



FORM A

4808 -53 Avenue, Box 179
 High Prairie, Alberta, T0G 1E0
 Telephone: 780-523-7620
 Fax: 780-523-5930
 Email: developmentclerk@highprairie.ca

Office use only: File # _____
 Tax Roll #: _____

DEVELOPMENT PERMIT APPLICATION

This is not a Building Permit Application Form

No work or construction shall commence without the valid permits issued pursuant to applicable regulations

All of the following information is necessary to facilitate a thorough and timely evaluation and decision on your application. Information and materials submitted must be clear, legible and precise. Incomplete or incorrect application could result in processing delays or a refusal decision. If you have any questions regarding the development application requirements, please contact the Town Office prior to submitting your application.

Fee Information *This fee information is provided for convenience only, and is subject to change. Please consult the Town's Fee Schedule for up-to-date fees*

Type of Development	Permit Fee	Type of Development	Permit Fee
Minor development and Home Occupations	\$20.00	Multifamily Development	\$150.00
Garage	\$20.00	Mobile Home Placement	\$50.00
Single Family Building	\$25.00	Commercial/Industrial /Institutional	\$100.00
Two Family Development	\$75.00		

A APPLICANT/OWNER INFORMATION	
1	Applicant Information
	Name:
	Address:
	Postal Code:
	Phone:
1	Land Owner Information (if different from applicant):
	Name:
	Address:
	Postal Code:
	Phone:
B DEVELOPMENT INFORMATION	
2	Location of Development
	Civic Address or General Location of Property: _____ Legal Land Description: _____ Plan No: _____ Block: _____ Lot: _____
3	Type of Development
	This Development is for: New Building(s)/Installation Addition to Existing Building Change of Use Residential Alteration to Existing Building Sign Commercial/Industrial Exterior Alteration only Temporary Use Mixed Use Building Interior Alteration only Other Accessory Structure Interior and Exterior Alteration
4	Specific Description of Development (e.g., construct a new detached house, open a retail store):
	New Building/Addition
5	Existing Total Floor Area: _____ Proposed Total Floor Area: _____
6	Existing Total Site Area: _____ Proposed Total Site Area: _____



