



Development Permit Application

Residential - Accessory Development (Decks, additions, accessory buildings, etc.)

Applicants must complete the checklist(s) below to accompany a development permit application for it to be able to be deemed complete for acceptance and processing by the Town of Stony Plain.

Please check each item included within your package.

CHECKLIST

Required information for all change of use development permit applications:

- Complete and signed application form
- Current certificate(s) of title
- Landowner consent (if applicant is not the registered landowner)
- Site plan (2 copies) showing the following:
 - Site area
 - Location of registered easements/rights of way
 - Existing structures
 - Setbacks
 - Elevations
- Payment of application fees

APPLICANT INFORMATION	ADMINISTRATIVE INFORMATION (FOR OFFICE USE ONLY)	
NAME:	PERMIT #:	
PHONE:	APPLICATION FEE:	
EMAIL:	DATE PAID:	RECEIPT #:
SIGNATURE:	PAYMENT METHOD:	

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	DEVELOPMENT PERMIT APPLICATION FORM - ACCESSORY DEVELOPMENT							
	Decks, additions, accessory buildings, etc.							
	LAND USE DISTRICT			TAX ROLL #			DEVELOPMENT PERMIT #	
I. CONTACT INFORMATION								
APPLICANT:					ADDRESS:			
CITY:					PROV:			P/C:
EMAIL:					PHONE:			
CONTRACTOR:					ADDRESS:			
CITY:					PROV:			P/C:
EMAIL:					PHONE:			
LANDOWNER(S):					ADDRESS:			
CITY:					PROV:			P/C:
EMAIL:					PHONE:			
2. PROJECT ADDRESS & LEGAL DESCRIPTION								
MUNICIPAL ADDRESS:					SUBDIVISION:			
Plan	Block	Lot	Quarter Section <input type="checkbox"/> NW <input type="checkbox"/> NE <input type="checkbox"/> SW <input type="checkbox"/> SE		Section	Township	Range	Meridian <input type="checkbox"/> W4 <input type="checkbox"/> W5
3. PROJECT DETAILS								
CURRENT LAND USE:					PROPOSED LAND USE:			
START DATE:			EST. COMPLETION DATE:			EST. CONSTRUCTION VALUE:		
DESCRIPTION OF WORK AND PROPOSED USE:								
4. AUTHORIZATION								
initial	<i>I authorize the Town of Stony Plain to send all correspondence and notices required under the Municipal Government Act 2000 RSA and Land Use Bylaw to the email address provided above and that all notices will be deemed received by the applicant on the date they are emailed.</i>							
initial	<i>I acknowledge that construction of the building shall not proceed until the building permit is issued.</i>							
initial	<i>I am/represent the owner of the land and will be/represent the owner of the building for which I am submitting this permit application. I understand that any deviation from the scope of work or use described on this application and shown on the site plan and drawings provided as part of this application will require additional review and decision from the Municipality.</i>							
initial	<i>Pursuant to the Municipal Government Act, I hereby authorize employees, representatives, and agencies acting on behalf of the Town of Stony Plain to enter the subject property, for the purpose of making a decision on this application and to conduct necessary inspections in connection to this development and/or building permit application.</i>							
initial	<i>The applicant agrees to protect and prevent from damage any public utilities or local improvements such as water shut-off valves, curbs, and curb stops, sidewalks, streets, lanes and municipal or environmental reserves, and to prevent excess soil being spilled on public streets, lanes and sidewalks. Any damage to public utilities or local improvements which, in the opinion of the Municipality, has been caused by the undersigned or servants, agents or contractors during the construction of the above subject development shall be repaired, restored or re-constructed to the satisfaction of the Municipality at no cost to the Town of Stony Plain.</i>							
initial	<i>The applicant agrees to prevent excess littering of the construction site. Construction litter and material will be properly maintained on the property on which construction is taking place and will not be permitted to spread to adjacent properties.</i>							
DATE:			NAME:			SIGNATURE:		

FOR OFFICE USE ONLY			
FEE TYPE:	FEE AMOUNT:	RECEIPT:	DATE PAID:
Development Permit:			
Variance/Discretionary Use:			
Development deposit (refundable):			
Development charges: \$ x ha			
Capital Recreation Levy: \$ x # units			
Certificate of Title:			
Other:			
Other:			
Other:			
<i>Development Permit Fees Subtotal:</i>			
Total Fees Due:			

Additional Information

Application Fees:

DEVELOPMENT PERMIT APPLICATION FEES		
Residential – Decks, additions, accessory buildings, etc.	\$75.00	\$125.00

General Information:

Applications for Development Permits undergo an intense and thorough review that may involve Planning, Operations, Engineering, Fire and Building input. The Development Authority may circulate any of these those internal departments either during a Land Development Inquiry or a formal review of an application. This ensures compliance with our regulations and standards to assist the applicant in submitting a complete application. This helps avoid costly changes during the building permit and construction process.

A COMPLETE Development Permit Application will include:

- Development permit application - completely filled out, dated and signed;
- Current Land Title search (within 1 week of application date);
- Landowner Consent – if applicant is not the registered landowner;
- Two large format copies of site plan and all drawings (drawn to a satisfactory scale and dimensioned in metres);
- A description of existing and proposed land uses that will occupy the development; and
- Payment of permit fees (to be determined upon review of application).

Site Plans will show the following:

- a. Lot dimensions & total area
- b. Location of registered easements & ROW's
- c. Location and dimensions of all new and existing buildings (including accessory buildings)
- d. Total Building footprint and site coverage
- e. Setbacks to property lines and between buildings
- f. Accesses, driveways and flares location, including setbacks to property lines and widths

Building Elevations & Floor plans will show the following:

- a. The vertical and horizontal dimensions of all buildings
- b. Exterior finishing materials including colour

Documents that may be required with a Development Permit Application:

- a. Site grading plan
- b. Landscaping plan
- c. Other information deemed necessary to make a decision

Definitions:

Certificate of title: a legal document that identifies the owner(s) of a property and any registered caveats pertaining to a property.

Landowner consent: notification from a registered landowner that they consent to someone acting on their behalf in relation to a land development application.

Site plan: a drawing showing the layout of a proposed development site, commonly indicating the location of buildings, structures, driveways, parking areas, etc.