



DEVELOPMENT APPLICATION & INFORMATION PACKAGE

Town of Spirit River 4502 – 50th Street, Box 130, Spirit River, AB, T0H 3G0
W: www.townofspiritriver.ca | E: clerk@townofspiritriver.ca | T: (780) 864-3998 | F: (780) 864-3433

1. Complete & sign the “Application for Development” Form A (attached).

2. Pay Non-Refundable Application Fee – \$50

Make Cheque or Money Order payable to:
“Town of Spirit River”

3. Submit building plans, in duplicate. Refer to the building plan instruction sheet.

4. Include site plans, in duplicate. Refer to the instruction sheet or include the engineered drawing (commercial or industrial).

5. Provide any other information as deemed necessary by the Development Officer.

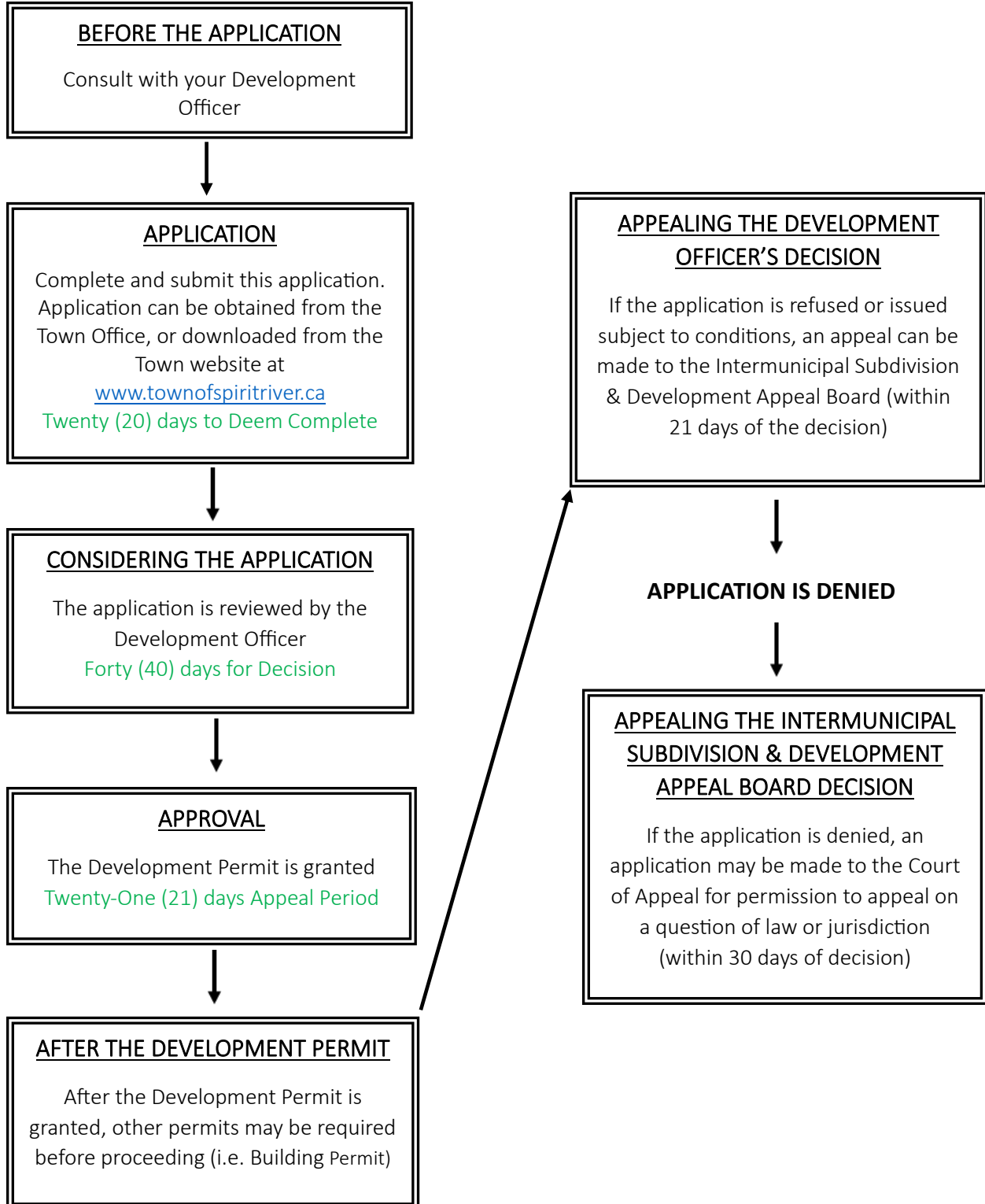
6. A Development Permit Application is deemed incomplete until all information requested by the Development Authority has been received.

