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# Development Permit Application Land Use Bylaw No. 917/16

New Home Buyer Protection Act Reg. # (NHBPA): \_\_\_\_\_

Permit Type:  Owner  Contractor

Development Permit Number: \_\_\_\_\_

Application Date (M/D/Y): \_\_\_\_\_

Estimated Completion Date (M/D/Y): \_\_\_\_\_

**Owner:** \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Prov.: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Cell Number: \_\_\_\_\_ Fax: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Contractor:** \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Prov.: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_ Business License # \_\_\_\_\_  
 Cell Number: \_\_\_\_\_ Fax: \_\_\_\_\_ Email Address: \_\_\_\_\_

Street Address: \_\_\_\_\_ Subdivision Name: \_\_\_\_\_  
 Unit or Suite #: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_ Tax Roll Number: \_\_\_\_\_  
 Legal Subdivision: Part of: \_\_\_\_\_ ¼ Sec: \_\_\_\_\_ Twp: \_\_\_\_\_ Rge: \_\_\_\_\_ W of: \_\_\_\_\_  
 Lot Plan Width: \_\_\_\_\_ x Length: \_\_\_\_\_ = Area (in sq. ft.: \_\_\_\_\_ Type: Corner: \_\_\_\_\_ Interior: \_\_\_\_\_  
 Development Set Backs: Front: \_\_\_\_\_ Rear: \_\_\_\_\_ Left Side: \_\_\_\_\_ Right Side: \_\_\_\_\_  
 Off Street Parking: Existing Spaces: \_\_\_\_\_ Proposed: \_\_\_\_\_ Total Required: \_\_\_\_\_

**Architect and/or Engineer** (if applicable): \_\_\_\_\_ Phone: \_\_\_\_\_

<p><b>Type of Building:</b></p> <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Multi-Family <input type="checkbox"/> Industrial <input type="checkbox"/> Institutional <input type="checkbox"/> Oil & Gas Zoning: _____	<p><b>Type of Work:</b></p> <input type="checkbox"/> New <input type="checkbox"/> Secondary Suite <input type="checkbox"/> Renovation <input type="checkbox"/> Accessory Building <input type="checkbox"/> Addition <input type="checkbox"/> Deck <input type="checkbox"/> Demolition <input type="checkbox"/> Wood Stove <input type="checkbox"/> Basement Development <input type="checkbox"/> Change of Use/Occupancy <input type="checkbox"/> Manufactured Home <input type="checkbox"/> RTM (Ready to Move) <input type="checkbox"/> Other _____	<p><b>Building Area:</b></p> <input type="checkbox"/> sq. ft. or <input type="checkbox"/> sq. m. Main Floor: _____ 2 <sup>nd</sup> Floor: _____ Basement: _____ Developed <input type="checkbox"/> Yes <input type="checkbox"/> No Garage Area: _____ <input type="checkbox"/> Detached <input type="checkbox"/> Attached Total Developed: _____ No. of Stories: _____	<p><b>Detailed Description of Work:</b></p> _____ _____ _____ _____ _____ _____ _____ _____ <p><b>Building Classification:</b></p> _____
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**Application for Discretionary Development Permit (Discretionary Use):**  Yes  No  
 Advertising Date: \_\_\_\_\_ Surrounding Property Owner Letters-Date: \_\_\_\_\_  
 Development Appeal Board Date: \_\_\_\_\_ Issue Date: \_\_\_\_\_

**Project Value (Materials & Labour): \$** \_\_\_\_\_ **PERMIT FEES – PLEASE SEE OVER**

**Permit Fee: \$** \_\_\_\_\_ **\*Performance Deposit \$** \_\_\_\_\_ **Discretionary Application: \$** \_\_\_\_\_ **TOTAL FEE: \$** \_\_\_\_\_

Payment Method:  Visa  M/C  Debit  Cheque  Cash

Credit Card #: \_\_\_\_\_ Expiry Date: \_\_\_\_\_ Receipt Number \_\_\_\_\_  
 (Make Cheque payable to Town of Rimbey)

Name of Cardholder: \_\_\_\_\_ Signature of Cardholder: \_\_\_\_\_

**Permit Applicant Declaration:** The permit applicant certifies that this installation will be completed in accordance with the Alberta Safety Codes Act and Regulations and the Town of Rimbey Land Use Bylaw 917/16 and have read and understood the terms herein and hereby apply for permission to carry out the development described above and on the attached plans and specifications and further certify that the registered owner of the land described above is aware and in agreement with this application.

Permit Applicant Name (Please print) \_\_\_\_\_ Permit Applicant Signature \_\_\_\_\_ Homeowner's Signature (Homeowner permits only) \_\_\_\_\_

**Be advised that the cost for repair of damages to Town Property shall be the responsibility of the 'Property Owner'. Performance Deposit requirement is for Public Property Damage and landscaping, etc.**

**Commencing construction of developments and buildings without approved permits will be fined as per Fees for Services Bylaw 905/15**

*The personal information provided as part of this application is collected under section 39 of the Safety Codes Act and sections 303 and 295 of the Municipal Government Act and in accordance with section 32(c) of the Freedom of Information and Protection of Privacy Act. The information is required and will be used for issuing permits, safety codes compliance verification and monitoring and property assessment purposes. The name of the permit holder and the nature of the permit is available to the public upon request. If you have any questions about the collection or use of the personal information provided, please contact the Assistant Chief Administrative Officer/ Development Officer at the Town of Rimbey.*

# Guide for Processing Development Permit Applications

## Development Permit

- 1) Required for all construction other than:
  - Fences
  - Fire Pits
  - Decks under 2 feet above ground
  - Sheds 13.4m<sup>2</sup> or under
  - Maintenance or repair of any building (unless there are structural changes)
  - Internal alterations valued under \$5000 (unless there are structural changes)
  - Landscaping & paving
  
- 2) **Application:**
  - Must be completed and signed by the owner or owner's agent.
  - Accompanied by:
    - 1 set of building plans
    - A lot plan showing set back distances
    - Estimated project value.
  
- 3) Approval:
  - If the application is for a permitted use, and in compliance with the Land Use Bylaw, approval is given by the Development Officer.
  - If the application is for a *discretionary use*, the application is done in 2 parts. A \$150.00 fee for the discretionary application is collected, to cover costs for advertising and sending notices to surrounding property owners. Once the date for appeal is passed, if there are no objections, notice to the applicant is given in writing, the development permit application fee is collected, and the 'Development Permit' is issued. If there are objections, the permit may be denied or on the request of the applicant be forwarded to the Development Appeal Board (extra fees are involved).
  
- 4) Fees:
  - Modular home placed on a full basement or crawl space shall be calculated as for residential single-family dwelling
  - Manufactured homes or mobile homes on pilings or blocking shall be a flat fee of \$70.00
  - Development Permit fee shall be \$70.00
  - Performance Deposit shall be a minimum of \$3000.00 or 1% of construction Value \$1,000,000.00 + \$1.50/\$1000.00 of construction over \$1,000,000.00.
  - Discretionary development application \$150.00