FORM A

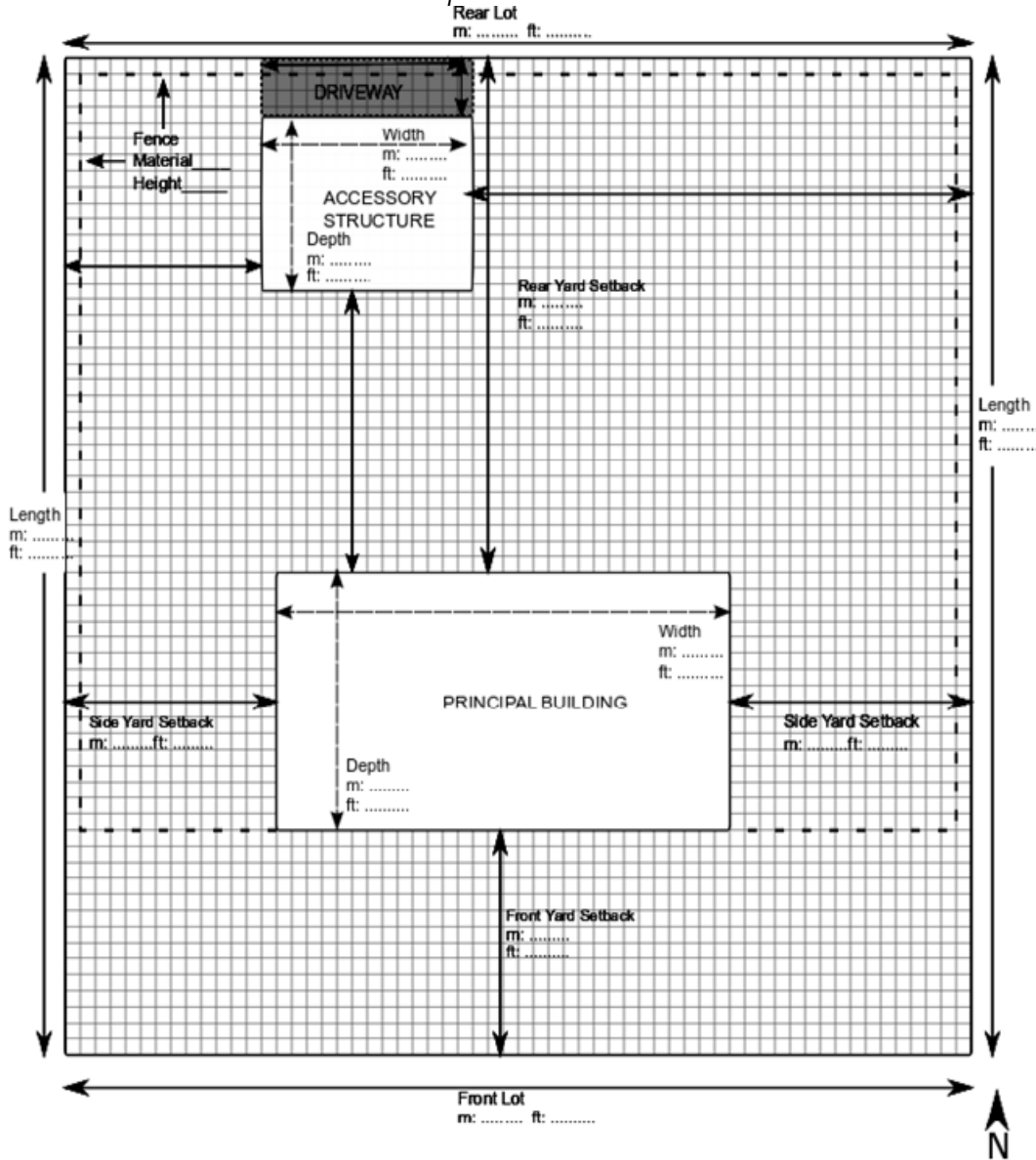
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Change of Use Within a Specific Building														
7	Detail Existing Use:		Detail Proposed New Use:											
	Total Floor Area of Existing Building:		Floor Area of Proposed New Use (if converting only part of existing building):											
8	Estimated Development Cost:													
9	Proposed Start Date:		Proposed Completion Date:											
C ABANDONED WELL CONFIRMATION AND DECLARATION														
<p><i>Subject to the Alberta Energy Regulator Directive (AER) 079, the applicant is required to include a map from AER confirming the exact location, or absence, of any abandoned oil and gas well(s) on or within 25m (82 ft) of the site boundary, if the building/addition is greater than 47 m² (505.9 ft²). Additional requirements must be met if a well is located within or adjacent (i.e., 25m) to the site of the proposed development. Go to www.geodiscover.alberta.ca for abandoned well location and status information</i></p>														
10	<p>Does the AER Abandoned Well Viewer identify any abandoned wells on the subject land or within 25m from the location of the development? Yes No</p> <p>If yes, please print out the map viewer and please complete the declaration below.</p>													
11	<p>I/We, _____ have reviewed information provided by the Alberta Energy Regulator as set out in AER Directive 079, Surface Development in Proximity to Abandoned Wells, and can advise that the licensee(s) responsible for all abandoned well(s) within the site of proposed development has been contacted in order to have the Abandoned Well Locating and Testing Protocol completed in accordance with Directive 079. To prevent damage to the well, a temporary identification marker will be placed on abandoned wells prior to construction, according to the confirmed well location(s) on site. The site of proposed development contains the following abandoned well(s)</p> <table border="1"> <thead> <tr> <th>AER Well License #</th> <th>Licensee Name:</th> <th>Surface Location</th> <th>Contact Personnel</th> <th>Phone #</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>				AER Well License #	Licensee Name:	Surface Location	Contact Personnel	Phone #					
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E CHECKLIST														
12	<p>I confirm that I have included the following in my application (check as applicable).</p> <ul style="list-style-type: none"> Application fee Letter of authorization from registered land owner(s), if applicant is not the land owner Site Plan (for see detailed requirements on page 3) Building elevations (new/addition to residential/commercial/industrial building) Building floor plan (new/addition to residential/commercial/industrial building) Abandoned Well Confirmation Viewer with a printout of the Map from Alberta Energy Regulator. 													
E CONSENT AND DECLARATION														
13	<p>As the applicant of this development permit, I consent to:</p> <ul style="list-style-type: none"> Allow a person(s) designated by the Town to enter and inspect the above noted with respect to this application only. Receive by email any documents or communication related to this application. 													
15	<p>I declare by my signature below that the information contained in this application, including plans and details, is to my knowledge, true and complete</p> <p>Date _____ Signature _____</p>													

