



Town of Manning

Box 125, 413 Main Street
Manning, Alberta T0H 2M0
Telephone: 780-836-3606
Fax: 780-836-3570
Email: info@manning.ca

Development Permit Application Information

DEVELOPMENT PERMIT APPLICATION INFORMATION

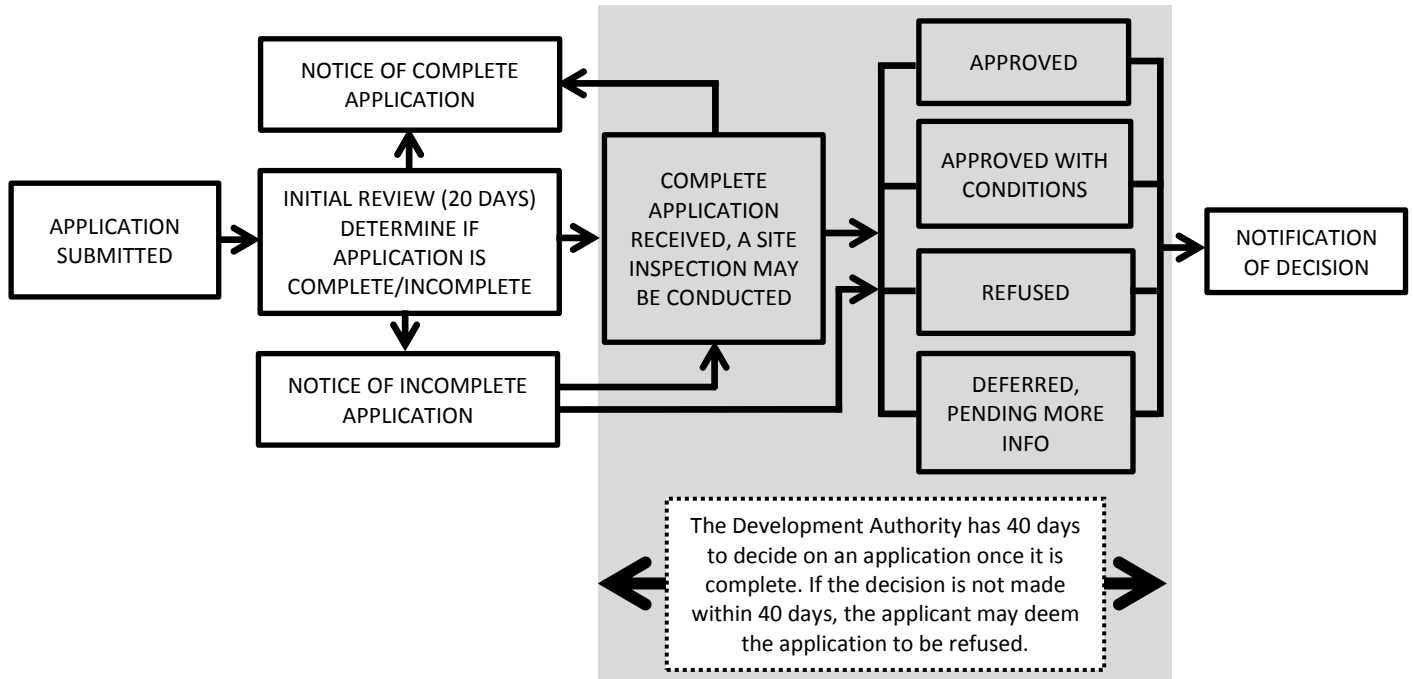
DEVELOPMENT PERMITS ARE REQUIRED

Development permits are required for any new development on a property, or a change of use of the property/ existing building. This includes, but is not limited to:

- Building a new residence or moving in a manufactured home
- Building a garage
- Starting a homebased business
- Building a fence
- Developing a new commercial or industrial building
- Changing the use of a commercial building or industrial site

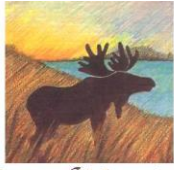
The development permit is required to ensure that the development meets the requirements of the Town of Manning Land Use Bylaw. The development permit applications are available at the Town office and must be approved by the Town of Manning PRIOR to development commencing. Anyone proceeding with a development without a valid development permit does so at their own risk, and is subject to the penalties and fines outlined by the Land Use Bylaw and the Municipal Government Act. If a proposed development is not enabled under the Land Use Bylaw, an amendment to the bylaw is required before the development can be approved.

