

## DEVELOPMENT PERMIT TIMELINE

Upon receipt of an application, the municipality has up to 20 days to determine if the application is complete.

Once an application is deemed complete, the municipality has up to 40 days to issue a decision. If the municipality does not issue a decision, the application is deemed refused.\*

\*The applicant may agree to a time extension.

An appeal of the decision may be made within 14 days of the decision being issued. If there is no appeal, the decision is final.

## WHO MAY APPEAL A DECISION?

The applicant or an affected party may appeal a development permit decision, including an approval, refusal, deemed refusal, or approval subject to conditions.

Approval of a development permit application for a permitted use may only be appealed if provisions in the Land Use Bylaw were relaxed, varied, or misinterpreted.

## ADDITIONAL PERMITS REQUIRED

Applicants are responsible for ensuring that they have all the required permits needed for a particular development. These include building, fire, gas, electrical, plumbing, and private sewage treatment permits.

For further information, please contact one of the agencies authorized by the Alberta Safety Codes Authority to issue these permits. Safety codes authorities available in each municipality can be found at:

<http://www.municipalaffairs.alberta.ca/permits>

The information above is not exhaustive, additional permits from other agencies may also be required.

The contact information for our member municipalities can be found on our website at:

[www.mmsa.ca/about-us/region](http://www.mmsa.ca/about-us/region)



Box 450  
5109 – 51 Street,  
Berwyn, AB  
T0H 0E0

Phone: (780) 338-3862  
Fax: (780) 338-3811  
Email: [info@mmsa.ca](mailto:info@mmsa.ca)

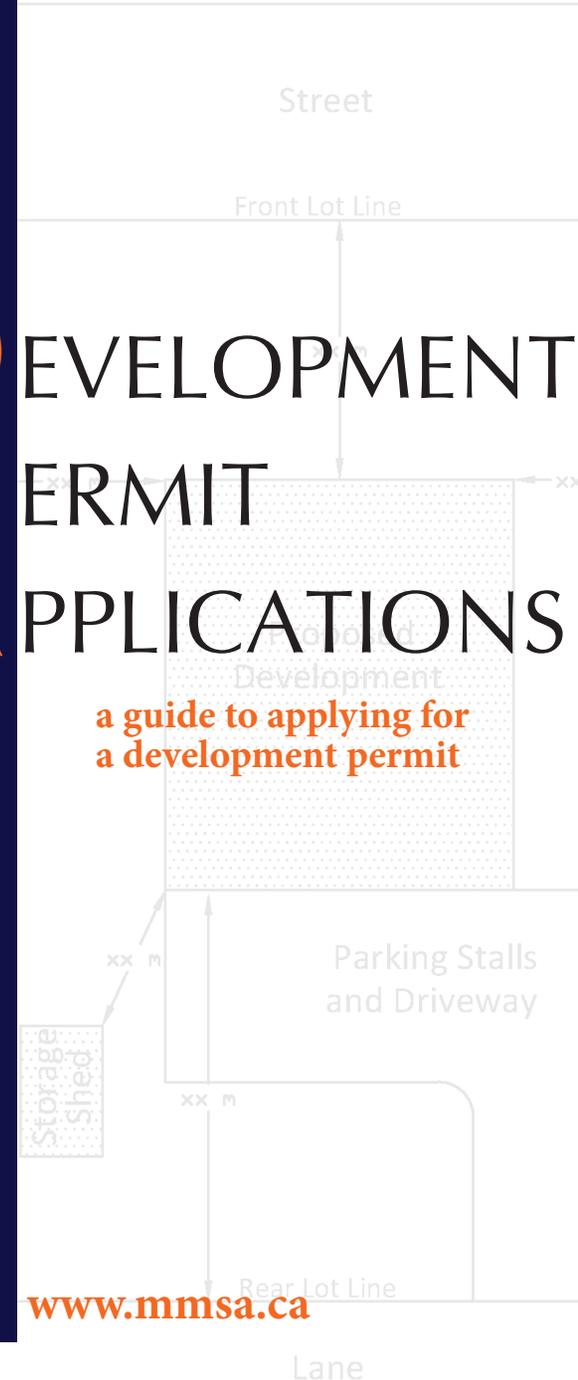
Web: [mmsa.ca](http://mmsa.ca)  
LinkedIn: [linkedin.com/company/mackenzie-municipal-services-agency](https://www.linkedin.com/company/mackenzie-municipal-services-agency)  
Facebook: [facebook.com/official.mmsa/](https://www.facebook.com/official.mmsa/)

Version 1.0  
November 2017

**NOTE:** The brochure has no legal status and cannot be used as an official interpretation of the various bylaws, codes, and regulations in effect. Applicants are advised to contact their municipality or the MMSA prior to making an application to obtain assistance. The MMSA does not accept responsibility for persons relying solely on this information.

# DEVELOPMENT PERMIT APPLICATIONS

a guide to applying for a development permit



[www.mmsa.ca](http://www.mmsa.ca)

## WHAT IS A DEVELOPMENT PERMIT?

A development permit authorizes a specific development to occur on a site.

## WHAT IS DEVELOPMENT?

Development is defined by the *Municipal Government Act* in very broad terms. "Development" means:

"(i) an excavation or stockpile and the creation of either of them, (ii) a building or an addition to or replacement or repair of a building and the construction or placing of any of them on, in, over or under land, (iii) 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 (iv) 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."

## WHEN A DEVELOPMENT PERMIT IS REQUIRED?

A development permit is required for any new development on a property, or the change of use of a property or building. This includes:

- Building a new residence,
- Building a garage,
- Developing a new commercial building, and
- Changing the use of a commercial building.

Contact the municipal office prior to initiating any development to determine whether a development permit application should be submitted. Not all development require a development permit. Those developments that are exempt are specified in the municipality's Land Use Bylaw (LUB).

## HOW DO I APPLY?

A development permit application must be made in writing with the municipality's application form. The application must include:

- The applicant's contact information,
- A legal land description,
- Information related to the development (i.e. Principal and accessory use, setbacks, and building height),
- The application fee,
- A right of entry form, and
- A site plan, including existing and proposed development and site dimensions.

The site plan must show the setbacks from the property line to ensure that the proposed development conforms to the site provisions of the land use district and regulations of the Land Use Bylaw.

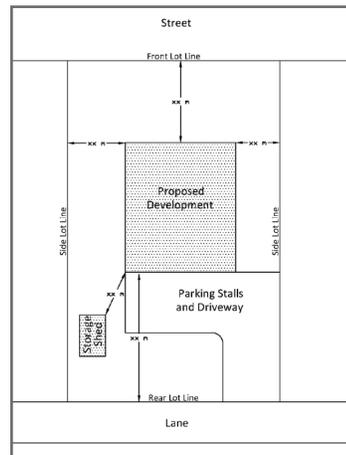


Figure 1. A sample site plan.

## ADDITIONAL REQUIREMENTS

Prior to a development permit application being considered complete, the municipality may require the applicant to submit additional information related to the development and/or technical reports, completed by a qualified professional, such as but not limited to a:

- Geotechnical Study,
- Groundwater Study,
- Flood-Plain Analysis, and/or
- Traffic Impact Assessment.

## APPLICATION PROCESS TIMELINE

