



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

DEVELOPMENT PERMIT APPLICATION FORM - GENERAL	
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	
Proposed Land Use Type	Proposed Development
Residential	
Commercial	
Industrial	
Agricultural	
Other	
Principal Building Floor Area:	% Of Lot Occupied:
Accessory Building Floor Area (Total):	% Of Lot Occupied:
Building Height:	
Estimated Development Cost:	
Proposed Start Date:	
Proposed Completion Date:	

Description Of Work:

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)
- 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 any significant environmental features including waterbodies, flood prone areas and slopes
 - the location of fencing or screening
 - the location of on-site existing and proposed water and sewer connections, septic tanks and disposal fields, water wells, culverts and crossings
 - site drainage and existing and finished lot grades
 - the location of any proposed signs
- 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 Halkirk caveats registered on title
- confirmation of corporate signing authority where the registered landowner is a corporation
- 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
- in the case of a building to be relocated to the property, information relating to the age and condition of the building
- information on the method for the supply of potable water and disposal of wastes
- a private sewage disposal system site evaluation to determine the site suitability and potential private sewage disposal system acceptable for the site
- stormwater management, grading or landscaping plans

- an assessment of any potential flooding, subsidence or slope stability hazard
- a traffic impact assessment
- a historical impact report identifying the absence or presence of archaeological sites
- an environmental evaluation or report
- information describing the handling, storage and disposal of any noxious, toxic, radioactive, flammable or explosive materials
- information regarding fire suppression, emergency response or on-site security
- a construction management plan
- a copy of an application made and the approval given by a Federal or Provincial authority
- in the case of a phased development, master site plan

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

