

Mackenzie County Development Process and Required Information

DEVELOPMENT PERMIT APPLICATION must contain:

- Completed application form including:
 - o Name, address and phone number of the applicant and landowner
 - o Legal land location and/or Lot, Block, Plan
 - o Description of existing development on the lands, if any
 - o Description of proposed development including dimensions
 - o Proposed start and end date of construction
 - o Project/construction value
 - o Signature of applicant and landowner
- Fee (established by Council in the Fee Schedule Bylaw)
- Completed site plan including:
 - o Location of proposed buildings including setbacks from property lines
 - o Location of existing buildings including setbacks from property lines
 - o Location of shelterbelts and treed areas
 - o Location of parking and loading areas
 - o Location and depths of ravines, lakes, sloughs and any other water bodies
 - o Location of roads and/or road allowances
 - o Location of driveway/access
 - o Length and width of the property

DEVELOPMENT PERMIT APPLICATION may also require:

- Photos of Mobile Homes and other buildings to be moved on site
- Surveyed site plot plan/Real Property Report completed by surveyor including parking provisions
- Drainage plan
- Landscaping plan

DEVELOPMENT PROCESS

- Review of completed Development Permit application to ensure compliance with, but not limited to, the following;
 - o Municipal Development Plan
 - o Area Structure Plan
 - o County Land Use Bylaw
 - o Inter-municipal Development Plan
 - o Subdivision and Development Regulations
- Completion of a site inspection
- For permitted uses, Notice of Decision prepared and sent to applicant, landowner and other parties as deemed necessary
- For discretionary uses or uses requiring variance, Notice of Decision presented to the Municipal Planning Commission and if approved, sent to the applicant, landowner and other parties as deemed necessary and advertised in local newspaper

CONSIDERATIONS

- Conformance to County Land Use Bylaw zoning and setbacks
- Legal access
- Traffic/noise impact
- Parking

TIMELINE

- Permitted Uses – Minimum 2 week
- Discretionary Uses – Minimum 3 weeks
- Intermunicipal Development Plan Area – Minimum 3 weeks