



RESIDENTIAL AND FARM BUILDING/STRUCTURE DEVELOPMENT PERMIT APPLICATION

CYPRESS COUNTY
816 - 2nd Avenue, Dunmore, AB T1B 0K3

www.cypress.ab.ca

For Administration Use
Application No.

NAME OF APPLICANT:			NAME OF REGISTERED LANDOWNER:		
MAILING ADDRESS:			MAILING ADDRESS:		
CITY/TOWN	PROV.	POSTAL CODE	CITY/TOWN	PROV.	POSTAL CODE
TELEPHONE: (res.)	(bus.)	(cell)	TELEPHONE: (res.)	(bus.)	(cell)
INTEREST OF APPLICANT IF NOT OWNER OF PROPERTY:					

Legal description of proposed development:

QTR/L/S	SEC.	TWP.	RG.	M.	REGISTERED PLAN	BLOCK	LOT
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NUMBER OF:

ACRES	or	HECTARES	or	LOT SIZE
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ROLL # _____

Municipal Address: _____

SIGN REQUIRED: YES NO

Describe the existing developments of the land: _____

Land Use Classification: _____

Describe the proposed development and use: _____

PERMITTED USE CLASS I DISCRETIONARY USE CLASS II DISCRETIONARY USE

Will you be connecting to a municipal water/sewer system? Yes No
(If yes, a separate water/sewer application is required.)

Indicate the proposed setback from the property line:

Front Yard: _____ Rear Yard: _____ Side Yard(L): _____ Side Yard (R): _____

The land is adjacent to: A Primary Highway A Numbered Highway A County Road

Estimate the project:

Commencement Date: _____ Completion Date: _____ Construction Costs: \$ _____

DECLARATION:

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

Signature of Applicant

Applicant - Print Name

Date

Signature of Registered Landowner

Landowner - Print Name

Date

FOR OFFICE USE ONLY

Date Inspected: _____

By: _____

Permit Paid: \$ _____

Sign Paid: \$ _____

Deposit Paid: \$ _____

Approved Appealed Refused

By: _____

Miscellaneous/Conditions of Approval: _____

Application Fees

- Residential: \$75.00
- Accessory Buildings
Conforms to By-Law: \$50.00
Non-conforming, Oversized: \$75.00
- Agriculture: \$50.00
- All uses, construction commenced: \$100 minimum

Sign Fees

- \$35.00 Rural sign w/post
 - \$25.00 Acreage or hamlet sign w/post
 - \$15.00 Acreage or hamlet sign (no post)
- Rural addressing sign must be purchased from County.
Hamlet address sign may be purchased from County or other supplier.

IMPORTANT NOTICES:

THIS APPLICATION DOES NOT PERMIT YOU TO COMMENCE OPERATION. A NOTICE OF DECISION SHALL BE ISSUED BY THE DEVELOPMENT OFFICER THE ISSUANCE OF A DEVELOPMENT PERMIT IN ACCORDANCE WITH THE NOTICE OF DECISION IS SUBJECT TO THE CONDITION THAT IT DOES NOT BECOME EFFECTIVE UNTIL AFTER THE APPEAL PERIOD. ANY WORK DONE PRIOR TO THE ISSUANCE OF A DEVELOPMENT AND BEFORE THE APPEAL EXPIRY DATE IS PERFORMED AT THE OWNER/APPLICANT'S RISK. A PERMIT ISSUED IN ACCORDANCE WITH THE NOTICE OF DECISION IS VALID FOR A PERIOD OF TWELVE(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 THE DEVELOPMENT PERMIT SHALL BECOME NULL AND VOID.

FOR NEW DEVELOPMENT IN HAMLETS

Cypress County has implemented a series of refundable deposits for developments in County hamlets to ensure that certain County policies and procedures are complied with. They are as follows:

Water Hook-up (All hamlets with water systems)	\$ 500.00
Grade Slip (Desert Blume and Dunmore only)	\$ 1,000.00
Installation of an approach and culvert (All hamlets except Irvine and Desert Blume)	\$ 1,000.00

These deposits must be paid at time that a Development Permit is applied for. The County has established inspection procedures to ensure that County policies are being adhere to. The first inspection will be at no cost but a re-inspection fee of \$100.00 per inspection shall be levied for each and every deficiency inspection. Any expense or deficiency in excess of this deposit will be charged to the applicant. The process for completing each inspection is discussed below.

Water and Sewer Hook-up:

Before the water hook-up to the new development is turned on, it is the responsibility of the developer/home owner to apply for a water meter and to supply Cypress County with a plumbing permit for the septic tile field from a recognized compliance monitoring agency. The maximum size of the water service line will be 1". Under no circumstances is the water to be turned on without County supervision. When landscaping or driveway construction is complete, the applicant must call the Water Department to arrange for a final inspection. The curb stop must be readily accessible and in proper operating condition. Following acceptance of the hook-up, the deposit shall be refunded to the developer, less any amount expended by the County for follow-up inspections and costs to repair or re-locate a meter, repost reading device or curb stop.

Grade Slip:

The Developer must employ a Land Surveyor to stake out the site for location of the culvert(s) and excavation of the foundation. Prior to the footings being poured, the surveyor must issue a grade slip certifying that the grades for the footings and culvert conform to the lot grades. Any errors must be corrected before the footings are poured. Failure to conform to lot grades could result in the need for retaining walls or other drainage improvements. Failure to submit a Grade Slip will result in the deposit being used to obtain a proper survey. Submission of this slip to the Cypress County Planning Department will result in issue of a refund cheque for the Grade Slip Deposit.

Installation of Culvert and Approach:

The proper construction of an approach is critical to the function of the drainage system in hamlets. A diagram, which shows how to construct an approach, may be obtained from the Cypress County office. The maximum width of the approach is 12 metres wide. Culverts between approaches can not be joined. The Development Permit will specify the required diameter and elevation of the culvert. It must be installed with a grade of 0.5% or the grade of the ditch, whichever is greater. To achieve the necessary grade, a culvert should be counter sunk to a maximum of 100mm below the bottom of the ditch. Following construction of the approach and before any hard surfacing, the applicant must call the planning department to arrange for an inspection. The approach must substantially meet County standards. Following acceptance, the deposit shall be refunded to the developer, less any amount expended by the County for follow-up inspections or repair of deficiencies.

OTHER PERMITS TO OBTAIN

To obtain permits or permit information for the following types of construction please contact:

Agency Name	Telephone/Fax	Building	Electrical	Plumbing	Gas
Park Enterprises	(Tel.) 1-800-621-5440 (Fax) 1-866-406-8484	Yes	Yes	Yes	Yes
Superior Safety Codes Inc.	(Tel.) 1-877-320-0734 (Fax) (403)320-9969	Yes	Yes	Yes	Yes