

Development Permit Application Guide

When is a development permit needed?

If you plan to construct a new building, alter an existing one, change how a property is being used, or change the intensity to which a property is being used, you will need a development permit.

Why is a development permit required?

Development permits are required to ensure buildings and land uses comply with the rules established in the [Land Use Bylaw](#). They also help ensure that development is appropriate for the land use district, the specific property, and the surrounding area. A development permit is Parkland County's written approval confirming that a proposal meets the applicable Land Use Bylaw requirements.

Disclaimer: Note that the following checklists are not exhaustive and some studies may not be listed, or some that are listed may not be required depending on the proposal. For more information see the [Supporting Documents Guide](#).



Residential Development Permit Application Checklist



The following checklist outlines the mandatory actions and information required for your application to be accepted and processed:



Application Fee

Pay applicable fees as described on Parkland County's Departmental [Fees and Charges](#) webpage.



Certificate of Title

A current Title for the lands subject to the development permit dated not more than 30 days prior to Parkland County receiving the application. Parkland County may, if requested, obtain titles from the Alberta Land Titles Office for a fee.

Why is this needed?

Certificates of Title help the application's decision maker ensure they are making an application decision with all the relevant legal information.



Proposed Site Plan

A site plan is a scaled, bird's-eye-view drawing that shows a property's boundaries and the relationship between existing and proposed features and development.

Why is this needed?

A site plan is required to verify both existing and proposed development conditions on a defined area of land. It allows the County to ensure the project complies with development regulations (setbacks and lot coverage) and provides context of other land use considerations (access location, natural areas, etc.).



Proposed Building Floor Plans

Building floor plans identify interior building structure and use, including, room dimensions, total floor area, and openings (i.e., doors and windows).

Why is this needed?

Building floor plans are required to verify that the building's intended internal use complies with the uses identified in the applicable land use district, calculate total floor area, and confirm the location of entrances and windows.



Proposed Building Elevations

Elevation drawings show the form and character of the proposed structure, including building height, building dimensions, exterior finishings, and openings.

Why is this needed?

Building elevation plans are required to ensure that specific regulations in the Land Use Bylaw and the Alberta Building Code are satisfied (examples include height of the structure and window size and location for exiting requirements).





The following checklist describes additional requirements that may be required depending on the application:



Instruments Registered to Title

A copy of all instruments registered against the Title for the lands subject to the Development Permit Application, dated no more than 30 days prior to Parkland County's receipt of the application. Parkland County may, if requested, obtain instruments from the Alberta Land Titles Office for a fee.

Why is this needed?

Individual instruments provide relevant legal information about various land encumbrances which may impact an application. These may include utility right-of-way, easements, restrictive covenants, etc.



Lot Grading Plan

May be required depending on the sloping and shaping of the property.

Why is this needed?

Parkland County has a Surface Drainage and Lot Grading Bylaw that ensures your development is properly designed to control where water flows on your property, protecting your buildings and structures and preventing any undue impact on neighbouring land. This plan allows our Engineering team to confirm that the design meets the requirements of the bylaw.



Photo documentation

For pre-existing structures.

Why is this required?

Photos may be required for pre-existing structures to establish a clear visual baseline of the property's current condition, location, and compliance.



Letter of Intent

The purpose of this letter is to outline the scale and scope of the proposed development. Required for some uses, such as Home-Based Businesses. See an example [here](#).



