

# Development Permit Application Form

## Office Use Only

Application Fee: \_\_\_\_\_ ☐ DB ☐ MC ☐ VISA ☐ CHQ ☐ CSH Receipt Number: \_\_\_\_\_ Date: \_\_\_\_\_

Permit Number: \_\_\_\_\_ Roll No.: \_\_\_\_\_ Submission Date: \_\_\_\_\_

## Applicant Information

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

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_

## Landowner Information (If Applicant is other than the Landowner)

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

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Parcel Information

Municipal/Civic Address: \_\_\_\_\_

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

Quarter: \_\_\_\_\_ Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_ W4M

Certificate of Title # \_\_\_\_\_ Parcel size: \_\_\_\_\_

Land Use District: \_\_\_\_\_ Existing Use of Land/Building: \_\_\_\_\_

## Development Information

Proposed Land Use Type		Proposed Development
<input type="checkbox"/>	Residential	
<input type="checkbox"/>	Commercial	
<input type="checkbox"/>	Industrial	
<input type="checkbox"/>	Agricultural	
<input type="checkbox"/>	Other	
Principal Building Floor Area:		% of Parcel Occupied:
Accessory Building Floor Area:		% of Parcel Occupied:
Building Height:		
Estimated Development Cost:		
Proposed Start Date:		Proposed Completion Date:

**Description of Work:****Declaration:**

I/We declare that I am/we are the owner of the land described above or authorized to act on behalf of the registered owner(s). I/We have reviewed all of the information supplied to the Town with respect to an application and it is true and accurate to the best of my/our knowledge. I/We understand that the Town of Hardisty will rely on this information in its evaluation of the application. Any decision made by the Town based on inaccurate information may be cancelled at any time.

By signing below, I/we confirm to have carefully read this declaration and agree to the terms within.

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

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



I/We give authorization for electronic communication using the email provided on this application form.

**Payment:**

Until the applicable permit fees have been paid in full, the Town of Hardisty will not commence review of your application.

The personal information provided by you is being collected under the authority of Sections 642, 303 and 295 the *Municipal Government Act* and in accordance with Section 33(c) of the *Freedom of Information and Protection of Privacy Act*. The information is required and will be used for issuing development permits and property assessment purposes. The name of the permit holder and the nature of the permit are available to the public upon request. Questions regarding the collection and use of this information may be directed to the CAO for the Town of Hardisty at 780-888-3623.

**Application Status (To be filled out by office staff only)**

This application was acknowledged complete by the Development Authority on:

Date: \_\_\_\_\_ DA Initial: \_\_\_\_\_

A decision on this application was determined by the Development Authority on:

Date: \_\_\_\_\_ DA Initial: \_\_\_\_\_

## Development Permit Application Requirements Checklist

The following documents are required for a complete application. Missing documentation may result in delays in approval or a rejection of the application due to insufficient information.

- ☐ Complete Development Permit Application Form
- ☐ Application Fee (refer to the Town of Hardisty Fee Schedule)
- ☐ Letter of Authorization from the property owner authorizing an agent to act on their behalf (if the owner is unable to sign the Development Permit Application Form)
- ☐ Site Plan drawn to scale (refer to attached Site Plan Requirements)
- ☐ A statement of existing and proposed utility services (i.e. on-site or municipal)
- ☐ The presence of abandoned oil and gas wells (in accordance with the *Matters Related to Subdivision and Development Regulation*. Visit <https://extmapviewer.aer.ca/AERAbandonedWells/Index.html>)

The Development Authority may additionally require the submission of:

- ☐ current copy of Certificate of Title and copies of any restrictive covenants, utility rights-of-ways, easements or Town of Hardisty caveats registered on title
- ☐ confirmation of corporate signing authority where the registered landowner is a corporation
- ☐ floor plans, elevations and section drawings showing building dimensions, area and height
- ☐ written rationale supporting any requested variances
- ☐ samples or representations of exterior building materials and colors
- ☐ a Real Property Report prepared by an Alberta Land Surveyor, showing the location and distances of any existing buildings, bodies of water, trees or other physical features on or adjacent to the parcel being developed
- ☐ photographs showing the parcel in its current state
- ☐ in the case of a building to be relocated to the property, information relating to the age and condition of the building, including photographs of the building
- ☐ information on the method for the supply of potable water and disposal of wastes
- ☐ engineering plans, prepared by a qualified professional, respecting provision of water, stormwater and sewer services and franchise utilities for the development
- ☐ elevations of proposed buildings and floors relative to the invert elevations of public utilities
- ☐ stormwater management, grading or landscaping plans, prepared by a qualified professional
- ☐ an assessment of any potential flooding, subsidence or slope stability hazard by a qualified professional
- ☐ a traffic impact assessment, prepared by a qualified professional
- ☐ detailed studies prepared by a qualified professional showing the potential impacts of the proposed development on utilities and drainage in the area
- ☐ an environmental evaluation or report, prepared by a qualified professional
- ☐ information describing the handling, storage and disposal of any noxious, toxic, radioactive, flammable or explosive materials
- ☐ a plan showing the proposed development in relation to future phases of development on the parcel
- ☐ a copy of an application made and the approval given by a Federal or Provincial authority

