

## FEES

- Development Permit:  
Agricultural, Residential & Commercial  
– no charge  
Industrial - \$100.0 per \$100,000 of construction cost, or portion thereof
- Fine for not Obtaining Development Permit prior to starting development:  
Agricultural, Residential, Commercial & Industrial  
\$100.00 Per \$100,000 of construction cost, or portion thereof

## DEVELOPMENT OFFICER

A Development Officer is a representative of the County who can provide information regarding any matter pertaining to land development. The Development Officer is responsible to:

- Receive, consider and decide on Development Permit applications; and
- Keep and maintain for the inspection of the public a copy of The Clear Hills County Land Use Bylaw.

## MUNICIPAL PLANNING COMMISSION

The Municipal Planning Commission shall consider and decide on applications for Development Permits which have been referred by the Development Officer. A Municipal Planning Commission may approve an application for a development permit if the proposed development does not comply with the land use bylaw, if, in the opinion of the Municipal Planning Commission:

- a) the proposed development would not
  - i) unduly interfere with the amenities of the neighbourhood, or
  - ii) materially interfere with or affect the use, enjoyment or value of neighbouring properties; and
- b) the proposed development does not conflict with the use prescribed for the land or building in the Bylaw.

Notwithstanding any provisions or requirements set out in the Bylaw, the Municipal Planning Commission may establish a more stringent standard for discretionary uses when it is deemed necessary to do so.

## PROCESSING AN APPLICATION

Processing times for Development Permits can vary depending on the type of development. Provided the application requirements are complete, applications

can be ready for release within forty (40) days of the receipt of the application. Larger, more extensive developments or applications requiring community input may take longer to process.

The application will be reviewed to ensure it complies with the Land Use Bylaw and any statutory plans such as, Area Structure Plans, General Municipal Plans, Policy Reports or Design Criteria for the area. When the circulation comments have been resolved to the satisfaction of the Development Staff, a decision will be rendered by either the Development Officer of the Municipal Planning Commission. The applicant will be notified of the decision by mail.

If the application is APPROVED, the County will notify the adjacent landowners or advertise the decision in the local newspaper.

A 14 day time period is provided for anyone who wishes to appeal the decision of any condition of the approval. If after 14 days, no objections are received and all "Prior to Release" conditions are met, the permit may be released. The applicant will be notified by mail when the permit is ready to be picked up. The permit does not come into effect until 17 calendar days after the date of decision.

If the application is REFUSED, the applicant will be notified of the decision and the reasons by registered mail.

## APPEALS

An appeal may be made to the Development Appeal Board, if, a Development Officer of the Municipal Planning Commission has:

- refused or failed to issue a development permit to a person within forty (40) days of receipt of the application;
- issued a development permit subject to conditions;
- issued an order under Section 18 of the Land Use Bylaw.

\*Note: Any person affected by an order, decision or development permit may submit an appeal to the Development Appeal Board.

A Notice of Appeal form must be completed and filed to the Secretary of the Development Appeal Board within 14 days after the date the order, decision or development permit was issued. Council may establish a fee to accompany an appeal that may or may not be refundable.

## WHY SHOULD THE LANDOWNER BE CONCERNED?

- Any development too close to the road may result in dust problems or having to relocate your building due to road widenings for the future. Relocation may result in expensive relocation costs.
- If your development does not meet proper standards, lending institutions will not approve financial assistance. Developing too close to the road can create safety concerns.
- Improper placement of sewage facilities can affect your water supply and that of neighbouring properties.

## IMPORTANT FACTS

Setbacks from Roadways:

- 40.8 m from the property line of all public roads and road allowances.

Setbacks from waterbodies:

- 22.9 m - 61 m depending on the depth of a ravine/valley, 30.5 m or more from a lakeshore.

Setbacks from property lines:

- Can vary for buildings, sewage and water supply systems such as dugouts.

Requirements from other agencies such as: Alberta Transportation; Alberta Environmental Protection; Alberta Labour; and Alberta Agriculture may require approval prior to development.

## FOR FURTHER INFORMATION CONTACT:

- Development Officer  
Clear Hills County  
P.O. Box 240  
Worsley, Alberta T0H 3W0  
Phone: (780) 685-3925 Fax: (780) 685-3960
- Clear Hills County Land Use Bylaws are available at \$15 per copy.
- County Development Plans are available at \$10 per copy.

