



DEVELOPMENT PERMIT APPLICATION

IMPORTANT NOTICE:

THIS APPLICATION DOES NOT PERMIT THE COMMENCEMENT OF CONSTRUCTION ON THE SITE UNTIL A DECISION HAS BEEN MADE REGARDING THE PROPOSED DEVELOPMENT BY THE DEVELOPMENT OFFICER. A BUILDING PERMIT MAY ALSO BE REQUIRED FOR ANY DEVELOPMENT ON THE SITE. THESE ARE AVAILABLE THROUGH PALLISER REGIONAL MUNICIPAL SERVICES SAFETY CODES. CALL 1-800-407-8361 OR VISIT <https://www.palliserservices.ca/safety-codes-forms/building-permits>

**PRIOR TO COMMENCING ANY WORK ON YOUR DEVELOPMENT,
YOU MUST HAVE THE FOLLOWING:**

- COMPLETE DEVELOPMENT PERMIT APPLICATION THROUGH VILLAGE OF ACME
- RECEIVE APPROVAL FOR DEVELOPMENT PERMIT FROM THE VILLAGE'S DEVELOPMENT OFFICER

IF APPLICABLE:

- LOCATE UNDERGROUND UTILITY SERVICES THROUGH UTILITY SAFETY PARTNERS.
SUBMIT A REQUEST ONLINE AT [HTTPS://UTILITYSAFETY.CA/WHERES-THE-LINE/SUBMIT-A-LOCATE-REQUEST/](https://utilitysafety.ca/wheres-the-line/submit-a-locate-request/) OR CALL 1-800-242-3447
- COMPLETE BUILDING PERMIT APPLICATION FROM PALLISER REGIONAL MUNICIPAL SERVICES (PRMS) SAFETY CODES: [HTTPS://WWW.PALLISERSERVICES.CA/SAFETY-CODES-FORMS/BUILDING-PERIMITS](https://www.palliserservices.ca/safety-codes-forms/building-permits) OR CALL 1-800-407-8361
- RECEIVE APPROVAL FOR BUILDING PERMIT FROM PRMS SAFETY CODES
- OBTAIN ANY OTHER REQUIRED PERMITS FROM PRMS SAFETY CODES:
[HTTPS://WWW.PALLISERSERVICES.CA/SAFETY-CODES-FORMS/BUILDING-PERIMITS](https://www.palliserservices.ca/safety-codes-forms/building-permits) OR CALL 1-800-407-8361
 - GAS PERMIT (IF APPLICABLE)
 - ELECTRICAL PERMIT (IF APPLICABLE)
 - PLUMBING PERMIT (IF APPLICABLE)

FAILURE TO GET AN APPROVED DEVELOPMENT PERMIT PRIOR TO COMMENCING WORK ON THE DEVELOPMENT MAY RESULT IN:

- A STOP WORK ORDER
- REQUIREMENT TO REMOVE ALL CONSTRUCTION FROM THE PROPERTY AT THE OWNERS EXPENSE
- REQUIREMENT TO BRING PROPERTY BACK INTO THE SAME CONDITION AS IT WAS PRIOR TO DEVELOPMENT AT THE OWNERS EXPENSE

IMPORTANT NOTICE:

THIS APPLICATION DOES NOT PERMIT THE COMMENCEMENT OF CONSTRUCTION ON THE SITE UNTIL A DECISION HAS BEEN MADE REGARDING THE PROPOSED DEVELOPMENT BY THE DEVELOPMENT OFFICER.

