



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

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

Development Permit Application

Dev. Permit:
Tax Roll:
Receipt No.:
Application Date:

Applicant Information

Registered Landowner:

Incorporated/Numbered Company Landowner Contact Name:

Mailing Address:	Town/City:	Postal Code:
------------------	------------	--------------

Phone:	Alt. Phone:
--------	-------------

Email:

Agent authorized to act on behalf of Registered Landowner:

Agent Contact Name:

Mailing Address:	Town/City:	Postal Code:
------------------	------------	--------------

Phone:	Email:
--------	--------

Affected Property

Civic Address:

Legal Description:	Lot:	Block:	Plan:
--------------------	------	--------	-------

Existing Land Use District:

Existing Land Use or Building on Property:

Proposed Development or Use:

Additional Submissions

Estimated Start Date:	Estimated Completion Date:	Construction Value:
-----------------------	----------------------------	---------------------

Other Supporting Material Attached (site plan, building plans):

Agreement

The Applicant represents and warrants to the Town of Diamond Valley that the information contained in this application and the dimensions shown on the plans submitted with this application are true and correct. 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 development permit application. I understand that this application and accompanying information is public record that is accessible by the public. Upon request to the Town this application and file documentation will be made available for viewing. 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.

Is there an access or safety concern with respect to a site inspection? If yes, please clarify:

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

Signature:	Date:
------------	-------

Approval

<input type="checkbox"/> Approved <input type="checkbox"/> Refused	Date Application Deemed Complete:
--------------------------------------------------------------------	-----------------------------------

Date of Decision:	Notice Date (If Applicable)
-------------------	-----------------------------

Development Officer:	Signature:
----------------------	------------

Fee \$	Deposit \$	Receipt:	Date Paid:
--------	------------	----------	------------

Water Meter:	Waste Containers:	Off-site Levies:	Date Paid:
--------------	-------------------	------------------	------------

Town of Diamond Valley

Application Requirements

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 plans (e.g., site servicing, site lighting, tree protection, landscaping) may be required as conditions of approval prior to release of a Development Permit at the discretion of the Development Authority. All dimensions must be provided **in metric**, to scale.

Note: This is **not a building permit**; applicable building, gas, electrical, and plumbing permits must be obtained through Park Enterprises prior to commencing any renovation or new construction. **In addition to this form the following MAY be required:**

<input type="checkbox"/> Completed Application Form	<input type="checkbox"/> Fee prescribed in fee schedule
<input type="checkbox"/> Security Deposit (if applicable)	<input type="checkbox"/> Water Meter Fee
<input type="checkbox"/> Garbage/Recycling Bin Fee	<input type="checkbox"/> Plot Plan
<input type="checkbox"/> Building Grade Form	<input type="checkbox"/> Landscape drawings (if applicable)
<input type="checkbox"/> Abandoned Well Declaration (if applicable)	<input type="checkbox"/> Proof of registration from the Government of Alberta's New Home Buyer Protection Program
<input type="checkbox"/> Land Title Certificate; not more than thirty (30) days prior to the application date	<input type="checkbox"/> Current copies of any Restrictive Covenants, Utility Rights-of-Way, Easements or Caveats on the title(s) (if applicable)
<input type="checkbox"/> Completed Construction Fire Safety Plan	<input type="checkbox"/> Completed Peer Review Form
<input type="checkbox"/> The signatures for the Applicant and the Registered Owner of the property on the Application Form -or- <ul style="list-style-type: none">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.	<input type="checkbox"/> Architectural Drawings: One 11x17" copy (minimum size), 1 pdf (electronic) copy; including building floor plans and elevation plans drawn to scale; plans must be prepared to professional drafting standards. Note: Plans/drawings must conform to the Alberta Building Code and NFPA standards. Drawings stamped with <i>"not for construction"</i> , <i>"preliminary"</i> , or <i>"for permit purposes only"</i> are not acceptable. Drawings should show: <ul style="list-style-type: none">Legal description of the site and north pointing arrowDimensions of the siteBuilding floor plans, elevation (building) views, and exterior finishing materialUtilities, site drainages, existing and proposed site grades, in relation to the top of curb or sidewalk and lot cornersThe height, dimensions, and relationship to property lines of all existing and proposed buildings and structures including retaining walls, trees, landscaping, curbs, gutters, sidewalks, and other physical features
<input type="checkbox"/> For residential lots with side-yards under 2.4 m, please refer the file to Park Enterprise Ltd. prior to issuance of a Notice of Decision (NOD) to ensure compliance with HRIF glazing requirements.	
<input type="checkbox"/> May also be required to provide geotechnical or engineering reports if the site and building warrants, at the discretion of the Planning Officer or Engineer.	
<input type="checkbox"/> Application to obtain a roadside development permit from Alberta Transportation, if required.	

Development Permit Fee Schedule

Please refer to the [Rates and Fees Bylaw](#) for fees related to Development Permits.

Town of Diamond Valley

Sample Site Plan:

