



Development Permit Application Guide



Development means the carrying out of any building, engineering, mining or other operations in, on, or over the land or the making of any material change in the use of any building or land.

A Development Permit is a type of development approval given by the RM. The RM is divided into Land Use Districts and each district has different development standards to ensure that developments are well suited to the land use types permitted in each district. All development applications are reviewed by the RM's Development Officer for compliance with applicable bylaws and policies. Please refer to section 2.2.1 of the RM Zoning Bylaw to understand the types of developments that do not require a development permit.

APPLICATION REQUIREMENTS

A Development Permit Application must be approved and permit fee be paid to the RM prior to construction commencing. The Development Permit Application requires the following information:

- Property owner contact information.
- Applicant contact information (if different than the property owner).
- Development site information including the Legal Land Description or Civic Address.
- Development type.
- Site plan with North arrow, street names, lot dimensions, existing buildings, size and location of proposed buildings, distances to all property lines from buildings, and distances between proposed buildings and existing buildings.

APPLICATION PROCESS

The RM will review the Development Permit Application and one of the following scenarios will unfold:

1. If the application is for a permitted use and conforms to the Zoning Bylaw, a development permit will be issued.
2. If the application is for a discretionary use, council will review the application, decide whether to permit the development or not, and make a decision by resolution to issue a development permit (with or without conditions), require the applicant to provide



further information, or issue a notice of refusal that states the reason for refusal.

3. If the application does not comply with the Zoning Bylaw, a notice of refusal will be issued that states the reason for refusal and the applicant will be given adequate opportunity to alter the application to comply with the Zoning Bylaw.

Once a development permit is approved and the RM has confirmed that the construction project meets all municipal zoning requirements, applicants should proceed with a Building Permit Application. Please allow up to 8 weeks for Development Permit Application approval, building inspector plan review approval, invoice payment and building permit approval. The construction phase of the project cannot commence until a valid building permit is issued.

Note that all Development Permits expire one year from the date of issuance and may be extended by the Development Officer for one or more periods to a maximum of two additional years.

REFERENCE

Prior to applying for a Development Permit, please review the following RM publications available from the municipal office or online at www.rmofmckillop220.com:

Official Community Plan – Bylaw No. 233/11
Zoning Bylaw – Bylaw No. 234/11
Zoning Bylaw Amendment – Bylaw No. 241/13
Zoning District Map
Building Bylaw – Bylaw No. 150/96
Resolution 420/2015

CONTACT

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