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WHO CAN APPLY FOR A DEVELOPMENT PERMIT?

Anyone can make application whether or not they own the property concerned, provided they have a letter of authorization from the Registered Property Owner.

In addition to the Development Permit, you may require Building, Electrical or Plumbing Permits. Contact the City of Camrose Building Inspections Department for more information.

You cannot determine your property line by measuring from a sidewalk, lane or based on an existing fence. You must determine your property line through a survey or by locating your survey pins. Once you determine where your property line is, measure the setbacks from the property line.

WHAT IF MY APPLICATION IS REFUSED?

If the application is refused, you have 21 days from the date on the notification of refusal to appeal the decision. Before filing an appeal, it is a good idea but not necessary to speak with a Development Officer. They will be able to advise you of the process and feasibility of your appeal.

An appeal must be made in writing including the development appeal fee, to the Secretary of the Subdivision & Development Appeal Board, at City Hall, located at 5204-50 Ave. You will then be advised when the appeal will be heard by the Subdivision and Development Appeal Board. The Development Officer can provide no further advice on the application after an appeal is submitted.

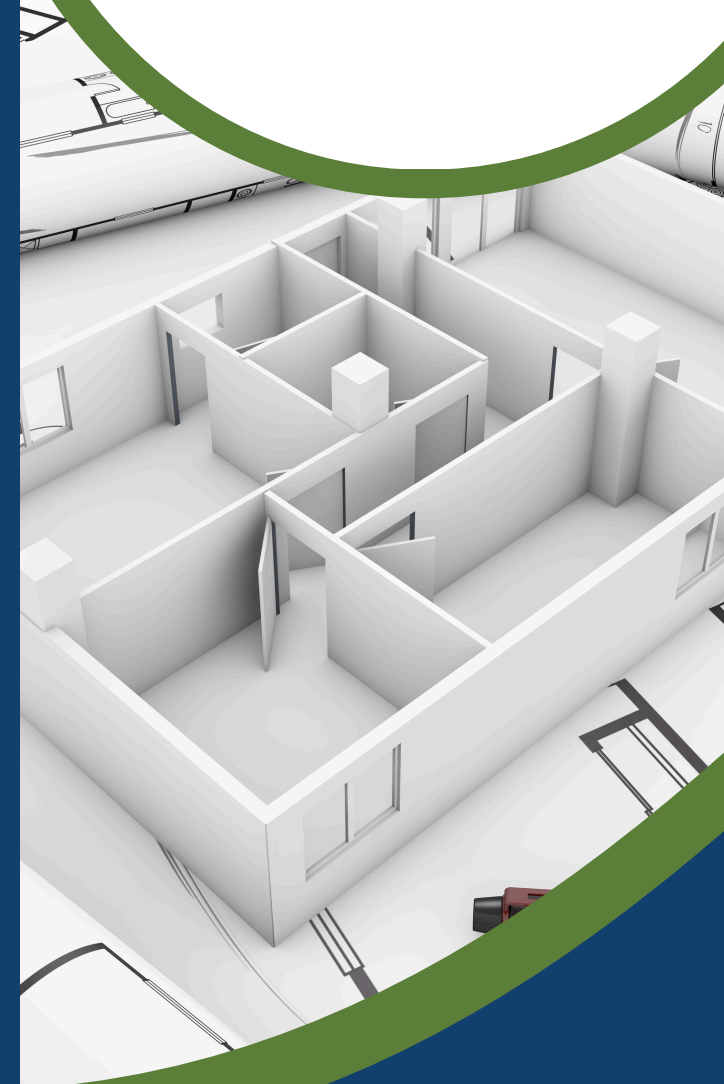
QUESTIONS?

Planning and Development staff will be happy to assist you with all your questions and concerns.

5204 - 50 Avenue
P 780.672.4428
E planning@camrose.ca
www.camrose.ca



Development Permits





HOW LONG DOES THE APPROVAL PROCESS TAKE?

Processing times for Development Permit applications vary depending on the type of development. The Development Officer must make a decision on a Development Permit within 40 days of receipt of the completed application, although typically development is granted much sooner. A single family dwelling can usually be dealt with in 4-5 working days, smaller projects such as additions and renovations require less time. The application is deemed to be refused if no decision is made within 40 days of receiving a completed application.

WHEN IS A PERMIT REQUIRED?

- The construction of a new building; or an addition.
- A change of use of the land or a building,
- An intensification of use of the land or a building
- The construction of a temporary structure, whether on skids or not
- The creation of an excavation or stockpile,
- Stripping and grading
- Fence construction - (see fence brochure)
- Deck construction - (see deck brochure)

APPLICATION DOCUMENTS

A completed application form must be submitted to the Planning and Development department with:

- One copy of the site plan.
- Two copies of the building plans and profiles.
- Landscaping plans for all multi-family, commercial, and industrial buildings (existing and proposed).
- Owners' consent to develop the property (if the applicant is not the owner).
- Current copy of the title.
- Description of the development and proposed use.
- Required Development Application fee as per the current City of Camrose Fees & Charges Schedule.
- Other supplementary items may be required based on the application.

DEVELOPMENT PERMITS ARE NOT REQUIRED FOR:

- Development of a basement or interior partitioning if there is no change in the use, occupancy, or size of a building.
- Carrying out works of maintenance or repair provided no structural alterations or major renovations are undertaken (i.e. paint, carpet etc.)
- Any accessory building under 10.0 m², however still must meet the minimum required setbacks. (See Accessory Building Brochure.)
- Other items described in Section 5.2 of the Land Use Bylaw.

A DEVELOPMENT PERMIT COMES INTO EFFECT:

- If it is issued by the Development Officer 21 days after the date of the issue of the Notice of Decision.
- If it is issued by the City Council with respect to a development in a Direct Control District, upon the date of its issue,
- If an appeal is made, on the date that the appeal is finally determined.



Development Permits remains in effect for twelve (12) months from the date of its issue and thereafter is null and void unless an extension has been requested and approved.