notice of appeal to the secretary of the Subdivision and Development Appeal Board in respect of the decision given within 14 days of the receipt of the notice of decision, including a statement of the reasons of appeal.
- 3. This permit is valid for a period of 12 months from the date of issue. If, at the expiry of this period, the development has not been commenced or carried out with reasonable diligence, this permit shall be null and void, unless an extension to this period has previously been granted in writing by the designated officer.
- 4. Notice of approval in no way removes the need to obtain any permit or approval required by any federal, provincial, or municipal legislation, order and/or regulations pertaining to the development approved.





MUNICIPAL DISTRICT OF RANCLAND NO. 66

NOTICE OF REFUSAL

APPENDIX 6

APPLICATION NO. \_\_\_\_\_

FORM F

You are hereby notified that your application for a development permit with regard to the following:

on land legally described as \_\_\_\_\_

has been **REFUSED** for the following reasons:

You are further notified that you may appeal this decision to the Subdivision and Development Appeal Board in accordance with the provisions of section 41 of this bylaw. Such an appeal shall be made in writing and shall be delivered either personally or by mail so as to reach the Secretary of the Subdivision and Development Appeal Board not later than 21 days following the date of issue of this notice. The notice of appeal shall state the reasons for the appeal.

Date of Decision: \_\_\_\_\_

Date of Notice of Decision: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE – Designated Officer





**MUNICIPAL DISTRICT OF RANCHLAND NO. 66**  
**NOTICE OF DECISION OF THE DEVELOPMENT AUTHORITY**

**APPENDIX 6**

**APPLICATION NO. \_\_\_\_\_**

**FORM G**

This is to notify you with respect to a decision of the development authority whereby a development permit has been issued authorizing the following development:

Address of Property: \_\_\_\_\_

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Registered Plan: \_\_\_\_\_

or Certificate of Title: \_\_\_\_\_

**Date of Decision:** \_\_\_\_\_

**The Land Use Bylaw provides that any person claiming to be affected by the decision of the designated officer may appeal to the Subdivision and Development Appeal Board by serving written notice of appeal to the Secretary of the Subdivision and Development Appeal Board within 21 days after notice of the decision is given.**





**MUNICIPAL DISTRICT OF RANCHLAND NO. 66**  
**APPLICATION FOR AMENDMENT TO THE LAND USE BYLAW**

**APPENDIX 6**

**FORM H**

*(Office Use Only)*

**DATE RECEIVED** \_\_\_\_\_

**AMENDING BYLAW NO.** \_\_\_\_\_

I/We hereby make application to amend the Land Use Bylaw.

**APPLICANT:**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

**OWNER OF LAND:**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

**LAND DESCRIPTION:**

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Registered Plan \_\_\_\_\_

All/part of the \_\_\_\_\_  $\frac{1}{4}$  Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ West of \_\_\_\_\_ Meridian

Certificate of Title No: \_\_\_\_\_

**AMENDMENT PROPOSED:**

☐ Text or development use, criteria or standard amendment

☐ Land use redesignation (rezoning) amendment

☐ Other amendment

**Reasons in support of application for amendment:** (may attach support information and map)

I/We enclose \$ \_\_\_\_\_ being the application fee.

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**SIGNATURE – Applicant**





## MUNICIPAL DISTRICT OF RANCHLAND NO. 66 AGREEMENT FOR TIME EXTENSION

### APPENDIX 6

### FORM I

(Office Use Only)

APPLICATION NO. \_\_\_\_\_

(associated permit file no.)

I / We \_\_\_\_\_ being the registered owner or person authorized  
to act on behalf of the registered owner with respect to:

Development Permit Application No. \_\_\_\_\_

For: \_\_\_\_\_

Located on (legal description): \_\_\_\_\_

Do hereby agree to a time extension of \_\_\_\_\_ days for the Development Authority to make a  
decision on my/our application, until \_\_\_\_\_ (date).

On the understanding that if a decision has not been made by this time, I may deem the application refused  
and appeal to the Subdivision and Development Appeal Board in accordance with the provisions of the  
*Municipal Government Act*, RSA 2000, Chapter M-26.

\_\_\_\_\_  
Signature of Registered Owner/Person Acting on behalf of:

\_\_\_\_\_  
Signature of Witness

DATE \_\_\_\_\_

\_\_\_\_\_  
Signature of Development Officer, M.D. of Ranchland No. 66

\_\_\_\_\_  
Signature of Witness

DATE \_\_\_\_\_