A BUILDING PERMIT MAY ALSO BE REQUIRED FOR ANY DEVELOPMENT ON THE SITE. THESE ARE AVAILABLE THROUGH PALLISER REGIONAL MUNICIPAL SERVICES SAFETY CODES. CALL 1-800-407-8361 OR VISIT <https://www.palliserservices.ca/safety-codes-forms/building-permits>



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 FORM:

RESIDENTIAL BUILDINGS, ACCESSORY BUILDINGS, COMMERCIAL/INDUSTRIAL BUILDINGS

APPLICANT INFORMATION

DATE APPLICATION RECEIVED:

APPLICANT NAME (FIRST & LAST):

PHONE #:

EMAIL ADDRESS:

MAILING ADDRESS:

CITY:

POSTAL CODE:

SIGNATURE OF APPLICANT: _____

DATE SIGNED: _____

REGISTERED LAND OWNER(S) INFORMATION (IF APPLICABLE)

REGISTERED PROPERTY OWNER(S) (IF APPLICANT IS OTHER THAN THE OWNER):

PHONE #:

MAILING ADDRESS:

CITY:

POSTAL CODE:

AS THE REGISTERED OWNER(S) OF THE PROPERTY IN THIS APPLICATION, I HEREBY AUTHORIZE THE ABOVE APPLICANT TO SUBMIT THIS DEVELOPMENT PERMIT APPLICATION AND TO COMMENCE ANY PROPOSED DEVELOPMENT ON MY PROPERTY UPON APPROVAL OF THE DEVELOPMENT PERMIT APPLICATION.

SIGNATURE OF REGISTERED OWNER(S): _____

DATE SIGNED: _____

CONTRACTOR INFORMATION (IF APPLICABLE)

NAME OF CONTRACTOR / COMPANY:

PHONE #:

MAILING ADDRESS:

CITY:

POSTAL CODE:

PROPERTY DETAILS

CIVIC ADDRESS OF PROPERTY:

LEGAL DESCRIPTION:

ROLL #: _____

LINC #: _____

LOT: _____ BLOCK: _____ PLAN: _____

(OR, IF APPLICABLE)

QUARTER _____; SECTION _____; TOWNSHIP _____; RANGE _____; MERIDIAN _____.

LAND USE DISTRICT:

PRESENT USE OF PROPERTY:

PARCEL TYPE: INTERIOR CORNER

CURRENT PARCEL COVERAGE:

_____ %

PARCEL AREA: _____ SQUARE METERS SQUARE FEET

PROPOSED DEVELOPMENT DETAILS

ALL DEVELOPMENTS **MAY** BE SUBJECT TO THE FOLLOWING CONDITIONS:

- SUBJECT TO MEETING BUILDING CODE. ALL ALBERTA REQUIREMENTS & VILLAGE OF ACME LAND USE BYLAW.
- SUBJECT TO INFORMING PALLISER REGIONAL MUNICIPAL SERVICES (PRMS) FOR ALL OTHER REQUIRED PERMITS.
- SUBJECT TO RECEIPT OF PAYMENT. THE OFFICIAL DATE OF RECEIPT OF THE PLANS WILL BE THE DATE FUNDS ARE RECEIVED FOR THE DEVELOPMENT PERMIT APPLICATION.
- SUBJECT TO PLANNING DEVELOPMENT REVIEW.
- SUBJECT TO ENVIRONMENTAL REGULATIONS.
- SUBJECT TO ALBERTA SAFETY CODES & ALBERTA REGULATIONS.
- SUBJECT TO CURRENT LAND TITLE.
- SUBJECT TO FIRE INSPECTION.

PROPOSED USE OF DEVELOPMENT:

- RESIDENTIAL BUILDING
- COMMERCIAL / INDUSTRIAL BUILDING
- ACCESSORY BUILDING

PROPOSED TYPE OF DEVELOPMENT:

- NEW CONSTRUCTION
- RENOVATION
- ADDITION
- HOME OCCUPATION
- SIGNAGE (REFER TO SECTION 9 OF THE LAND USE BYLAW)
- OTHER: _____

PROPOSED TYPE OF STRUCTURE:

- GARAGE
- SHED
- DWELLING: SINGLE DETACHED
- DWELLING: TWO-UNIT
- DWELLING: MODULAR – YEAR: _____
- DWELLING: MANUFACTURED HOME – YEAR: _____
- DWELLING: MULTI-UNIT (ATTACHED) # OF UNITS: _____
- OTHER: _____
- DWELLING: MULTI-UNIT (APARTMENTS) # OF UNITS: _____
- DWELLING: SECONDARY SUITE
- DWELLING: BACKYARD SUITE
- DWELLING: MOVED ON
- COMMERCIAL / INDUSTRIAL
- INSTITUTIONAL
- HOTEL / MOTEL
- SIGNAGE (REFER TO SECTION 9 OF THE LAND USE BYLAW)

