



Box 10  
301 Centre Avenue West  
Diamond Valley, AB T0L 0H0

403-933-4348  
info@diamondvalley.town  
www.diamondvalley.town

## Demolition Permit Application

Dem. Permit No.:
Roll No.:
E-site Permit:
Application Date:

### Applicant Information

Registered Landowner:

Mailing Address:  Town/City:  Postal Code:

Phone:  Alternate Phone:

Email:

Contractor hired to perform demolition:

Mailing Address:  Business Licence:

Phone:  Email:

### Project Location

Civic Address:

Legal Description:  Lot:  Block:  Plan:  District:

Type of structure:

Building Size (ft<sup>2</sup>):  Number of storeys:  Height:

### Demolition:

Estimated Start Date:  Estimated Completion Date:

Waste Material to be disposed at:

### Disconnection Approvals:

Applicant must receive approvals for disconnections from the following utility companies (disconnection fees may be applicable) and submit disconnect forms for our records.

Utility Company	Phone	Web Service Request
ATCO GAS	403-938-4206	<a href="https://gas.atco.com/en-ca/products-services-rates/new-services-changes/new-natural-gas-line.html">https://gas.atco.com/en-ca/products-services-rates/new-services-changes/new-natural-gas-line.html</a>
Fortis Electrical	310-WIRE (9473)	<a href="https://www.fortisalberta.com/customer-service/get-connected/line-moves">https://www.fortisalberta.com/customer-service/get-connected/line-moves</a>
Telus	780-310-2255	
Public Works	403-933-4348	

### Development Permit Fee

Please refer to the [2024-96 Rates and Fees Bylaw](#) for fees related to Demolition Permits.

### Refundable Deposit Return Process

A Performance Security Deposit may be charged on Demolition Permit Applications to ensure all conditions of the Demolition Permit are complied with.

After the demolition has been completed, you may submit a request for the return of your Performance Security Deposit.

Once the Town approves that you have met the conditions as defined by the Demolition Permit, the deposit will be refunded.

# Town of Diamond Valley

## Agreement

**Declaration of Registered Owner or Authorized Agent Acting on Owner's Behalf:** I/We hereby make application for a Demolition Permit under the provisions of the Land Use Bylaw in accordance with the plans and supporting information submitted herewith. I hereby certify that I am the Registered Owner or am the applicant and authorized to act on behalf of the Registered Owner. In accordance with the Municipal Government Act, I hereby authorize the Designated Officers of the Town of Diamond Valley to enter upon the land for the purpose of conducting a site inspection in connection with my demolition permit application. I hereby declare that I am the Registered Owner or that I am the Authorized Agent acting on behalf of the Register Owner, and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to the Application. I understand that failure to complete this form fully and to supply the required information and plans will cause delays in the processing of this Application and may mean that this Application will not be considered.

*The personal information collected through the development permit application form is for processing the permit application. This collection is authorized by section 4 (a) and (c) of the Protection of Privacy Act and Section 640(2) of the MGA. For questions about the collection of personal information, please contact the privacy office at LegislativeServices@diamondvalley.town or 403-933-4348.*

<input type="checkbox"/> Registered Owner <input type="checkbox"/> Authorized Agent	Name:
Signature:	Date:
<input type="checkbox"/> Registered Owner <input type="checkbox"/> Authorized Agent	Name:
Signature:	Date:

## Application Requirements

<input type="checkbox"/> Completed Application Form	<input type="checkbox"/> Fee prescribed in fee schedule
<input type="checkbox"/> Security Deposit (if applicable)	<input type="checkbox"/> Land Title Certificate; not more than thirty (30) days prior to the application date
<input type="checkbox"/> Application to obtain a roadside development permit from Alberta Transportation, if required.	<input type="checkbox"/> General contractors and all sub-contractors obtain a Town of Diamond Valley Business Licence.
<input type="checkbox"/> The signatures for the Applicant <b>and</b> the Registered Owner of the property on the Application Form -or-	

Signature of the Applicant and a **Letter of Authorization** from the registered owner of the property, including statements from the Application form under **Obligation of Registered Owner to Pay Additional Fees** and **Right of Entry Authorization by Registered Owner**.

Upon receipt of this completed application, fee and any required background or accompanying material, the Development Authority has up to 40 days to process the application, during which time the Development Authority may refer to other agencies and may exercise their discretion to either approve or refuse the application. Additional information may be required from the applicant after Planning Services has reviewed the submission.

An application is considered complete after all required materials are received including any revisions requested following preliminary review, and the fees have been processed by the Town. Additional information may be required as conditions of approval prior to release of a Demolition Permit at the discretion of the Development Authority.

**Note: This is not a building permit; applicable building, gas, electrical, and plumbing permits must be obtained through Park Enterprise Ltd.**

## Approval

<input type="checkbox"/> Approved	<input type="checkbox"/> Declined	Date:	
Comments:			
Development Officer Name:		Signature:	
Fee \$	Refundable Security Deposit \$	Receipt:	Date Paid: