



*Lac La Biche County*  
**welcoming by nature.**

# **Development Information Package**

*Applying for development in Lac La Biche County*

For further information, please contact the  
Planning and Development Department

Lac La Biche County Centre

13422 Hwy 881

Lac La Biche, Alberta. T0A 2C0

Phone: (780)-623-1747

Fax: (780)-623-2039

The purpose of this information package is to outline the steps involved in the development permit application process, giving clear direction to anyone interested in development.

**What is Development?**

<b>Development means:</b>	<b>Examples:</b>
a. An excavation or stockpile and the creation of either of them;	Site Grading of a Lot
b. A building or addition to or replacement or repair of a building and the construction or placing of any of them in, on, over or under land;	Single Family Dwelling, Deck, Accessory Building, Mobile or Manufactured Homes
c. A change of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the use of the land or building; or,	Home Based Business
d. A change in intensity of use of land or a building that results in or is likely to result in a change in the intensity of use of the land or building.	Greenhouse on Agricultural Lands

The development process is governed by Part 17 of the Municipal Government Act Chapter M-26 as well as the Subdivision and Development Regulations.

**Who Can Apply for Development**

Only the person(s) who are the registered owner(s) of the land which is to be developed can apply for a development permit. However, the registered owner(s) may appoint an authorized person or agent to act on his or her behalf.

**Application Requirements**

An application for development shall be submitted to the Development Officer and accompanied with:

- Signatures of the registered owner or an agent authorized by the registered owner(s) to make application
- Project Location (including legal land description, rural / street address)

- Description of existing use and the description of the proposed development.
- Estimated Cost of Project
- Estimated Commencement and Completion Dates
- Detailed Development Site Plan (See Attached Sample)
- Method of Payment (Cash, Cheque, Debit, or Credit Card)

**Fees:**

Permitted Use        \$150.00  
 Discretionary Use    \$300.00

**NOTE: Please contact a Development Officer to determine whether the proposed development is a Permitted or Discretionary Use**

You may also be required to submit additional information with your application for development. This may include, but is not limited to a Real Property Report; Stormwater Management Plan; Geotechnical Report; Environmental Impact Assessment; Flood Plain Impact Study ect.

**Depending on the nature and scope of your project you may also require Building, Electrical, Gas, Plumbing, and Private Sewage Disposal Permits.** In the interest of public safety and as required by the Safety Codes Act construction projects must be covered by the appropriate permits prior to commencement of construction. For more information regarding the permitting process, please contact Lac La Biche County’s Planning and Development.

**County Timelines for Approval**

The Municipal Government Act grants a municipality up to 40 days to make a decision on a development permit, however, in most cases a turn around time of approximately three (3) to four (4) weeks is needed from start to finish.

**Agency Circulation**

The 40 day period includes a circulation period, in which several agencies may be notified of the application and allowed to identify any concerns or recommend conditions. A copy of the application may also be circulated to adjacent landowners and internal municipal departments for their review and comment.

## Technical Review

Every application for development is reviewed to ascertain whether it is in compliance with the rules and regulations of the Land Use Bylaw. There are several different districts in Lac La Biche County, all which have specific uses, requirements and regulations. Applications may be referred to the Municipal Planning Commission for their recommendation and decision.

\*Zoning regulations can be found in the Land Use Bylaw online at [www.laclabichecounty.com](http://www.laclabichecounty.com) under 'County Services' 'Community Services' 'Planning and Development'. Or: <http://www.laclabichecounty.com/Planning/planning.aspx>. Please call a Development Officer at 780-623-4323 to confirm your zoning.

A 'Notification Letter' will be mailed at which time the Development Authority has made a decision regarding your application. Attached to the Notification Letter will be a copy of the conditions which will apply to your Development Permit.

Once approved by the Development Authority, the application shall be published in the local paper. A development permit does not come into effect until the 15<sup>th</sup> day after it has been approved.

