

MINOR DEVELOPMENT PERMIT APPLICATION

Planning & Development | Town of High River

Pre-application meetings are **required** for all development permits **except** for home occupations that comply with the Land Use Bylaw, intensification/change of use for a permitted use (as per Land Use Bylaw), and non-dwelling residential accessory buildings that comply with the Land Use Bylaw.

If you would like to book a pre-application meeting or would like to speak with the Planning & Development Services Division before submitting your application, please contact us at planning@highriver.ca or at 403.652.2110 and we would be pleased to assist you.

Staff reserve the discretion to require a pre-application meeting if staff believe that the complexity of the application warrants it.

Applicants must fill in the following application form and submit all requirements (unless otherwise discussed with staff). **The Town does NOT accept incomplete applications.**

FOR OFFICE USE ONLY

DATE ACCEPTED AS COMPLETE: _____

ROLL NO.: _____

FILE NO.: _____

ZONING: _____

MINIMUM DEVELOPMENT ELEVATION: _____

PERMITTED OR DISCRETIONARY? (Circle one)

VARIANCE(S) REQUIRED? YES/NO (circle one)

Is the property within an Area Structure Plan, Area Redevelopment Plan, Area Concept Plan, and / or Neighbourhood Outline Plan?

YES/NO (Circle one)

If yes, specify:

PLEASE NOTE:

If your application includes any elements that **do not comply with Town regulations**, you will need to apply for a variance. Variance Development Permit applications **require** pre-application meetings. Please contact us at 403.652.2110 or at planning@highriver.ca and we would be pleased to assist you.

Variance applications require **a fee (\$175) IN ADDITION** to the base permit application.

If you are proposing signage, please fill out a signage application form.

Possible Common Fees	
Residential:	
<input type="checkbox"/>	1 or 2 units: \$300
Commercial, Industrial, Institutional, Recreational & Governmental (includes temporary structures and surface (i.e. non-structural work):	
<input type="checkbox"/>	New construction <232.25 sq. m: \$600
<input type="checkbox"/>	Renovations <50 sq. m: \$250
<input type="checkbox"/>	Variances: An additional \$175
<input type="checkbox"/>	Copies of titles and instruments: \$15 each

Application Type:

- | | |
|--|--|
| <input type="checkbox"/> Renovations/Additions < 50 sq. m. | <input type="checkbox"/> Residential (1 or 2 units including additional dwelling units on lot with existing dwelling unit) |
| <input type="checkbox"/> Stripping/grading (external to flood hazard areas - see Map 2 of Land Use Bylaw) | <input type="checkbox"/> Other
Please describe: _____ |

APPLICANT / AGENT INFORMATION
Applicant Name:
Mailing Address:
Email:
Telephone/Fax:
PROPERTY INFORMATION
Property owner name(s):
Municipal Address of property:
Legal description (Lot, Block, Plan):
OWNER SIGNATURE / PERMISSION LETTER
Must provide either Owner signature below OR permission letter from the owner authorizing an Agent to sign the application form.

Owner signature
RIGHT OF ENTRY
In accordance with the <i>Municipal Government Act</i> , I hereby authorize the Town of High River to enter the above property for the purpose of conducting a site inspection(s).

Owner Signature

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

The information collected via this form is being collected by the Town of High River pursuant to legislation governing the information handling practices of the Town of High River, specifically Sections 33 (a) and (c) of the Freedom of Information and Protection of Privacy Act (Alberta), the Municipal Government Act (Alberta), and other legislation or bylaws governing the municipality, as may be applicable. By signing this document, you acknowledge that, in accordance with Section 17(2)(g) of the Freedom of Information and Protection of Privacy Act your name, address and other details related to your permit may be made available to the public. Should you have any questions related to the collection or disclosure of your personal information, please contact the Legislative Services division for the Town of High River at 403.652.2110.

_____ **Applicant/agent signature**

RELEASE OF DRAWINGS

The Town's Land Use Bylaw requires that the Town post the Notices of Decision for discretionary uses, permitted uses that require variances, and permitted uses that have been approved with conditions on the Town's website. The decision includes the applicable drawings. The Town requests that you seek permission from your designer(s) to allow the Town to post the applicable drawings on the Town's website by having a representative of the design company(ies) fill in the following statement:

On behalf of _____ (design company name), I _____ hereby authorize the Town of High River to post the drawings for the development to be located at _____ (address) on the [Town's website](#) for the sole purpose of the development permit process, including any potential subdivision and development appeals. The consent has been provided in accordance with Section 16(3)(a) of the Freedom of Information and Protection of Privacy (FOIP) Act.

