Cypress County

Application #

MAJOR AGRICULTURAL, INDUSTRIAL AND COMMERCIAL DEVELOPMENT PERMIT APPLICATION

NAME OF APPLICANT: _____

Mailing Address: _____ City: _____ Postal Code: _____

Phone # (residential): _____ (cell)_____ Fax #: _____

Email: _____ ☐ **I give consent to receive documents electronically.**

NAME OF LANDOWNER(S): _____

Address: _____ City: _____ Postal Code: _____

Phone # (residential): _____ (cell) _____ Fax #: _____

Email: _____

Interest of Applicant if not owner of property: _____

SITE INFORMATION

Legal: (Check one) ☐ NE ☐ NW ☐ SE ☐ SW ¼ Section _____Township _____ Range _____W4M

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

Municipal Address: _____ Roll #: _____

Land Use District: _____

Describe the existing developments on the land: _____

PROPOSED BUSINESS OPERATIONS

Type of Development: ☐ **Construct/Move on Building** ☐ **Commercial/Industrial Business Operation**

Describe Proposed Structure/Business Operation: _____

_____

_____

PROJECT ESTIMATE

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

ADDITIONAL DOCUMENTS REQUIRED

Will you be connecting to a municipal water/sewer system? ☐ Yes ☐ No

If yes, a separate water/sewer application is required.

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

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

☐ Detailed site plan prepared by an engineer/ architect, to scale, (11x17 size), which includes the following details:

- Legal land description, civic address (if in hamlet) and north arrow
- Adjacent streets/roads/highways
- 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 access to the site (including width, radius and distance from other accesses)
- Proposed landscaped areas (preliminary)
- Proposed outdoor storage areas and fences

☐ Preliminary Site Grading and Utility Servicing Plan, including:

- Preliminary grade elevations, including front and rear grade, building floor, bottom of footing, lot corners.
- Location of well(s), septic fields/tanks

☐ Building plan, to scale, including:

- 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, including:

- Location of all signs on-site and on buildings/structures
- Picture/drawing of signage showing size, wording and lighting if applicable

☐ Engineered Drainage Plan

☐ Traffic Impact Analysis by Professional Engineer

☐ Geotechnical Reports - Slope Stability, Soils, etc.

☐ Environmental Assessment Reports – Contaminated Soils, etc.

☐ Preliminary Approval from Relevant Provincial Boards/Agencies

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 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. 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

☐ **PERMITTED USE** ☐ **CLASS I DISCRETIONARY USE** ☐ **CLASS II DISCRETIONARY USE**

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 #: _____

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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 Safety Codes permits or permit information 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

Commercial/Industrial: $350.00 Construction Commenced: *Double the applicable permit fee for all uses.*

Note: *Renewable Energy & Natural Resource Extraction (use designated Development Permit Application)*

Sign Fees (Green Municipal Signs)

Rural sign w/post: $60.00

Acreage or Hamlet sign w/post: $45.00

Acreage or Hamlet sign no post: $30.00

REFUNDABLE DEPOSITS

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)	$1,500.00
Grade Slip (Desert Blume and Dunmore only)	$1,000.00
Curb and Gutter	$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

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REFUNDABLE DEPOSITS

All 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.

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.

Curb and Gutter: The proper construction of an approach is critical to the function of the drainage system in hamlets. Some of the Hamlets have curb and gutter installed in the hamlet roads to assist with drainage. A curb and gutter is described as a vertical barrier that runs parallel to the road, while the gutter is a shallow channel designed to collect and redirect water away from the road surface. It is the responsibility of the developer/landowner to ensure that all approaches shall be constructed to the same structure as the adjoining roadway, with asphalt surfacing as per the Road Approach Permit construction specifications. 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.

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.

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SITE PLAN: (or attach separate plans)

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Please provide the following information on the site plan: (Note: a Surveyed Plot Plan may be required)

- 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 of the land. (trees, shelterbelts, canals, coulees)
- 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

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