



**Town of Stavely**  
Box 249 Stavely, AB T0L 1Z0  
Ph: 403-549-3761  
Email: [cao@stavely.ca](mailto:cao@stavely.ca)  
[www.stavely.ca](http://www.stavely.ca)

**Application for Development Permit**

Application No: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

**IMPORTANT NOTICES:**

- This application does **not** permit you to begin this development until such time as a permit has been issued by the Development Authority.
- Please note that the Development Officer has 20 days to deem the application complete/incomplete MGA (683.1)
- Once Application is deemed complete up to 40 days is allowed for a decision on the project. MGA (684.1)
- Please read carefully the Important Notes at the end of this application.

**Applicant Information**

Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Applicant's Interest if not the registered owner: \_\_\_\_\_

Registered Owner of Land Concerned: \_\_\_\_\_

**Property Information:**

Legal Description: \_\_\_\_\_

Existing Use: \_\_\_\_\_

Proposed Development: Residential \_\_\_\_\_ Commercial \_\_\_\_\_ New \_\_\_\_\_

Addition \_\_\_\_\_ Remodel \_\_\_\_\_ Other \_\_\_\_\_

Proposed Setbacks: Front \_\_\_\_\_ Rear \_\_\_\_\_ Sides \_\_\_\_\_

Proposed Landscaping: Front \_\_\_\_\_ Rear \_\_\_\_\_ Sides \_\_\_\_\_

Off-Street Parking: # of Spaces \_\_\_\_\_ Location \_\_\_\_\_



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**Details of Proposed Development (Where Applicable)**

Footings \_\_\_\_\_ Interior Finishing \_\_\_\_\_ Heating \_\_\_\_\_  
 Foundation \_\_\_\_\_ Roofing Material \_\_\_\_\_ Plumbing \_\_\_\_\_  
 Structure \_\_\_\_\_ Lighting \_\_\_\_\_ Floor Area \_\_\_\_\_  
 Exterior Finish \_\_\_\_\_ Other Details \_\_\_\_\_

**Construction Value of Proposed Development**

Labor Value \$ \_\_\_\_\_  
 Material Cost \$ \_\_\_\_\_  
 Total Project Value \$ \_\_\_\_\_

<p><b>FOR OFFICE USE ONLY:</b></p> <p><b>PERMIT FEE:</b> _____</p>
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**Project Planning: Additional Permits and Approvals**

Estimated Commencement Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

Building Permit	<input type="checkbox"/>	Electrical Permit	<input type="checkbox"/>
Plumbing Permit	<input type="checkbox"/>	Gas Permit	<input type="checkbox"/>
Alberta Health Services	<input type="checkbox"/>	Alberta Transportation	<input type="checkbox"/>

Other (Specify): \_\_\_\_\_

**Consent Signatures:**

I certify that I am the registered owner or that the registered owner(s) of the land described above is aware of this application and the information given on this form is complete and is, to the best of my knowledge, a true statement of the facts in relation to the application. Further, I have read and understand the terms noted and hereby apply for permission to carry out the development described above and on attached plans and specifications.

DATE: \_\_\_\_\_ SIGNED: \_\_\_\_\_

Applicant

SIGNED: \_\_\_\_\_

Registered Owner



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**IMPORTANT NOTES:**

1. Every Applicant for a development permit shall be accompanied by the following information (if applicable):
  - a. A site plan, in duplicate, showing: the registered legal boundaries, the location of any proposed development and any existing development, and proposed grades in relation to surrounding property, and provisions for off-street loading and parking facilities;
  - b. Floor plans and elevations and sections;
2. Every application for a permit shall be accompanied by the appropriate fee as listed in Appendix A.
3. All plans submitted for the erection, enlargement or alterations must meet or exceed Alberta Safety Codes, please contact a Town of Stavely Safety Codes Officer for more details; Park Enterprises Ltd. (Permit & Inspection Services) @ 1-800-621-5440.
4. An application for the Permit shall, at the opinion of the applicant, be deemed to be refused when a decision thereon is not made within **(40)** days after receipt of the application in its complete and final form by the Development Officer and the applicant may appeal provided for in Section 684 of the Municipal Government Act, as though he or she had received refusal at the end of the **forty** day period.

Personal information collected on this for is collected in accordance with Section 33 (c) of the Freedom of Information and Protection of Privacy Act. Please note that such information may be made public. If you have any questions about the collection, use or disclosure of the personal information provided, please contact the Chief Administration Officer at Box 249 Stavely, AB. T0L 1Z0 or phone 403-549-3761.



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**Sketch of Proposed Development**

Please provide a sketch of the proposed development. Be sure to include the location of the proposed development compared to the location of any existing buildings, the location of other structures on the subject property with distances from the property lines, and the dimensions of the proposed development.