



# CITY OF LLOYDMINSTER

4420 – 50 Avenue, Lloydminster, AB T9V 0W2

Ph: (780) 871-8334 Fax: (780) 871-8347

## DEVELOPMENT PERMIT APPLICATION

Date Rec'd by Planning & Development: \_\_\_\_\_

1. Applicant Name: \_\_\_\_\_ Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_  
Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

2. Affected Legal Address: Plan # \_\_\_\_\_ Block # \_\_\_\_\_ Lot # \_\_\_\_\_  
Affected Civic Address: \_\_\_\_\_ City Tax Roll # \_\_\_\_\_  
Existing Land Use: \_\_\_\_\_ Current Zoning: \_\_\_\_\_ Required Zoning: \_\_\_\_\_

Proposed Development: \_\_\_\_\_

Proposed Development Use: Permitted \_\_\_\_\_ Discretionary \_\_\_\_\_

Application Fee: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Number of Registered Owners on Title: \_\_\_\_\_

### 3. Terms and Conditions:

I hereby declare that I am authorized to make application for a Development Permit and understand that under the provisions of Zoning Bylaw 12-2001, Section 7, the plans and supporting information submitted herewith, which form part of this application, are correct to the best of my knowledge.

Where I am not the property owner(s), I have attached a letter of authorization from the Property Owner(s). **Yes:**( ) or **No:** ( ) Information Requirements listed and attached to this application are to assist the Contractor/Applicant and inform the Development Officer. The attached required information requirements form part of the Development Permit Application and should be submitted at the same time as the Development Permit Application. I agree to comply with all the City of Lloydminster bylaws, zoning requirements and I will conform to all the **Conditions of Approval** as identified by the Development Officer.

I further understand **a Development Permit does not Allow or Permit Any Construction to Commence** before the City of Lloydminster Building Inspector approves and issues a City of Lloydminster Building Permit.

A copy of Bylaw 12-2001 is available from the City of Lloydminster Development Officer.

\_\_\_\_\_  
Signature of Authorized Applicant/Owner(s)

\_\_\_\_\_  
Application Date

### DEVELOPMENT OFFICER'S - DECISION

File No. \_\_\_\_\_ Council Motion: \_\_\_\_\_ Development Permit No. \_\_\_\_\_

Date Approved: \_\_\_\_\_ Permit Expires; \_\_\_\_\_

Conditions of Permit : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Development Officer \_\_\_\_\_ Date \_\_\_\_\_

Date of Refusal: \_\_\_\_\_ Reason Refused: \_\_\_\_\_

\_\_\_\_\_

Development Officer \_\_\_\_\_ Date \_\_\_\_\_

**Pursuant to Part C, Section 9, of Zoning Bylaw 12-2001, the applicant may appeal the conditions or refusal of this Development Permit to the Development Appeals Board within 30 days from the date of refusal or condition(s).**

**INFORMATION REQUIREMENTS  
FOR A  
DEVELOPMENT PERMIT**

**THE FOLLOWING INFORMATION, REFERENCED IN BYLAW 12-2001, IS TO BE SUBMITTED & INCLUDED WITH  
EVERY DEVELOPMENT PERMIT APPLICATION TO:  
THE DEVELOPMENT OFFICER  
C/o CITY OF LLOYDMINISTER**

**Section 7 - Procedure for an Applying for a Development Permit:**

- 1) An application for a Development Permit for new development shall be made to the Development Officer in writing on the appropriate form and shall be accompanied by the following information:
  - a) A letter of authorization from the property owner where the applicant is not the registered owner of the Property.
  - b) A detailed site plan at minimum 1:200 showing maximum building footprint and ground levels (existing and proposed), adjoining streets, properties, buildings, north arrow and containing the following information:
    - i) Lot Area in square metres;
    - ii) Lot Coverage (%);
    - iii) Gross Floor Area in square metres;
    - iv) All setbacks/yards dimensioned in metres;
    - v) Number of parking stalls, loading spaces, accesses, layout dimensions, screening, curbing and surface treatment;
    - vi) Off-site information as may be relevant to the design; adjacent buildings or proposed buildings, sidewalks, overhead and underground utilities;
    - vii) Location of all refuse and recycling bins.
  - c) All elevations to a minimum 1:100 scale including all of the following information:
    - i) Site grading plans showing the proposed development, including principal residence, attached garage, landscaping including the degree of slope away from the dwelling and garage. (site grades, road grades and foundation grades);
    - ii) Height in metres of all buildings;
    - iii) Number of storeys;
    - iv) Exterior treatment on all elevations identifying materials and colours;
    - v) Street elevations at a minimum 1:200 scale;
    - vi) Sign detail.
  - d) Landscape Plan(s) including the following information:
    - i) Clearly delineate the form of the landscape by defining the extent of lawns, planted areas, fencing, and hard surfacing;
    - ii) Show the location and general description of species;
    - iii) Show the location, size, and general elements included in the site amenity areas, such as seating areas or patios; and
    - iv) Provide information regarding the abutting neighbourhood and site context, impact on views, scale, and relationship to development.
  - e) Such other information as may be required by the Development Officer.
  - f) The Development Officer may reduce the detail of information required where the information is already available or where the level of detail is not required.
- 2) An application for a Development Permit for new or changes in use shall be made to the Development Officer in writing on the appropriate form and shall be accompanied by the following information:
  - a) A letter of authorization from the property owner where the application is not the registered owner of the property.

