



## VILLAGE OF GIROUXVILLE

### DEVELOPMENT PERMIT INFORMATION

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#### BEFORE YOU START

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- Contact the Village of Girouxville Development Officer (323-4270) for a copy of the Land Use Bylaw (#9901).
- You are encouraged to refer to the Land Use Bylaw as a guide to the Regulations that the Development Officer must enforce. A copy is always available for your inspection at the Village office during business hours.
- This application form requires you to provide certain information in order that the Development Officer can make an informed decision. Failure to do so will result in processing delays. If you require assistance with the application, see the Development Officer for help.
- Before you submit your application, ensure that the Development Officer has checked off Item 10 of this form.
- This form must be completed in full by the registered owner of the property subject to this application or an authorized person acting on the owner's behalf.
- Please use metric measurement when providing written or mapped information.
- Please print or type information wherever possible.
- Submit your completed development application together with an application fee of \$10.00 to:

DEVELOPMENT OFFICER  
VILLAGE OF GIROUXVILLE  
BOX 276  
GIROUXVILLE, ALBERTA  
T0H 1S0  
TELEPHONE: 780-323-4270



## VILLAGE OF GIROUXVILLE

Form A

### DEVELOPMENT PERMIT APPLICATION

Application No. \_\_\_\_\_

Date Accepted As Complete  
\_\_\_\_\_

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## OWNERSHIP AND PROPERTY LOCATION

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### ITEM

1. Applicant's Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_
2. Address: \_\_\_\_\_
3.  Landowner                      or             Authorized Agent
4. Legal Description of Land to be Developed: \_\_\_\_\_  
\_\_\_\_\_

5. Landowner Declaration:  
I hereby authorize development in accordance with the plans and supporting information as submitted herewith and which form part of this application. Further, I declare that the information provided in this application is, to the best of my knowledge, a true statement of the facts. I enclose \$10.00 being the application fee.

\_\_\_\_\_  
Signature of Registered Owner

\_\_\_\_\_  
Date

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## LAND USE INFORMATION

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6. Proposed Land Use: \_\_\_\_\_  
\_\_\_\_\_
7. Existing Land Use(s): \_\_\_\_\_  
\_\_\_\_\_
8. Current Zoning District in the Land Use Bylaw (refer to District Map, Section 10.3 of Bylaw #99-01) \_\_\_\_\_

9. Proposed additional uses (check as many as apply)

- signs
  - accessory structures or uses
  - home-based businesses
  - curb cuts
  - satellite dish antennas
  - dwelling units
  - public uses or utilities
  - commercial or industrial structures or uses
  - other (specify): \_\_\_\_\_
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## SITE INFORMATION