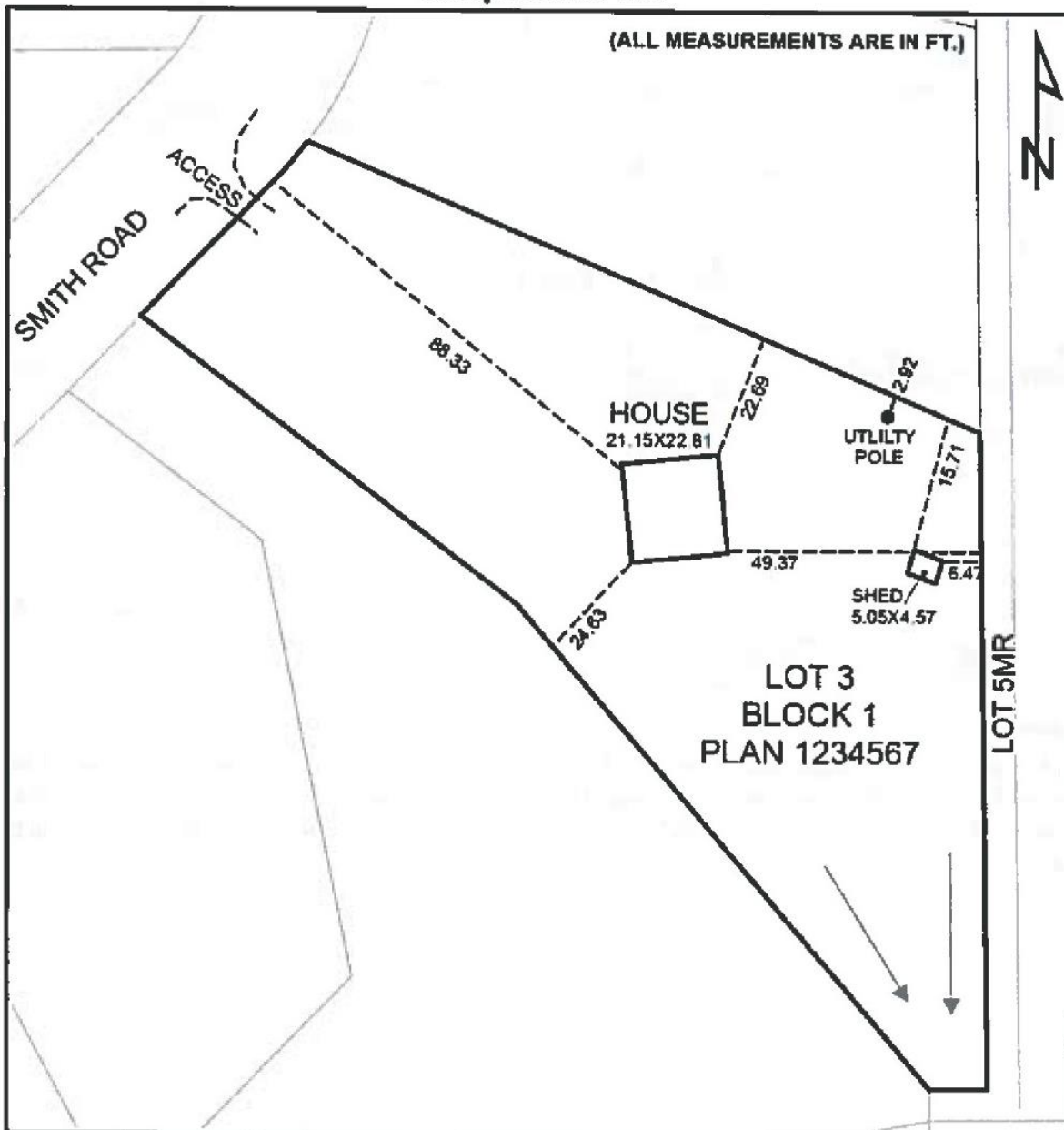
For information regarding your specific application requirements contact the Town of Hardisty Development Officer:

