



## THE DEVELOPMENT PERMIT PROCESS



### What you should know ...

The development permit process is intended to regulate development and its impact on surrounding areas.

### What is a Development Permit?

A development permit is a document that gives the Town's authorization for a proposed development. Development permits are issued by a Development Authority pursuant to the Town of Edson Land Use Bylaw. This permit is separate from a Building Permit.

### What is Considered Development?

Development is defined as:

- an excavation or stockpile, or the creation of either;
- the construction, placement, or addition(s) to a building;
- a change of use of land or building,
- a sign.

### Do I Need a Development Permit?

Every development within the Town requires you to get a permit prior to commencement, unless that development is specifically exempted in the Land Use Bylaw such as:

- maintenance or repair to any building provided that such work does not include structural alterations or major works of renovation, as determined by the Development Authority.
- The construction of a accessory building less than 10.0m<sup>2</sup> in area, or a patio less than 15.0m<sup>2</sup> and less than 0.3m from the ground, provided that the side and rear setbacks are maintained.
- The erection or construction of gates, fences, (*other than on corner parcels where there is a front yard and a abutting front yard*) 1.0m in height in front yards and 2.0m in side and rear yards, provided height maximums are not exceeded.
- Hard-surfacing of any yard area on a residential parcel for the purposes of providing vehicular access from a public road to an on-parcel parking stall, provided that a valid development permit shows the location of an approved driveway/approach and such hard-surfacing does not exceed 7.5m in width or drain onto adjacent parcels.
- Any development that does not meet the required front yard, side yard or rear yard setback requires a Development Permit.

There may be other uses which may be exempt. Check with the Development Authority to make sure.

### What is the Development Permit Application Process?

- Once the Development Authority has received a completed Development Permit Application, they will usually reach a decision to approve or refuse the development within 10 working days.
- The Development Authority will review the Development Permit Application by using the Land Use Bylaw, policies and procedures to assess whether the permit will or will not be approved.
- Development Permit approvals usually include conditions to be met by the developer, and often a security deposit is also required to be paid to the Town and held until the conditions have been met.
- When a Development Permit is issued, in accordance with the notice of decision, it does not become effective until 21 days after the date of issue of the notice of decision. This is to allow for any person affected by the decision to be able to make an appeal to the Subdivision and Development Appeal Board. This appeal period does not apply to development permits approved by Town Council under Direct Control zoning.
- Should a decision be appealed within 21 days after the notice of decision has been issued, the permit shall not become effective until the Subdivision and Development Appeal Board has determined the appeal and the decision upheld or modified accordingly.
- If a Development Permit is refused, the applicant will be notified of the decision in writing. The Development Permit refusal will outline the specific reasons for the refusal. The applicant has 21 days to appeal the decision of the Development Authority to the Subdivision and Development Appeal Board.
- A permit is valid for a period of 12 months from the date of issue. If at the expiry of this period, the development has not been commenced or carried out with reasonable diligence, this permit shall be null and void.

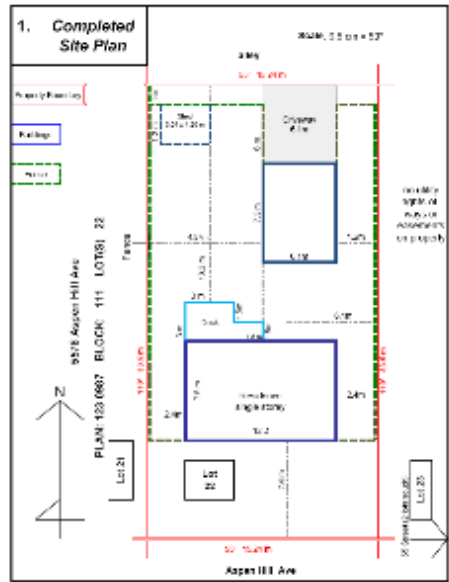
- For information on the Subdivision and Development Appeal Board please contact the Town Managers Office for the Town of Edson at (780)723-4401.

**What information do I need to provide for a Development Application?**

Application for a development permit must be completed by a person having registered interest in the land, or a person with written consent of the owner. In addition to a completed application form, the following information is required for processing a development permit:

- application fees
- development site plan showing (see **Figure 1**)
  - property boundaries and parcel dimensions
  - scale of plan
  - north arrow
  - legal description
  - municipal address
  - location and dimensions of all existing and proposed buildings or structures and distance of each from property lines
  - the use of all existing and proposed buildings or structures
  - proposed side yards and setbacks shown
  - abutting streets, avenues, and lanes shown
  - dimensioned layout of parking areas, entrances and exits
  - fencing, screening, and garbage areas
  - one site plan copy 8.5" x 11"
- preliminary drawings showing
  - floor plans of all levels of the building(s)
  - elevations (views of EACH side of the building/structure showing location of windows and doors, slope of roof, height of deck off ground).
  - height of the building or structure
  - description of exterior finishing materials (siding/roofing) including color(s)
  - **grading and drainage plan**
  - landscaping plan, existing and proposed vegetation
  - one preliminary drawing 8.5" x 11"
- One set of Construction Plans

**Figure 1**



**What other information should I be aware of?**

- You need both legal and physical access to your Development.
- The Development Permit is a two page document. The first page is the application, the second page is a check list of what is required to accompany the Development Permit Application.
- There may be a **\$5,000 SECURITY DEPOSIT** taken to ensure that all conditions of the development permit have been met to the satisfaction of the Development Authority.
- Offsite Levies MAY be required depending on the development.
- If your access to your property comes off a paved road or lane you are required to pave from the road to your property line AND at least 50 feet into your property or to your garage doors.
- Development Permits are separate from Building Permits. The Town of Edson does not issue Building Permits.

- Provincial Permits may be required for building, plumbing, electrical and gas. The Town of Edson can provide you with a list of the Authorized Accredited Agencies who issue these permits on behalf of Municipal Affairs.
- A development permit application shall not be considered complete until all required items have been addressed to the satisfaction of the Development Officer.
- Development permits are non-transferable. If you change locations, it is necessary to re-apply for a new development permit for that location.

Development Permit Application forms are available at the Town of Edson office and on the Town of Edson website at [www.edson.ca](http://www.edson.ca) under Departments then Planning.

If you have any questions, please contact the Planning Department for the Town of Edson. They will be able to help you with your Development Permit Application and be able to answer any questions that you may have.

**Where To Apply**

Town of Edson  
 Engineering & Planning  
 Box 6300 (605 – 50<sup>th</sup> Street)  
 Edson, Alberta, T7E 1T7

[www.edson.ca](http://www.edson.ca)

Office Hours. . . . . 8 a.m.- 4 p.m.  
 Inquires & Fee Information . . . . . 723-4402

*This fact sheet has no legal status and cannot be used as an official interpretation of the various regulations currently in effect. Users are advised to contact the Engineering & Planning Department for more information. The Town of Edson accepts no responsibility for persons relying solely on this information.*