



DECISION

Decisions on whether to approve or refuse most Permit applications are made by town staff designated as the Development Authority.

Large or complex developments may be brought to the High River Municipal Planning Commission (MPC) for a decision. Applicants are informed when their proposal will be presented to the MPC. This commission meets on the fourth Wednesday of every month.

The Development Authority can decide to approve, approve with conditions, or refuse an application.

NOTICE OF POSTING

If the application is approved with a relaxation or is a discretionary use, the site will be posted for two weeks. Most often a sign will be posted on the site notifying the neighbors what is proposed and the appeal deadline. On occasion, letters will be sent to neighboring property owners informing them of the development.

Any appeal against an issued permit (or its conditions of an approval) must be made within 14 days of the notice. An applicant will be informed by mail of a refusal and has 14 days, from the date of receipt, to lodge an appeal.

APPEALS

All decisions on a permit can be appealed to the Subdivision & Development Appeal Board (SDAB).

Appeals are made by completing a Notice of Appeal form, available at the Planning & Development Department, along with the appropriate fee. Appeals must be filed with the SDAB secretary within 14 days of notification of a decision.



The mailing of an Appeal must be postmarked within the 14-day appeal period. This 14-day appeal period cannot be extended as it is provincial legislation.

An appeal hearing will take place within 30 days of the appeal being filed. Both the appellant and the applicant will be notified of the hearing in writing at least five days prior to the hearing.

PUBLIC NOTIFICATION OF APPEALS

- The appeal will be advertised in the High River Times the Tuesday prior to the hearing.
- Letters announcing the appeal hearing may be delivered or mailed to owners of the neighboring properties.

A copy of the agenda and report to the Board is available to appellants/applicants prior to each hearing from the Town Office.



Town of High River

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High River, Alberta

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Phone:(403) 652-2110 Fax:(403) 652-2396

Website: www.highriver.ca

These pamphlets have no legal status and cannot be used as an official interpretation of the various by-laws, codes and regulations in effect. Users are advised to contact the Planning and Development Department for assistance as the Town of High River accepts no responsibility to persons relying solely on this information.

Updated: November 2009

NEW OCCUPANCY/CHANGE OF USE



Planning & Development





The following information provides a guideline to assist applicants in preparing the submission for a New Occupancy Permit.

WHAT KINDS OF BUSINESS REQUIRE NEW OCCUPANCY/CHANGE OF USE DEVELOPMENT PERMIT?

- New businesses that propose no construction to the space affecting the external appearance of the building;
- business that propose changing the use of the space.

WHO CAN APPLY FOR A PERMIT?

Anyone can apply for a permit whether or not they own the property concerned, provided they have a letter of authorization from the property owner.

APPLICATION REQUIREMENTS

Every application for a new occupancy or change of use development permit must be accompanied by two (2) sets of the following:

- written Authorization from the owner, if the applicant is not the owner;
- floor Plans accurately dimensioned and drawn to scale of not less than 1:100 showing details of the intended space;
- sign details if applicable including size of sign face and lettering as well as height of any pylon signs.

FEES

A fee for the new occupancy/change of use development permit must be paid at the time of application. A Fee Schedule is available at the Town Office or on the website. (www.highriver.ca)

TO EXPEDITE THE PROCESS

- Be sure you have all required information in your application;
- if your proposal is large or is likely to be controversial, consult the Planning Department staff and the neighbors as early as possible in the process.

The main criteria against which your application will be evaluated is how closely it meets the Land Use Bylaw and planning policies, as well as any possible negative impact there might be on the neighbors.

PRE-APPLICATION MEETINGS

If your proposed development is substantial or if you think it may be controversial it is recommended that you contact the Planning & Development Department for a pre-application meeting at (403) 652-2110 before you apply.

As well as giving you advice on possible problems and timelines, the staff may recommend that you present your plans to the neighbors before you apply. This is completely voluntary on your part, but in the past it has resulted in substantial savings in time and money for many applicants.

PROCESSING TIME

Permitted: By bylaw the planning department has 40 days to make a decision, however applications that meet the rules may usually be processed within 2 weeks.

Discretionary: By bylaw the planning department has 40 days to make a decision, however applications that meet the rules may usually be processed within 3-4 weeks.

- Note: Process will take longer if there are complicating policy or technical issues, substantial public involvement or an appeal.

REVIEW AND APPROVAL

Once a Permit application is made the following happens:

- The application is reviewed for completeness and supporting information.
- Depending on nature and location of application it may be reviewed by Public Works, Fire, Recreation, and Alberta Infrastructure.
- The application is checked against applicable bylaws and planning policies.
- Depending on nature and location of application it may be referred to the managers meeting and/or the Committee of the Whole.
- The application is evaluated with particular concern for degree of adherence to Land Use Bylaw and Planning policies as well as the likely impact on the neighbors.
- A decision is made by the Development Authority who decides whether the application should be approved or refused.