Landscaping Plan

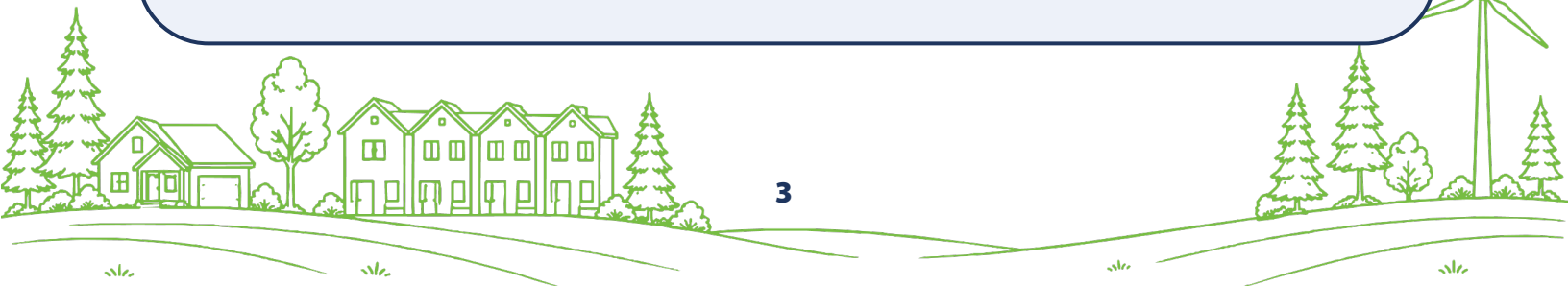
May be required for Multi-Unit Residential Development. For more information about Landscaping Plan requirements, please see [Land Use Bylaw Section 4.40](#).

Why is this needed?

The Land Use Bylaw has minimum requirements for soft landscaping (trees, shrubs, sod) to ensure a balance of development and natural features. The landscaping plan allows County staff to ensure each development proposal is meeting the landscaping regulations.



For development in Hazard Areas, Environmentally Significant Areas, or within 30 m of a wetland, more studies may be required as per [Land Use Bylaw Section 7.40](#).



Commercial / Industrial Development Permit Application Checklist



The following checklist outlines the mandatory actions and information required for your application to be accepted and processed:



Application Fee

Pay applicable fees as described on Parkland County's Departmental [Fees and Charges](#) webpage.



Certificate of Title

A current Title for the lands subject to the development permit dated not more than 30 days prior to Parkland County receiving the application. Parkland County may, if requested, obtain titles from the Alberta Land Titles Office for a fee.

Why is this needed?

Certificates of Title help the application's decision maker ensure they are making an application decision with all the relevant legal information.



Letter of Intent

The purpose of this letter is to outline the scale and scope of the proposed development.



Proposed Site Plan

A site plan is a scaled, bird's-eye-view drawing that shows a property's boundaries and the relationship between existing and proposed features and development.

Why is this needed?

A site plan is required to verify both existing and proposed development conditions on a defined area of land. It allows the County to ensure the project complies with development regulations (setbacks and lot coverage) and provides context of other land use considerations (access location, natural areas, etc.).



Proposed Building Floor Plans

Building floor plans identify interior building structure and use, including, room dimensions, total floor area, and openings (i.e., doors and windows).

Why is this needed?

Building floor plans are required to verify that the building's intended internal use complies with the uses identified in the applicable land use district, calculate total floor area, and confirm the location of entrances and windows.



☐ Proposed Building Elevations

Elevation drawings show the form and character of the proposed structure, including building height, building dimensions, exterior finishings, and openings.

Why is this needed?

Building elevation plans are required to ensure that specific regulations in the Land Use Bylaw and the Alberta Building Code are satisfied (examples include height of the structure and window size and location for exiting requirements).

☐ Landscaping Plan

For more information about Landscaping Plan requirements, please see [Land Use Bylaw Section 4.40](#).

Why is this needed?

The Land Use Bylaw has minimum requirements for soft landscaping (trees, shrubs, sod) to ensure a balance of development and natural features. The landscaping plan allows County staff to ensure each development proposal is meeting the landscaping regulations.

☐ Lighting Plan and Lighting Specifications

A Lighting Plan can be submitted separately or can be indicated on the Building Elevations and Site Plan submittals. Please see [C-ES06 Dark Sky Outdoor Lighting](#) for more information.

Why is this needed?

The plan helps ensure that lighting is designed to reduce light pollution, protect the nighttime environment, and minimize impacts on neighbouring properties.





The following checklist describes additional requirements that may be required depending on the application:



Instruments Registered to Title

A copy of all instruments registered against the Title for the lands subject to the Development Permit Application, dated no more than 30 days prior to Parkland County's receipt of the application. Parkland County may, if requested, obtain instruments from the Alberta Land Titles Office for a fee.

Why is this needed?