PROPOSED BUILDING HEIGHT: _____ METERS FEET

PROPOSED PARCEL COVERAGE: _____ %

PROPOSED BUILDING FLOOR AREA: _____ SQUARE METERS SQUARE FEET

PROPOSED YARDS - FRONT VIEW:

FRONT: _____ METERS FEET

REAR: _____ METERS FEET

LEFT SIDE: _____ METERS FEET

RIGHT SIDE: _____ METERS FEET

PROPOSED SIDING / FINISHING (IF APPLICABLE) [MAY BE SUBJECT TO CONDITIONS]:

DESCRIPTION OF PROPOSED WORK (DESCRIBE IN DETAIL WHAT IS BEING CONSTRUCTED / DEVELOPED) [MAY BE SUBJECT TO CONDITIONS]:

VARIANCE REQUESTED (IF APPLICABLE, DETAILS OF VARIANCE) [MAY BE SUBJECT TO CONDITIONS]:

ESTIMATED START DATE:

ESTIMATED COMPLETION DATE:

ESTIMATED COST OF DEVELOPMENT:

REQUIRED DOCUMENTS

Please see attached list of required documents at the end of this application.

OTHER NOTES:

I AGREE TO ADHERE TO THE VILLAGE'S BYLAWS, POLICIES AND REGULATIONS REGARDING THIS APPLICATION. I UNDERSTAND THAT THIS PERMIT APPLICATION MAY BE REFUSED IF THE PROPOSED DEVELOPMENT DOES NOT CONFORM TO ALL OF THE REQUIREMENTS OF THE LAND USE BYLAW I HEREBY DECLARE THAT THE DEVELOPMENT IDENTIFIED IN THIS APPLICATION WILL BE CONDUCTED IN ACCORDANCE WITH THE PLANS SUBMITTED.

SIGNATURE OF APPLICANT: _____ DATE: _____

REQUIRED DOCUMENTS

This form MUST be accompanied by:

- Current Land Title or Legal Documents showing Ownership
- Current RPR (Real Property Report)
- A detailed and scaled site plan showing:
 - A North arrow;
 - The legal land description of the property;
 - The front, rear, and side yards;
 - Showing the dimension of the site including the dimensions between the property lines of all existing and proposed buildings and shelter belts;
 - Showing the location of all existing and proposed wells, septic tanks, disposal fields, culverts, and crossings;
 - Any provision for off-street loading and vehicle parking; and
 - Entry and exit to and from the site;
- Proposed exterior finishing materials for all buildings; and
- Floor plans, elevations, grading and sections if required by the Development Officer.
- Other plans and information as the Development Officer may request.

Personal information provided as part of this application is collected under Sections 642, 303 and 295 of 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. 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.

Important Notice: This application does not permit the commencement of construction on the site until a decision has been made regarding the proposed development by the Development Officer. A Building Permit may also be required for any development on the site.

FOR OFFICE USE ONLY

VILLAGE D.P. #:

USE TYPE:

PERMITTED DISCRETIONARY

LOT/PARCEL AREA: _____ BUILDING PERMIT APPLIED FOR: _____

APPROVED

MPC DO SDAB DATE: _____

APPROVED SUBJECT TO CONDITIONS

MPC DO SDAB DATE: _____

APPROVED SUBJECT TO CONDITIONS AND TO THE TWENTY-ONE (21) DAY APPEAL PERIOD

MPC DO SDAB DATE: _____

REFUSED FOR THE FOLLOWING REASONS:

APPLICATION FEE: \$ _____

RECEIPT #: _____

RECEIVED BY: _____

PERMIT ISSUED DATE: _____ EXPIRY DATE: _____

APPLICATION PROCESSED BY (PLEASE PRINT NAME): _____

SIGNATURE OF DEVELOPMENT OFFICER: _____ DATE: _____