



Brazeau County
Box 77 – 7401 Township Road 494
Drayton Valley, AB T7A 1R1
Phone: 780-542-2667
Fax: 780-542-7770

APPLICATION FOR A DEVELOPMENT PERMIT (BUSINESS) Pursuant to Brazeau County Land Use Bylaw 474-04

PRIOR TO APPLICATION FOR A BUSINESS DEVELOPMENT PERMIT

- You are not required to schedule a pre-application meeting prior to submitting your application. However, if you have any questions regarding the application process, please contact the Planning and Development Department at 780-542-2667 to schedule a meeting.
- You are advised to accurately locate any oil, gas, power, and telephone lines on your property prior to undertaking any excavation work. Please contact Alberta One-Call at 1-800-242-3447.

APPLICATION REQUIREMENTS

- The **application form must be completed in full**, signed by the registered Owner(s), and the **application fee** must be paid before it will be accepted for processing. **If the development has commenced BEFORE the development has been applied for, the application fee will be doubled.**
- Brazeau County requires a **copy of the Certificate of Title** no older than two weeks at the time the application is submitted
- Brazeau County may require: a Real Property Report showing the locations of any structures and features on the property; or other information that the Development Officer deems necessary to review the application.
- The Development Authority may refuse to accept or process an application if information required has not been supplied, or if the quality of information is inadequate to properly evaluate the application.

PROVINCIAL / FEDERAL REQUIREMENTS

- All Development Permits are subject to the applicable provincial and/or federal enactments and regulations.
- Provincially regulated permits or approvals (i.e. Building, Plumbing, Gas, Electrical, Sewer, Water, highway access / roadside development permit) that may be required, are the responsibility of the applicant, and will be listed as a condition in the Development Permit. **Brazeau County is not accredited, and does not issue Building, Electrical, Gas, or Plumbing (sewer/water) Permits.**

DEVELOPMENT / CONSTRUCTION PRIOR TO DEVELOPMENT PERMIT ISSUANCE

- Any construction work started on the property prior to the issuance of a development permit, and expiration of the appeal period, is at the applicant's risk.

COMMERCIAL / INDUSTRIAL BUSINESSES AND HOME OCCUPATIONS

- If you are applying for a commercial, industrial, or home-based business, please complete the Brazeau County Services to Business Form. For additional information, please contact Angie Spence, Economic Development, at 780-542-7777.
- Your approved Development Permit will function as a business license as we do not issue business licenses.

COMMERCIAL / INDUSTRIAL BUSINESSES

(Please complete this section ONLY if you are applying for a commercial / industrial use or structure)

- 1. Business operating name: _____
- 2. Brief Business Description: _____

- 3. Hours of operation: _____
- 4. Number of employees: _____ (full time) _____ (part time)
- 5. Will hazardous materials be used or stored on site? Yes No
If yes, please describe: _____
(Examples: bulk oil and/or _____
chemicals, explosives, etc.)
- 6. Are you renovating, altering, or constructing the building to accommodate the business?
 Yes No
(If yes, you must make separate application for Development Permit as required and return same with this Business Permit Application. No permit for the renovating, altering, or construction of the building will be issued until the permit for the Business has been issued.)
- 7. Number and type of vehicles associated with the business:

- 8. Number and type of heavy equipment associated with business:

SUPPLEMENTAL INFORMATION

You may be required to supply the following information with your application. If you had a pre-application meeting with Planning and Development and items are checked on this checklist, they are required to be submitted with your application.

- Landscaping Plan Grading / Drainage Plan
- Building plans (i.e. – blueprints, floor layout), when applying for a single family dwelling, or industrial building
- Location of any sour gas pipelines or wellsites, including the required setbacks to any existing or proposed structures
- Location, size, and text of all proposed signs (for commercial/industrial developments and home occupations (i.e. – home based business))
- Birchwood Village Greens Condominium Board Approval
- Petroleum Tank Management Association of Alberta (PTMAA) Approval
- Geotechnical / engineering study (e.g. – slope stability study, hydro-geological study, etc.)
(Please specify): _____
- Provincial and/or federal approvals (e.g. – Alberta Infrastructure and Transportation roadside development permit, gravel pit license, etc.)
(Please specify): _____

HOME BASED OCCUPATIONS

(Please complete this section ONLY if you are applying for a Home Based Occupation)

- 1. Business operating name: _____
- 2. Brief Business Description: _____

- 3. Hours of operation: _____
- 4. Number of employees: _____ (full time) _____ (part time)
- 5. Are there any other home occupations operating from this location? Yes No
- 6. What work will be done on the premises? _____
- 7. Where will the work be done? _____
- 8. If all the work is not done at the premises, where else will it take place? _____
- 9. Are there any employees of the business who are not members of the family or bona fide occupants of the dwelling?
 Yes No
If there are, how many? _____
Where do they work? _____
If they are working from the residence, where do they park their vehicles? _____
- 10. How many vehicles are involved in the business? _____ How many personal vehicles do you have? _____
Where are they parked? _____
- 11. Excluding vehicles, what equipment, trailers or materials are required for the business?
- 12. Number and type of heavy equipment associated with business:

