



DEVELOPMENT APPLICATION INSTRUCTIONS

1. Complete the form and submit with the site plan and the \$10.00 application fee to the Town of Hanna at 202 1st Street West or Box 430 Hanna, AB T0J 1P0.
2. On graph paper, draw a site plan of the property. A sample site plan is enclosed for your use & reference. (Do not return the sample site plan).

***NOTE:** Please use a black pen (ink or felt), to outline your site plan as it may need to be copied.

A complete site plan is required regardless of the type of development, as it will become a permanent part of the land file. Please use METRIC measurements when possible.

Your site plan must include the following:

- the type of use of each building- ie: house, garage, shed, workshop or tower
- the shape and size of the lot showing the situation of all buildings and structures
- the size of buildings and structures including floor plans and elevations.
- the distance between all buildings and all property lines (from the outside walls closest to the property line)
- the width of projections (distance structures project from the outside walls) including: decks, steps, chimneys, bay windows and/or shades.
- Indicate driveways, garage door(s), vehicle parking and/or loading areas
- position and height of all fences and/or hedges.
- indicate the adjacent streets, avenues and lanes.
- the direction of true north
- date of the drawing of the site plan.
- drawer's name, legal land description and civic address of the property
- the words ***NOT TO SCALE***

3. Return the application and your site plan to the Town Office with a \$10.00 non-refundable application fee.

4. **Make cheque payable to :** Town of Hanna

5. **Mail or Deliver the application to:** Development Officer
Town of Hanna
202 - 1st Street West
Box 430, Hanna, Ab.
T0J 1P0

You should be contacted by the development officer within 7 days regarding your application. If not, please contact the Development Officer as indicated below.

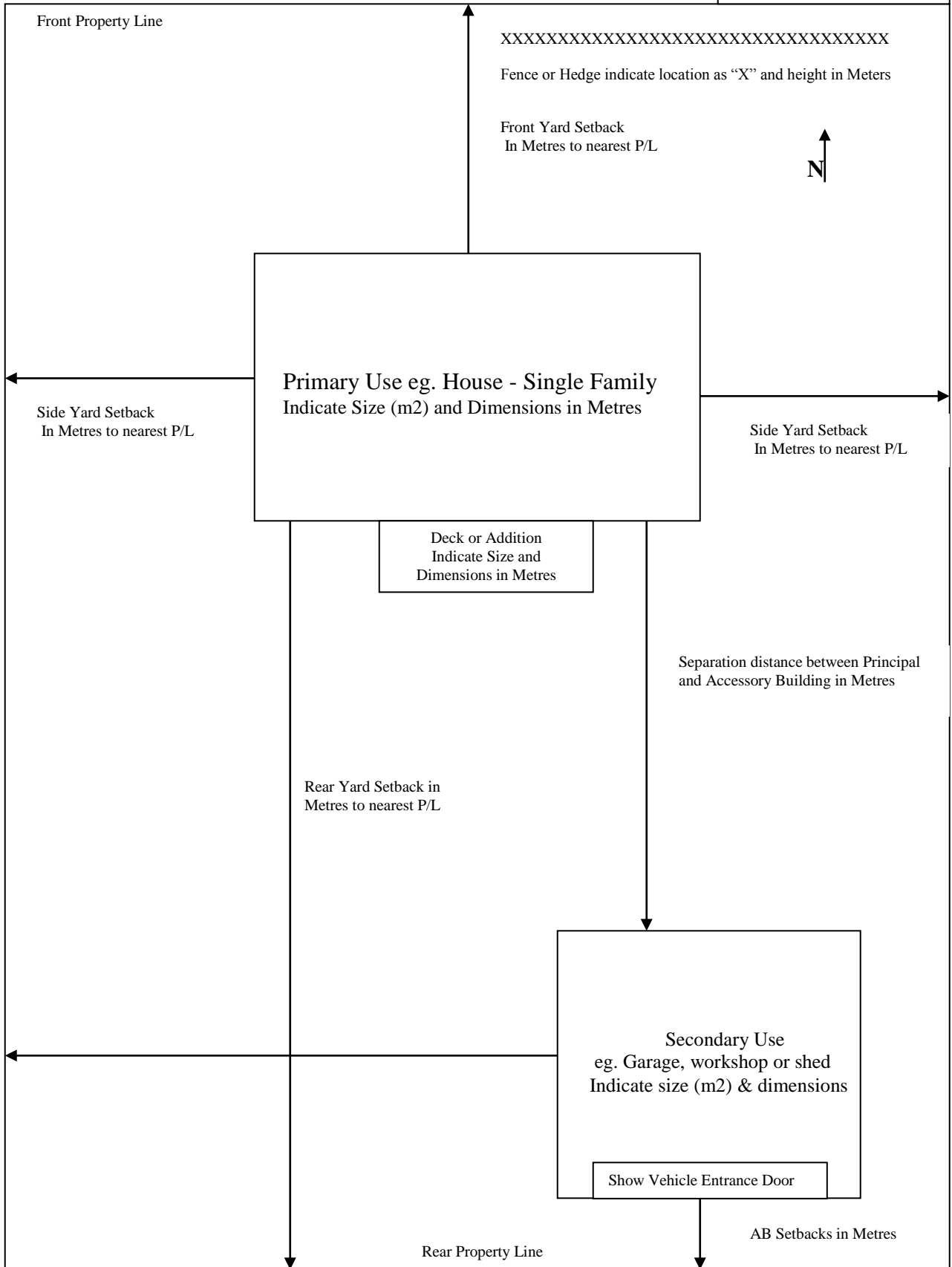
For Further Information please contact the Development Officer at 854-4433 during normal office hours.
Monday - Friday 8:30 - 4:30.