Phone: 780-888-3623 Email: [payments@hardisty.ca](mailto:payments@hardisty.ca)

## Site Plan Requirements

- ☐ municipal address, legal description and north arrow
- ☐ location and dimensions of property lines, the parcel area and the required front, rear and side yards
- ☐ location of any existing and/or proposed buildings and the measured front, rear and side yard setbacks
- ☐ location of any existing or proposed structures including utility poles, retaining walls, fences and signs, showing the measured setbacks to property lines
- ☐ existing and proposed easements and rights-of-way
- ☐ identification of existing and proposed roads or lanes that will provide access to the parcel
- ☐ proposed parking areas and loading spaces, and vehicle entrances and exits (driveways)
- ☐ the location of on-site existing and proposed water and sewer connections, septic tanks and disposal fields, water wells, culverts and crossings
- ☐ existing grades at the corners of the parcel, and at all corners of existing and proposed buildings

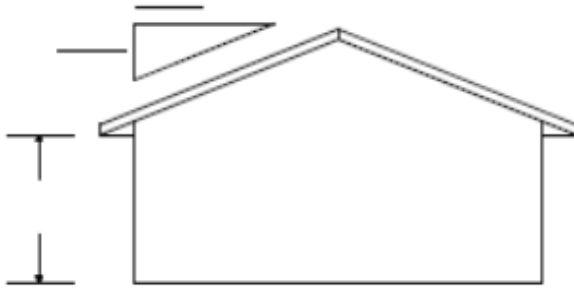
### Sample Site Plan



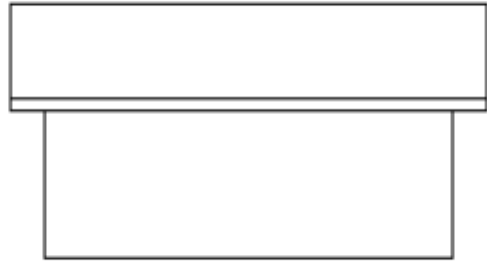
## Elevation Drawing Requirements

Please complete the following information on the drawings below:

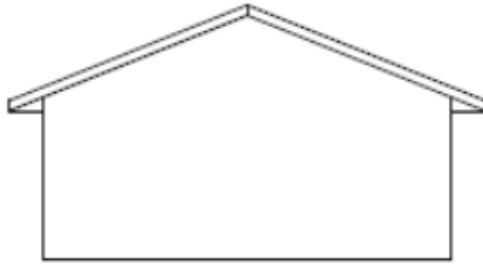
- Label each elevation (i.e. North, South, East, West)
- Show all door and window locations and sizes on all elevations
- Indicate slope of roof (i.e. 3:12)



