



### DO I NEED A DEVELOPMENT PERMIT?

Development permits are required for new construction and include additions, renovations, and change in use/intensity of land or buildings.

### EXAMPLES OF DEVELOPMENTS REQUIRING PERMITS

- Accessory buildings;
- Fences over 3 feet in height (when located in a front yard);
- Fences over 6 feet in height (when located in side yard);
- Expansion of an existing approved business;
- Home occupation (new and expanding);
- Manufactured homes/move-on homes;
- Relocation of existing building(s);
- Single family dwellings;
- Structural alteration to an existing building.

### WHAT TO SUBMIT

After a pre-application meeting held with the County Planning & Development Department, you will need to submit the following:

- ✓ Completed Development Application form;
- ✓ Tentative Plan (*scaled site plan indicating all applicable site grades, the front, rear and side yards, off-street loading and vehicle parking as required, landscaped areas, and access and exit points to the site, etc.*);
- ✓ Photos of the structure (*required if being moved on*);
- ✓ Application fee (*as per Master Rates Bylaw*)

**If you are unsure whether you require a development permit, please contact the Planning and Development Department at 403.443.5541. Our staff would be happy to answer any questions you may have.**

*Additional information may be required at the discretion of the Development Authority, such as ground water and soil studies, geotechnical reports, etc.*

**Be advised that additional fees will be charged for a variance/relaxation or water modeling in a water service area.**

## APPLICATION PROCESS

Meet with the Planning & Development Department.

Complete and submit a Development Application and fee.

Application reviewed by the Planning & Development Department.

If the proposed development contains discretionary uses, notification is made to the applicant, adjacent land owners and agencies. The application is then forwarded to the Municipal Planning Commission for decision.

Application Approved  
(With Conditions)

Application Denied  
(Reasons Stated)

An appeal may be made to the Subdivision and Development Appeal Board within 21 days of receiving notice. Please contact the planning & Development department for further information on the appeal process.

Approved

Denied

Obtain any other permits you may require prior to Development. (eg: Sewage, Building, Electrical, etc.)



## ADDITIONAL PERMITS

Please be advised your development project may require approvals and permits other than those issued by Kneehill County, including, but not limited to:

- Alberta Environment & Parks
- Alberta Transportation
- Alberta Health Services
- Alberta Safety Codes (Building, Plumbing, Gas, Electrical, and Private Sewage Permits)
- Other Agencies as required



**Fees will be doubled for failure to obtain a development permit prior to construction.**

For more information:

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