The information published in this pamphlet has no legal status and can not be used as an official interpretation of the various Land Use Bylaws and regulations currently in effect. Users are advised to contact the Development Officer for assistance as the Clear Hills County accepts no responsibility to persons relying solely on this information.

March 2010



CLEAR HILLS  
COUNTY

THE  
DEVELOPMENT  
PERMIT  
PROCESS

***A Guide for  
Development***

## THE DEVELOPMENT PERMIT PROCESS

The following information will act as a guideline to assist applications when preparing a Development Permit application.

### WHAT IS CONSIDERED A DEVELOPMENT?

Development is the following:

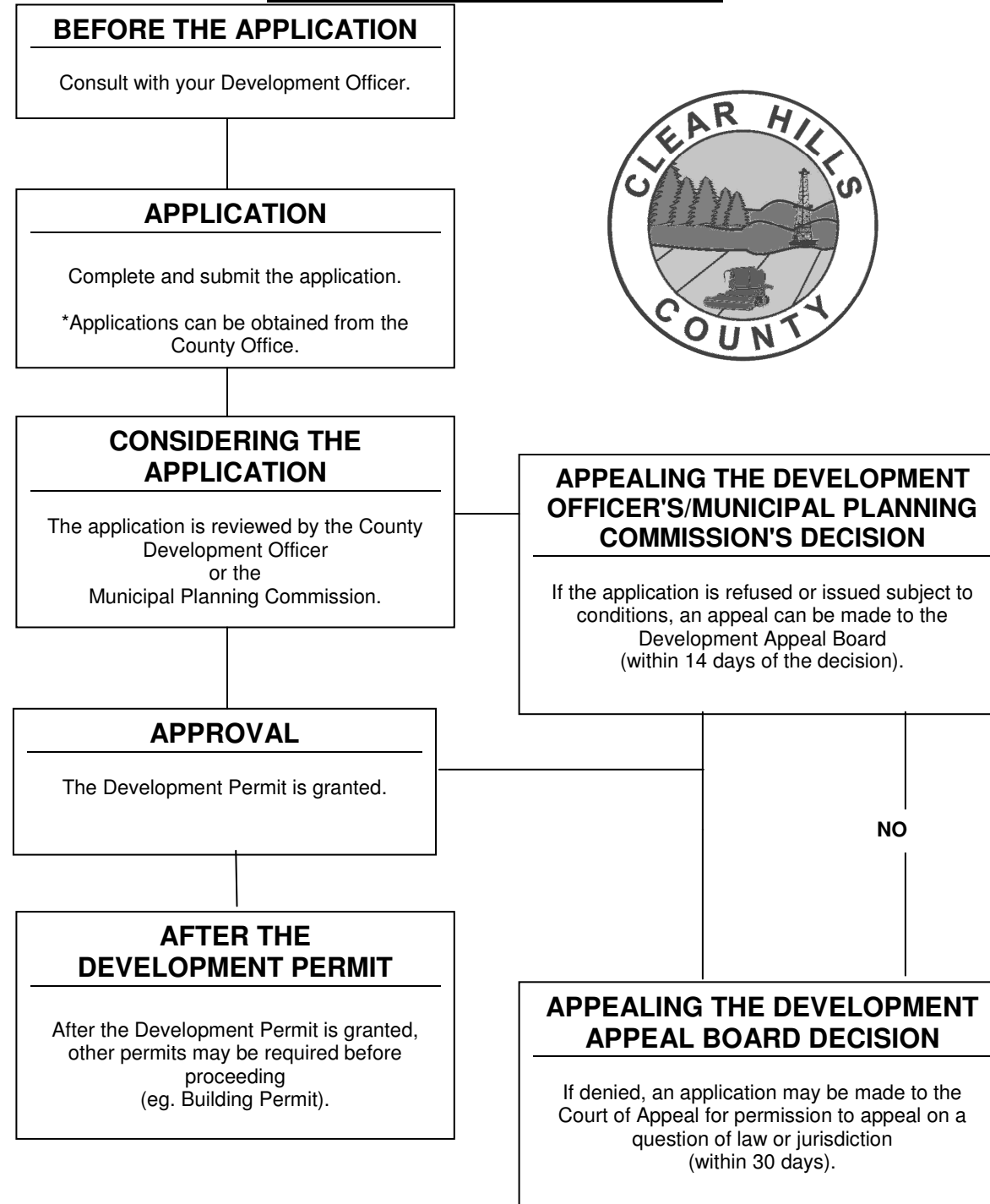
- the construction of a new building; or an addition, repair or replacement of an existing building;
- a change of use of land or a building;
- the creation of an excavation or stockpile; or
- a change in the intensity of the use of land or a building.

