TOWN OF HANNA
Part of the Harvest Sky Region

Development Permit Application Form - General

Office Use Only

Development Permit #: _____ Fee: **$20.00**

Roll #: _____ Receipt #: _____

Date Submitted: _____

Applicant Information

Name: _____ Telephone: _____

Email Address: _____

Mailing Address: _____Postal Code: _____

Property Information

Municipal Address: _____

Legal Address: Lot/Unit: _____ Block: _____Plan: _____ Linc: _____

Existing Use of Land/Building: _____

Property Size: _____ Land Use District: _____

Owner Information (if different than applicant)

Name: _____ Telephone: _____

Email Address: _____

Mailing Address: _____ Postal Code: _____

Owner Signature: _____ Date: _____

Development Information

Proposed Development/Use: _____

Estimated Development Cost: _____

Proposed Start Date: _____ Proposed Completion Date: _____

DECLARATION

I/We declare that I /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 the information supplied to the Town with respect to an application and it is true and accurate to the best of my/our knowledge. I/We understand that the Town of Hanna will rely on this information in its evaluation of the application. Any decision made by the Town of Hanna based on inaccurate information may be cancelled at any time. I/We give authorization for electronic communication, using the email provided on this application form. By signing below, I/we confirm to have carefully read this declaration and agree to the terms within.

Applicant Signature: _____ **Date:** _____

FOIP Notification: This personal information is being collected under the authority of the Municipal Government Act (MGA) and the Freedom of Information and Protection of Privacy Act (FOIP) and is managed in accordance with the provisions of FOIP.

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
- ☐ Payment of $20.00 Application Fee (Development Costs exceeding $1,000,000 – Fee = $125)
- ☐ Letter of Authorization from the property owner authorizing an agent to act on their behalf (if the owner is unable to sign the Development Permit Application Form)
- ☐ Complete Site Plan (marked to scale or not to scale) showing the following:
  - municipal address, legal description and north arrow
  - area and dimensions of the parcel boundaries, showing any required front, rear and side yards
  - existing and proposed easements and rights-of-way
  - location and dimensions of all existing and proposed buildings, structures or uses on the property and the measured distance to property lines
  - identification of existing and proposed roads or lanes that will provide access
  - off-street parking and loading stalls
  - vehicle entrances and exits from the property (e.g. driveways)
  - existing side grades at the corners of the parcel and the corners of existing and proposed buildings
- ☐ Statement of existing and proposed Utility Services (e.g. water and sanitary)
- ☐ 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 Town of Hanna caveats registered on title
- ☐ floor plans, elevations and section drawings
- ☐ written rationale supporting any requested variances
- ☐ samples or representations of exterior building materials and colors
- ☐ a Real Property Report prepared by an Alberta Land Surveyor
- ☐ in the case of a building to be relocated to the property, information relating to the age and condition of the building
- ☐ stormwater management, grading or landscaping plans prepared by a qualified professional
- ☐ a traffic impact assessment
- ☐ an environmental evaluation or report
- ☐ a construction management plan
- ☐ a copy of an application made and the approval given by a Federal or Provincial authority

For information regarding your specific application requirements contact the Town of Hanna Development Officer: David Mohl Phone: 1-403-854-4433 Email: dmohl@hanna.ca

SAMPLE SITE PLAN

