

VARIANCE DEVELOPMENT PERMIT APPLICATION

For the Town of High River

Pre-application meetings are **required** before the Town will accept a Variance Development Permit application. If you would like to book a pre-application meeting or would like to speak with the Planning & Development Services Division, please contact us at planning@highriver.ca or at 403.652.2110 and we would be pleased to assist you.

Applicants must fill in the following application form and submit all requirements (unless otherwise discussed with staff). **The Town does NOT accept incomplete applications.**

Variance Applications are \$175 (flat rate)

FOR OFFICE USE ONLY	DATE ACCEPTED AS COMPLETE: _____
ROLL NO.: _____	DATE OF PRE-APPLICATION MEETING: _____
ZONING: _____	FILE NO.: _____
Is the property within an Area Structure Plan, Area Redevelopment Plan, Area Concept Plan, and / or Neighbourhood Outline Plan? YES/NO (Circle one) If yes, specify: _____	

APPLICANT / AGENT INFORMATION	
Applicant Name:	
Mailing Address:	
Email:	
Telephone/Fax:	
PROPERTY INFORMATION	
Property owner(s):	
Municipal Address:	
Legal description (Lot, Block, Plan):	
OWNER SIGNATURE / PERMISSION LETTER	
Must provide either Owner signature below OR permission letter from the owner authorizing an Agent to sign the application form.	
Owner signature	
RIGHT OF ENTRY	
In accordance with the <i>Municipal Government Act</i> , I hereby authorize the Town of High River to enter the above property for the purpose of conducting a site inspection(s).	
Owner Signature	_____

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

Personal Information required by the Town of High River application forms is collected under authority of Sections 33(a) and (c) of the *Alberta Freedom of Information and Protection of Privacy (FOIP) Act*. Your personal information will be used to process your application(s). Please be advised that your name, address and details related to your permit may be made available to the public pursuant to Section 17(g)(ii) of FOIP and Section 606(6)(b) of the *Municipal Government Act*. If you have any questions, please contact the Manager of Legislative Services at 403-603-3652.

Applicant/agent signature

If consent is not provided, the public may still examine the plans at the Town office in accordance with Section 606(6)(b) of the *Municipal Government Act* but no copies of the plans will be issued.

RELEASE OF DRAWINGS

The Town's Land Use Bylaw requires that the Town post the Notices of Decision for discretionary uses, permitted uses that require variances, and permitted uses that have been approved with conditions on the Town's website. The decision includes the applicable drawings. The Town requests that you seek permission from your designer(s) to allow the Town to post the applicable drawings on the Town's website by having a representative of the design company(ies) fill in the following statement:

On behalf of _____ (design company name), I _____ hereby authorize the Town of High River to post the drawings for the development to be located at _____ (address) on the [Town's website](#) for the sole purpose of the development permit process, including any potential subdivision and development appeals. The consent has been provided in accordance with Section 16(3)(a) of the Freedom of Information and Protection of Privacy (FOIP) Act.

Designer/design company signing authority signature

Proposed Variance(s) (fill in all that apply)	
<input type="checkbox"/> Setback	<input type="checkbox"/> Height
Type of setback (e.g. front yard):	Type of building/structure:
Land Use Bylaw regulation:	Land Use Bylaw regulation:
Proposed:	Proposed:
<input type="checkbox"/> Lot coverage	<input type="checkbox"/> Frontage build-out
Land Use Bylaw regulation:	Land Use Bylaw regulation:
Proposed:	Proposed:
<input type="checkbox"/> Transparency/blank wall length	<input type="checkbox"/> Landscaping
Land Use Bylaw regulation:	Land Use Bylaw regulation:
Proposed:	Proposed:
<input type="checkbox"/> Bicycle parking	<input type="checkbox"/> Vehicle parking
Land Use Bylaw regulation:	Land Use Bylaw regulation:
Proposed:	Proposed:
<input type="checkbox"/> Signage	<input type="checkbox"/> Garage
Land Use Bylaw regulation:	Land Use Bylaw regulation:
Proposed:	Proposed:
<input type="checkbox"/> Other	
Describe:	
Land Use Bylaw regulation:	
Proposed:	

Items to be submitted unless otherwise discussed with staff:

ADMINISTRATIVE		
One hard copy AND .pdf (USB key or email)	CHECK BOX IF ITEM IS BEING PROVIDED	CHECK BOX IF ITEM IS NOT APPLICABLE
a) Applicable Fee (variance fee is an ADDITIONAL fee onto other applicable development permit application fee)	<input type="checkbox"/>	<input type="checkbox"/>
b) Registered owner's signature (on p. 1) or a letter of authorization from the registered owner.	<input type="checkbox"/>	<input type="checkbox"/>
c) Copy of Certificate(s) of Title(s), validated within 30 days of the submission of the application. They can be purchased at https://alta.registries.gov.ab.ca (\$10 each) or the Town can order them for you (\$15 each). Town staff will review the list of documents registered on title (e.g. restrictive covenants, utilities rights-of-way, etc.) and will determine whether the Town will require any of those documents to be part of the application. You will be responsible for providing the documents at your expense. They can be purchased at https://alta.registries.gov.ab.ca (\$10 each) or the Town can order them for you (\$15 each).	<input type="checkbox"/>	<input type="checkbox"/>
d) Real Property Report	<input type="checkbox"/>	<input type="checkbox"/>

e) Color photographs of the site and surrounding area. Photos should provide a visual account of the site and the surrounding area, including adjacent properties that may be affected.	<input type="checkbox"/>	<input type="checkbox"/>
f) Letters of support from adjacent landowners (recommended).	<input type="checkbox"/>	<input type="checkbox"/>

WRITTEN SUBMISSIONS

One hard copy AND .pdf (USB key or email).	CHECK BOX IF ITEM IS BEING PROVIDED	CHECK BOX IF ITEM IS NOT APPLICABLE
1) Proposal Description		
a) Write a brief narrative explaining why the variance is necessary and how potential negative impacts to surrounding properties if applicable will be mitigated.	<input type="checkbox"/>	<input type="checkbox"/>

SITE PLAN

One 8.5"x11 hard copies of site plan AND .pdf (USB key or email) certified by a professional advisor showing the following required items in METRIC units	CHECK BOX IF ITEM IS BEING PROVIDED	CHECK BOX IF ITEM IS NOT APPLICABLE
1) Site plan showing:		
a) Footprints of all existing and proposed buildings and structures (indicate if any existing buildings are proposed to be demolished), loading docks, storage tanks, transformers and mechanical rooms.	<input type="checkbox"/>	<input type="checkbox"/>
b) The proposed variance(s)	<input type="checkbox"/>	<input type="checkbox"/>

Note: Additional documentation may be required from the applicant after Town staff have reviewed the submitted application.

Applicant Signature
 (confirming that all information provided is correct)

Date

Staff member reviewing application completeness

Date deemed to be complete

OFFICE USE ONLY

Approval: YES/NO (circle one)

Date: _____

Expiration date (if approved): _____