Please mail or bring all the information to the above address

FOR ADDITIONAL INFORMATION PLEASE CONTACT:

Town of Spirit River at (780) 864-3998

DEVELOPMENT PERMIT PROCESS





BUILDING AND SITE PLANS FOR DEVELOPMENT PERMITS

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Directions for completing a building plan and site plan for a Development Permit application are shown below. Please use graph paper or provide an engineering drawing (for commercial and industrial) and show as much detail as possible while following the directions given.

1. Please draw a scale diagram for your development area. A convenient scale might be 1 square equals 10 feet or 1 square equals 3 metres. Feel free to use a scale which meets your needs. Please indicate the scale you use at the bottom of the page.
2. Building plans:
 - a. Floor plans;
 - b. Elevations; and
 - c. Exterior finishing materials
3. Site plans:
 - a. Legal description of the site, and municipal address;
 - b. North arrow;
 - c. Dimensions of the site;
 - d. Utilities, site drainage, grade elevations, existing and finished lot grades, the grades of the streets and the location of proposed sewer and water lines;
 - e. The height, dimensions, and relationship to property lines of all existing and proposed buildings and structures including retaining walls, trees, landscaping, other features and location of fencing if deemed necessary by the Development Officer; and
 - f. On applications for multiple family, commercial, industrial, recreational and institutional uses:
 - i. Loading and parking provisions;
 - ii. Access locations to and from the site;
 - iii. Garbage and storage areas and the fencing and screening proposed for the same
 - iv. Location and approximate dimensions of existing and proposed culverts and crossings; and
 - v. Landscaping plan.



DEVELOPMENT PERMIT APPLICATION FORM A

APPLICATION NO.
DATE RECEIVED
DATE COMPLETE

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I / We hereby make application under the provisions of the Land Use Bylaw for a Development Permit in accordance with the plans and supporting information submitted herewith and form part of this application.

I / We understand that this application will not be accepted without the following:

- (a) application fee;
- (b) site plan sketch that includes all relevant detail to the proposed development (e.g.: proposed and existing structures, property lines, creeks/ravines, parking and vehicle access, building plans, etc.)

APPLICANT INFORMATION		COMPLETE IF DIFFERENT FROM APPLICANT	
NAME OF APPLICANT		NAME OF REGISTERED LANDOWNER or LEASEHOLDER	
ADDRESS		ADDRESS	
POSTAL CODE		POSTAL CODE	
EMAIL ADDRESS*		EMAIL ADDRESS*	
*By supplying the Town with an email address, you agree to receive correspondence by email.			
CELL #	TELEPHONE (RES.)	(BUS.)	CELL #

LAND INFORMATION			
Address of proposed development site: _____			
Legal description of proposed development site: REGISTERED PLAN: _____ BLK: _____ LOT (parcel): _____			
Other legal description: _____gh_____			
Description of the existing use of the land: _____			
Proposed Development: _____			
Estimated:	Date of Commencement: _____	Date of Completion: _____	Value of Construction: \$ _____

FOR NEW CONSTRUCTION ONLY

LOT AREA: _____ LOT WIDTH: _____ LOT LENGTH: _____ PERCENTAGE OF LOT OCCUPIED: ___%

LOT TYPE: INTERIOR CORNER WITH LANE WITHOUT LANE

PRINCIPLE BUILDING YARDS: FRONT: _____ REAR: _____ SIDES: _____

ACCESSORY BUILDING YARDS: FRONT: _____ REAR: _____ SIDES: _____

DECLARATION

I/WE HEREBY AUTHORIZE REPRESENTATIVES OF THE TOWN TO ENTER MY/OUR LAND FOR THE PURPOSE OF CONDUCTING A SITE INSPECTION IN CONNECTION WITH THIS APPLICATION