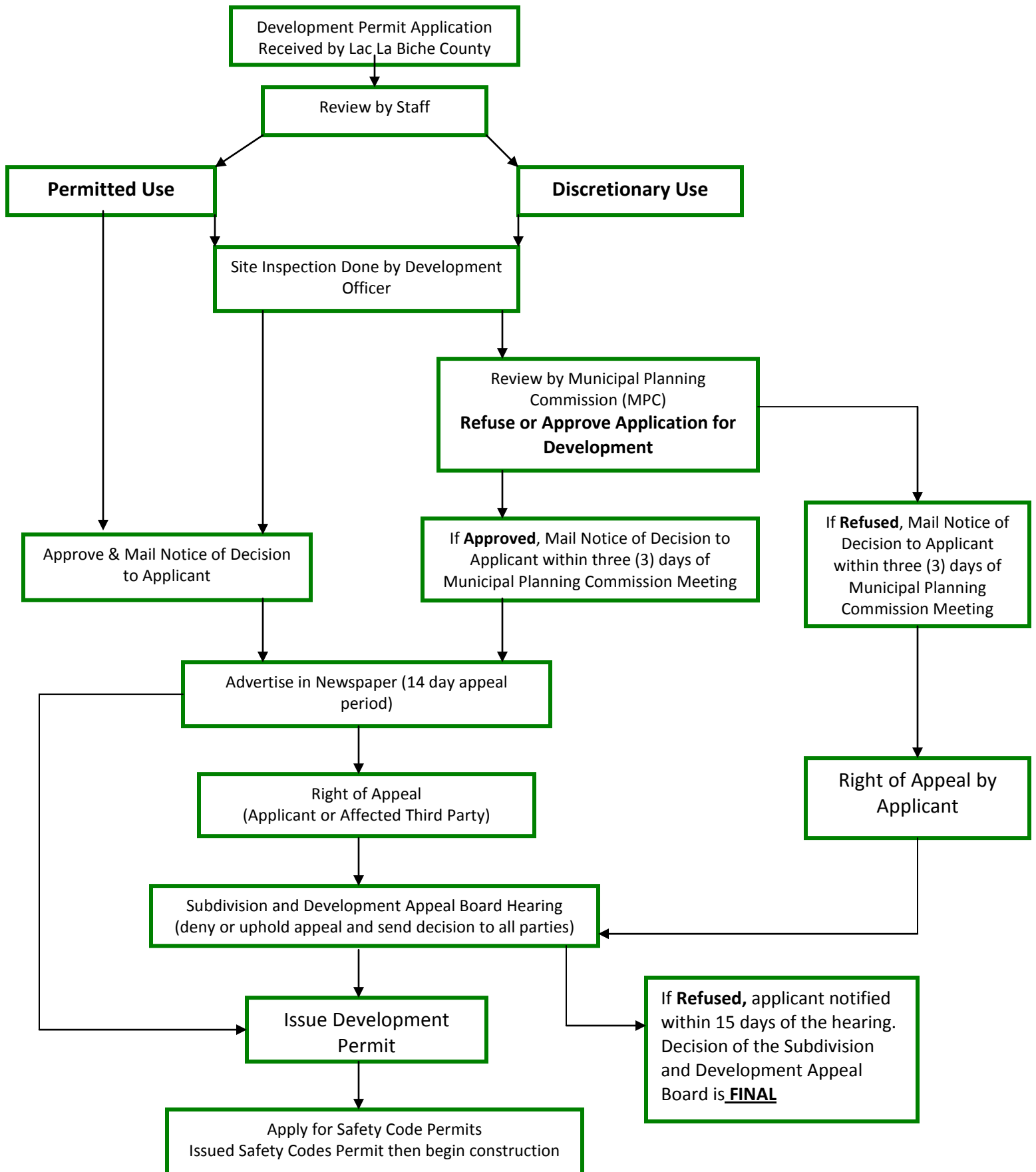
## Appeals

Any person claiming to be affected by the said development may appeal to the Development Appeal Board by serving written notice to the Secretary of the Development Appeal Board, within fourteen (14) days from the date of decision. **Please note that a Development Permit Appeal Fee of \$25.00 is required when submitting an appeal, which is refundable if the appeal is successful.**