### WHEN IS A DEVELOPMENT PERMIT NOT REQUIRED?

A Development Permit is required for most new construction or changes of use. However, some types of development are exempt from requiring a permit provided they comply with the rules established in the Land Use Bylaw. The following are examples of these exemptions (a full list is contained in Part III of the Clear Hills County Land Use Bylaw):

- Repair or maintenance of a structure provided there are no structural changes, changes in use, or intensity of use of a building at the discretion of the Development Officer.
- Fencing or gates depending on height.
- A temporary building which is used while constructing a permanent structure.
- Agricultural operations and agricultural buildings unless within 40 m from the property line of all public roads and road allowances.

## DEVELOPMENT PERMIT PROCESS



## WHO CAN APPLY FOR AN APPLICATION

Anyone can apply for an application whether or not they own the subject property, provided they have a letter of authorization from the property owner.

## WHERE AND WHEN TO APPLY

Applications can be obtained and submitted in person (at the County office) or via mail, fax or email:

Clear Hills County  
Box 240  
Worsley, AB T0H 3W0

Phone: (780) 685-3925  
Fax: (780) 685-3960  
Email: [info@clearhillscounty.ab.ca](mailto:info@clearhillscounty.ab.ca)

The office is open Monday to Friday from 8:00 a.m. to 4:30 p.m.

## APPLICATION INFORMATION

Every Development Permit must have a completed application form and be accompanied by the following:

- site plan showing the legal description and the front, rear and side yards, if any and if applicable any provision for utilities, including water and sewage facilities, off-street loading, vehicle parking and access points of the site;
- floor plans accurately dimensioned and labeled designating use of each area for all proposed new buildings, additions, external renovations and for existing buildings where there is a change of use;
- statement of use;
- the estimated commencement and completion dates;
- the estimated cost of the project or contract price;
- any topographical features which may affect the development;
- any studies required to evaluate the proposal;
- if applicable, moved-in buildings (mobile homes) require:
  - a photograph of the building(s),
  - Canadian Safety Association (C.S.A.) I.D. number,
  - Present location of building, and
  - Proposed relocation route, and
- any other information required by the Development Office

**CLEAR HILLS COUNTY  
LAND USE BYLAW  
No. 107-08**

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**PART ONE: GENERAL**

**1. GENERAL POLICY STATEMENT**

Clear Hills County is an agricultural community, and one which strongly desires the retention and maintenance of the agricultural sector. Thus it should be realized that the first priority use for all lands capable for agricultural production should be for farming. The normal sights, sounds and smells of agricultural operations are part of the County's rural character. In accordance with the principle that agriculture and activities associated with agriculture in all its forms has priority in rural areas, no legitimate activity, related to the production of food should be curtailed solely because of objections of near-by landowners.

The occupation of food production includes, but is not limited to, the use of irrigation pumps and equipment, aerial and ground seeding and spraying, tractors and motors, the raising of livestock and poultry, and the application of such inputs as chemical and natural fertilizers, and pesticides including insecticides, herbicides and fungicides. When conducted in accordance with generally accepted agricultural practices, these activities may occur on holidays, Sundays and weekdays, at night and in the day, and noise, odours, dust and fumes caused by them are permitted as part of the activities directed to the production of food. This policy statement is a reminder to those who wish to move to the country that they must recognize that agriculture has priority and that agricultural activities shall be permitted in the County.



## NOTICE TO APPLICANT

In order to assist you in the successful completion of your project, depending upon the type of development you are doing, we suggest that prior to starting your development you contact the following:

1. ALBERTA MUNICIPAL AFFAIRS, SAFETY SERVICES  
1-866-421-6929  
To determine what permits are required, if any. Additionally, Safety Services can advise you of what permit issuing agencies are able to serve you in this geographic area.
2. PEACE COUNTRY HEALTH REGION  
Attn: Jeremy Spencer  
Box 2201  
Fairview, AB  
T0H 1L0  
780-835-4951  
To determine whether specialized health regulations pertain to your development.
3. If development is within 300m of a primary highway, a development permit is required from:  
Alberta Transportation  
Attn: Don Bradley  
Box 25  
10320 - 99 Street  
Grande Prairie, AB  
T8V 6J4  
780-538-5310
4. **FOR RURAL DEVELOPMENT - Front yard:** the development shall not be located within 40.8m (134 feet) of the property line of any public roadway: **Side Yard:** The development shall not be located within 15.2m (50 feet) of a property line: **Rear Yard:** The development shall not be located within 15.2m (50 feet) of a property line: The developer is responsible for waste disposal, and the construction of access roads and approaches. This Development Permit does not guarantee, imply or suggest that Clear Hills County will undertake any road improvements at or near the subject property to improve the applicant's accessibility to his or her property.

