



## Development Application Form - 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 Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Postal Code \_\_\_\_\_  
Application Date: \_\_\_\_\_  
Proposed Development: \_\_\_\_\_  
Property Address (Civic): \_\_\_\_\_  
Estimated Development Cost: \_\_\_\_\_  
Proposed Start Date: \_\_\_\_\_ Proposed Completion Date: \_\_\_\_\_  
Property Owner (if other than Applicant): \_\_\_\_\_ Telephone: \_\_\_\_\_  
Signature of Applicant: \_\_\_\_\_

### OFFICE USE ONLY

Measurements: \_\_\_\_\_ ft/ft<sup>2</sup> \_\_\_\_\_ m/m<sup>2</sup>

Lot(s): \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_ Tax Roll# \_\_\_\_\_ LUD: \_\_\_\_\_ LINC # \_\_\_\_\_  
Lot Type: Interior \_\_\_\_\_ Corner \_\_\_\_\_ Lot Shape: Regular \_\_\_\_\_ Irregular \_\_\_\_\_  
Lot Size: Width: \_\_\_\_\_ Length: \_\_\_\_\_ Total Area: \_\_\_\_\_  
Front Yard: \_\_\_\_\_ Left Side Yard: \_\_\_\_\_ Right Side Yard: \_\_\_\_\_ Rear Yard: \_\_\_\_\_  
Gross Floor Area: \_\_\_\_\_ Height of Fence or Hedge: Front: \_\_\_\_\_ Rear: \_\_\_\_\_  
Height of Principal Building: \_\_\_\_\_ Accessory Building(s): \_\_\_\_\_  
Including proposed development, % occupied by:  
Principal Building \_\_\_\_\_ Accessory Building \_\_\_\_\_ Total Lot Occupied \_\_\_\_\_  
Off Street Parking:  
Number of Stalls: \_\_\_\_\_ Size of Parking Area: \_\_\_\_\_ Location of Parking Area: \_\_\_\_\_  
Other Information: \_\_\_\_\_

### DEVELOPMENT DECISION (COMPLETED BY DEVELOPMENT OFFICER)

File Number: D \_\_\_\_\_ - \_\_\_\_\_ Application Fee \$ **10.00** Fee Receipt Number: \_\_\_\_\_  
APPROVED: \_\_\_\_\_ (Subject to all conditions and appeal periods)  
DENIED: \_\_\_\_\_ Reason(s): \_\_\_\_\_  
Date of Decision: \_\_\_\_\_  
\_\_\_\_\_ By Development Officer \_\_\_\_\_ By MPC (Motion # \_\_\_\_\_)  
Development Permit # \_\_\_\_\_ Building Permit Number # \_\_\_\_\_  
Date of Issue of the Development Permit: \_\_\_\_\_

Town of Hanna Authorized Signature: \_\_\_\_\_



## DEVELOPMENT APPLICATION INSTRUCTIONS

Complete the Development Application Form and submit with the site plan and applicable fees to the Town Office. This application will not be accepted without a completed site plan and payment.

On graph paper, draw a complete site plan of the property. A sample site plan is enclosed for your use & reference. (Do not write on or return the sample site plan).

**A complete site plan is required regardless of the type of development, as it will become a permanent part of the land file.**

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\*

Return the application and your site plan to the Town Office with a \$10.00 non-refundable application fee. For more information on payment options please visit our website at [www.hanna.ca/payment-methods](http://www.hanna.ca/payment-methods)

You should be contacted by the Development Officer within 20 days regarding your application. If not, please contact the Development Officer as indicated below.

If approved, you will receive a development approval permit which will be valid for 12 months from the date of issue. This will allow you to proceed in obtaining your building and/or other permits as required.

If denied, an appeal can be made to the Subdivision and Development Appeal Board, refer to the Land Use Bylaw for details.

For further information contact the Town of Hanna Development Officer:

David Mohl

Phone: 1-403-854-4433

Email: [dmohl@hanna.ca](mailto:dmohl@hanna.ca)



STREET OR AVENUE NAME

# SAMPLE SITE PLAN

