



# HOME OCCUPATION / COMMERCIAL DEVELOPMENT PERMIT APPLICATION

The County will only accept an application for development when **all** of the following information has been submitted. Failure to complete the application form or supply the required information, plans or fees may cause delays in the application processing.

## 1. Development Application Fee

The application fee must be included in accordance with County Bylaws.

- Permitted Residential Development \$50.00
- Discretionary Residential Development \$200.00
- Sign Permit \$50.00
- Non-Residential Development
  - Project Value \$1.00 to \$1,000,000 \$200.00
  - Project Value \$1,000,001 and up \$300.00

## 2. Fully completed Application Form and signed by all registered owner(s)

## 3. Sketch of the proposed development

- Site plan should include but is not limited to distance of proposed development from all property lines, size of building, driveway/access, and distance from the driveway to the quarter section line (for addressing purposes), distance from water lines, power lines, wells, and septic.

## 4. Construction Drawings (if applicable)

- Include a set of building plans in 11x17 or PDF format.

## 5. AER Abandoned Wells Documentation

Development permits for buildings larger than 47 sq. m (500 Sq. ft.) and for additions to buildings that will as a result of the addition become larger than 47 sq. m (500 Sq. ft.), must include documentation from the Alberta Energy Regulator (AER) identifying the presence or absence of abandoned wells.

Documentation can be obtained from the AER using the online Web Viewer:

<https://extmapviewer.aer.ca/AERAbandonedWells/Index.html> and select the "Abandoned Well Map" under Map Viewers. Click on "Area of Interest" on the left hand side, fill in your land location and click "Search". Print a copy of the results and attach to the subdivision application.

## 6. Alberta Transportation Roadside Approval

If the property is located within 0.8 km (0.5 mile) of a primary or secondary highway, an *Alberta Transportation Roadside Application* must be submitted to the Vermillion Alberta Transportation office. The form is available on the County's website and the County Service Centre in Ryley. A development permit cannot be issued until approval from Alberta Transportation is received.

## 7. Home Occupation / Commercial Business

If the application is for a home occupation or commercial business, all questions as to the operational functions of the business must be answered.

## 8. Grading Plan provided by a Registered Professional Engineer (if applicable)

If the applicant will be doing landscaping where the existing grade and surface drainage pattern is materially altered, a grading plan will be required. The grading plan must show the re-established drainage course for the property. Drainage should not interfere with adjacent properties, road ways and or environmental features.

For more information, please visit <http://www.beaver.ab.ca/departments/planning-development> or contact the Planning & Development Department at 780-663-3730 or email: [administration@beaver.ab.ca](mailto:administration@beaver.ab.ca).



**BEAVER COUNTY**  
**BOX 140, RYLEY**  
**Alberta, T0B 4A0**  
**Ph: 780-663-3730 Fax: 780-663-3602**

**Application for  
HOME OCCUPATION /  
COMMERCIAL  
DEVELOPMENT  
PERMIT**

**For Office Use Only**

Permit No.:	Roll No.:	Div.:	Receipt No.:
Date Received: <i>MMM/DD/YY</i>	Date Accepted as Complete:		<i>MMM/DD/YY</i>

I hereby make application for a Development Permit in accordance with the plans and supporting information submitted herewith.

**Applicant / Agent Information**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Yes for Electronic Communication Authorization;** *In accordance with Section 608(1) of the Municipal Government Act, R.S.A. 2000, c. M-26, as amended, I/We grant consent to receive electronic communication by an authorized person of Beaver County relative to a development application.*

**Registered Owner(s) Information**

Owner Same as Applicant

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Yes for Electronic Communication Authorization;** *In accordance with Section 608(1) of the Municipal Government Act, R.S.A. 2000, c. M-26, as amended, I/We grant consent to receive electronic communication by an authorized person of Beaver County relative to a development application.*

**Property Information**

Legal: **Pt.** (circle one) NW NE SW SE **Sec.** \_\_\_\_\_ **Twp.** \_\_\_\_\_ **Range.** \_\_\_\_\_ **West of 4<sup>th</sup> Meridian**

**Plan:** \_\_\_\_\_ **Block:** \_\_\_\_\_ **Lot:** \_\_\_\_\_

Subdivision Name (if applicable): \_\_\_\_\_ Property Address: \_\_\_\_\_

Describe proposed development in detail (use reverse of page if necessary).