With your co-operation and the assistance of these Government Departments, we feel that any potential difficulties will be dealt with before actual construction of your development begins.

# DEVELOPMENT PERMIT APPLICATION

**CLEAR HILLS COUNTY**

FOR ADMINISTRATIVE USE

APPLICATION NO.
DATE RECEIVED

I/We hereby make application under the provisions of the Land Use Order for a Development Permit in accordance with the plans and supporting information submitted herewith and form part of this application.

I/We understand that this application will not be accepted without the following:

- (a) application fee;
- (b) site plan sketch that includes all relevant detail to the proposed development (e.g.: proposed and existing structure, property lines, creeks/ravines, parking and vehicle access, building plans, etc.)

APPLICANT INFORMATION		COMPLETE IF DIFFERENT FROM APPLICANT	
NAME OF APPLICANT		NAME OF REGISTERED LAND OWNER	
ADDRESS		ADDRESS	
POSTAL CODE	TELEPHONE (Res.) _____ (Bus.) _____	POSTAL CODE	TELEPHONE (Res.) _____ (Bus.) _____

LAND INFORMATION			
Legal description of proposed development site:			
QTR./L.S.	SEC.	TWP.	RG. M.
OR		REGISTERED PLAN NO.	BLOCK LOT
Size of the proposed development site:			
LENGTH _____ft _____m	WIDTH _____ft _____m	Number of: ACRES OR HECTARES	
Describe the existing use of the land: _____ _____			

DEVELOPMENT INFORMATION		
Describe the proposed use of the land: _____ _____		
Check (✓) any proposed use(s) not identified above:		
<input type="checkbox"/> Sign(s) Dwelling unit(s)	<input type="checkbox"/> Culvert(s) / Road access point(s) Accessory structure(s) / use(s)	<input type="checkbox"/> Public use(s) / Utilities Other (specify) _____
<input type="checkbox"/> Home Occupation(s)	<input type="checkbox"/> Commercial or industrial structure(s) / use(s)	_____
Indicate the proposed setback from the property line:		
FRONT YARD _____ft _____m	REAR YARD _____ft _____m	SIDE YARD ( 1 ) _____ft _____m
SIDE YARD (2) _____ft _____m		
The land is adjacent to: <input type="checkbox"/> A Primary Highway <input type="checkbox"/> A Secondary Highway <input type="checkbox"/> A County Road		
Estimate the Project:    A. COMMENCEMENT DATE    B. COMPLETION DATE    C. CONSTRUCTION COSTS \$		
Attached is: (a) Site Plan: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A;    (b) Floor Plan: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		

