VILLAGE OF ACME
Box 299, 615A Pacific Avenue, Acme, AB T0M 0A0
Phone: (403) 546-3783 Fax: (403) 546-3014
Email: cao@acme.ca Website: www.acme.ca

DEVELOPMENT PERMIT APPLICATION
NON-RESIDENTIAL

Office Use Only	
Submission Date:	DP #:
Fee ($):	Receipt #:
LINC #:	Roll #:

APPLICANT INFORMATION	
NAME:	PHONE #:
EMAIL:	
MAILING ADDRESS:	
CITY/PROVINCE:	POSTAL CODE:
PREFERRED METHOD OF COMMUNICATION: (CIRCLE ONE) CALL FOR PICK UP MAIL EMAIL	

REGISTERED LANDOWNER(S) INFORMATION (IF APPLICANT IS OTHER THAN OWNER)	
NAME:	PHONE #:
EMAIL:	
MAILING ADDRESS:	
CITY/PROVINCE:	POSTAL CODE:
OWNER SIGNATURE:	DATE:

PROPERTY DETAILS
CIVIC ADDRESS:
LEGAL DESCRIPTION: LOT: _____ BLOCK: _____ PLAN: _____ (OR, IF APPLICABLE) QUARTER _____; SECTION _____; TOWNSHIP _____; RANGE _____; MERIDIAN _____.
LAND USE DISTRICT: ❑ R-1 ❑ R-2 ❑ R-MD ❑ R-A ❑ M-RC ❑ DT ❑ I ❑ CS ❑ UR
EXISTING USE OF LAND/BUILDINGS:
PARCEL AREA: _____ ❑ M^2 ❑ FT^2 ❑ ACRES ❑ HECTARES

PROPOSED DEVELOPMENT DETAILS
PROPOSED USE/DEVELOPMENT:
TYPE OF DEVELOMENT: ❑ NEW CONSTRUCTION ❑ ACCESSORY BUILDING/STRUCTURE ❑ STRUCTURAL RENOVATION ❑ OTHER: _____ ❑ ADDITION
PROPOSED BUILDING FLOOR AREA: _____ ❑ M^2 ❑ FT^2 % OF LOT OCCUPIED:
ACCESSORY BUILDING FLOOR AREA: _____ ❑ M^2 ❑ FT^2 % OF LOT OCCUPIED:
PROPOSED TOTAL PARCEL COVERAGE: _____%
PROPOSED BUILDING HEIGHT: _____ ❑ M ❑ FT
DESCRIPTION OF PROPOSED WORK (DESCRIBE IN DETAIL WHAT IS BEING CONSTRUCTED / DEVELOPED):
VARIANCE REQUESTED (IF APPLICABLE, DETAILS AND RATIONALE OF VARIANCE REQUEST):
ESTIMATED START DATE:
ESTIMATED COMPLETION DATE:
ESTIMATED COST OF DEVELOPMENT:

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 Village with respect to an application and it is true and accurate to the best of my/our knowledge. I/We understand that the Village of Acme will rely on this information in its evaluation of the application. Any decision made by the Village of Acme 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. SIGNATURE OF APPLICANT: _____ 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 to the Village of Acme, the Village will not commence the review of your application.

Collection of Personal Information

The personal information collected through this development permit application form is required and will be used for issuing development permits and property assessment purposes. This collection is authorized by section 4 (a) of the Protection of Privacy Act (POPA) and by sections 642, 303, and 295 of the Municipal Government Act. The name of the permit holder and the nature of the permit are available to the public upon request. If you have any questions about the collection or use of the personal information provided, please contact the Development Officer, Box 299, Acme, AB. T0M 0A0. Phone: 403-546-3783. Email: cao@acme.ca.

Omitting personal information on plans and drawings protects owners and tenants by reducing the risk of any personal information being wrongfully displayed, while following the Province of Alberta's POPA. If you consider the information personal, please do not put it on the plans.