I/WE HEREBY DECLARE THAT THE ABOVE INFORMATION IS, TO THE BEST OF MY/OUR KNOWLEDGE, FACTUAL AND CORRECT

NOTE:	_____	_____
Signature of Registered Landowner	Date	SIGNATURE OF APPLICANT
required if different from Applicant	_____	_____
	Date	SIGNATURE OF REGISTERED LANDOWNER / LEASEHOLDER

FOR ADMINISTRATIVE USE

LAND USE DISTRICT:

FEE ENCLOSED: YES NO AMOUNT: \$ _____ RECEIPT NO. _____

DEFINED USE:

PERMITTED/DISCRETIONARY:

VARIANCE:

Notice of Collection

Protection of Privacy - Any personal information that the Town of Spirit River may collect on this form is in compliance with Section 33 (c) of the [Alberta Freedom of Information and Protection of Privacy Act](#) and will be protected under Part 2 of the Act. The information collected is required for the purpose of processing the Development Permit Application. If you have any questions about the collection, please contact the Town's Freedom of Information and Protection of Privacy Coordinator at (780) 864-3998.

Saddle Hills County

Search

0503 - 17

Saddle Hills County

PO Box 69,
Spirit River, AB, T0H 3G0

Phone: (780)864-3760

Fax: (780)864-3904

Discipline	Contact for Permits or Related Information
Building Permits	Alberta Safety Codes Authority
Electrical Permits	Alberta Safety Codes Authority
Gas Permits	Alberta Safety Codes Authority
Plumbing Permits	Alberta Safety Codes Authority
Fire	Saddle Hills County

Compliance Monitoring

Agencies Authorized by the Alberta Safety Codes Authority to Issue Permits and Provide
Compliance Monitoring in Non-Accredited Municipalities

Agency Name	Phone	Fax	Building Permits	Electrical Permits	Gas Permits	Plumbing Permits
.	.	.	Yes	No	No	No
Superior Safety Codes Inc. (Edmonton)	780-489-4777 1-866-999-4777	1-866-900-4711 info@superiorsafetycodes.com	Yes	Yes	Yes	Yes
The Inspections Group Inc.	780-454-5048 1-866-554-5048	1-866-545-5222 questions@inspectionsgroup.com	Yes	Yes	Yes	Yes

Spirit River, Town of

Search

0289 - 17

Town of Spirit River

PO Box 130,
Spirit River, AB, T0H 3G0

Phone: (780)864-3998

Fax: (780)864-3433

Discipline	Contact for Permits or Related Information
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DESIGNATION OF AUTHORIZED AGENT FORM K

FOR ADMINISTRATIVE USE

APPLICATION NO.

To be attached to Application Form A, E, and/or J where applicable

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LAND INFORMATION

Legal description of proposed development site:

REGISTERED PLAN.	BLOCK	LOT	OR	QTR//L.S.	SEC.	TWP.	RG.	M
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The undersigned, registered Landowners of the above noted property, do hereby authorize:

Agent (Printed Name)

Company Name (If applicable)

To act as my/our agent for the following application on the lands described above.

Redistricting

Subdivision

Development Permit (DP)

LANDOWNER INFORMATION

COMPLETE IF DIFFERENT FROM APPLICANT

_____ Landowner (Printed Name)	_____ Landowner (Signature)
_____ Landowner (Printed Name)	_____ Landowner (Signature)
_____ Landowner (Printed Name)	_____ Landowner (Signature)
_____ Landowner (Printed Name)	_____ Landowner (Signature)
_____ Landowner (Printed Name)	_____ Landowner (Signature)
_____ Landowner (Printed Name)	_____ Landowner (Signature)
_____ Company Name (Printed Name)	_____ Date

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