Estimated Project Cost: \_\_\_\_\_ Floor area: \_\_\_\_\_ Deck height: \_\_\_\_\_

Distance of proposed development from road (Front yard): \_\_\_\_\_

Side yard: \_\_\_\_\_ Rear yard: \_\_\_\_\_

Estimated start date: *MMM/DD/YY* Completion: *MMM/DD/YY*

Site plan attached: (containing ALL relevant material)  Yes  No

Will landscaping occur during development? If yes, will the existing grade and surface drainage pattern of the property be materially altered?

Yes  No

**If applicable, please include a copy of the construction drawings in 11x17 or PDF format.**

**Right of Entry**

*I/We, being the registered owner(s) or person in possession, hereby give my consent to allow authorized persons the right to enter the above land and/or buildings with respect to this application. I/We swear that the information contained in this application is true to the best of my knowledge.*

Signature of Applicant: \_\_\_\_\_ Date: *MMM/DD/YY*

Signature of ALL Registered Owner(s): \_\_\_\_\_  
(If different from Applicant)

This personal information is being collected under the authority of the Municipal Government Act and will be used for administering the Beaver County Land Use Bylaw, determining assessment, and will be forwarded to The Inspections Group. It is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection contact Margaret Jones, Assistant Chief Administrative Officer, Beaver County, Box 140, Ryley AB T0B 4A0, telephone 780-663-3730.

**NOTE: Safety Codes Permits (Building, Electrical, Plumbing, Gas, and Private Sewage) may be required for your development. Please contact Inspections Group at 1-866-554-5048 to determine what permits are required.**

**Please send or email the completed form to Beaver County, Box 140, Ryley, AB, T0B 4A0**

Phone: 780-663-3730 Fax: 780-663-3602 Email: [administration@beaver.ab.ca](mailto:administration@beaver.ab.ca)

1. Hours and days of operation:

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2. Number of employees, including yourself:

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3. Storage facilities and nature of goods to be stored:

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4. Commercial vehicles? If so, number, type, size and where will they be stored?

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5. Waste management plans:

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6. Number of customers expected (day/week/month/year):

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7. Anticipated change in traffic to your site:

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8. Landscaping details:

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9. Where will business be conducted (include dimensions):

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10. Maximum number of vehicles on site at any one time:

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11. Signage for business (please note signage may require a development permit):

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Additional Information:

