



VILLAGE OF HALKIRK
103 Main Street, PO Box 126, Halkirk, AB, T0C 1M0

DEVELOPMENT PERMIT APPLICATION FORM – HOME OCCUPATION

Office Use Only

Submission Date:

File#:

Fee (\$):

Receipt #:

Linc #:

Roll #:

APPLICANT INFORMATION

Name:

Phone #:

Email:

Mailing Address:

Postal Code:

Preferred Method Of Communication: (circle one)

Call for pick up

Mail

Email

OWNER INFORMATION (IF APPLICANT IS OTHER THAN OWNER)

Name:

Phone #:

Email:

Mailing Address:

Postal Code:

Owner Signature:

Date:

PROPERTY INFORMATION

Municipal Address:

Legal Description: Lot:

Unit/Block:

Plan:

QTR:

SEC:

TWP:

RGE:

W4M

Existing Use Of Land/Building:

Property Size:

Land Use District:

DEVELOPMENT INFORMATION

Name of Business:

Type of Business:

Please Answer Yes or No to the Following Questions:

Yes

No

Will the business require outdoor storage of goods or materials?

Will the business require 4 or more customer visits, on-site sales or deliveries to the site per day?

Does the business require on-site parking of a commercial vehicle?

Estimated Development Cost:

Proposed Start Date:

Proposed Completion Date:

Proposed Signs:

Other Business Information:

DECLARATION

I/We declare that I am/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 of the information supplied to the Village with respect to an application and it is true and accurate to the best of my/our knowledge. I/We understand that the Village of Halkirk will rely on this information in its evaluation of the application. Any decision made by the Village of Halkirk based on inaccurate information may be cancelled at any time.

By signing below, I/we confirm to have carefully read this declaration and agree to the terms within.

APPLICANT SIGNATURE:

DATE:

I/We give authorization for electronic communication using the email provided on this application form.

PAYMENT

Until the applicable permit fees have been paid in full, the Village of Halkirk will not commence the review of your application.

Personal information provided as part of this application is collected under Sections 642, 303 and 295 of the *Municipal Government Act* and in accordance with Section 33 (c) of the *Freedom of Information and Protection of Privacy Act*. The information is required and will be used for issuing development permits and property assessment purposes. The name of the permit holder and the nature of the permit are available to the public upon request. If you have any questions about the collection or use of the personal information provided, please contact the Village of Halkirk.



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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
- Application Fee (refer to the Village of Halkirk Fee Schedule)
- 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)
- 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 not older than 90 days and copies of any restrictive covenants, utility rights-of-ways, easements or Village of Standard caveats registered on title
- Site Plan (drawn 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, and site coverage
 - identification of existing and proposed roads or lanes that will provide access
 - off-street parking and loading stalls including vehicle entrances and exits from the property (e.g. driveways)
- the location of fencing or screening
- the location of any proposed signs
- floor plans, elevations and section drawings showing building dimensions, area and height
- a statement of the proposed uses and any positive or negative impact on adjacent lands, and how the development will mitigate negative impacts
- 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
- information on the method for the supply of potable water and disposal of wastes

For information regarding your specific application requirements contact the Village of Halkirk
Development Officer:

Phone: 403-884-2464 Email: cao@villageofhalkirk.ca

SAMPLE SITE PLAN

STREET OR AVENUE NAME