**Subdivision and Development Appeal Board**  
**PO Box 1679**  
**Lac La Biche, AB T0A 2C0**

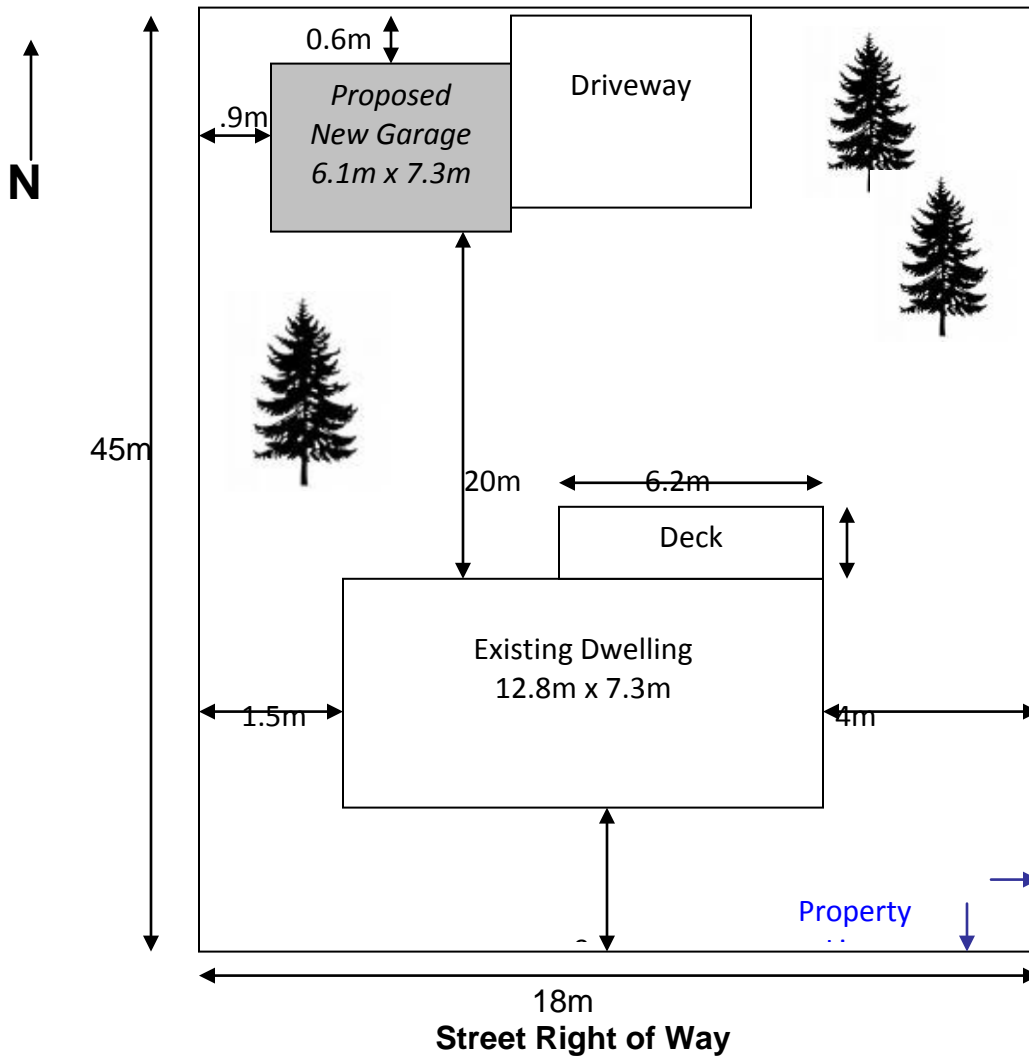
Anyone wishing to view the Development Permits may do so during regular office hours Monday to Friday 8:30am to 4:30pm, please call in advance to make arrangements

# Development Permit Application Process



**SAMPLE SKETCH  
FOR AN APPLICATION FOR DEVELOPMENT SITE PLAN**

**Alley Right of Way**



**Please indicate the following information on sketch:**

1. Location of existing buildings.
2. Location of proposed buildings.
3. Front, Rear and Side Yard setbacks from property lines in meters and/or feet.
4. Location of any water bodies.
5. Location of driveway.
6. All developed and undeveloped road allowances.
7. Indicate the North direction.
8. Location of all right-of-way and easements within or abutting the subject property.