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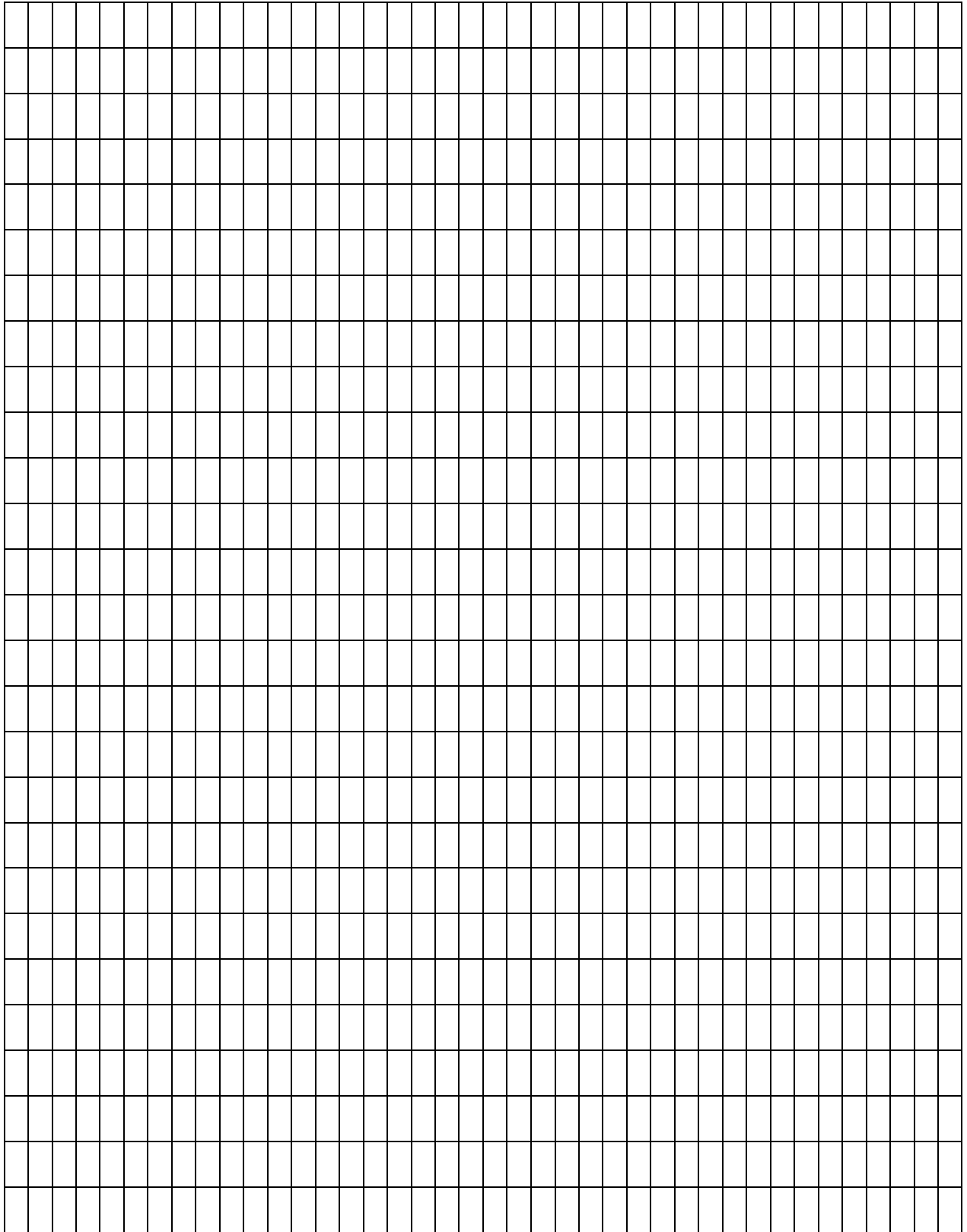
**10. TO BE COMPLETED BY DEVELOPMENT OFFICER**

*Please provide the Development Officer with additional information (please attach to the application) if checked off below:*

- floor plans*
- building elevations*
- existing and finished lot grades*
- street grades*
- illustration of exterior finishing materials*
- location of proposed water and sewer lines*
- location and dimensions of proposed culverts and crossings*
- location of existing underground gas, electrical or telephone lines*
- location of outdoor storage areas and garage collection facilities*
- other (specify) \_\_\_\_\_*

11. IN THE SPACE ON THE FOLLOWING PAGE (OR ATTACH A SEPARATE SHEET), PLEASE PROVIDE A SCALED METRIC PLAN INDICATING THE LOCATION AND DIMENSIONS OF EXISTING AND PROPOSED

- property lines surrounding the site,
- buildings and structures
- parking stalls, circulation areas, walkways, and road accesses,
- landscaping, retaining walls, fences and other screening, and
- above ground utilities and direction of storm water drainage off the site.



Scale: 1cm = 2.5m

12. If you are proposing a structure or building, please indicate:

(a) The following minimum setbacks from the property line:

- Front Yard \_\_\_\_\_
- Rear Yard \_\_\_\_\_
- Side Yard - one side \_\_\_\_\_  
- other side \_\_\_\_\_
- Maximum Height Above  
Finished Grade \_\_\_\_\_

(b) The following area measurements:

- Square area (in square metres)  
of the lot \_\_\_\_\_
- Percentage of the lot to be  
occupied by buildings \_\_\_\_\_%
- Number of parking spaces  
Provided \_\_\_\_\_
- Average dimensions of each  
parking space - length \_\_\_\_\_  
- width \_\_\_\_\_

Value of building - \$

Type of siding –

Foundation –

Roof –

Size of building –

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## NOTICE OF DECISION

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- The attached application # \_\_\_\_\_ as applied for by \_\_\_\_\_  
has been: (NAME OF APPLICANT)

[ ] REFUSED for the following reasons:

**OR**

[ ] APPROVED subject to the following conditions (use separate sheet if necessary):

- You are hereby authorized to proceed with the development specified after 14 days of the issuance of this permit, provided that: any stated conditions are complied with; development is in accordance with any approved plans and application; and, a Building Permit is obtained if construction is involved. Should an appeal be made against this decision to the Subdivision and Development Appeal Board, the development permit shall be null and void.

\_\_\_\_\_  
Signature of Development Officer

\_\_\_\_\_  
Date of Decision

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## APPEAL PROCEDURE

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(a) The Land Use Bylaw provides that any person claiming to be affected by a decision of the Development Officer may appeal to the Secretary of the Subdivision and Development Appeal Board WITHIN 14 DAYS AFTER NOTICE OF THE DECISION IS GIVEN.

(b) The issuance of a Development Permit in accordance with the notice of decision is subject to the condition that it does not become effective until 14 days after the date the order, decision or development permit is issued.

(c) See the Development Officer for a Development Appeal application form.

**VILLAGE OF GIROUXVILLE**

Form B

**DEVELOPMENT APPEAL  
APPLICATION FORM**

OFFICE USE ONLY

Date Received: \_\_\_\_\_

Development Appeal No. \_\_\_\_\_

Development Permit No. \_\_\_\_\_

Date of Appeal Hearing: \_\_\_\_\_

I hereby give notice of appeal to the decision of the Development Officer dated \_\_\_\_\_  
On development permit application number \_\_\_\_\_ for the following  
reasons (attach a separate sheet if necessary):

Name(s) of Applicant for Appeal: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

I hereby declare that all information provided by me is to the best of my knowledge, true and correct in all respects.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Appellant

(If this appeal is being made by a Company, the



officer should sign here)

President or other authorized

Mail or deliver to:  
The Secretary  
Subdivision and Development Appeal Board

Village Office  
Girouxville, Alberta  
T0H 1S0  
Telephone: 323-4270

**VILLAGE OF GIROUXVILLE**

Form C

**NOTICE OF DEVELOPMENT  
APPEAL HEARING**

Development Appeal  
Application No. \_\_\_\_\_

This is to notify you that an appeal has been made to the SUBDIVISION AND DEVELOPMENT APPEAL BOARD against a decision in respect of Development Permit No. \_\_\_\_\_ which involves development described as follows:

The Development Officer [ ] APPROVED  
[ ] APPROVED WITH CONDITIONS  
[ ] REFUSED FOR THE FOLLOWING REASONS:

a development permit:

DATE OF HEARING: \_\_\_\_\_

TIME OF HEARING: \_\_\_\_\_

PLACE OF HEARING: \_\_\_\_\_

Any person affected by the proposed development has the right to present a written brief prior to the hearing and to be present and be heard at the hearing. Persons requiring to be heard at the meeting shall submit the written briefs to the Secretary of the Subdivision and Development Appeal Board not later than the following date: \_\_\_\_\_

\_\_\_\_\_





Date

Signature of Secretary  
Subdivision and

Development Appeal Board

For further information, contact:  
The Secretary

Subdivision and Development Appeal Board  
Village Office  
Girouxville, Alberta  
T0H 1S0  
Telephone: 323-4270

**VILLAGE OF GIROUXVILLE**

Form D

**NOTICE OF DEVELOPMENT  
APPEAL DECISION**

Development Appeal  
Application No. \_\_\_\_\_

This is to notify you that an appeal against the [ ] APPROVAL  
[ ] APPROVED WITH CONDITIONS  
[ ] REFUSAL

of a development permit with regard to the following:

was considered by the SUBDIVISION AND DEVELOPMENT APPEAL BOARD on \_\_\_\_\_  
\_\_\_\_\_ and the decision of the SUBDIVISION AND DEVELOPMENT APPEAL  
BOARD with regard to the appeal is as follows and for the following reasons:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Secretary

## Subdivision and Development Appeal Board

**NOTE:**

A decision of the Subdivision and Development Appeal Board is final and binding on all parties and persons subject only to an appeal upon a question of jurisdiction or law pursuant to the Municipal Government Act. An application for leave to the Appellate Division of the Supreme Court of Alberta shall be made:

- (a) to a judge of the Appellate Division, and
- (b) Within 30 days after the issue of the order, decision, permit or approval sought to be appealed.