



GENERAL INFORMATION

- The Town of Three Hills operates the municipal airport. A lease agreement **must** be obtained from their office and a copy included with your development permit application. Please contact the Town of Three Hills for more information on a lease agreement at 403-443-5822
- An approved development permit is good for one year, unless otherwise specified on the development approval. If construction has not been commenced within that time, the permit is considered null and void and a new application for development will be required.
- All proposed structures must meet the minimum setback requirements as specified in the Land Use Bylaw. Size and height requirements also apply. Check pertaining land use zoning guidelines.



For more information:

Web: www.kneehillcounty.com
Email: office@kneehillcounty.com

Telephone: 403.443.5541
Fax: 403.443.5115
Toll Free: 1.866.443.5541



APPLICATION PROCESS

Meet with the Planning & Development Department.



Complete and submit a Development Application, Lease Agreement from the Town of Three Hills and applicable fee.



Application is reviewed by our Planning and Development Department.



Application Approved

Application Denied



An appeal may be made to the Subdivision and Development Appeal Board within 21 days of receiving notice. Contact the Planning & Development Department for further information on the appeal process.



Approved

Denied



Obtain any other permits you may require prior to development.

WHAT TO SUBMIT

FOR A DEVELOPMENT PERMIT:

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

- Lease Agreement from the Town of Three Hills
- Completed Development Permit Application Form
- Letter of intent
- Corporate Search (if applicable)
- Site plans
- Application Fees

FOR A BUILDING PERMIT:

- Approved Development Permit
- Dimensioned Foundation Plans including:
 - A. Beam sizes
 - B. Strip footing sizes
 - C. Concrete pad sizes
- Dimensioned plans including:
 - A. Floor plans
 - B. Building elevations
 - C. Deck framing details (if applicable)
 - D. Square footages for all floor levels, decks/porches, and garage.
- Mechanical Ventilation Form (if applicable)
- Completed Utility Form
- Applicable sub-trades permit application
- Application fees

