



CYPRESS COUNTY

816 — 2nd Avenue, Dunmore, Alberta T1B 0K3
Phone: (403) 526-2888 | Fax: (403) 526-8958 | www.cypress.ab.ca

RENEWABLE ENERGY & NATURAL RESOURCE EXTRACTION DEVELOPMENT PERMIT APPLICATION

Application #

NAME OF APPLICANT: _____

Mailing Address: _____ City: _____ Postal Code: _____

Phone #: _____ Fax #: _____

Email: _____ ☐ I give consent to receive documents electronically

LANDOWNER(S) (if applicant not the landowner): _____

Address: _____ City: _____ Postal Code: _____

Phone #: _____ Fax #: _____

Email: _____

Interest of Applicant if not owner of property: _____

SITE INFORMATION:

Legal: (Circle one) NE NW SE SW $\frac{1}{4}$ Section _____ Township _____ Range _____ W4M

Plan _____ Block _____ Lot _____ Area: _____ hectares/acres/lot size

Municipal Address: _____ Roll #: _____

Land Use Classification: _____

Describe the existing developments on the land: _____

PROPOSED DEVELOPMENT DETAILS: _____

ESTIMATE THE PROJECT:

Commencement date: _____ Completion date: _____ Construction costs: \$ _____

ATTACH THE FOLLOWING ACCOMPANYING INFORMATION TO THIS APPLICATION:

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

☐ Detailed letter of intent including:

- Description of products and services
- Anticipated on-site operations (indoors and outdoors)
- On-site storage
- Transportation details including size of vehicle/expected frequency of trips
- Number of employees
- Hours of operation

IN ADDITION, THE DEVELOPMENT AUTHORITY MAY REQUIRE ADDITIONAL INFORMATION TO PROCESS THE APPLICATION. THIS INFORMATION MAY INCLUDE, BUT NOT BE LIMITED TO THE FOLLOWING:

- ☐ One copy of a detailed site plan prepared by an engineer/architect, to scale, (11x17 size), which include the following details:
 - Legal land description, civic address (if in hamlet) and north arrow
 - Adjacent streets/roads/hwys
 - Dimensions of proposed building(s)/structure(s)
 - Property lines and setbacks to property lines (front, rear and side yard dimensions)
 - Location of any rights-of-way and easements
 - Parking areas (including dimensions of space and aisles)
 - Proposed accesses to the site (including width, radius and distance from other accesses)
 - Proposed landscaped areas (preliminary)
 - Proposed outdoor storage areas and fences
- ☐ One copy of a preliminary site grading and utility servicing plan
 - Preliminary grade elevations including front and rear grade, building floor, bottom of footing, lot corners.
- Location of well(s), septic fields/tanks
- ☐ One set of building plan, to scale, which include:
 - Dimensions of proposed building(s)/structure(s)
 - Exterior building finishing materials
 - Floor plans of each floor including area (sqft or sqm)
 - Elevation plans on each side of the proposed building(s)/structure(s)
- ☐ Signage Plan
 - Location of all signs on-site and on buildings/structures
 - Picture/drawing of signage showing size, wording and lighting if applicable
- ☐ Plan showing an engineered drainage plan
- ☐ Traffic Impact Analysis done by professional engineer
- ☐ Geotechnical Report(s) – Slope Stability, soils, etc.
- ☐ Environmental Assessment Reports – contaminated soils, etc.
- ☐ Approval from relevant Provincial Boards/Agencies/Alberta Utilities Commission/Alberta Environment

☐ **PERMITTED USE**

☐ **CLASS I DISCRETIONARY USE**

☐ **CLASS II DISCRETIONARY USE**

RIGHT OF ENTRY & REQUIRED SIGNATURES – Applicant/Landowner:

Please note that all information provided by the Applicant to the County that is associated with the application, including technical studies, will be treated as public information in the course of the municipality's consideration of the Letter of Concurrence, pursuant to the Municipal Government Act, R.S.A 2000 Chapter M-26, the Land Use Bylaw and relevant statutory plans. By providing this information, you (Owner/Applicant) are deemed to consent to its public release.

I/We certify that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application for development approval. Landowner Signature also is authorization to allow staff of Cypress County and applicable referral agencies the right of entry onto this property for the purposes of inspection.

Applicant Signature

Applicant Name (print)

Date

Landowner Signature

Landowner Name (print)

Date

FOR OFFICE USE ONLY:

Ward #: _____

Date Inspected: _____

By: _____ Reviewed by: _____

☐ Approved ☐ Appealed ☐ Refused

By: _____

Miscellaneous/Conditions of Approval: _____

Permit Paid: \$ _____

Sign Paid \$: _____

Deposit(s) Paid \$: _____

Receipt #: _____

IMPORTANT NOTICES:

- This application does not permit you to commence operation. A Notice of Decisions 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.
- Failure to complete the application form and supply the required information may cause delays in processing the application.
- For new development requiring connection to Water and/or sewer in all Cypress County hamlets a connection fee and water meter fee is an extra charge.
- **This development application is NOT a building permit application.** In addition to obtaining a Development Permit from Cypress County it is the Landowner/Applicant's responsibility to obtain and comply with any Safety Codes permits required for their proposal – i.e. building/electrical/gas/plumbing/private sewage/heating etc

OTHER PERMITS TO OBTAIN:

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

Agency Name	Phone	Fax	Website
Park Enterprises	(800) 621-5440	(866) 406-8484	www.parkinspections.com
Superior Safety Codes	(877) 320-0734	(403) 320-9969	www.superiorsafetycodes.com
The Inspections Group Inc.	(866) 554-5048	(780) 454-5222	www.inspectionsgroup.com

TO OBTAIN A PERMIT FROM ALBERTA TRANSPORTATION:

Phone: (403) 381-5426 Email: transdevelopmentlethbridge@gov.ab.ca Web: www.transportation.alberta.ca

FEES: As per Master Rates Bylaw 2026/02

Application Fees

Natural Resource Extraction: \$350.00

Solar Projects: \$2,500.00 (per AB Land Title)

Wind Projects: \$2,500.00 (per Wind Turbine/Structure)

Construction Commenced: Double the applicable permit fee for all uses

Sign Fees (Green Municipal Signs)

Rural sign w/post: \$60.00

Please provide the following information on an attached site plan: (if applicable)

- Provide a site map of the existing structures and the location of proposed structures.
- The location, dimensions, and boundaries of the land to be developed.
- Front, Rear, and Side yard setbacks from the property line to the proposed development.
- Dimensions of the proposed development.
- Any existing buildings/structures and/or physical features (trees, shelterbelts, canals, etc.)
- Setbacks to any existing buildings/structures.
- Proposed location of septic fields/septic tanks and distances from dwelling.
- Access points to each proposed development and all developed road allowances.
- Any bordering roads/highways.
- Proposed or existing well sites.

☐ **ATTACHED DETAILED SURVEYED SITE PLAN (check box)**