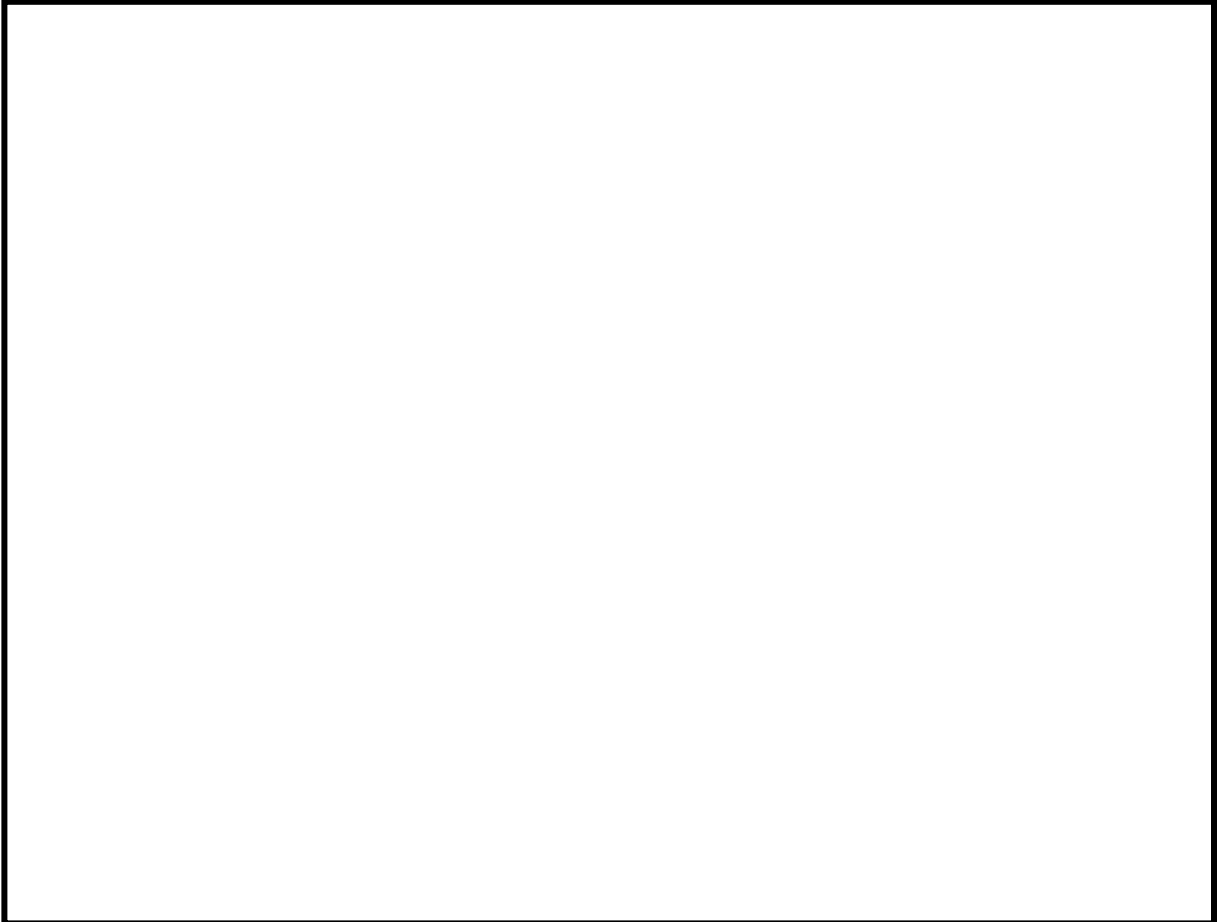
DEVELOPMENT INFORMATION	
I/WE HEREBY DECLARE THAT THE ABOVE INFORMATION IS, TO THE BEST OF MY/OUR KNOWLEDGE, FACTUAL AND CORRECT.	
_____ DATE	_____ SIGNATURE OF APPLICANT
_____ DATE	_____ SIGNATURE OF REGISTERED LAND OWNER

FOR ADMINISTRATIVE USE ONLY	
LAND USE CLASSIFICATION: _____	
FEE ENCLOSED: <input type="checkbox"/> Yes <input type="checkbox"/> No	AMOUNT: \$ _____ RECEIPT No. _____

## APPLICATION FOR DEVELOPMENT PERMIT

For industrial or commercial development please attach engineered drawings of proposed development.

For residential and non-industrial development please sketch plan of proposal:



LEGAL DESCRIPTION: \_\_\_\_\_

**Please indicate the following if they apply to your proposed development:**

1. Location of water source & distance from property line and sewer system
2. Location of sewer system & distance from water source and property line
3. Access location(s)
4. Location of existing or proposed buildings:
5. Setbacks from the road allowance
6. Location of roads in the area
7. Location Shelterbelts
8. Location of Treed Areas/ Sloughs/ Bush/ other vegetation
9. Location of River/ Lakes/ other watercourses

**Development Permit  
Appendix "A"  
Moved-in Buildings**

If any of the buildings pertaining to the development permit are being moved-in from another location please complete this form and return with the completed development permit and application fee.

- a) A photograph of the building(s).
- b) Canadian Safety Association Identification Number (CSA) \_\_\_\_\_
- c) Present location of the building \_\_\_\_\_  
\_\_\_\_\_
- d) Proposed relocation route \_\_\_\_\_  
\_\_\_\_\_

**Please note:**

1. Any building to be moved-in or placed on a parcel within any district established by this Bylaw, other than a farm building in an Agricultural District, must be approved by the Municipal Planning Commission.
2. The Municipal Planning Commission may require, when a development permit is issued for a moved-in building, notice in writing to be sent to all adjacent landowners.
3. The Municipal Planning Commission may require a performance bond or a letter of credit of such amount as to ensure the completion of any renovations set out as a condition of a development permit.
4. The moved-in building shall conform to Alberta Safety and Labour building standards.