Individual instruments provide relevant legal information about various land encumbrances which may impact an application. These may include utility right-of-way, easements, restrictive covenants, etc.



Lot Grading Plan

May be required depending on the sloping and shaping of the property.

Why is this needed?

Parkland County has a Surface Drainage and Lot Grading Bylaw that ensures your development is properly designed to control where water flows on your property, protecting your buildings and structures and preventing any undue impact on neighbouring land. This plan allows our Engineering team to confirm that the design meets the requirements of the bylaw.



Engagement Summary and What We Heard Report

Required for Major Development.

Why is this needed?

An engagement summary is needed for major development to allow the decision maker understand how the community members were constructively engaged and whether any concerns or suggestions impacted the final proposal.



Roadside Development Permit

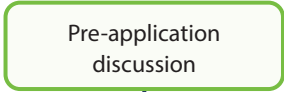
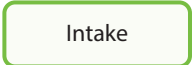
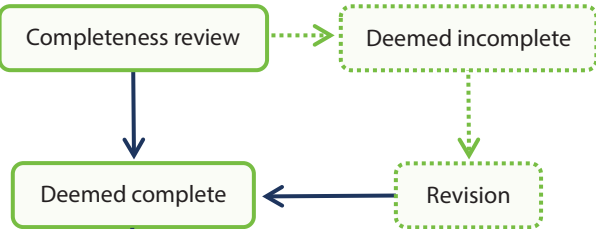
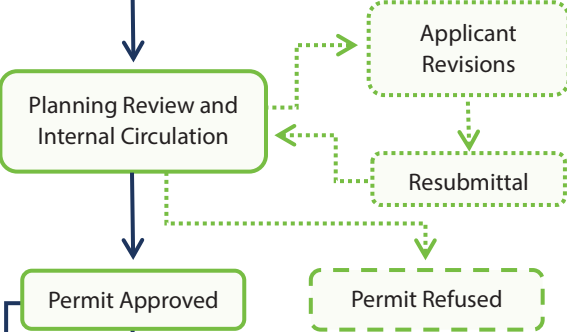
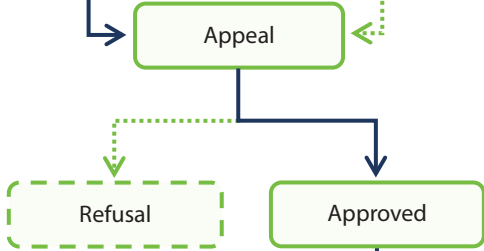
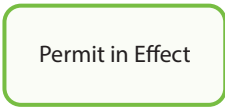
May be required if your parcel is located by a Provincial Highway. For more information on Roadside Development Permits please visit the [Government of Alberta's website](#).



*If a sign is proposed as part of your development, the sign mockup and elevations may be submitted with this application. Otherwise, a separate Development Permit application will be required for the Sign Plan.



Development Permit Application Guide

Steps	Process Flow	Procedures
1 Pre-Application Timeline varies		- Depending on the complexity of the project, a pre-application discussion may be recommended - Submit an application through the PLANit Portal
2 Intake Timeline Varies depending on receiving application details		The advisory (intake) team may contact applicant to obtain outstanding or additional information before the application can move on to the completeness review
3 Completeness Review Within 20 days per submission		- After the intake process is complete, the application will be assigned to a Planner, and the development permit application will go under detailed review for application completeness - If applicable, additional time for outstanding items to be submitted may be required
4 Development Permit Decision Will be made 40 days after deemed complete		- After being deemed complete, the development permit application will go under a detailed review of the submitted - plans against county regulations and policies, including the Land Use Bylaw - The application will be circulated to internal departments - If revisions are needed, the applicant will be given a revisions letter and deadline to resubmit the application
5 Appeal Within 21 days of notice of decision		- In certain circumstances the applicant or other affected parties can appeal a Development Authority decision - If an appeal is submitted it will be heard by the Subdivision and Development Appeal Board (SDAB) - The appeal board may choose to uphold, modify, or overturn the decision of the Development Authority
6 Applicant has 1 year to start construction		- The permit is now in effect - The applicant is required to start construction within one year of the permit going into effect - Applicant can now apply for building permits if applicable