

# Mackenzie County

## Development Permit Process and Required Information

### 1. Receive Application

#### Application must contain:

- a) Application Form containing but not limited to the following information:
  - i. Name, address, and phone number of the applicant and landowner
  - ii. Legal land location and/or civic address
  - iii. Description of existing development on the lands, if any
  - iv. Description of proposed development including dimensions
  - v. Proposed use
  - vi. Proposed start and end date of construction
  - vii. Project/construction value
  - viii. Signature of applicant and landowner (if applicant is not the landowner)
- b) Fee (established by Council in the Fee Schedule Bylaw)
- c) County road and access approval
- d) Business Information as requested in the application
- e) Abandoned Well Confirmation Form (if the application is for vacant rural parcel)
- f) Completed site plan including:
  - i. Location of proposed buildings including setbacks from property lines
  - ii. Location of existing buildings including setbacks from property lines
  - iii. Location of shelterbelts and treed areas
  - iv. Location of parking and loading areas
  - v. Location and depths of ravines, lakes, sloughs and any other water bodies
  - vi. Location of roads and/or road allowances
  - vii. Location of driveway/access
- g) Additional information that may be required:
  - i. Photos of Mobile Homes and other buildings to be moved on site
  - ii. Surveyed site plot plan/Real Property Report completed by surveyor including parking provisions

- iii. Drainage plan
- iv. Landscaping plan
- v. Blueprints/Design Drawings
- vi. Length and width of the property

## **2. Review by Development Staff**

Development staff to ensure application conforms to Land Use Bylaw (LUB), Area Structure Plan (ASP), Municipal Development Plan (MDP), Inter-municipal Development Plan (IDP), Subdivision and Development Regulations, and other such legislation as may be applicable to the proposed development.

## **3. Factors Considered by Development Authority**

- a) Conformance to Land Use Bylaw zoning districts and setbacks
- b) Legal access (road and access constructed to County standards, inspection may be required)
- c) Traffic/noise impact
- d) Parking
- e) Outstanding caveats on property
- f) Off-site levy fees
- g) Neighbourhood impact
- h) Utility serviceability
- i) Design standards
- j) Airport Vicinity Protection Area

## **4. Decision by Development Authority**

Development staff to prepare approval with condition for any permitted use development permit application. For a discretionary use, development staff prepare recommended action with conditions for Municipal Planning Commission (MPC) or Inter-municipal Planning Commission (IMPC) review, in accordance with applicable legislation.

## **5. Send Required Notifications and Ask for Comments**

Once a decision is made a letter will be sent to the applicant and/or landowner notifying them of the decision.

- a) Permitted use Development Permits;
  - i. Come into effect 14 days after the approval is issued
  - ii. Are sent to referral agencies including ATCO Electric, Superior Safety Codes, and other County departments, as well as Alberta Transportation, First Nations representatives, or other municipalities including the town of High Level, when applicable.

- b) Discretionary use Development Permits;
  - i. Undergo a 21 day commenting period commencing the day the approval is issued. During the commenting period the permit is advertised in local newspaper and social media, letters may also be sent to adjacent landowners if deemed appropriate.
  - ii. Are sent for comment, to referral agencies including ATCO Electric, Superior Safety Codes, and other County departments, as well as Alberta Transportation, First Nations representatives, or adjacent municipalities including the town of High Level, when applicable.

**6. Estimated Timeline for Development Permit Issuance**

- a) Permitted Uses – Minimum 1 week
- b) Discretionary Uses – Minimum 2 weeks
- c) Inter-Municipal Development Plan Area – Minimum 3 weeks