



DEVELOPMENT PERMIT APPLICATION FORM		
<b>Office Use Only</b>		
Submission Date:	File#:	
Fee (\$):	Receipt #:	
Linc #:	Roll #:	
APPLICANT INFORMATION		
Name:	Phone #:	
Email:		
Mailing Address:	Postal Code:	
Preferred Method Of Communication: (circle one)		
Call for pick up	Mail	Email
OWNER INFORMATION (IF APPLICANT IS OTHER THAN OWNER)		
Name:	Phone #:	
Email:		
Mailing Address:	Postal Code:	
Owner Signature:	Date:	
PROPERTY INFORMATION		
Municipal Address:		
Legal Description: Lot:	Unit/Block:	Plan:
QTR:	SEC:	TWP:
RGE:	W4M	
Existing Use Of Land/Building:		
Property Size:	Land Use District:	
DEVELOPMENT INFORMATION		
<b>Please answer the following questions:</b>	<b>Yes</b>	<b>No</b>
Does the business operate from an Accessory Building?		
Does the business require on-premises sales or customer visits? If yes, how many per week?		
Does the business receive commercial deliveries?		
Is there on-site storage of commercial vehicles on the site? If yes, how many vehicles?		
Is food prepared and/or sold on the site?		
Does the business employ persons that do not live in the dwelling?		
Does the business require outdoor storage or display of materials, commodities or finished products? If yes, please show the location on a site plan.		
Does the business require on-site advertising/signs?		

Name of Business:	
Additional Details of Business:	
Estimated Start Date:	
<b>DECLARATION</b>	
<p>I/We declare that I am/we are the owner of the land described above or authorized to act on behalf of the registered owner(s). I/We have reviewed all of the information supplied to the County with respect to an application and it is true and accurate to the best of my/our knowledge. I/We understand that Starland County will rely on this information in its evaluation of the application. Any decision made by Starland County based on inaccurate information may be cancelled at any time.</p> <p>By signing below, I/we confirm to have carefully read this declaration and agree to the terms within.</p>	
<b>APPLICANT SIGNATURE:</b>	<b>DATE:</b>
<input type="checkbox"/> I/We give authorization for electronic communication using the email provided on this application form.	
<b>PAYMENT</b>	
<p>Until the applicable permit fees have been paid in full to Starland County, the County will not commence the review of your application.</p>	

Personal information provided as part of this application is collected under Sections 642, 303 and 295 of the *Municipal Government Act* and in accordance with Section 33 (c) of the *Freedom of Information and Protection of Privacy Act*. The information is required and will be used for issuing development permits and property assessment purposes. The name of the permit holder and the nature of the permit are available to the public upon request. If you have any questions about the collection or use of the personal information provided, please contact Starland County.



**STARLAND COUNTY**  
**217 Railway Avenue North, PO Box 249, Morrin, AB T0J 2B0**

## DEVELOPMENT PERMIT APPLICATION REQUIREMENTS

**The following documents are required for a complete application. Missing documentation may result in delays in approval or a rejection of the application due to insufficient information.**

- Complete Development Permit Application Form
- Application Fee (refer to the Starland County Fee Schedule)
- Letter of Authorization from the property owner authorizing an agent to act on their behalf (if the owner is unable to sign the Development Permit Application Form)

The Development Authority may additionally require the submission of:

- Site Plan (drawn to scale) showing the following:
  - municipal address, legal description and north arrow
  - area and dimensions of the parcel boundaries, showing any required front, rear and side yards
  - existing and proposed easements and rights-of-way
  - location and dimensions of all existing and proposed buildings, structures or uses on the property and the measured distance to property lines, and site coverage
  - identification of existing and proposed roads or lanes that will provide access
  - off-street parking and loading stalls including vehicle entrances and exits from the property (e.g. driveways)
  - the location of fencing or screening
  - the location of any proposed signs
- current copy of Certificate of Title not older than 90 days and copies of any restrictive covenants, utility rights-of-ways, easements or Starland County caveats registered on title
- a statement of the proposed uses and any positive or negative impact on adjacent lands, and how the development will mitigate negative impacts
- written rationale supporting any requested variances
- a Real Property Report prepared by an Alberta Land Surveyor

For information regarding your specific application requirements contact the Starland County  
Development Officer:

**Phone: (403) 820-4077    Email: [dan@starlandcounty.com](mailto:dan@starlandcounty.com)**