- 13. Will hazardous materials be used or stored on site? Yes No
If yes, please describe: _____
(Examples: bulk oil and/or _____
chemicals, explosives, etc.)
- 14. Are you renovating, altering, or constructing the building to accommodate the business?
 Yes No
(If yes, you must make separate application for Development Permit as required and return same with this Business Permit Application. No permit for the renovating, altering, or construction of the building will be issued until the permit for the Business has been issued.)
- 15. Will there be any exterior indication to the public of this home occupation (noise, exterior activity, smoke, odours, traffic, signage, etc.?) *(If the Applicant is erecting a sign, they must receive approval through separate Development Permit)*
 Yes No
If yes, please provide details. Failure to disclose anticipated impacts would be grounds for immediate revocation of the permit.

16. Will there be any clients coming to the home? Yes No
If yes, how many and what time(s) of the day will they be coming to the home? _____
Where will they park? _____

17. A home occupation shall be reviewed by Brazeau County when complaints are registered against the home occupation by an affected landowner.

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(Please specify): _____
- Provincial and/or federal approvals (e.g. – Alberta Infrastructure and Transportation roadside development permit, gravel pit license, etc.)
(Please specify): _____



For Office Use Only

Fee Submitted: _____
 Date of Receipt: _____
 Permit No.: _____
 Roll No.: _____

APPLICATION FOR A DEVELOPMENT PERMIT (BUSINESS)

I / We hereby make application under the Brazeau County, Land Use Bylaw No. 474-04 for a Business Development Permit. The plans and information submitted herewith are for this application.

1. **OWNER(S)** _____ **Phone** _____
 _____ **Fax** _____
Address _____ **Cell** _____
 _____ **Email** _____
 _____ **P/C** _____

2. **APPLICANT** _____ **Phone** _____
 (if different from the _____ **Fax** _____
 _____ **Cell** _____
 _____ **Email** _____

3. **APPLICANTS INTEREST IF NOT THE REGISTERED OWNER**

4. LEGAL DESCRIPTION / AREA OF THE PARCEL OF LAND TO BE DEVELOPED

a. All / Part of _____ ¼ of Section _____ Township _____ Range _____ W5M
 Lot _____ Block _____ Plan _____

b. Area of Parcel: _____ Acres / _____ Hectares

c. Lot Size: _____ Meters / Feet by _____ Meters / Feet

5. EXISTING USE AND PURPOSE OF THE DEVELOPMENT

a. How is the land currently designated? _____
 (e.g. – Agriculture District, Hamlet Residential)

b. Existing use of the property: _____
 (e.g. – bare land, residential, haying / grazing)

c. Purpose of the development applied _____
 Other (please specify): _____

d. Estimated cost of project: _____

6. PARTICULARS OF THE PROPERTY TO BE DEVELOPED

- a. Is the land adjacent to a municipal boundary? Yes _____ No _____
If "yes", the adjoining municipality is: _____
- b. Is the land situated within 800-meters (0.5 miles) of a highway? Yes _____ No _____
If "yes", the highway is: _____
- c. Are there currently any residences on the property? How _____ Yes _____ No _____
- d. Is the land situated within 100 m (300 ft.) of a sour gas facility? Yes _____ No _____
- e. Is the proposed development site within 100 m (300 ft.) of a gas or _____ Yes _____ No _____
- f. Is the proposed development site within 300 m (1000 ft.) of a waste water treatment facility (sewage lagoon)? Yes _____ No _____
- g. Is the proposed development site within 300 m (1000 ft.) of a waste transfer station or within 450 m (1476 ft.) of the working area of a _____ Yes _____ No _____
- h. Is the proposed development within 300 m (1000 ft.) of an intensive livestock operation? (i.e. hog operation, feed lot) Yes _____ No _____

7. REGISTERED OWNER

I/We _____ hereby certify that I/we am/are the owner(s) 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 development.

Date: _____

(signature)

(signature)

APPLICANT (if other than registered owner)

I/We _____ hereby certify that I am the agent authorized to act on the behalf of the registered owner(s) 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

Date: _____

(signature)

(signature)

8. CONSENT OF THE REGISTERED OWNER(S)

(To be completed if the applicant is **NOT** the registered owner of the property)

I/We, the Registered Owner(s) of the property hereby confirm that I/We am/are aware of, and consent to, the application made to Brazeau County.