_____ **Designer/design company signing authority signature**

If consent is not provided, the public may still examine the plans at the Town office in accordance with Section 606(6)(b) of the *Municipal Government Act* but no copies of the plans will be issued.

Items to be submitted unless otherwise discussed with staff:

ADMINISTRATIVE		
One hard copy AND .pdf (USB key or email – planning@highriver.ca)	CHECK BOX IF ITEM IS BEING PROVIDED	CHECK BOX IF ITEM IS NOT APPLICABLE
a) Applicable Fee	<input type="checkbox"/>	<input type="checkbox"/>
b) A Letter of Authorization from the registered owner of the land, their agent, or other persons having legal or equitable interest in the site	<input type="checkbox"/>	<input type="checkbox"/>
c) Copy of Certificate(s) of Title(s), validated within 30 days of the submission of the application if the proposed use is discretionary or requires a variance or at Town staff's discretion. They can be purchased at https://alta.registries.gov.ab.ca (\$10 each) or you can order them through the Town (\$15 each). Town staff will review the list of documents registered on title (e.g. restrictive covenants, utilities rights-of-way, etc.) and will determine whether the Town will require any of those documents to be part of the application. You will be responsible for providing the documents. They can be purchased at https://alta.registries.gov.ab.ca (\$10 each) or you can order them through the Town (\$15 each).	<input type="checkbox"/>	<input type="checkbox"/>

d) Real Property Report	<input type="checkbox"/>	<input type="checkbox"/>
e) Color photographs of the site and surrounding area	<input type="checkbox"/>	<input type="checkbox"/>

SITE PLAN

One 8.5"x11" hard copies of site plan AND .pdf (USB key or email – planning@highriver.ca) certified by a professional advisor showing the following required items in METRIC units	CHECK BOX IF ITEM IS BEING PROVIDED	CHECK BOX IF ITEM IS NOT APPLICABLE
1) Title box showing:		
a) Address/stamp & seal of professional advisor(s) North arrow Scale Date (including latest revision date) Municipal address and legal description Land Use Bylaw designation	<input type="checkbox"/>	<input type="checkbox"/>
b) Area and dimensions of property.	<input type="checkbox"/>	<input type="checkbox"/>
c) Area and dimensions of development area (the area of the site that you are developing under this application – in some cases this might not be the entire site)	<input type="checkbox"/>	<input type="checkbox"/>
d) Proposed lot coverage (area and percentage of lot) by type of development (buildings separated by individual building/individual tenant, parking areas, driveways, landscaped areas, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
e) Total gross floor area, and gross floor area of each of the individual tenants (square meters or feet)	<input type="checkbox"/>	<input type="checkbox"/>
2) Property Information		
a) Property lines/boundaries (location and length)	<input type="checkbox"/>	<input type="checkbox"/>
b) Restrictions on use of land, easements, utility rights-of-way, right-of-way setback lines.	<input type="checkbox"/>	<input type="checkbox"/>
c) Significant physical features (streams, marshes, wooded areas, soils,)	<input type="checkbox"/>	<input type="checkbox"/>
d) Existing and proposed site grades, contours and any special topographical features or site conditions (e.g., escarpments, break-of-slope and unstable areas).	<input type="checkbox"/>	<input type="checkbox"/>
3) Information re: abutting properties:		
a) Approximate boundaries of adjoining parcels	<input type="checkbox"/>	<input type="checkbox"/>
b) Outlines of existing structures and access points of adjacent properties	<input type="checkbox"/>	<input type="checkbox"/>
c) Uses of adjacent properties (residential, commercial, industrial, undeveloped, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
4) Building Footprints		
a) Footprints of all existing and proposed buildings and structures (indicate if any existing buildings are proposed to be demolished), loading docks, storage tanks, transformers, mechanical rooms, and retaining walls.	<input type="checkbox"/>	<input type="checkbox"/>
b) Required and proposed setbacks from all property lines	<input type="checkbox"/>	<input type="checkbox"/>
c) Proposed separation distance between buildings on the site	<input type="checkbox"/>	<input type="checkbox"/>
d) Frontage build-out as a percentage of the front property line	<input type="checkbox"/>	<input type="checkbox"/>
e) Projection distance between façade of parking structure to façade of attached building	<input type="checkbox"/>	<input type="checkbox"/>

5) Minimum Development Elevation		
a) The required Minimum Development Elevation (provided by staff)	<input type="checkbox"/>	<input type="checkbox"/>
b) Top of Joist (TOJ) in metric	<input type="checkbox"/>	<input type="checkbox"/>
c) Actual Top of Footing (ATF) in metric	<input type="checkbox"/>	<input type="checkbox"/>
d) Clearly indicate the location of all furnaces, hot water tanks, electrical panels, and water meters. All must be above the required Minimum Development Elevation	<input type="checkbox"/>	<input type="checkbox"/>
e) Calculation showing how much water is above ATF (basement slab) using the following calculation: MDE - (A.T.F. + 0.10 m) = XX.XX m	<input type="checkbox"/>	<input type="checkbox"/>
6) Vehicular Parking and Movement		
a) Lot coverage percentage, area, and dimensions of existing and proposed parking area	<input type="checkbox"/>	<input type="checkbox"/>
b) Dimensions of proposed driveway/access	<input type="checkbox"/>	<input type="checkbox"/>
c) Layout of parking areas showing dimensioned depth and width of stalls, loading zone, handicapped stalls, aisle dimensions, angle of the parking stall, and number of stalls	<input type="checkbox"/>	<input type="checkbox"/>
d) Turning templates for passenger vehicles and garbage trucks (as applicable)	<input type="checkbox"/>	<input type="checkbox"/>
e) Surface treatment for all areas; include parking and storage areas.	<input type="checkbox"/>	<input type="checkbox"/>
f) Snow removal storage areas	<input type="checkbox"/>	<input type="checkbox"/>
7) Engineering		
a) Servicing drawings as per Town templates	<input type="checkbox"/>	<input type="checkbox"/>
b) Construction cost estimates (completed by installing contractor) for the purpose of calculating the Letter of Credit amount as per Town Policy POL-22-100-02. Estimates shall be provided for underground servicing and all remediation work.	<input type="checkbox"/>	<input type="checkbox"/>
c) Tree Protection Plan	<input type="checkbox"/>	<input type="checkbox"/>
8) Fencing		
a) Location of all existing and proposed fencing.	<input type="checkbox"/>	<input type="checkbox"/>
9) Landscaping		
a) Location and approximate dimensions of all existing trees on the property. Note if any of the trees will be removed as part of the development. Please see Tree Protection Bylaw .	<input type="checkbox"/>	<input type="checkbox"/>
b) Number of required and number of proposed trees and shrubs	<input type="checkbox"/>	<input type="checkbox"/>
c) For trees (see Appendix 1 for Approved Tree List), specify: <ul style="list-style-type: none"> i. Type (deciduous, coniferous) ii. Size at planting (caliper for deciduous, height for coniferous) iii. Height and spread at maturity iv. Scientific name and common name 	<input type="checkbox"/>	<input type="checkbox"/>

