



DEVELOPMENT PERMIT APPLICATION - RULES & PROCEDURES

(For more detailed information, please refer to the Westlock County Land Use Bylaw)

READ THIS INFORMATION FIRST

No development other than that set out in the Land Use Bylaw as not requiring a development permit shall be undertaken within Westlock County unless a development permit has been issued and all applicable regulations in the Land Use Bylaw have been complied with. Anyone proceeding with a development without a valid development permit and/or applicable safety code constructions permits does so at his/her own risk and is subject to the penalties and fines outlined by the Land Use Bylaw and Part 17 of the Municipal Government Act and Policy 12.01.

COMPLETING THE DEVELOPMENT PERMIT APPLICATION

An application for development permit shall be made to the Planning Department in writing on the application provided by Westlock County and shall be:

1. Accompanied by the appropriate fees set forth in the Planning and Community Services Policy 12.01.
2. Signed by the registered owner or authorized agent of the registered owner of the property being proposed for development.
3. Westlock County requires an applicant to include the following support information when applying for a development permit:
 - a. Include a site plan sketch illustrating all relevant details to the proposed development, showing any or all the following:
 - i. The legal description of the property
 - ii. North point
 - iii. Property lines
 - iv. Front, side, and rear yard setbacks of proposed development from property lines
 - v. Location and dimensions of existing structures in relationship to the proposed development
 - vi. Building dimensions including height
 - vii. Any easements and pipeline or utility rights-of-way (including distance from proposed development)
 - viii. Access to and from site
 - ix. Topography of the site, including creeks, ravines, low laying areas and slopes, etc.
 - x. Detailed landscaping schedule including vehicle parking and provision for off street loading for commercial and/or industrial development
 - b. State the proposed use or occupancy of the land or buildings
 - c. State the estimated construction costs
 - d. State the estimated commencement and completion date
 - e. Such other information as may be required by the Development Officer

Once a development permit application is completed, fax, email, mail or deliver it along with the supporting documents and applicable fee to Westlock County. If assistance is required to complete the development permit application, contact Westlock County Planning Department at (780) 350-0850 or pkerckhof@westlockcounty.com

THE DEVELOPMENT PERMIT PROCESS

1. The applicant submits the application to the Planning Department along with all the required information and applicable fee. Failure to complete this form and to supply the required support information will result in delays in the processing of the application.
2. The Development Authority reviews the application then decides on the application which may be:
 - a. Approved without conditions or
 - b. Approved with conditions or
 - c. Refused or
 - d. Deferred planning on pending further investigation or information.
3. An application for a discretionary use is reviewed by the Municipal Planning Commission at their monthly meeting, typically on the third Tuesday of the Month. If approved under the provisions of the Bylaw, the permit does not become effective until twenty-one (21) days after the notice of decision date.
4. A permit is valid for a period of twelve (12) months from the date of issuance. If at the expiry of this period the development has not been commenced or carried out with reasonable diligence, or at any time the development has been discontinued for a period of six (6) months or has not been actively carried out for a period of six (6) months, the permit shall be null and void.
5. Where an appeal is made within the twenty-one (21) day period by the applicant or a person claiming to be affected by the approval or refusal of an application for development, a development permit which has been granted shall not come into effect until the appeal has been determined and the permit confirmed, modified or nullified by the Subdivision and Development Appeal Board.
6. An application for development permit shall, at the option of the applicant, be deemed to be refused when a decision thereon is not made on it by the Development Authority within forty (40) days after receipt of the application in its complete and final form by the Development Authority, and the person claiming to be affected may appeal in writing as though he/she had received refusal at the end of the period specified in this clause.
7. If an application is refused, the applicant may exercise the right of appeal. Written notice of appeal must be submitted to the Secretary of the Subdivision and Development Appeal Board of Westlock County along with an appeal fee of one hundred dollars (\$100.00) within twenty-one (21) days after the notice of decision is given. The Subdivision and Development Appeal Board will then give reasonable notice of the appeal hearing to the appellant and those, who in the opinion of the Secretary of the Subdivision and Development Appeal Board, may be affected.
8. A decision of the Subdivision and Development Appeal Board is final and binding on all parties, and all persons subject to the provisions of Part 17 of the Municipal Government Act, Revised Statutes of Alberta, 2014, Chapter M-26 *as amended*.

ALL INFORMATION AND DESIGN CRITERIA AS IT RELATES TO THE APPLICATION FOR A DEVELOPMENT PERMIT SHALL BE IN CONFORMANCE WITH THE PROVISIONS OF WESTLOCK COUNTY LAND USE BYLAW.