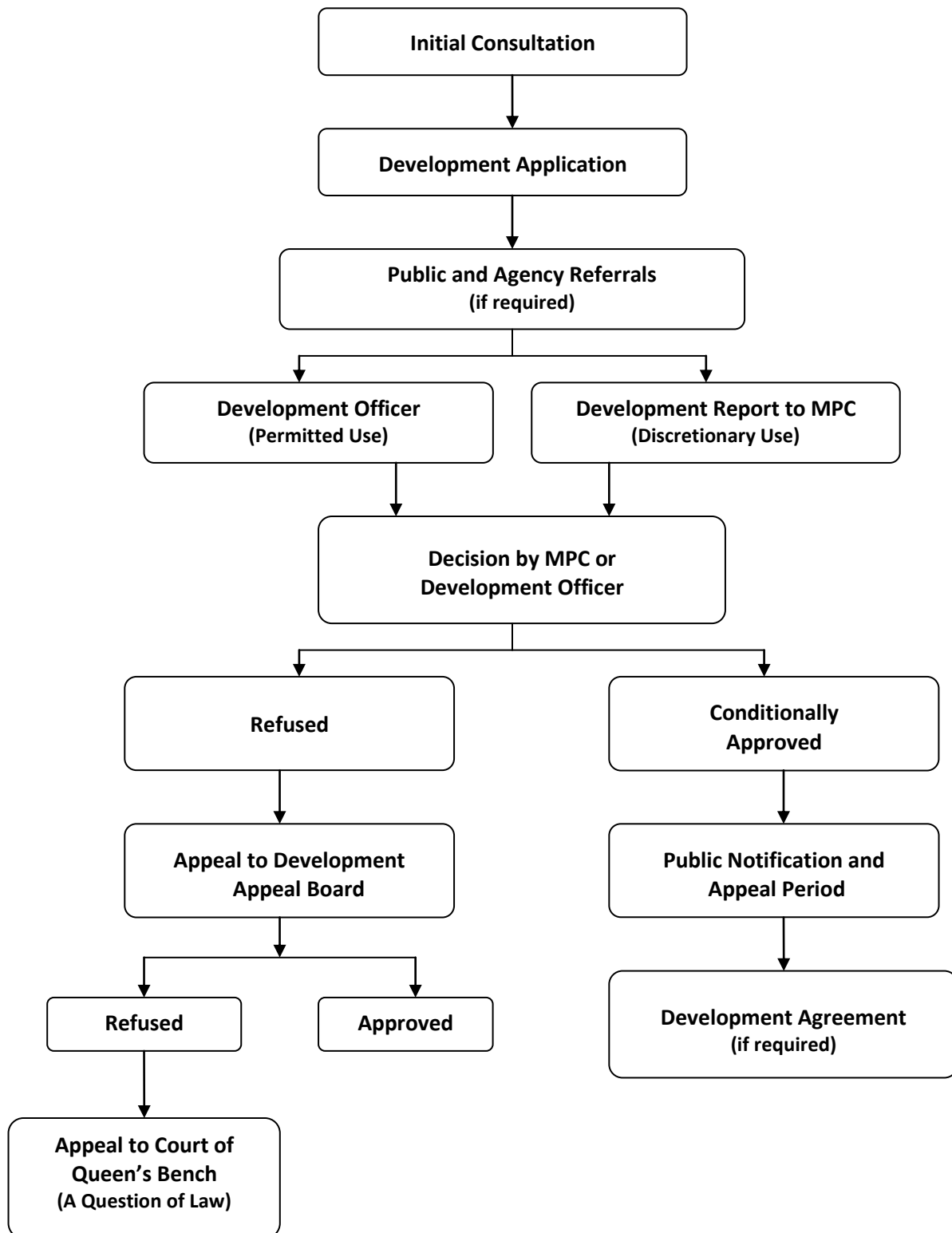
Date: _____

(Signature of the Registered Owner)

(Signature of the Registered Owner)

The information on this form is being collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act* and will be used solely for the purpose of development permit. If you have questions about this collection or require further information please contact the Director of Planning and Development, Brazeau County, Box 77, Drayton Valley, Alberta, T7A 1R1 or telephone 780.542.7777.

DEVELOPMENT PERMIT PROCESS (BUSINESS)





Business Visitation/Import Replacement Program 2012

SERVICES CONSENT FORM

Please Include only the information that you want listed publicly on the website Business Directory, the Home Based Business and Agricultural Directory. Do not include any information that you do not want in a public document.

Company Name: _____

Address: _____

Phone Number 1: _____

Phone Number 2: _____

Fax Number: _____

Contact Name: _____

Website: _____

Email: _____

Description _____

I give my permission for the above information to be placed on my behalf by Brazeau County on:

Brazeau County Website Business Directory:

Brazeau County Home Based Business & Agricultural Directory:

I understand that Brazeau County is not responsible for keeping the above information up to date, that any changes to the above information will be the responsibility of me to inform the County of changes.

Name (Please Print) _____

Date: _____

Signature: _____

I would like to have Brazeau County forward me information on : Exporting/Importing: Marketing:

Grande Alberta Economic Region Networking/Educational Sessions:

Name: (Please Print) _____

Date: _____

Signature: _____

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