\_\_\_\_\_ Elevation



\_\_\_\_\_ Elevation

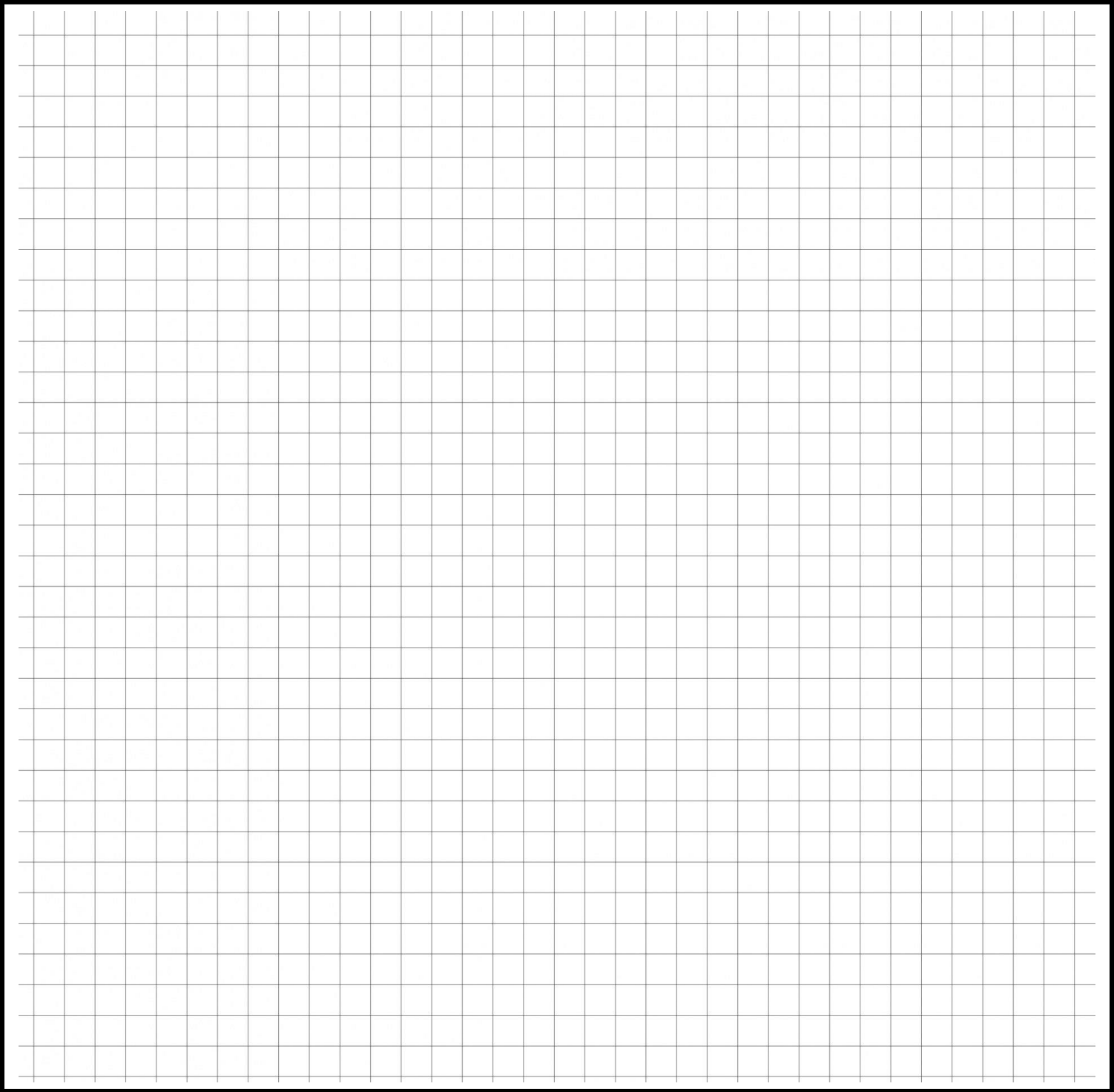


\_\_\_\_\_ Elevation



\_\_\_\_\_ Elevation

Floor Plan Sketch



**This factsheet provides information on Sections 542(1) (“Municipal Inspections and Enforcement”) and 683.1(1) (“Development Applications”) of the Municipal Government Act.**

In accordance with Section 542(1) of the Municipal Government Act:

1. A designated officer may, after giving reasonable notice to the owner or occupier of land or the structure to be entered to carry out the inspection, remedy, enforcement or action
  - a. enter on and carry out the inspection, enforcement or action required by bylaw,
  - b. request anything to be produced to assist in the inspection, remedy, enforcement or action, and
  - c. make copies of anything necessary to the inspection, remedy, enforcement or action.

In accordance with Section 683.1(1) of the Municipal Government Act:

2. The Development Authority must, within 20 days after receipt of an application for a development permit, make a determination whether the application is complete.
3. An application for development permit is complete if,
  - a. in the opinion of the Development Authority, the application contains the documents and information necessary to review the application, or
  - b. the Development Authority does not make a determination within 20 days after receipt of an application for a development permit.
4. The time period to determine if the application is complete may be extended by an agreement in writing between the applicant and the Development Authority.
5. If the Development Authority determines the application is complete, the Development Authority must issue to the applicant an acknowledgement that the application is complete.
6. **If the Development Authority determines that the application is incomplete, the Development Authority must issue to the applicant a notice that the application is incomplete. The notice must indicate the outstanding documents and information that must be submitted by the date indicated on the notice or a later date agreed upon by the applicant and the Development Authority.**
7. If the Development Authority determines that the information and documentation submitted under the notice stated in (6) above are complete, the Development Authority must issue to the applicant an acknowledgement that the application is complete.
8. If the applicant fails to submit all the outstanding information and documentation on or before the date referred to in (6) above, the application is deemed to be refused.
9. If an application is deemed to be refused in accordance with (8) above, the Development Authority must issue to the applicant a notice stating that the application has been refused and a reason for the refusal.
10. In the course of reviewing the application, the Development Authority may request additional information or documentation from the applicant that the Development Authority considers necessary to review the application.

NOTE: This factsheet is provided for your information only. The Municipal Government Act (current as of June 11, 2025) can be viewed electronically at [https://kings-printer.alberta.ca/Laws\\_Online.cfm](https://kings-printer.alberta.ca/Laws_Online.cfm)