Website: www.hanna.ca

E-mail: admin@hanna.ca

STREET OR AVENUE NAME

SAMPLE SITE PLAN





TOWN OF HANNA
DEVELOPMENT APPLICATION – Form A General

I hereby make application under the provisions of the Land Use Bylaw for a Development Permit in accordance with the plans and supporting information submitted herewith and which form part of this application.

Applicant: Telephone: P.O. Box Postal Code

Civic address of property to be developed: Hanna, Alberta.

Proposed development:

Estimated Development cost \$ Proposed Start Date: Proposed Completion Date:

Owner if other than the Applicant Signature of Applicant

Measurements are in feet or square feet [OFFICE USE ONLY] Measurements are in meters or square meters
Lot(s) Block Plan Roll # Land Use District LINC #
Lot Type: Interior Corner Lot Shape: Regular Irregular
Lot Width Lot Length Lot Area Front Yard Side Yard Side Yard Rear Yard
Gross Floor Area Height of Principal Building Accessory Building Fence/ Hedge Front Rear
Including the proposed development, % occupied: by principal buildings by accessory buildings Total lot occupied
Off Street Parking: Number of stalls Size of parking area Location of parking area
Other information:

DEVELOPMENT DECISION [to be completed by the Development Officer] Application Fee \$ 10.00

File Number: Application Date: Receipt # FoP:

Date of Decision: By Development Officer By the Municipal Planning Commission motion #

The proposed development above has been reviewed by the Development Officer / Municipal Planning Commission and;

DENIED for reason(s) given below: OR APPROVED subject to all conditions and appeal periods:

THIS IS NOT THE DEVELOPMENT PERMIT ONLY AN APPLICATION & DECISION.

IF APPROVED YOUR DEVELOPMENT PERMIT WILL BE SENT TO YOU AT THE ADDRESS ABOVE.

If approved, you are hereby authorized to proceed in obtaining building and/or other permits as required for the development specified, provided that any stated conditions are complied with and that the development is in accordance with any approved plans, specifications, current Alberta Building and Fire Codes and the Town of Hanna Land Use Bylaw #967-2012.

Date of Issue of the Development Permit: Town of Hanna Authorized Signature:

DEVELOPMENT PERMIT # BUILDING PERMIT #

An approved development permit is valid for a period of 12 months following the date of issue.
If denied an appeal can made to the Subdivision and Development Appeal Board, refer to the Land Use Bylaw for details.