





Change of Use

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Checklist — Change of Use

INFORMATION REQUIRED FOR A DEVELOPMENT PERMIT

The following information is required to review and evaluate your Development Permit application in a timely matter.

To expedite the application review, all submitted materials must be clear, legible and precise. Accurate and legible drawing are required (rough sketches are not acceptable).

Applicant	Office	Required Items
o	o	Completed Development Permit Application
o	o	Off-Site Levies (if applicable)
o	o	Abandoned gas well map (if proposed building is larger than 35 m ²)
o	o	Site Plans – to be scaled and dimensioned showing: <ul style="list-style-type: none"> • Municipal Address and legal description (Lot, Block, Plan) • Property lines • Front, rear and side yard setbacks from property lines • North arrow • Easements and utility right-of-way • Lot grades (including building grades at all corners) • Foundation outline of the principal building and outline of eaves and any other projections • Outline and location of any accessory building • Driveway or parking areas (including width and length of all stalls) • Retaining walls (existing and proposed) • Adjacent municipal streets, sidewalks, curbs and proposed curb cuts • Location of existing or proposed water, sanitary sewer, gas and electrical lines
o	o	Blueprints – to be scaled and dimensioned showing: <ul style="list-style-type: none"> • Exterior of proposed building, including windows doors, projections, decks, etc. • Exterior finishing materials, and roofing materials • Lot grades, building grades, and grade line plotted on each of the building elevations (consistent with the Site Plan) • Elevation of any fence or retaining wall proposed on the site • Layout of all exterior and interior wall and identify rooms (eg kitchen, living room, bedroom, etc.) • Dimensions of buildings (length & width; include cantilevers and other projections.

The Development Authority may require additional material/information necessary to properly evaluate the proposed development.

o	o	<p>Detailed letter of intent including:</p> <ul style="list-style-type: none"> • Detailed description of the proposed development and use • Description of products and services • Anticipated on-site operations (indoors and outdoors) • On-site storage • Transportation details including size of vehicles/expected frequency of trips • Number of employees • Hours of operation
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The Development Authority may require additional material/information necessary to properly evaluate the proposed development.

- c) the storage of Cannabis materials, goods and products, or
- d) the transporting, shipping, and sale of materials, goods, and products to the Alberta Gaming, Liquor and Cannabis Commission or other agencies designated by provinces outside of the province of Alberta responsible for the distribution and sale of Cannabis in those provinces.

This use does not include Cannabis Retail.

CANNABIS RETAIL – means development for the retail sale of Cannabis and Cannabis Accessories, as authorized by the *Alberta Gaming, Liquor, and Cannabis Act*. This use does not include Cannabis Production and Distribution Facility.

CANNABIS PRODUCTION AND DISTRIBUTION FACILITY OVERLAY – means the overlay of the Land Use Zoning Map in the Land Use Bylaw showing where Cannabis Production and Distribution Facilities are permitted to be located.

CANNABIS RETAIL STORE OVERLAY – means the overlay of the Land Use Zoning Map in the Land Use Bylaw showing where Cannabis Retail Stores are permitted to be located.

CAO – means the person appointed to the position of Municipal Manager for the Town by the Council or appointed to the position of Chief Administrative Officer for the Town by the Council within the meaning of the Municipal Government Act (MGA), as the case may be;

CAR WASH – means development for the washing, cleaning or polishing of vehicles on a commercial basis.

CARE FACILITY (CHILD) – means a use where care, instruction, maintenance or supervision is provided for seven or more children under the age of 13 years, or to children under the age of 15 years who require care because of a special need, by persons other than one related by blood or marriage, for periods not exceeding 24 consecutive hours. Typical development includes day-care centres, early childhood services, nurseries, day homes, kindergarten, playschools and after-school or baby-sitting programs.

CARE FACILITY (CLINIC) – means a use where medical and health care services are provided on an outpatient basis only. Typical development includes medical and dental offices, health care clinics, pre-natal clinics, occupational health and safety offices, chiropractic and naturopathic services and counseling services.

CARE FACILITY (LARGE GROUP) – means a use that is recognized, authorized, licensed or certified by a public authority intended to provide room and board for more than six residents, exclusive of staff, and family members residing onsite where individuals who are in need of supervision reside on a temporary or long-term basis in a group setting where twenty-four (24) hour personal care or support may be provided. Typical development includes senior homes, large boarding homes, large group homes, large family homes and large long-term special needs care facilities.

CARE FACILITY (SMALL GROUP) – means a residential care facility which is recognized, authorized, licensed or certified by a public authority such as a social care facility intended to provide room and board for six residents or less, exclusive of staff or family members residing in the home, where residents are in need of supervision reside on a temporary or long-term basis in a group setting and 24-hour personal care or support may be provided. The residential character of the Dwelling shall be primary; with the occupants living together as a single housekeeping unit and using shared cooking facilities. Typical uses include small boarding homes, small group homes and small long-term special needs facilities.

CARE FACILITY (MEDICAL) – means a use that is authorized by the applicable Provincial authority where medical treatment for the sick, injured or infirm occurs, including out-patient services and accessory staff dwellings. Typical development includes hospitals, sanitariums, isolation facilities, nursing homes, hospices, psychiatric hospitals, auxiliary hospitals, and detoxification centres.

CERTIFICATE OF COMPLIANCE – means a document signed by the Development Authority, certifying that a development complies with this Bylaw with respect to yard requirements and insofar as represented on an Alberta Land Surveyors' Real Property Report.

CHANGE OF USE – means the conversion of land or building, or portion thereof from one land use activity to another in accordance with the permitted or discretionary uses as listed in each land use district.



CHATTEL – means any item of tangible, personal property other than land, buildings, and other things annexed to land.

COMMERCIAL RENEWABLE ENERGY DEVELOPMENT – means a system for producing electrical energy for commercial purposes, generated from solar, wind or geothermal energy which is the principal use on a parcel. Typical developments include a commercial solar or wind farm.

COMMUNICATIONS TOWER – means a building or structure for the transmission of wireless communication signals. Typical facilities include telecommunication towers, antennae, and the buildings that house their supporting equipment.

CORNER VISIBILITY TRIANGLE – means the triangular area formed on a corner parcel by the two (2) curb lines and a straight line, which intersects them 3.0 meters from where they meet in Residential districts and 6.0m from where they meet in all other districts.

COMMUNITY GARDEN – means a Site or part of a Site that does not contain a Dwelling, on which vegetables or fruits, but not cereal grains or animals of any kind, are cultivated for consumption or distribution on a not-for-profit basis.

COMPATIBLE – means the characteristics of different uses or activities or designs which allow them to be located near or Adjacent to each other in harmony. Compatibility does not mean “same as”. Rather, compatibility refers to the sensitivity of development proposals in maintaining the character of existing developments.

CONSTRUCT – means to build, rebuild, or relocate and without limiting the generality of the word, also includes: any preliminary operation such as excavation, filling or draining; altering an existing building or structure by addition, enlargement, extension, or other structural change; and any work which requires a Building Permit.

COUNCIL – means the duly elected Council of the Town of Redcliff.

CURB CUT – means a place where vehicles cross a curb, even if there is no built curb.

CUSTODIAL QUARTERS – also known as a surveillance suite, means an area within an industrial building that is designed and utilized as living accommodation for a custodian as part of the operation, maintenance or security function of an industrial use. A custodial quarter shall provide sleeping and living accommodation for up to two (2) adults and only one (1) such living accommodation shall be allowed per property.

DEMOLITION – means the pulling down or destruction or removal of a structure.

DENSITY – means the number of dwelling units on a parcel expressed in units per net hectare or units per parcel.

DESIGNATED OFFICER(S) – means those persons designated by bylaw under the MGA and for purposes of the Bylaw are the Development Officer, Community Peace Officer, Bylaw Enforcement Officer, and Town’s CAO or their Designate.

DEVELOPMENT AGREEMENT – means an agreement which is a contract between an applicant and the Town regarding the apportionment of costs arising from the construction or servicing of a development.

DEVELOPMENT OFFICER – means a person or persons appointed as the Development Officer(s) pursuant to this Bylaw.

DEVELOPMENT – means:

- a) an excavation or stockpile and the creation of either of them,
- b) a building or an addition to or replacement or repair of a building and the construction or placing of any of them on, in, over or under land,
- 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
- d) a change in the intensity 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 intensity of use of the land or building.

DEVELOPMENT, TEMPORARY – means development involving a use and/or a building maintained or operated for a time period specified within a Development Permit, issued under the provisions of this Bylaw.





DEVELOPMENT PERMIT APPLICATION

Application #: _____

APPLICANT INFORMATION					
Applicant			Property Owner (if different)		
Phone			Phone		
Email			Email		
Mailing Address			Mailing Address		
City	Province	Postal Code	City	Province	Postal Code

LOCATION OF DEVELOPMENT			
Civic Address			
Legal Address	Lot	Block	Plan

DESCRIPTION OF DEVELOPMENT	
<p>Proposed Development:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	
<p>Proposed Application:</p> <p><input type="checkbox"/> New Residential</p> <p><input type="checkbox"/> Commercial/Industrial</p> <p><input type="checkbox"/> Home Occupation</p> <p><input type="checkbox"/> Permit to Stay</p> <p><input type="checkbox"/> Addition</p> <p><input type="checkbox"/> Change of Use</p> <p><input type="checkbox"/> Sign</p> <p><input type="checkbox"/> Accessory Building</p> <p><input type="checkbox"/> Deck</p> <p><input type="checkbox"/> Demolition</p> <p><input type="checkbox"/> Other (please specify) _____</p>	<p>Proposed Setbacks:</p> <p>Front: _____</p> <p>Left: _____</p> <p>Back: _____</p> <p>Right: _____</p> <p>Land Use District</p> <p>Value of Development</p> <p>Estimated Completion Date</p>



DEVELOPMENT PERMIT APPLICATION

1. Failure to fully complete this form and/or supply the required information may result in a delay of the application process.
2. Development Permit fees must accompany this application prior to its review.
3. A Development Permit does not become effective until the appeal period has expired or until any made appeal has been heard and a decision rendered.
4. If a decision has not been issued within 40 days of the date the application is deemed refused. An appeal of the refusal may be made to the Subdivision and Development Appeal Board within 14 days.
5. A Development Permit shall be void after 12 months of no progress.
6. A Development Permit is NOT a Building Permit or Business License. Any approvals granted regarding this application does not excuse the applicant from complying with Federal, Provincial, or other Municipal requirements.
7. The Development Permit does not override conditions of any easement, restrictive covenant, architectural controls, or agreement affecting the building and/or lands. The Applicant is still responsible to comply with any and all of these conditions.
8. An authorized person designated by the municipality is allowed to enter subject land and buildings for the purpose of an inspection with respect to this application only. The time and date of inspection to be mutually agreed upon by both parties.

I have read, understood, and agree to the above information. The information I have provided is true, and to the best of my knowledge and abilities, is accurate and complete.

NAME (please print): _____

SIGNATURE: _____

DATE: _____

FOR OFFICE USE ONLY		Date:
Received by:		
<input type="checkbox"/> Permitted Use <input type="checkbox"/> Discretionary Use – Development Officer <input type="checkbox"/> Discretionary Use - MPC		Designated Use:
Receipt #	Fee:	
		Date Issued:
<input type="checkbox"/> Current Certificate of Title		
Notes: _____ _____ _____		

Personal information collected on this form is collected in accordance with Sections 683, 685, and 686 of the Alberta Municipal Government Act and Section 33(c) of the Freedom of Information and Protection of Privacy Act. Please note that such information may be made public. If you have any questions about the collection of information, please contact the Town of Redcliff's FOIP Coordinator at 403.548.3618.



Permit #:

This image shows a full page of blank graph paper. The grid consists of thin, light gray horizontal and vertical lines that intersect to form small squares across the entire surface. There are no margins, text, or other markings on the paper.

The Development Authority may require additional material/information necessary to properly evaluate the proposed development.

DEVELOPMENT FEES

The following fees are as per Fees, Rates and Charges Bylaw and are subject to change without notice. The entire Bylaw can be found on the Town of Redcliff's website at www.redcliff.ca.

1. Fees shown are base fees and do not include extra fees for MPC meetings, special MPC meetings, Land Title surcharge, etc. These other fees will be added to the base fee as required.
2. Development fees are based on delivery of the decision within 40 days. This may be shortened to 15 days by paying double fees including a doubling of MPC fees.

Non-Residential

Change of Use, Existing Building – Permitted	\$55.00
Change of Use, Existing Building – Discretionary	\$110.00
New Build Commercial/Industrial/Horticultural/Institutional Buildings	
Base	\$220.00
Per m ² fee	\$0.25
Accessory Buildings/Additions (less than 100 m ²)	\$100.00
Demolition (if not part of a Development Permit)	
Base	\$65.00
Per m ² fee	\$0.05

MPC & SDAB

Discretionary Use – MPC – additional fee above regular application fee	\$100.00
Special MPC – additional fee above application and regular MPC fee	\$300.00
Appeal Filing Fee – Subdivision & Development Appeal Board	\$150.00
Variance Fee	\$250.00

Construction Damage Deposit

Residential	\$2000.00
Commercial/Industrial/Institutional/Horticultural	\$5000.00

Note: A construction damage deposit may be taken for development permits issued for principal buildings, accessory buildings, additions, excavations and/or demolition permits.

Work started before permit issuance is subject to double permit fees.



TOWN OF REDCLIFF

P.O. Box 40 - 1 – 3rd Street NE
Redcliff, Alberta T0J 2P0
Phone 403-548-3618
Fax 403-548-6623
Email redcliff@redcliff.ca
www.redcliff.ca

Land Owner Consent

- ☐ Development Permit
- ☐ Building Permit

As the owner of the property described below, I consent to _____
to apply for a Development/ Building Permit for this property, and acknowledge that he/she has
a legitimate interest in the property for the purposes of this application.

Civic Address:			
Legal Description:	Lot	Block	Plan

I acknowledge that I am the owner of the above described property(s).

Property Owner:

Name (please print): _____

Signature: _____ Date: _____



Building Permit Requirements

A Building Permit is an important part of the process, as it will ensure that your project is inspected and that it meets or exceeds the standards as prescribed by the Alberta Building Code, and any other relevant documents.

The following is required to accompany the building permit application:

- Site Plan which shows the following:
 - Legal description of the property
 - Civic address of the property
 - Identification of all roads abutting the property
 - Building footprint with setbacks from property line
 - Identification of all utility right-of-ways and easements within and abutting the property
 - Location and dimensions of existing buildings including front, rear, and side yard setbacks
 - North arrow, scale, and date of drawing
 - Location of utilities
 - Site Grading (if applicable)
- Building Plans which show the following:
 - Top view of your project
 - Front and side elevations of your project
 - Window and door locations
 - What material will be used for construction
 - Details of how the project will be built
 - Scale, date of drawing, legal and civic address

Please note that these are the minimum requirements, and the Town may require more information/ documents to be able to process your application.





Town of Redcliff Building Permit Application

Permit Label

The personal information as part of this application is collected under section 43 of the Safety Codes Act and sections 295 and 303 of the Municipal Government Act and in accordance with section 33 of the Freedom of Information and Protection of Privacy Act. The information collected will be used for issuing permits, safety codes compliance /verification, and monitoring and property assessment purposes. If you have any questions about the collection of information please contact the FOI/PP Coordinator at 403-548-9247.

Owner Information

Name: _____ Mailing Address: _____
City: _____ Province: _____ Postal Code: _____ Phone: _____
Cell: _____ Fax: _____ Email: _____

Contractor Information

Name: _____ Mailing Address: _____
City: _____ Province: _____ Postal Code: _____ Phone: _____
Contractor Name: _____ Fax: _____ Email: _____

Project Location

Street Address: _____ Tax Roll No: _____
Lot: _____ Block: _____ Plan: _____ Legal: _____ Section: _____ Township: _____ Range _____ W4

TYPE OF OCCUPANCY		TYPE OF WORK		BUILDING AREA	
<input type="checkbox"/> Single Residential	<input type="checkbox"/> New	<input type="checkbox"/> Garage <input type="checkbox"/> Detached	<input type="checkbox"/> ft ² <input type="checkbox"/> m ²		
<input type="checkbox"/> Multi-Family	<input type="checkbox"/> Addition	<input type="checkbox"/> Attached	No. of Storeys: _____		
<input type="checkbox"/> Farm/Ranch	<input type="checkbox"/> Renovation	<input type="checkbox"/> Temporary Structure	Main Area: _____		
<input type="checkbox"/> Commercial	<input type="checkbox"/> Relocation/Ready to Move	Removal Date: _____	2 nd Floor area: _____		
<input type="checkbox"/> Industrial	<input type="checkbox"/> Change of Occupancy/Use	<input type="checkbox"/> Foundation Type: _____	Basement Area: _____		
<input type="checkbox"/> Institutional	<input type="checkbox"/> Accessory Building	<input type="checkbox"/> Manufactured/Mobile Home	Garage: _____		
<input type="checkbox"/> Manufactured/Mobile Home	<input type="checkbox"/> Deck	<input type="checkbox"/> Wood Burning/Pellet Stove	Deck: _____		
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Secondary Suite	Fireplace	TOTAL AREA		
Description of work: _____	<input type="checkbox"/> Basement Development	Cert. No: _____	DEVELOPED: _____		
_____	<input type="checkbox"/> Demolition	Other: _____	Value of Work: _____		
	<input type="checkbox"/> Swimming Pool/Hot Tub				

Permit Applicant's Name (print) _____

Permit Applicant's Signature _____

Homeowner's Signature (homeowner permit only) **Homeowner**
Declarations: By signing this I hereby certify that I own/will own and occupy this dwelling.

FOR OFFICE USE ONLY

Permit Fee: \$ _____	Issuing Officer's Name: _____
Admin Fee: \$ _____	Issuing Officer's Signature: _____
SCC Levy: \$ _____	Designation No.: _____
Total Fee \$ _____	Permit Issue Date: _____

Please contact **PARK INSPECTIONS LTD.** for inspections & Inquiries: 1-800-621-5440

email: contact@parkinspections.com