FLOOR PLANS/ELEVATION PLANS

One 8.5" x 11" hard copy of floor plans/elevations plans AND .pdf (USB key or email – planning@highriver.ca) certified by a professional advisor showing the following required items in METRIC units	CHECK BOX IF ITEM IS BEING PROVIDED	CHECK BOX IF ITEM IS NOT APPLICABLE
1) Floor Plans		
a) Layout of all exterior walls, including the floor plan of the existing building (identify mechanical rooms, stairways, elevators, corridors, lobbies, washrooms, internal garbage storage areas, and internal parking areas)	<input type="checkbox"/>	<input type="checkbox"/>
b) Location of doors and windows	<input type="checkbox"/>	<input type="checkbox"/>
c) If a restaurant and/or drinking establishment are proposed, include a detailed layout of the floor plan. Include a seating plan which clearly indicates the area in which the public will have access for the consumption of food and/or beverages and state proposed occupancy load.	<input type="checkbox"/>	<input type="checkbox"/>
d) Loading and internal garbage storage areas	<input type="checkbox"/>	<input type="checkbox"/>
2) Elevation Plans		
a) Exterior of the proposed buildings, including all windows, doors, loading bays, projections, garbage facilities, fascia trim, decorative elements and lighting fixtures, and any wall or retaining wall over 600 mm in height	<input type="checkbox"/>	<input type="checkbox"/>
b) Architectural design features	<input type="checkbox"/>	<input type="checkbox"/>
c) Percentage of building façade which is transparent (windows and doors)	<input type="checkbox"/>	<input type="checkbox"/>
d) Blank wall length for each building façade including parking structures (length of a façade without any transparency – windows and doors - or architectural features.)	<input type="checkbox"/>	<input type="checkbox"/>
e) All finishing materials indicating: <ul style="list-style-type: none"> i. Exterior materials (e.g., brick, giant brick, stucco, vinyl siding, metal siding) ii. Roof material (e.g., asphalt shingle, concrete tile, metal) iii. Fascia, soffit, and trim iv. Colour/materials boards v. Colours of all major exterior building materials vi. Dimensioned height from grade on all elevations vii. Dimensioned height to main floor from grade 	<input type="checkbox"/>	<input type="checkbox"/>
f) Where service meters will be placed on the exterior wall and how these meters will be screened. If appropriate, include details on screening enclosures	<input type="checkbox"/>	<input type="checkbox"/>
g) If any roof-top equipment is to be added, information on how the roof-top equipment will be screened (include elevation details for screening and a roof plan)	<input type="checkbox"/>	<input type="checkbox"/>

Note: Additional documentation may be required from the applicant after Town staff have reviewed the submitted application.

Applicant Signature
 (confirming that all information provided is correct)

Date

Staff member reviewing application completeness

Date deemed to be complete

Appendix 1: Approved Tree List

Botanical Name	Common Name	Decid. / Conif.	Parks / Blvds
<i>Acer negundo</i>	Manitoba Maple	D	P
<i>Acer tataricum</i>	Tartarian Maple	D	P
<i>Acer tataricum ssp. Ginnala</i>	Amur Maple	D	P
<i>Aesculus glabra</i>	Ohio Buckeye	D	P/B
<i>Alnus sp.</i>	Alder sp.	D	P
<i>Betula fontinalis (Occidentalis)</i>	Fountain or Water Birch	D	P
<i>Betula nigra</i>	River Birch	D	P
<i>Betula papyrifera</i>	Paper Birch	D	P
<i>Betula papyrifera 'Chickadee'</i>	Chickadee Birch	D	P
<i>Betula pendula 'Gracilis'</i>	Cutleaf Weeping Birch	D	P
<i>Crataegus arnoldiana</i>	Arnold's Hawthorn	D	P/B
<i>Crataegus cerronis</i>	Chocolate Hawthorn	D	P/B
<i>Crataegus chlorosarca</i>	Black Hawthorn	D	P/B
<i>Crataegus succulenta</i>	Fleshy Hawthorn	D	P/B
<i>Crataegus X mordenensis 'Snowbird'</i>	Snowbird Hawthorn	D	P/B
<i>Crataegus X mordenensis 'Toba'</i>	Toba Hawthorn	D	P/B
<i>Juglans cinerea</i>	Butternut	D	P/B
<i>Juglans nigra</i>	Black Walnut	D	P/B
<i>Juniperus scopulorum cvs.</i>	Rocky Mountain Juniper	C	P
<i>Larix decidua</i>	European Larch	D	P
<i>Larix gmelinii (Dahurica)</i>	Dahurian Larch	D	P
<i>Larix laricina</i>	Tamarack	D	P
<i>Larix lyallii</i>	Alpine Larch	D	P
<i>Larix sibirica (Russica)</i>	Siberian Larch	D	P
<i>Malus baccata cvs.</i>	Siberian Crabapple cvs.	D	P/B
<i>Malus X adstringens cvs.</i>	Rosybloom Crabapple cvs.	D	P/B
<i>Phellodendron amurense</i>	Amur Corktree	D	P/B
<i>Phellodendron sachalinense</i>	Sakhalin Corktree	D	P/B
<i>Picea abies</i>	Norway Spruce	C	P
<i>Picea engelmannii</i>	Engelmann Spruce	C	P
<i>Picea glauca</i>	White Spruce	C	P
<i>Picea glauca 'Densata'</i>	Black Hills Spruce	C	P
<i>Picea omorika</i>	Serbian Spruce	C	P
<i>Picea pungens</i>	Colorado Spruce	C	P
<i>Picea pungens cvs.</i>	Colorado Spruce cvs.	C	P
<i>Pinus albicaulis</i>	Whitebark Pine	C	P
<i>Pinus aristata</i>	Bristlecone Pine	C	P
<i>Pinus banksiana</i>	Jack Pine	C	P
<i>Pinus cembra</i>	Swiss Stone Pine	C	P