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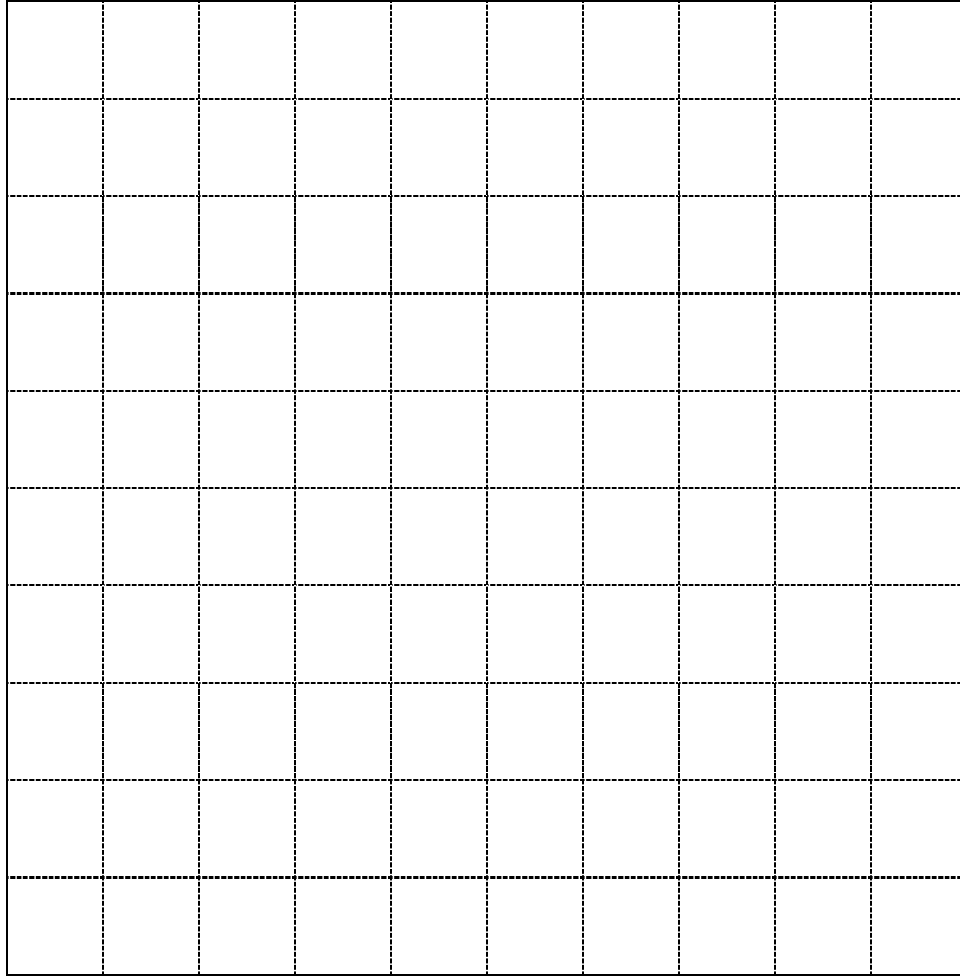
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## DEVELOPMENT PERMIT SITE PLAN – HOME OCC/ COMMERCIAL



**The Site Plan should include the following information in order for it to be considered complete:**

- Location of existing and proposed buildings,
- Size of proposed buildings,
- Distance of proposed development from front, rear and side property lines,
- Distance from road allowances,
- Distance from water sources such as floodplains and waterbodies (sloughs, dugouts, rivers, creeks and or wetlands) within or abutting the lot,
- Distance from steep slopes, landscape information and landscape plans (if applicable)
- Driveway/access and on-site parking
- Any other structure or landmark that you feel necessary to include on your drawing.

**NOTE:** You can use an aerial photo from the County Office or Web Mapping Tool from the County website (<http://www.beaver.ab.ca/departments/planning-development/maps-webmapping>) as the base for your sketch, but you will need to ensure all the above information is included.

Your complete development application must consist of the following:

- application fee
- fully completed and signed application form
- site plan and building plans
- Alberta Transportation Permit (if located within 0.8 km from provincial highway)
- AER abandoned well information

Other information may be required.



# DEVELOPMENT PERMIT APPLICATION FAQs

Note: these guidelines are intended to assist landowners in determining the requirements for development. The development process follows all County policies and Provincial policies which may be difficult to interpret without having prior experience with development. If you have questions pertaining to these policies, please contact Beaver County or a Professional Planner for clarification. If you have questions from the information provided, please contact the Beaver County Planning & Development Department.

## INITIAL DEVELOPMENT QUESTIONS

### 1. What is a development in Beaver County?

Development in Beaver County is regulated by Land Use Bylaw 98-801, as amended. Most development requires a development permit and is defined in the Bylaw as follows:

- an excavation or stockpile and the creation of either of them, or
- a building or an addition to, or replacement or repair of a building and the construction or placing of any of them in, on, over or under land, or
- a change of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the use of the land or building, or
- a change in the intensity of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the intensity of use of the land or building.

The definition also includes the demolition or removal of a building or the placement of an already constructed or partially constructed building on a lot.

### 2. When do I need a development permit?

Most development in Beaver County requires a development permit. The following development does not require a development permit, although other permits under the Alberta Safety Codes Act or other legislation or regulations may be required:

- Maintenance or repair to any building that does not include any structural alterations or major works of renovation including:
  - a. Minor utilities, the definition of which shall be as determined at the sole discretion of the Development Authority;
  - b. Private driveways and patios accessory to a dwelling;
  - c. An unenclosed deck or a deck enclosed by a rail or parapet wall, with a floor less than 1 m (3.3 ft.) in elevation above grade;
  - d. Landscaping where the existing grade and surface drainage pattern is not materially altered;
  - e. The erection or construction of gates, fences, or walls or other means of enclosure may be exempted from a development permit based on the height, location and land use district;
  - f. The demolition or removal of a building or improvement.
- For further information, please contact the Planning & Development Department.