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DEVELOPMENT PERMIT APPLICATION REQUIREMENTS

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 Village of Acme Fee Schedule)
- ◯ A site plan (drawn to scale) showing the following:
    - north arrow;
    - municipal address and legal description of the property;
    - location and dimensions of property lines, the parcel area, and the required front, rear and side yards;
    - existing and proposed easements and rights-of-ways, including dimensions and type of easement;
    - location, area and external dimensions of all existing and proposed buildings, structures and uses on the property and the measured distance to property lines;
    - the location of any existing or proposed structures, including utility poles, retaining walls, fences and signs, and the measured setbacks to property lines;
    - any provisions for vehicle parking, off-street loading and all access and egress points to the property;
    - identification of existing proposed roads or lanes that provide access to the property;
    - existing site grades at the corners of the parcel, and at the corners of existing and proposed buildings.
- ◯ Statement of existing and proposed utility services (e.g. water and sanitary)
- ◯ Statement of the current and proposed use of the lands
- ◯ 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 Village of Acme caveats registered on title
- ◯ Floor plans, elevations, and section drawings
- ◯ Plans showing the location of windows and/or balconies on proposed buildings in relation to window and/or balconies of existing buildings on adjacent parcels
- ◯ Written rationale supporting any requested variances
- ◯ Samples or representations of exterior building finishing materials and/or colors
- ◯ Photographs showing the parcel in its current state
- ◯ In the case of a building to be relocated to the property, information or photographs relating to the age and condition of the building, including photographs of the building
- ◯ A Real Property Report prepared by an Alberta Land Surveyor, showing the location and distances of any existing buildings, waterbodies, trees or other physical features on or adjacent to the parcel being developed
- ◯ Stormwater management, grading or landscaping plans prepared by a qualified professional
- ◯ An assessment by a qualified professional of any potential flooding or subsidence or slope stability hazard that

may affect the parcel

- ◯ A traffic impact assessment prepared by a qualified professional
- ◯ A plan showing the proposed development in relation to future phases of development on the parcel
- ◯ Where the proposal is considered to have significant environmental impact, an environmental evaluation or report
- ◯ A copy of an application made and the approval given by a Federal or Provincial agency.

Applications for Home Occupations

- ◯ A description of the nature of the business
- ◯ The number of resident and non-resident employees proposed to work on the parcel
- ◯ The location of any materials or goods to be kept or stored
- ◯ A floor plan of the dwelling unit showing the area to be used for business purposes
- ◯ An estimate of the number of client visits or deliveries to be expected on a daily basis

For information regarding your specific application requirements contact the Village of Acme Development Officer.

IMPORTANT NOTICES:

SUBMISSION OF THIS APPLICATION FORM DOES NOT PERMIT THE COMMENCEMENT OF CONSTRUCTION.

FAILURE TO GET A DEVELOPMENT PERMIT (WHERE REQUIRED) PRIOR TO COMMENCING WORK AND/OR FULFILLING ANY PRIOR TO CONSTRUCTION CONDITIONS OF APPROVAL MAY RESULT IN THE ISSUANCE OF A STOP ORDER.

BUILDING, GAS/PLUMBING AND/OR ELECTRICAL PERMITS MAY BE REQUIRED.

Visit https://www.palliserservices.ca/safety-codes-forms

HIGH INTENSITY RESIDENTIAL FIRE (HIRF) REQUIREMENTS

Residential building location and/or construction requirements as a result of fire department response time have existed in Alberta since the introduction of the Alberta Building Code in 1981. Where the fire department in a municipality cannot respond to a fire in less than 10 minutes, residential buildings must be located further away from property lines or provided with additional fire protection, such as non-combustible siding, no side-yard windows, and/or sprinkler systems. **Owners and designers are strongly advised to review HIRF/Building Code requirements prior to starting design of residential buildings.**

For more information regarding HIRF requirements, please refer to the Alberta Building Code or please see https://www.palliserservices.ca/safety-codes-forms/hirf-spatial-separation-between-houses.

CLICK BEFORE YOU DIG! LOCATE UNDERGROUND UTILTIES THROUGH UTILITY SAFETY PARTNERS.

Submit a request online at https://utilitysafety.ca/wheres-the-line/submit-a-locate-request/ or call 1-800-242-3447.

SAMPLE SITE PLAN

