

# Town of Swan Hills

Your wilderness adventure begins here!



Town of Swan Hills  
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 Phone: 780-333-4477  
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 www.townofswanhills.com

**For Office Use Only**

Application No.: \_\_\_\_\_  
 Date Received: \_\_\_\_\_  
 Date Completed: \_\_\_\_\_  
 Fee Received: \_\_\_\_\_  
 Subdivision Fee: \_\_\_\_\_  
 (if applicable)

**TOWN OF SWAN HILLS APPLICATION FOR DEVELOPMENT**  
**Commercial / Industrial / Institutional / Residential**

**Applicant's Information**

<p>* Applicant's Name: _____</p> <p>* Mailing Address: _____</p> <p>* City: _____</p> <p>* Postal Code: _____</p> <p>* Name of Owner: _____</p> <p>* Mailing Address: _____</p> <p>* City / Province: _____</p> <p>* Postal Code: _____</p>	<p>* Application Date: _____</p> <p>* Phone (Daytime): _____</p> <p>Phone (Cell) _____</p> <p>Fax: _____</p> <p>E-mail: _____</p> <p>* Phone (Daytime) _____</p> <p>Phone (Cell): _____</p> <p>Fax: _____</p> <p>E-mail: _____</p>
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\*I, the registered owner of the lands in question, hereby authorize the above mentioned party to make application for the following Development \_\_\_\_\_, REGISTERED OWNER OF LAND.

\_\_\_\_\_  
 \* (SIGNATURE OF OWNER)

\_\_\_\_\_  
 \* (DATE)

**PROPERTY INFORMATION**

1. \* Civic Address: \_\_\_\_\_
2. Legal Description: \* Lot(s) \_\_\_\_\_ \*Block \_\_\_\_\_ \*Plan \_\_\_\_\_ Roll No \_\_\_\_\_
3. Property Dimensions: \* Length \_\_\_\_\_ \* Width \_\_\_\_\_ Area \_\_\_\_\_
3. \* Land Use District: \_\_\_\_\_
4. \* This development proposal qualifies as a permitted use  or a discretionary use . Tick one box.

**DEVELOPMENT INFORMATION**

\* EXISTING BUILDINGS AND PRESENT USE:

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\* DESCRIBE THE PROPOSED DEVELOPMENT / USE OF THE PROPERTY:

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\* Please tick whichever of the following applies to your development proposal:

<input type="checkbox"/> Dwelling (Incl. additions)	<input type="checkbox"/> Temporary Structure	<input type="checkbox"/> Manufactured Home
<input type="checkbox"/> Second Residence	<input type="checkbox"/> Garage, Shop, or Shed	<input type="checkbox"/> Moved in Building
<input type="checkbox"/> Modular	<input type="checkbox"/> Other	<input type="checkbox"/> Demolition
<input type="checkbox"/> Home Based Business		

\* Please provide the following information regarding your development proposal:

Front Yard Setback		Floor Area	
Side Yard Setback		Height of Building	
Rear Yard Setback		Off-street Parking	YES / NO
Side Yard Setback		Number of Spaces	

**I hereby declare**  I am /  I represent the owner of the property in which the work identified on this application. **I / We hereby grant the Development Authority Right of Access** to conduct all necessary inspections on the subject property with respect to this application. All work will be conducted in accordance to the plans submitted and upon approval I will adhere to the conditions / terms of the Land Use By-law. **I / We Will Notify** the Development Authority of any proposed changes to the plans submitted with this application.

\_\_\_\_\_  
\* Signature of Registered Owner / Agent

**CHECK LIST OF SUBMISSION REQUIREMENTS**

\* Please ensure that all applications are accompanied by the following:

- A non-refundable processing fee.
- Two (2) copies of a scaled site plan showing the treatment of landscaped areas, legal description, and front, rear and side yard set-backs.
- Any provisions of off-street loading and vehicle parking, and access and egress points to the parcel.
- Two (2) copies of scaled floor plans, elevations and building section.
- Certificate of title showing ownership.
- All drawings must show locations of property pins and locations of existing buildings.
- A development deposit is to be submitted to, and retained by the Town Office, until the proposed development is completed to the satisfaction of the Development Officer. See Deposit fees schedule below.

**DEVELOPMENT DEPOSIT SCHEDULE**

Minor Developments: Sheds, Decks, Steps	\$200.00
Larger Developments: Garages, Additions	\$500.00
<i>Residential</i>	
Single family dwelling	\$1,500.00
Semi-detached dwelling	\$2,500.00
Manufactured dwelling	\$1,000.00
Multi-family dwelling	\$10,000.00 + \$500.00 per unit
<i>Commercial, Industrial, or Institutional</i>	\$10,000.000 + \$0.75 per square foot of gross floor area
Additional for landscaping and parking areas	\$0.75 per square foot

**PLEASE BE ADVISED OF THE FOLLOWING**

1. Alberta One Call to be completed development commences.
2. All work to be completed in accordance with all pertinent code requirements.
3. A copy of all required code permits (Building, Electrical, Gas, or Plumbing) is to be submitted to the Town within fourteen (14) days of obtaining permits.
4. Additional Information may be required for this project.
5. The Development Officer may refuse to accept an application for a development permit where the required information is not supplied or where, in his / her opinion a decision on the application can be properly made without such information.

**PROPOSED DEVELOPMENT - SITE PLAN SKETCH**

Legal Description: \* Lot(s) \_\_\_\_\_ \*Block \_\_\_\_\_ \*Plan \_\_\_\_\_ Roll No \_\_\_\_\_



**Please use the above square to represent the following features in your site plan:**

**Identify all existing and proposed features (natural and built) on lot; mark distances between existing / proposed structures and between property boundaries; indicate property dimensions and proposed setbacks; all existing and proposed landscaping and fencing; all existing and proposed accessway(s); all existing and proposed surface materials.**