



# CYPRESS COUNTY

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

## RESIDENTIAL AND FARM BUILDINGS/STRUCTURE DEVELOPMENT PERMIT APPLICATION

Application No.

**NAME OF APPLICANT:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone #: (res) \_\_\_\_\_ (cell) \_\_\_\_\_ Fax#: \_\_\_\_\_

Email: \_\_\_\_\_  **Check box to give consent to receive documents electronically**

**LANDOWNER(S)** (if applicant not the landowner): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone #: (res) \_\_\_\_\_ (cell) \_\_\_\_\_ Fax#: \_\_\_\_\_

Email: \_\_\_\_\_

Interest of Applicant if not owner of property: \_\_\_\_\_

### SITE INFORMATION:

Legal: (Circle One) NE NW SE SW ¼ 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:

Type of Development:  Dwelling  Garage  Other (i.e. shop): \_\_\_\_\_

Size of Development: \_\_\_\_\_

Building Height (highest grade to peak of roof): \_\_\_\_\_

If Dwelling:  New Construction  Mobile/Modular CSA # \_\_\_\_\_  RTM (Pre-Built)

Move-on (pre-existing)  Addition

If Accessory Building:  New Construction  Move-On (pre-existing)

Please list the intended use for the new accessory building: \_\_\_\_\_

For "Move-On" building (Please submit photographs of the building to be moved) Year Built: \_\_\_\_\_

Please note that ALL pre-built structures being moved onto the site require a Special Haul Permit from RoadData Services Ltd. a prior to being moved on any County Roads, call 1 (877) 236-6445.

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

Please note that a permit is required from Alberta Transportation for roadside development within 300m from a provincial right-of-way or within 800m of centerline of a provincial highway and public road intersection.

Does this development require an approach to be constructed to a roadway?

Yes  No

If yes, a Road Approach Application must be attached.

Estimate the project:

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

**ADDITIONAL INFORMATION:**

- a) Are there any oil or gas wells on or within 100 metres of the subject property(s)?  Yes  No
- b) Is the proposed parcel within 1.5 kilometres of a sour gas facility?  Yes  No
- c) Is there an abandoned oil or gas well or pipeline on the property?  Yes  No
- d) Is there a geographical feature on the property? (i.e. creek)  Yes  No

If yes, please explain: \_\_\_\_\_

**DEMOLITION:**

Type of building being demolished: \_\_\_\_\_

Area of size: \_\_\_\_\_

Type of demolition planned: \_\_\_\_\_

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 development permit application, 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 – Print Name Date

\_\_\_\_\_  
Landowner – Signature Landowner – Print Name Date

FOR OFFICE USE ONLY:		WARD # _____	Permit Paid \$ _____
Date Inspected: _____	By: _____		Sign Paid \$ _____
<input type="checkbox"/> Approved <input type="checkbox"/> Appealed <input type="checkbox"/> Refused	By: _____		Deposit(s) Paid \$ _____
Miscellaneous/Conditions of Approval:			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, off-site levies or connection fees may be applicable and a 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 construction, please contact:

Agency Name	Phone	Fax	Website	Building	Electrical	Plumbing	Gas
Park Enterprises	(800) 621-5440	(866) 406-8484	<a href="http://www.parkinspections.com">www.parkinspections.com</a>	Yes	Yes	Yes	Yes
Superior Safety Codes	(877) 320-0734	(403) 320-9969	<a href="http://www.superiorsafetycodes.com">www.superiorsafetycodes.com</a>	Yes	Yes	Yes	Yes
The Inspections Group Inc.	(866) 554-5048	(780) 454-5222	<a href="http://www.inspectionsgroup.com">www.inspectionsgroup.com</a>	Yes	Yes	Yes	Yes

**TO OBTAIN A PERMIT FROM ALBERTA TRANSPORTATION:**

Phone: (403) 381-5426 Fax: (403) 382-4057 Email: [transdevelopmentlethbridge@gov.ab.ca](mailto:transdevelopmentlethbridge@gov.ab.ca) Web: [www.transportation.alberta.ca](http://www.transportation.alberta.ca)

**FEES:**

**Application Fees**

\*As per Master Rates Bylaw 2023/03

**Residential -**

Conforms to By-Law: \$225.00  
 Non-Conforming: \$275.00

**Accessory Building -**

Conforms to By-Law: \$175.00  
 Non-Conforming, Oversized: \$265.00

**All uses, construction commenced:**

*Double the applicable permit fee*

**Sign Fees**

Rural sign w/post: \$60.00  
 Country Residential/Acreage/Hamlet sign (with post): \$45.00  
 Hamlet sign(with post):  
 -Country Residential/Hamlet sign (without post): \$30.00

**Refundable Deposits**

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

Water Hook-up (All hamlets with water systems)	\$1,500.00
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
Culvert Installation Rural (Approaches for multiparcel subdivisions where access is from the paved road)	\$1,000.00
Private Sewage Disposal (Dunmore Only)	\$1,000.00
Storm Pond Verification (Storm Water Management Plan)	\$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 \$150.00 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.

## FEES (continued)

### **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 submit a Grade Slip will result in the deposit being used to obtain a proper survey. The county requires a final footing check to be provided by an engineer confirming that the developer has met the grades as outlined on the surveyed plan. Submission of this grade slip and the engineer's final footing check 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 cannot 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.

### **Private Sewage Disposal**

The Developer must employ a Certified Sewage Installer and ensure the installer obtains a Private Sewage Disposal Permit prior to starting the installation. Once the installation is completed and the inspection is conducted by an accredited inspection agency, a copy of the permit and inspection reports must be submitted to Cypress County Planning Department. Once received and no deficiencies noted, the deposit will be refunded to the developer. Failure to submit the documentation will result in the deposit being used to obtain the proper inspections.

### **Storm Pond Verification**

The Developer is responsible to obtain services of a professional engineer licensed to practice in the Province of Alberta to complete a storm water analysis and make recommendations to accommodate additional storm water run-off in a 1:100 year rain event. If the development engineer recommends that site improvements be made as a result of the Storm Water Management Plan (SWMP), the developer will need to submit verification from the engineer that the recommendations have been completed. Submission of the verification of the completed recommendations to the Cypress County Planning Department will result in the issuance of a refund cheque for the Storm Pond Verification.

# SITE PLAN

(or attach separate plans)



**Please provide the following information on the site plan:**

- 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
- Location of abandoned wells
- Location of all easements and/or utility right-of-way's
- Identify slopes greater than 15% and distance from structures

**Note: A Surveyed Plot Plan may be required**