



TOWN OF OYEN
Box 360, 201 Main Street, Oyen, AB T0J 2J0

DEVELOPMENT PERMIT APPLICATION FORM - GENERAL

Office Use Only

Submission Date:

File#:

Fee (\$):

Receipt #:

Linc #:

Roll #:

APPLICANT INFORMATION

Name:

Phone #:

Email:

Mailing Address:

Postal Code:

Preferred Method Of Communication: (circle one)

Call for pick up

Mail

Email

OWNER INFORMATION (IF APPLICANT IS OTHER THAN OWNER)

Name:

Phone #:

Email:

Mailing Address:

Postal Code:

Owner Signature:

Date:

PROPERTY INFORMATION

Municipal Address:

Legal Description: Lot:

Unit/Block:

Plan:

QTR:

SEC:

TWP:

RGE:

W4M

Existing Use Of Land/Building:

Property Size:

Land Use District:

DEVELOPMENT INFORMATION

Proposed Land Use Type

Proposed Use/Development

Residential

Commercial

Industrial

Other

Principal Building Floor Area:

% Of Lot Occupied:

Accessory Building Floor Area (Total):

% Of Lot Occupied:

Building Height:

Estimated Development Cost:

Proposed Start Date:

Proposed Completion Date:

Description Of Work:

DECLARATION

I/We declare that I am/we are the owner of the land described above or authorized to act on behalf of the registered owner(s). I/We have reviewed all of the information supplied to the Town with respect to an application and it is true and accurate to the best of my/our knowledge. I/We understand that the Town of Oyen will rely on this information in its evaluation of the application. Any decision made by the Town of Oyen based on inaccurate information may be cancelled at any time.

By signing below, I/we confirm to have carefully read this declaration and agree to the terms within.

APPLICANT SIGNATURE:

DATE:

I/We give authorization for electronic communication using the email provided on this application form.

PAYMENT

Until the applicable permit fees have been paid in full, the Town of Oyen will not commence the review of your application.

Personal information provided as part of this application is collected under Sections 642, 303 and 295 of the *Municipal Government Act* and in accordance with Section 33 (c) of the *Freedom of Information and Protection of Privacy Act*. The information is required and will be used for issuing development permits and property assessment purposes. The name of the permit holder and the nature of the permit are available to the public upon request. If you have any questions about the collection or use of the personal information provided, please contact the Town of Oyen.



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DEVELOPMENT PERMIT APPLICATION REQUIREMENTS

The following documents are required for a complete application. Missing documentation may result in delays in approval or a rejection of the application due to insufficient information.

- Complete Development Permit Application Form
- Application Fee (refer to the Town of Oyen Fee Schedule)
- Letter of Authorization from the property owner authorizing an agent to act on their behalf (if the owner is unable to sign the Development Permit Application Form)
- Site Plan (drawn to scale) showing the following:
 - municipal address, legal description and north arrow
 - area and dimensions of the parcel boundaries, showing any required front, rear and side yards
 - existing and proposed easements and rights-of-way
 - location and dimensions of all existing and proposed buildings, structures or uses on the property and the measured distance to property lines, and site coverage
 - identification of existing and proposed roads or lanes that will provide access
 - off-street parking and loading stalls including vehicle entrances and exits from the property (e.g. driveways)
 - the location of on-site existing and proposed water and sewer connections, septic tanks and disposal fields, water wells, culverts and crossings
 - the location of any proposed signs
- The presence of abandoned oil and gas wells (in accordance with the *Matters Related to Subdivision and Development Regulation*. Visit <https://extmapviewer.aer.ca/AERAbandonedWells/Index.html>)

The Development Authority may additionally require the submission of:

- current copy of Certificate of Title not older than 90 days and copies of any restrictive covenants, utility rights-of-ways, easements or Village of Standard caveats registered on title
- confirmation of corporate signing authority where the registered landowner is a corporation
- floor plans, elevations and section drawings showing building dimensions, area and height
- a statement of the proposed uses and any positive or negative impact on adjacent lands, and how the development will mitigate negative impacts
- written rationale supporting any requested variances
- samples or representations of exterior building materials and colors
- a Real Property Report prepared by an Alberta Land Surveyor
- in the case of a building to be relocated to the property, information relating to the age and condition of the building
- information on the method for the supply of potable water and disposal of wastes
- a private sewage disposal system site evaluation to determine the site suitability and potential private sewage disposal system acceptable for the site
- site drainage and existing and finished lot grades
- stormwater management, grading or landscaping plans
- an assessment of any potential flooding, subsidence or slope stability hazard

- a traffic impact assessment
- an environmental evaluation or report
- information regarding fire suppression, emergency response or on-site security
- a construction management plan
- a copy of an application made and the approval given by a Federal or Provincial authority

For information regarding your specific application requirements contact the Town of Oyen
Development Officer:

Phone: 403-664-3511 Email: cao@oyen.ca

SAMPLE SITE PLAN

STREET OR AVENUE NAME