### 3. Who can apply for a development permit?

The registered owner(s) of the land or an authorized person acting on the landowner(s) behalf may apply for a development permit. Most of the time, the landowner applies for the Development Permit and Building Permits, and the specific trades apply for the Electrical, Gas, Plumbing and Private Sewage Disposal Permits.

### 4. How long does it take to get a Development Permit?

Processing times for a Development Permit application vary depending on the type of development. The Development Authority must make a decision on a Development Application within 40 days of receipt of the completed application, although typically development approval is granted much sooner. A permitted use is usually issued within 3-5 working days. A discretionary use usually takes 4-6 weeks due to extra processing requirements.

**5. What is the difference between a permitted and discretionary use?**

There are two types of uses in every district: permitted and discretionary. Permitted uses are approved by the Development Authority upon meeting the regulations in the Land Use Bylaw. Decisions cannot be appealed unless the provisions of the land use bylaw were relaxed, varied, or misinterpreted.

Discretionary uses are assessed and approved on a case by case basis based on the compatibility and impact of the proposed development with adjacent developments and the surrounding area. Discretionary permits may be referred to adjacent landowners and various agencies for comments. Once a decision is made, the permit will be advertised for two consecutive times in the Beaver County Chronicle. Compliance with the County Municipal Development Plan and Land Use Bylaws are required for all development/uses.

**6. How close to the property lines can we build?**

The setbacks to the property lines vary depending on the land use district in which the property is located and the type of road that is adjacent. Contact the Planning & Development Department to get exact information on the setback requirements in your particular land use district.

**7. Once I have a Development Permit, how long is it valid?**

If the development authorized by a permit is not commenced within twelve (12) months from the date of its issue, the permit is deemed void, unless an extension to this period has been granted by the Development Authority prior to the expiry date.

**8. What if my development is refused?**

A decision of a development permit or a refusal may be appealed to the Subdivision and Development Appeal Board. You or your authorized agent may appeal a decision of refusal or any condition attached to an approval. To appeal, you must send a written notice, stating reasons, and the \$200 appeal fee within 21 days of the date of decision to the Development Authority. Upon receipt of a notice of appeal, the Board will determine if there are valid grounds to hear the appeal. If an appeal is accepted, the Board will hear your arguments regarding the decision as well as any arguments put forward by the Development Authority or affected parties. The Board has the authority to uphold the Development Authority's decision, reverse the decision or change any of the conditions attached to the decision.

**9. What other permits are needed for my project?**

If you are located within 0.8 km (0.5 mile) of a primary or secondary highway, you must get approval from Alberta Transportation by completing an *Alberta Transportation Roadside Application*. Once a development permit is issued, you may also require Safety Codes Permits, including the following: Building Permit, Electrical Permit, Gas Permit, Plumbing Permit and Private Sewage Disposal Permit. You **must obtain** the appropriate permits prior to the start of construction. Safety Codes Permit applications are available on the County's website and the County Service Centre in Ryley, or through The Inspections Group at 1-866-554-5048.

**10. Who do we contact to obtain approval for an access approach to our property?**

The Public Works Department can assist in the process for obtaining approval for accesses to rural properties. They can be reached at (780) 663-3730.

**Please note:**

- The Development Authority may refuse to accept your application if the required information has not been supplied or is inadequate to properly evaluate the Development Permit application.
- If the Development Permit application is approved for a Permitted Development Permit, the applicant will be notified in writing.
- If the Development Permit is approved for a Discretionary Development Permit the applicant will be notified in writing. The permit does not become valid until the Development Permit has been advertised for two consecutive times in the Beaver County Chronicle. Following that, there will be a fourteen (14) day appeal period. If there are no appeals against the development at the end of the appeal period, the Development Permit is considered valid and Development may commence.
- A municipal address sign must be erected within 3 months of the development permit being issued. Failure to erect a municipal address sign may result in fines.