DEVELOPMENT PERMIT PROCESS



NOTICE

The applicant is initially notified whether the application is complete or incomplete within 20 days. The final decision is issued by way of a Notice of Decision. A notice of approval, if given, will also be posted on the property for a period of 21 days, and may be published in the newspaper, subject to Section 24 of the Land Use Bylaw. A Development Permit does not come into effect until twenty-four (24) days after its approval, unless an appeal is lodged with the Development Appeal Board. If the application is refused, the applicant may appeal to the Development Appeal Board within twenty-one (21) days after publication of the Notice of Decision.



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DEVELOPMENT PERMIT APPLICATIONS

You are encouraged to refer to the Land Use Bylaw, which is the regulation that the Development Authority must use to evaluate your application. A copy is available for inspection at the Town of Manning Office during business hours, on the website www.manning.ca or a copy may be purchased for a fee of \$25.00.

Completing the Application

Please print or type information wherever possible and ensure that you provide all the required information. Failure to do so will result in process delays.

An application for development permit must be made in writing on the application provided by the Town. The application must include:

- The Development Permit Application Form, with all information completed.
 - The application must be signed by the registered owner of the property or authorized agent of the registered owner.
- A Site Map, providing a sketch that illustrates all relevant details of the proposed development including all items identified at the top of Site Map sheet.
- The Right of Entry Form
- The application fee (payable to the Town of Manning)

For more information please contact the Development Officer at the Town of Manning: Box 125, Manning, AB T0H 2M0 Telephone: 780-836-3606, Fax: 780-836-3570, Email: info@manning.ca

Development Fees

Additional related fees, such as offsite levies and service connection fees, may also apply to a development.

| | Cost of Construction | Fee |
|-------------------------------------|-----------------------------|--|
| Development Permit Application | \$0 - \$20,000 | \$30.00 |
| | \$20,001 - \$50,000 | \$50.00 |
| | \$50,001 - \$200,000 | \$75.00 |
| | \$200,001 - \$500,000 | \$100.00 |
| | \$500,001 & up | \$200.00 |
| Development Permit Appeal | n/a | \$200.00 (reimbursed if appeal successful) |
| Application to Amend Land Use Bylaw | n/a | \$200.00 |



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OTHER PERMITS REQUIRED

In addition to the development permit from the Town of Manning, the:

- Building Permit,
- Plumbing/Septic Permit,
- Gas Permit, and
- Electrical permits

Issued under the *Provincial Safety Codes Act* are the 'most common' permits that are required for developments. Copies of these permits must be provided to the Town of Manning. It is your responsibility as the owner/developer to ensure that all of the proper permits have been issued for any type of development. For more information on permits, safety codes and more - contact Alberta Municipal Affairs at 310-0000 toll free or visit their website: www.municipalaffairs.alberta.ca.

It should also be noted that other authorities, such as Public Health, and Alberta Transportation, may also require permits for certain developments. It is the owner/applicant's responsibility to ensure that all necessary permits are obtained.

Alberta Municipal Affairs has authorized the following agencies to issue permits under the Safety Codes Act*:

| Agency Name** | Phone | Fax | Building Permits | Electrical Permits | Gas Permits | Plumbing Permits |
|----------------------------|----------------------------------|----------------------------------|------------------|--------------------|-------------|------------------|
| Canadian Safety Consulting | (780) 897-1998 1-877-780-7233 | (780) 539-7185 1-888-780-7232 | Yes | No | No | No |
| Superior Safety Codes Inc. | 1-877-882-8777 | 1-877-882-8775 | Yes | Yes | Yes | Yes |
| The Inspections Group Inc. | (780) 454-5048 1-866-554-5048 | (780) 454-5222 1-866-454-5222 | Yes | Yes | Yes | Yes |