## ADDITIONAL INFORMATION REQUIRED:

Please indicate below the type of sewage supply to be used by your development proposal.

	<b>TYPE OF WATER SUPPLY</b>
	DUGOUT
	WELL
	CISTERN & HAULING
	COUNTY SERVICE
	OTHER (Please specify)

	<b>TYPE OF SEWAGE DISPOSAL</b>
	OPEN DISCHARGE/SEPTIC TANK
	SUB-SURFACE DISPOSAL/SEPTIC TANK
	ABOVE GROUND/SEPTIC TANK
	SEWAGE LAGOON
	OUTDOOR PRIVY
	COUNTY SERVICE
	OTHER (Please Specify)

Please indicate if the above is: (a) EXISTING \_\_\_\_\_

(b) PROPOSED \_\_\_\_\_

FOR ADDITIONAL INFORMATION CONTACT THE FAIRVIEW HEALTH COMPLEX - PEACE COUNTRY HEALTH REGION AT (780) 835-4951 AND ASK FOR JEREMY SPENCER OR ALBERTA LABOUR - PLUMBING INSPECTION BRANCH.



## DEVELOPMENT PERMIT SEWAGE & DUGOUT SETBACKS

### SEWAGE SETBACKS

Following is a description of the setbacks required for different sewage disposal systems as found in the Alberta Private Sewage Treatment and Disposal Regulations:

- Mounds
  - 3 meters (10 ft.) from the property line
  - 9 meters (30 ft.) from a dwelling
  - 3 meters (10 ft.) from other buildings
  - 3 meters (10 ft.) from a septic tank
  - 15 meters (50 ft.) from a water course
  - 15 meters (50 ft.) from a water source
  
- Field
  - 1.5 meters (5 ft.) from a property line
  - 9 meters (30 ft.) from a dwelling
  - 1 meter (3.25 ft.) from other buildings
  - 1 meter (3.25 ft.) from a septic tank
  - 15 meters (50 ft.) from a water course
  - 15 meters (50 ft.) from a water source
  
- Lagoon
  - 30 meters (100 ft.) from a property line
  - 45 meters (150 ft.) from a dwelling
  - 90 meters (300 ft.) from a water course
  - 90 meters (300 ft.) from a water source
  
- Effluent Discharge
  - 90 meters (300 ft.) from a property line
  - 45 meters (150 ft.) from a dwelling
  - 45 meters (150 ft.) from a water course
  - 45 meters (150 ft.) from a water source
  
- Septic tanks
  - 1 meter (3.25 ft.) from a property line
  - 1 meter (3.25 ft.) from a dwelling
  - 9 meters (30 ft.) from a water course
  - 9 meters (30 ft.) from a water source

### DUGOUT SETBACKS

The setback for a dugout as set forth in the Provincial regulations is:

- Front Yard 134 feet from the road right-of-way (developed or undeveloped)
- Interior Side Yard 50 feet or as required by the Municipal Planning Commission
- Rear Yard 50 feet or as required by the Municipal Planning Commission

## NOTICE

### Compliance Monitoring

Agencies Authorized by Alberta Municipal Affairs to Issue Permits and Provide Compliance  
Monitoring in Non-Accredited Municipalities

Agency name	Phone	Fax	Building Permits	Electrical Permits	Gas Permits	Plumbing Permits
Superior Safety Codes Inc.	1-866-999-4777	1-877-882-8775	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
The Inspections Group Inc.	(780)454-5048 1-866-554-5048	(780)454-5222 1-866-454-5222	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>



## CLEAR HILLS COUNTY

**Box 240**  
**WORSLEY, Alberta T0H 3W0**  
[www.clearhillscounty.ab.ca](http://www.clearhillscounty.ab.ca)

**Phone: [780] 685-3925**  
**Fax: [780] 685-3960**  
[21@clearhillscounty.ab.ca](mailto:21@clearhillscounty.ab.ca)

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### RIGHT OF ENTRY FORM

As a site inspection of land that is the subject of a development permit application may be required, we request that you complete the following authorization and submit it with your application for Development Permit approval.

Section 653(2) of the Municipal government Act indicates that if consent is given by this form, a notice of inspection is not required to be given under Section 542(1).

I, \_\_\_\_\_, do grant consent for an authorized  
(Name in Block Letters)

person of the Clear Hills County to enter upon subject land for the purpose of a site inspection.

\_\_\_\_\_  
(Legal land Description)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)