Botanical Name	Common Name	Decid. / Conif.	Parks / Blvds
<i>Pinus contorta latifolia</i>	Lodgepole Pine	C	P
<i>Pinus flexilis</i>	Limber Pine	C	P
<i>Pinus nigra</i>	Austrian Pine	C	P
<i>Pinus ponderosa</i>	Ponderosa Pine	C	P
<i>Pinus strobiformis</i>	Southwestern White Pine	C	P/B
<i>Pinus strobus</i>	Eastern White Pine	C	P/B
<i>Pinus sylvestris</i>	Scots Pine	C	P/B
<i>Pinus uncinata (Mugo rostrata)</i>	Swiss Mountain Pine	C	P
<i>Populus balsamifera</i>	Balsam Poplar	D	P
<i>Populus deltoides (Sargentii)</i>	Plains Cottonwood	D	P
<i>Populus jackii 'Northwest'</i>	Northwest Poplar	D	P
<i>Populus termula 'Erecta'</i>	Swedish Columnar Aspen	D	P/B
<i>Populus tremuloides</i>	Trembling Aspen	D	P
<i>Populus X 'Assiniboine'</i>	Assiniboine Poplar	D	P
<i>Populus X 'Brooks #6'</i>	Brooks #6 Poplar	D	P
<i>Populus X 'Byland Green'</i>	Byland Green Poplar	D	P
<i>Populus X 'Prairie Sky'</i>	Prairie Sky Poplar	D	P
<i>Populus X 'Thevestina'</i>	Theves Poplar	D	P
<i>Populus X Canescens 'Tower'</i>	Tower Poplar	D	P
<i>Prunus maackii</i>	Amur Cherry	D	P
<i>Prunus mandshurica</i>	Apricot	D	P
<i>Prunus n Nigra (Americana)</i>	Canada Plum	D	P
<i>Prunus X nigrella 'Muckle'</i>	Muckle Plum	D	P
<i>Pseudotsuga menziesii glauca</i>	Blue Douglas Fir	C	P
<i>Pyrus ussuriensis</i>	Ussurian Pear	D	P/B
<i>Quercus ellipsoidalis</i>	Northern Pin Oak	D	P/B
<i>Quercus marcocarpa</i>	Bur Oak	D	P/B
<i>Quercus mongolica</i>	Mongolian Oak	D	P/B
<i>Salix acutifolia</i>	Sharp Leaf Willow	D	P
<i>Salix alba cvs.</i>	White Willow cvs.	D	P
<i>Salix amygdaloides</i>	Peach Leaf Willow	D	P
<i>Salix bebbiana</i>	Diamond Willow	D	P
<i>Salix eicolor</i>	Pussy Willow	D	P
<i>Salix pentandra</i>	Laurel Leaf Willow	D	P
<i>Sorbus americana</i>	American Mountain Ash	D	P
<i>Sorbus a ucuparia</i>	European Mountain Ash	D	P
<i>Sorbus a ucuparia cvs.</i>	Eg. 'Rossica'	D	P
<i>Sorbus e ecora</i>	Showy Mountain Ash	D	P
<i>Sorbus scopulina</i>	Greene's Mountain Ash	D	P
<i>Syringa pekinensis</i>	Peking Tree Lilac	D	P/B
<i>Syringa reticulata</i>	Japanese Tree Lilac	D	P/B
<i>Ulmus americana cvs.</i>	American Elm	D	P/B