



Village of Glenwood Development Application

OFFICE USE ONLY

Application #: _____	Land Use Zone: _____
Received By: _____	Required Information Attached? Y <input type="checkbox"/> N <input type="checkbox"/>
Application Fee: Residence \$50.00 (Non-Refundable)	Paid? <input type="checkbox"/>
Application Fee: Accessory \$15.00 (Non-Refundable)	Paid? <input type="checkbox"/>
Application Fee: Other \$ (Non-Refundable)	Paid? <input type="checkbox"/>

Applicant will complete the rest of the form:

I/WE hereby make application under the provisions of the LAND USE BYLAW #192-2019 to develop or use land and/or buildings in accordance with the plans and information submitted, which form a part of this application.

Applicant's Name:		Phone:	
Street Address:			
Mailing Address:			
Email Address:			
Registered Owner's Name:		Alt Phone:	
If the applicant is different from the owner, a signed and witnessed letter of permission from the property owner, to proceed with the development, must be attached with this application. All development becomes the property of the registered land owner.			

(See further instructions below for New Home and Accessory Structure application completion)

FOR ALL OTHER PERMITS, PLEASE CONTACT PARK ENTERPRISES LTD AT 1-800-621-5440 or SUPERIOR SAFETY CODES INC. (Lethbridge) 403-320-0734. PLEASE PROVIDE A COPY OF ALL OTHER PERMITS ACQUIRED THROUGH PARK ENTERPRISES OR SUPERIOR SAFETY CODES INC. TO THE VILLAGE OFFICE, AT YOUR EARLIEST CONVENIENCE, AND REPORT WHEN YOUR DEVELOPMENT PROJECT IS FINISHED AND THE FINAL INSPECTION HAS BEEN COMPLETED.

Village of Glenwood
PO Box 1084, 59 Main Avenue
Glenwood, AB, ToK 2R0

403-626-3233 (T)
403-626-3234 (F)
office@glenwood.ca

Proposed Development

(Fill out all that apply)

Street Address (if different from above):					
Legal Description:	Plan		Block		Lot
Proposed Development:					
Approx. Value of Project:		\$			

For Principal Building:	Height		Percentage of lot occupied	
Setback from:	Front yard		Rear yard	Side Yard
Square Footage:				
Main Floor		Upper Floor		Basement (If developed)
Garage		Decks		Other (Specify)

Accessory Building 1:	Height		Percentage of lot occupied	
Setback from:	Front yard		Rear yard	Side Yard

Accessory Building 2:	Height		Percentage of lot occupied	
Setback from:	Front yard		Rear yard	Side Yard

Fencing:	Maximum Height of Fence:	
Material(s) Fence Constructed From:		

Additional Application Requirements:		
<input type="checkbox"/> Site Plan (two sets)	<input type="checkbox"/> Drainage Plan	<input type="checkbox"/> Building Plans (three sets)

Development Permit Timeline:

Within 20 days after an application for a development permit has been received, the Development Authority must determine whether the application is complete. *Section 683.1(1)*

Within 40 days after an application for a development permit has been received, the Development Authority must provide a written decision in regards to the application. *Section 684(1)*

Within 21 days after the date on which the written decision is provided by the Development Authority, affected persons may appeal the decision. *Section 686(1)*

If the Development Authority doesn't render a decision within 40 days after an application for a development permit has been received (and no extension has been granted under section 684), then affected persons may appeal the decision within 21 days after the date upon which the 40-day period expires. *Section 686(1)*

Note: If approved, development may proceed only on that portion which has been described herein.

Declaration:

I hereby apply for permission to carry out the development described above and/or on the attached plans and specifications. I agree to comply with any other by-laws that are applicable. I am aware that I will be required to pay for all local improvement costs, which include drainage, sidewalks, road base preparation, street lighting, water and sewer main extensions, utility connection fees and installation cost at the established rate. I further certify that the owner of the land described above is aware and approves of this application.

Signature of Applicant

Date

Application Requirements - NEW HOME BUILD

For building a new house you will need to apply for a **DEVELOPMENT PERMIT**. This permit is applied for, processed and administered through the Glenwood village office.

You will also be required to ensure that you have taken out the necessary safety codes inspection permits, such as a Building, Electrical, Gas & Heating and Plumbing. These permits may be taken out with a safety codes inspection agency of your choice; names and contact information is on the development application.

Accompanying this form, you will need the following:

- a) Two copies of an engineered **site plan**,
- b) An engineered **drainage plan**, which adequately addresses all storm water requirements for the lot. All storm drainage from your home and property must be directed into the borrow pit beside the main road, **not** into the village septic system.
- c) An engineered plan for the **sewer and water connection to the mainline**.
- d) Three copies of your house **building plans**, which contain proper construction details and drawings.
- e) You will also require an Engineer or Surveyor to **mark out your building site** on your property, according to your approved site plan.
- f) If you are moving an already constructed home or accessory building onto the site, please also provide **pictures of the exterior of the home**.

If you don't have one already, we recommend a local engineer, Darin Wilde, of Wilde Brothers Engineering in Raymond, AB at 403.752.0180 (Darin understands fully all the above requirements.)

All of the above can be submitted to our office along with payment, the amount of which will be processed at the time your completed application is submitted.

Application Requirements – ACCESSORY STRUCTURE

For building an **accessory structure** on your property [*i.e. a garage, shed, addition, deck...etc.*] you will need to apply for a **DEVELOPMENT PERMIT**. This permit is applied for, processed and administered through the Glenwood village office

You will also be required to ensure that you take out the necessary safety codes inspection permits, such as a Building, Electrical, Gas & Heating and Plumbing. These permits may be taken out with a safety codes inspection agency of your choice; names and contact information are on the development application.

Accompanying these forms, you will need the following:

- a) A **Site plan** demonstrating where on the lot you are proposing to build your accessory building. A site plan is an overhead view of your lot, with the existing structures, with your new proposed structure illustrated in relation to everything else, with approx. distance measurements for the new structure to the property lines.
- b) Some basic **Building plans**, which contain some basic construction details & drawings.

NOTE: both of these plans may be hand drawn.

All of the above can be submitted to the Village office along with payment, the amount of which will be processed at the time your completed application is submitted.