



Town of Lamont  
Development Permit – Application

5307 – 50 Avenue, Bag 330, Lamont, Alberta T0B 2R0 Phone: 780-895-2010 Fax: 780-895-2595

Proposed Development: \_\_\_\_\_

Municipal Address: \_\_\_\_\_

Legal Description: Lot(s) \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_

(if applicable) Quarter \_\_\_ Section \_\_\_ Township \_\_\_ Range \_\_\_ Meridian \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant Interest (if not the Owner)  Contractor  Agent  Other \_\_\_\_\_

Landowner Name: \_\_\_\_\_  
(if different than applicant)

Address: \_\_\_\_\_

City/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

I have been informed of the Town's bylaws, policies and regulations regarding this application. I understand that this permit application may be refused if the proposed development does not conform to all of the aspects of the Land Use Bylaw. I am the owner/I have the consent of the owner to proceed with this Development Permit application and I give consent to allow any designated officer, pursuant to Section 542(1) of the MGA R2000, C.M-26, as amended, to enter the land and/or building(s) with respect to this Application only.

\_\_\_\_\_  
Signature of authorized applicant(s)

\_\_\_\_\_  
Signature of landowner(s)

**Collection and Use of personal information**

This personal information is being collected in accordance with the *Municipal Government Act* (MGA) and the Land Use Bylaw and is protected by the privacy provisions of the *Freedom of Information and Protection of Privacy Act* (FOIP), unless disclosures are authorized under the Land Use Bylaw. This information will be used to process and issue the permit. If you have any questions about the collection and use of your information, contact the Town of Lamont at 780-895-2010.

**For office use only**

Roll Number: \_\_\_\_\_ Land Use District: \_\_\_\_\_ Permitted: \_\_\_ Discretionary: \_\_\_

**Fees:**

Development \_\_\_\_\_ Date received \_\_\_\_\_ Application no. \_\_\_\_\_

Notification \_\_\_\_\_ Received by \_\_\_\_\_

Total \_\_\_\_\_ Receipt no. \_\_\_\_\_

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It is important to read and understand the following before completing this form. Please contact the Town office if you would like more detail.

1. Make sure the applicant form is complete and includes the appropriate fees. Please contact the Town for additional details.
2. You may need to include some of the following with your application:
  - a) A site plan prepared by a certified Land Surveyor, where required. The site plan needs to show:
    - dimensions at appropriate metric scale
    - legends and north arrow
    - legal land description of the site and adjacent lots
    - boundary/property line dimensions
    - proposed development relative to the boundaries of the site including setbacks and yard requirements
    - site coverage calculations
    - proposed access to abutting roads and on-site parking
    - dimensions and locations of proposed site grades and drainage
    - existing bldgs., roads, parking, rights-of-way and easements, floodplains, top of bank, and watercourses within or abutting the lot.
  - b) Development drawings that include foundation and floor plans showing all occupancies and uses, elevation, cross sections, height by meters and the number of stories.
  - c) A traffic impact analysis for a large scale development, where required.
  - d) Landscape information and plans where landscaping is required by the Land Use Bylaw.
  - e) Sign applications need to include:
    - drawings that provide the dimensions, area, material, finishes, colors, size of lettering, wording and graphics, method of illuminations, and mounting or erection details.
    - drawings or photos that show the location and separation distances between all existing and proposed signs.
  - f) Additional plans and information may be required and requested due to the nature and magnitude of a proposed development of use.
3. Review of a development proposed may be delayed if the form and/or additional information provided is incomplete. Should this happen we will need to contact you.
4. A permit is valid for 12 months from the date it is issued. If the development has not commenced or brought to a reasonable stage during that time, the permit will be considered null and void. If at any time the development has been stopped for a period of 6 months the permit shall also be considered null and void.
5. A permit comes into effect 15 days after the date the decision or permit is issued. If a Development Officer:
  - a) refuses or fails to issue a Development Permit, or
  - b) issues a Development Permit subject to conditions, or
  - c) fails to make a decision within 40 days of accepting a completed application; then,

the person applying for the permit or a person affected by a decision or Development Permit issued by a Development Officer, may appeal to the Subdivision and Development Appeal Board (SDAB) within 14 days of the notice of issuance of a permit.

The SDAB may confirm, revoke or vary any decision of the Development Officer, any Development Permit or any condition, or may make or substitute any decision or permit of its own.

There is no appeal against a Development Permit for a permitted use unless the provisions of the Land Use Bylaw were relaxed, varied or misinterpreted.

6. All of the information and plans relating to this request shall conform to the Land Use Bylaw and any of its amendments.