

## FEES

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- \$75.00- Residential/Farm & Institutional -Permitted Use
- \$131.25 - Residential/Farm & Institutional - Discretionary Use and/or Variance Request
- \$143.75 - Commercial/ Industrial - Permitted Use
- \$218.75 - Commercial/ Industrial - Discretionary Use and/or Variance Request
- \$12.50- Land Title Fee - For all permits

For updated fees refer to the Fee Schedule Bylaw 1277-23

- ◆ Refunds are only available if no decision has been made on the permit and it is cancelled.

## CONTACT US

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### Corporate Office - Fort Vermilion

45-11-46 Avenue  
Box 640  
Fort Vermilion, AB T0H 1N0  
Phone: (780) 927-3718  
Toll Free: 1 (877)927-0677  
After Hours: 1 (888)511-6323  
Fax: (780) 927-4266

### Sub - Office - La Crete

Planning and Development Department  
9205-100 Street  
Box 1690  
La Crete AB, T0H 2H0  
Phone: (780) 928-3983  
Fax: (780) 928-3636

Email: [permits@mackenziecounty.com](mailto:permits@mackenziecounty.com)



# DO I NEED A DEVELOPMENT PERMIT?

**JANUARY  
2024**



**Mackenzie County**

## **AN APPROVED DEVELOPMENT PERMIT IS REQUIRED PRIOR TO THE COMMENCEMENT OF DEVELOPMENT**

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**When starting your project please contact the Planning & Development Department**

### **“DEVELOPMENT” MEANS:**

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1. An excavation or stockpile of earth & creation of either of them; or
2. A building or an addition to a building, replacement or repair of a building; or
3. change in use of land or building or an act done in relation to land or a building that results in or is likely to result in a change in the use of the land or building; or
4. A change in the intensity of use of land or a building or an act done in relation to land or a building that results in, or is likely to result in, a change in the intensity of use of land or building.

There are a few instances in development where a development permit is not required. Some examples are: grain bins, farm buildings or minor renovations to an existing building. Please consult to make sure.

## **APPLYING FOR A DEVELOPMENT PERMIT**

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### **Complete Application Form containing but not limited to the following information:**

- Name, address, and phone number of the applicant and landowner
- Legal land location and/or civic address
- Description of existing development on the lands, if any
- Description of proposed development including dimensions
- Proposed use
- Proposed start and end date of construction
- Project/construction value
- Signature of applicant and landowner (if applicant is not the landowner)
- Fee (established by Council in the Fee Schedule Bylaw)
- County road and access approval
- Business Information as requested in the application
- Abandoned Well Confirmation Form (if the application is for vacant rural parcel)
- Completed site plan including:
  - ◆ Location of proposed buildings including setbacks from property lines
  - ◆ Location of existing buildings including setbacks from property lines
  - ◆ Location of shelterbelts and treed areas
  - ◆ Location of parking and loading areas
  - ◆ Location and depths of ravines, lakes, sloughs and any other water bodies
  - ◆ Location of roads and/or road allowances
  - ◆ Location of driveway/access

### **Additional information that may be required:**

- Photos and year 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 /Parking Plan
- Blueprints/Design Drawings
- Alberta Transportation development permit approval
- Temporary Field Authorization (TFA)

## **ESTIMATED TIMELINE FOR DEVELOPMENT PERMIT ISSUANCE**

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**Permitted Uses** – Minimum 1 week

**Discretionary Uses** – Minimum 2 weeks

**Inter-Municipal Development Plan Area** – Minimum 3 weeks

Discretionary use development permits have to be taken to the Municipal Planning Commission (MPC) or the Inter-municipal Planning Commission (IMPC) for approval and is then advertised in the local paper for 21 days as per the Municipal Government Act (MGA).

### **What if I don't agree with the decision or a condition of the development permit?**

You may appeal the decision of the Development Authority to the Subdivision and Development Appeal Board.

An appeal must be made in writing with the \$362.50 appeal fee and shall be delivered either in person or by mail so as to reach the Secretary of Subdivision and Development Appeal Board at the Mackenzie County office no later than 21 days after the date of Issue of Notice of Decision.