**This list was reproduced from the Alberta Municipal Affairs website and is intended to be used as a guide only. For up-to-date information confirm on the Municipal Affairs website: <http://www.municipalaffairs.alberta.ca/permits>.*

***The owner/developer has the option of which agency he/she wishes to utilize to issue the appropriate permits for their development. Please note that fees may vary between agencies.*

OTHER PERMITTING AGENCIES

| Authority | Permits Issued | Contact |
|--|---|---|
| Alberta Transportation | Roadside Development Permit | 780 624-6372 |
| Alberta Fire Code – Manning Fire Department | Safety Codes - Fire | Ed Jaeger 780-836-3776 Larry Brolly 780-836-5643 |
| Alberta Health Services - Environmental Public Health | Food Handling Permits Public Swimming Pools Regulation License | 780-618-3453 |
| Alberta Environment and Parks | Environmental Protection and Enhancement Act and Water Act | 780 624-7133 |
| Alberta Gaming & Liquor Commission | Liquor Licences | 780-832-3000 |
| ATCO Pipelines | Crossing Agreement | 780-420-8957 |



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Minimum Setback Requirements

The setbacks provided below are provided for your convenience. However, a development proposal must comply with all the requirements of the Land Use Bylaw. The Land Use Bylaw should be consulted to confirm all requirements for a development proposal.

Setbacks in Residential Districts (R-1, R-2 and R-3)

| | Principle Building | Accessory Buildings |
|-----------------------------------|---------------------------|---|
| Front Yard Setback | 7.6 metres (25 feet) | 7.6 metres (25 feet) |
| Interior Side Yard Setback | 1.5 metres (5 feet) | 0.3 metres (1 feet) |
| Exterior Side Yard Setback | 3.0 metres (10 feet) | 3.0 metres (10 feet) |
| Rear Yard | 7.6 metres (25 feet) | R-1: 0.6 metres (2 feet) R-2: 1.5 metres (5 feet) R-3: 7.6 metres (25 feet) |

Fence Height Requirements

The requirements provided below are provided for your convenience. However, a development proposal must comply with all the requirements of the land use bylaw. The Land Use Bylaw should be consulted to confirm all requirements for a development proposal.

Fence Height Limits in Residential Districts

| | Height Limit |
|---|--|
| Front Yard Setback | 1 metre (3.3 feet) or 1.2 metres (4 feet) for a chain link fence |
| Corner Site – within site triangle | 1 metre (3.3 feet) |
| Interior Side Yard Setback | 1.8 metres (6 feet) |
| Exterior Side Yard Setback | 1.8 metres (6 feet) |
| Rear Yard | 1.8 metres (6 feet) |



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DEVELOPMENT PERMIT APPLICATION

| | | | |
|---|-----------|------------------------|---------------------|
| <p>_____ (initial) I/We hereby make application under the provisions of the Land Use Bylaw for a Development Permit in accordance with the plans and supporting documentation submitted herewith and which form part of this application.</p> <p>_____ (initial) I/We understand that this application will not be accepted without the following: (a) Application fee (b) <u>A site plan sketch that includes all relevant details of the development, as outlined in Section 18 of the Land Use Bylaw, must be submitted with this application</u> (c) Other information as required by the Development Officer and the Land Use Bylaw.</p> <p>A Development Permit is automatically effective twenty-four (24) days after its approval, unless an appeal is lodged with the Development Appeal Board.</p> | | | |
| 1. Applicant Information: | | | |
| Applicant Name: | | | |
| Mailing Address: | | | Postal Code: |
| Contact Number(s) and Email: | | | |
| Name of Registered Landowner (If Different From Above): | | | |
| Registered Landowner Contact Number(s) and Email: | | | |
| 2. Legal Land Description (of Development Site): | | | |
| Legal Description: Lot: | Block: | Plan: | Municipal Address: |
| Existing Use of Property: | | Site Dimensions: Area: | Length: Width: |
| 3. Development Information: | | | |
| Check any proposed use(s) not identified below: Home Occupation ___ Dwelling Unit(s) ___ Accessory structure(s)/use(s) ___ Signs ___ Public use(s)/Utilities ___ Road Access Points ___ Commercial or industrial structure(s)/use(s) ___ Other (Specify) _____ | | | |
| Principal Use: | | | Height of building: |
| Principal Use Setbacks: Front: | Side (1): | Side (2): | Rear: |
| Accessory Use: | | | Height of building: |
| Accessory Use Setbacks: Front: | Side (1): | Side (2): | Rear: |
| <p>If the building/addition is greater than 47 m² (505.9 ft²), a map from the Alberta Energy Regulator (AER) identifying the locations of, or confirming the absence of, any abandoned oil or gas wells on or within 25 m (82 ft) of the site boundary is to be included. Go to www.geodiscover.alberta.ca for abandoned well location and status information.</p> | | | |