- 3) Each application for a Development Permit shall be accompanied by a fee as set out in the fee schedule in Schedule A.
- 4) The Development Officer shall receive and consider all applications for a Development Permit and shall:
  - a) issue a Development Permit for those applications which constitute permitted uses in a district and conform with this Bylaw, the Act and all other City bylaws;
  - b) incorporate in the Development Permit any special regulations, performance standards or development standards with which the development shall comply and which are consistent with regulations in this Bylaw;
  - c) refer to Council, all applications which constitute discretionary uses;
  - d) issue a Development Permit for discretionary uses where the application has been approved by Council including any development standards prescribed by Council;
  - e) refer any application for development of permitted or discretionary uses to any municipal officer or department for comment if in his opinion it is appropriate;
  - f) notwithstanding the provision of Subsection 4(a), refer to Committee of Council any application which constitutes a permitted use if, in the Development Officer's opinion, utility services are not readily available to the land;
  - g) issue a Development Permit for those applications not specified in the list of permitted or discretionary uses in the district in which the development is proposed, but appear, in the Development Officer's opinion, to be similar in character and purpose to other permitted or discretionary uses in the said district;
  - h) refuse a Development Permit for any application which in the Development Officer's opinion, is not within the intent of this Bylaw or which falls outside the powers delegated to the Development Officer by this Bylaw; and
  - i) refuse all other applications in writing stating the reasons for refusal.
- 5) An application for a Development Permit shall be deemed to be refused when decision thereon is not made on it by the Development Officer or the Council within forty (40) days after receipt of the application in its complete and final form by the Development Officer, and the person claiming to be affected may appeal in writing as provided for in Part C, Section 9, of this Bylaw as though he had received a refusal at the end of the period specified in this subsection.
- 6) Where an appeal is made pursuant to Part C Section 9 of this Bylaw by a person claiming to be affected by the approval of an application for development, a Development Permit which has been granted shall not come into effect until the appeal has been determined and the permit confirmed, modified or nullified thereby.
- 7) A Development Permit shall be void if:
  - a) development is not commenced and carried on with reasonable diligence within twelve (12) months from the date of its issue or within such extended period that may be granted by Council;
  - b) at any time the development has been discontinued for a period of six (6) months or has not been actively carried on for a period of six (6) months.
  - c) when a Development Permit becomes void, a new application for a permit is required before development may proceed. Such application shall be dealt with as if it was a first application and there shall be no obligation to approve such application on the basis that a previous application had been approved for that development.

# Schedule A

## Development Fees

1) The required fee as set out in this Appendix shall accompany all Development Permit applications.

a) USE AND FORMS OF DEVELOPMENT

i)	Change in Use or additional Uses in the same zone	\$25.00
ii)	Minor Variance Permits	\$200.00

b) RESIDENTIAL

i)	Single detached, semi-detached, duplex & mobile homes dwellings	\$70.00
ii)	Accessory buildings and structures (i.e. swimming pools, garages, decks)	\$15.00
iii)	Low density residential buildings (i.e. townhouse, row house, triplex)	\$140.00
iv)	Medium density residential buildings (i.e. apartment buildings)	\$175.00

c) COMMERCIAL AND INDUSTRIAL

i)	New forms of development and additions up to 500 m <sup>2</sup>	\$150.00
ii)	New forms of development and additions 500 m <sup>2</sup> - 1,000 m <sup>2</sup>	\$205.00
iii)	New forms of development and additions over 1,000 m <sup>2</sup>	\$375.00

d) INSTITUTIONAL

i)	New forms of development and additions up to 500 m <sup>2</sup>	\$120.00
ii)	New forms of development and additions over 500 m <sup>2</sup> up to 1,000 m <sup>2</sup>	\$150.00
iii)	iii) New forms of development and additions over 1,000 m <sup>2</sup>	\$250.00

e) DISCRETIONARY USE AND FORMS OF DEVELOPMENT

i)	Change in use or additional discretionary uses in the same zone.	\$50.00
ii)	Office in the Home	\$50.00
iii)	Home occupations	\$100.00

f) SUBDIVISION

i)	Subdivision Fees	\$300.00
ii)	New Lots (per lot or parcel)	\$120.00

2) Where the required fee is not listed in Schedule A, the fee shall be consistent with those fees listed in the Fee Schedule for similar uses and developments within the same or similar use class.

3) Where an application is substantially revised, the applicant, prior to the reconsideration of the application, shall pay a fee equal to fifty percent (50%) of the initial application fee specified in the fee schedule, except that such additional fee shall not be required in instances where improvements suggested by the Development Officer result in substantial revision.

4) Where a development has commenced before a development permit being made and the applicant subsequently submits an application, the fee charged for the application shall be double the normal fee.

5) The issuance of a Development Permit is conditional on the payment of the fees required by this section.

### Zoning Compliance Fees

- 1) Sixty-five (\$75.00) dollars for each property.
- 2) One Hundred (\$100.00) dollars for each property, under five days request.

Rezoning and Zoning Bylaw Amendment Application Fees

- 1) A fee of Five Hundred (\$500.00) dollars. A non-refundable portion to Two Hundred and Fifty (\$250.00) dollars if the application is cancelled or withdrawn prior to City Council's initial consideration of the application.

Development Plan Bylaw Amendment Application Fees

- 1) A fee of Five Hundred (\$500.00) dollars. A non-refundable portion of Two Hundred and Fifty (\$250.00) dollars if the application is cancelled or withdrawn prior to City Council's initial consideration of the application.