SITE PLAN

PLEASE PROVIDE A SCALED PLAN INDICATING THE LOCATION AND DIMENSIONS OF EXISTING AND PROPOSED IMPROVEMENTS, INCLUDING THE APPLICABLE FEATURES BELOW:

Sample Site Plan Sketch



Standard Features

- Legal description, address and property line locations
- Lot dimensions
- Location of existing and proposed buildings/structures
- Building setbacks
- Building area
- Roads, sidewalks, and pathways abutting property
- Graveled areas
- Drainage, etc.

Additional Features

- All easements (i.e. utility right-of-ways)
- Landscaping being provided, including area size and type (berms, soft/hard landscaping, retaining walls, etc.)
- Fencing/gates – type and height
- Garbage enclosures, where required
- Lighting
- Parking stalls indicating stall width, length and aisle width



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TOWN OF HIGH PRAIRIE

Policy Number No. 28/2005	Approval Date January 12, 2005	Resolution Number 12/05
Supersedes No. 8/2000	Effective Date January 12, 2005	Legal Authority M.G.A. s. 650(1)(c)
Amendments:	Amendment Date	Resolution Number Motion #

TITLE: Utility Services Replacement Policy

Policy Statement:

The Town of High Prairie will implement a policy to ensure that water and sewer services on lots being redeveloped will be dealt with in a consistent and equitable manner.

Background:

Redevelopment is occurring in parts of the Town of High Prairie that were originally developed early in the Town’s history.

Often in these older areas water and sewer services are:

- a) substandard in relation to meeting current consumer service demands; or
- b) prone to failure due to the age and/or type of original construction materials.

Regulatory Framework:

- Development authorities for the Town of High Prairie include the Development Officer, Municipal Planning Commission and Council.
- Development authorities for the Town of High Prairie have the authority to attach conditions to development permits either generally or with respect to a specific type of permit.
- As a condition of a development permit being issued, the Town’s development authorities may require the installation of public utilities that are necessary to service the development.

Policy Guidelines:

- It is in the interests of both the Town and Developers that water and sewer services to properties being redeveloped be adequate to meet service demands, and also be structurally sound and not prone to failure due to age and/ or material type.
- It is the intent of Council to encourage development. It is also the intent of Council that Developers be treated in an equitable manner.

Procedures:

- The issue of water and sewer services shall be addressed as a condition of any development permit being issued for the redevelopment of a property.
- Water lines will be required to be replaced if they are less than $\frac{3}{4}$ inch in diameter.
- Sewer lines will be required to be replaced if they are constructed of any material other than PVC pipe.
- The Developer will be responsible for all costs of upgrading water and sewer services to the property, including from the main to the property line.
- The Town will reimburse the developer 50% of the costs of upgrading water and sewer services to the property (from the main line to the property line) to a maximum of \$4000 upon proof of payment (copy of a paid invoice and photocopy of the cancelled cheque) by the developer.

Application:

- This policy shall apply to any property being redeveloped, regardless of whether for residential, commercial or institutional development.
- This policy shall apply whether the applicable development authority be the Development Officer, the Municipal Planning Commission or Council.
- A copy of this policy shall be provided to all developers applying to redevelop lots.