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| | |
|---|-------------------------|
| Estimated Development Start Date: | |
| Estimated Completion Date: | Estimated Project Cost: |
| Date of Application: | Signature of Applicant: |
| Signature of Registered Owner: | |
| For Administrative Use Only | |
| Tax roll number: _____ Land Use District: _____ | |
| Fee Enclosed: Yes ___ No ___ Amount _____ Receipt Number: _____ | |

This information is being collected for the administration of this development permit application in accordance with the Freedom of Information and Protection of Privacy Act (RSA 2000, cF-25, s.39 (1) (a) (b) (c), (4)). All personal information will be managed in compliance with the provisions of the FOIP Act. Questions about the collection of this information can be directed to Robert E. (Bob) Cardwell, CAO at (780) 836-3606.



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RIGHT OF ENTRY

A site inspection of land that is the subject of a development permit application may be required to properly evaluate the application.

Section 653 (2) of the *Municipal Government Act* indicates that if consent is given by this form, a notice of inspection is not required to be given under Section 542 (1). The *Municipal Government Act*, Section 542(1) (a) states: A designated officer of the Town may “enter such land or structure at any reasonable time, and carry out the inspection, enforcement or action authorized or required by the enactment or bylaw”.

I, _____, do grant consent for an authorized person of the Town of Manning to enter upon the subject land that is subject to a Development Permit Application, for the purpose of a site inspection in order to evaluate the proposed development.

Legal Land Description: _____

Signature: _____

Date: _____

This information is being collected for the administration of this development permit application in accordance with the Freedom of Information and Protection of Privacy Act (RSA 2000, cF-25, s.39 (1) (a) (b) (c), (4)). All personal information will be managed in compliance with the provisions of the FOIP Act. Questions about the collection of this information can be directed to Robert E. (Bob) Cardwell, CAO at (780) 836-3606.



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ABANDONED OIL WELL CONFIRMATION PROCESS

1. Search the subject property using the **Alberta Energy Regulator (AER) Abandoned Well Viewer** at:
<http://mapviewer.aer.ca/Html5/Index.html?viewer=aerabnwells>

Does the AER Abandoned Well Viewer identify any abandoned wells in the subject area?

No _____

If no, print a map of the subject area from the Abandoned Well Viewer and submit with the development permit application.

Yes _____

If yes, complete the remainder of the Abandoned Oil Well Confirmation Process.

2. Using the AER Abandoned Well Viewer, identify the Licensee Name of the abandoned well. The Licensee must be contacted to confirm the exact well location of the well.
3. Locate the Licensee contact information on the AER website at:
http://www.aer.ca/data/codes/LicenseeAgent_Codes.pdf
4. Submit the **Abandoned Oil Well Confirmation Form** to the Licensee and request that they return the completed form prior to submitting the completed development permit application.
5. Submit the completed **Abandoned Oil Well Confirmation Form** as a part the development permit application.

Note: The site plan of the proposed development must include the abandoned oil well and identify necessary setbacks. If the development will result in construction activity within the setback area, a statement confirming that the abandoned wells will be temporarily marked with on-site identification during construction must be included with the development permit application.