

TOWN OF BENTLEY
Box 179
Bentley, AB T0C 0J0
Ph: (403) 748-4044
Fax: (403) 748-3213

Permit # _____
Fee: \$ _____
Tax Roll # _____

DEVELOPMENT PERMIT APPLICATION

1/We hereby make application of a development permit pursuant to the Town of Bentley's Land Use By-law. The plans, supporting documents and application fee attached herewith form a part of this application.

Applicant(s) _____ Home Phone _____
Please Print
Address: _____ Cel. Phone _____
_____ Fax: _____
_____ Email: _____

Legal: (Lot(s) _____ Block _____ Plan _____

Municipal Address: _____

Description of Development: _____

Value of Development \$ _____

Land Use District: _____ Current Use of Lands & Buildings: _____

Proposed Use of Lands & Buildings: _____

Site Area Size: _____ Total Floor Area: _____

Ground Floor Area: _____ Upper Floor Area: _____

Building Height (from ground elevation): _____

(if applicable) Number of Parking Spaces: _____ Loading Spaces: _____

Side-yard Set-backs: Front (m) _____ Rear (m) _____
Side (m) _____ Side (m) _____

i/We hereby certify that I am/we are the registered owner(s) or authorized to act on behalf of the registered owner(s) and that the information on this form and on the attached plans and supporting materials is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application.

Date Signed: _____
Signature of Owner or Authorized Agent

Signature of Owner or Authorized Agent

RIGHT OF ENTRY

i/We, being the registered owner(s) or person(s) in possession of the land and building(s) thereon, hereby consent to an authorized person designated by the Town of Bentley entering upon the said property for the purpose of inspection.

Date Signed: _____
Signature of Owner or Authorized Agent

Signature of Owner or Authorized Agent

Compliance with the requirements of the Town of Bentley's Land Use By-law, does not afford relief from compliance with any Federal, Provincial or Municipal Legislation or conditions of any easement, covenant, building scheme or agreement affecting the building(s) or land.

NOTE: This personal information is being collected under the authority of the Municipal Government Act and will be used in the processing of this application. It is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act

AS PART OF THIS APPLICATION, PLEASE PROVIDE THE INFORMATION AS LISTED ON PAGE TWO

INFORMATION REQUIRED TO ACCOMPANY APPLICATION

PLEASE NOTE: Your application will not be processed unless and until all the following information has been submitted.

1. **Application Form:** be as detailed as possible and fill in all relevant “blanks”. Use a separate sheet of paper for any additional information that you think is relevant.
2. **Site Plan:**
 - a) must be neatly drawn and preferably to scale
 - b) drawn on letter-size (8.5” x 11”) or larger (dependent upon the complexity of the proposed development)
 - c) included on the site plan MUST BE the following;
 - i) property boundaries
 - ii) legal description and municipal address of property
 - iii) dimensions, including the property size, of the site (in imperial or metric)
 - iv) location (size & dimensions) of all existing buildings and proposed buildings and their uses, including all side-yard setbacks (distances from property lines)
 - v) “North” arrow
 - vi) All access roads (streets, alleys)
 - vii) All registered utility rights-of-way and easements
 - viii) Existing and proposed:
 - Utility lines – gas, telephone, power, water, sewer
 - Site drainage, site grade plans, the grades of streets and sewer servicing the property, elevations of top of curb or sidewalk and lot corners (may not be required for simple applications)
 - ix) landscaping plan: existing and proposed vegetation
 - x) loading and parking provisions (layout, number and dimensions) (if applicable to application)
 - x) access locations to and from the site
 - xi) if applicable, information describing any noxious, toxic, radioactive, flammable or explosive material proposed for use or storage
 - xii) a “Title Block” showing the designers name, applicants name, preparation date, revision dates and drawing numbers.
3. **Elevations and Floor Plans:**
 - a) Floor plans of all levels of building(s)
 - b) Elevations (all four sides) from grade level
4. **Copy of Property Title:** current copy of certificate of title, including relevant encumbrances, searched and dated within thirty (30) days of application submission
5. **Authorization:** signature(s) of all registered owner(s) on the application form or a letter of authorization from the registered owner(s) authorizing the proposed development
6. **Additional Information:** depending on the scope of the development proposal, additional information (traffic impact assessment, geotechnical reports, groundwater hydrology study, etc) may be required. The Development Officer will advise in consultation with you.
7. **Fees:** Fees vary depending upon the proposed development.

SHOULD YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE DEVELOPMENT OFFICER