

# INTENSIFICATION/ CHANGE OF USE PERMIT APPLICATION

*Planning & Development | Town of High River*

Pre-application meetings are **required** for a **discretionary** Intensification/Change of Use permit and are **not required** for a **permitted** Intensification/Change of Use permit. The Land Use Bylaw lists the uses in the Land Use Bylaw that are discretionary and permitted in each zone. Staff will determine for you whether the use that you are proposing is discretionary or permitted in the applicable zone. Staff reserve the discretion to require a pre-application meeting if staff believe that the complexity of the application warrants it.

If you would like to book a pre-application meeting or would like to speak with the Planning & Development Services Division before submitting your application, please contact us at [planning@highriver.ca](mailto:planning@highriver.ca) or at 403.652.2110 and we would be pleased to assist you.

Regardless of whether the intensification/change of use is permitted or discretionary, we ask that you fill in the following form. The Town will not require a payment for permitted uses and will keep the application form on file for information tracking purposes. If staff determine that your proposed use is discretionary, you must fill in the following application form, all requirements in the checklist (unless otherwise discussed with staff) and the application fee. **The Town does NOT accept incomplete applications.**

**DATE OF APPROVAL:** \_\_\_\_\_

**DATE OF EXPIRY (if applicable):** \_\_\_\_\_

**CONDITIONS OF APPROVAL?**

YES/NO (circle one)

If yes, please see attached letter

**FOR OFFICE USE ONLY**

**ROLL NO.:** \_\_\_\_\_

**ZONING:** \_\_\_\_\_

**VARIANCE(S) REQUIRED?** YES/NO (circle one)

**DATE ACCEPTED AS COMPLETE:** \_\_\_\_\_

**FILE NO.:** \_\_\_\_\_

**PERMITTED OR DISCRETIONARY** (circle one)

**Is the property within an Area Structure Plan, Area Redevelopment Plan, Area Concept Plan, and / or Neighbourhood Outline Plan?**

If yes, please specify:

\_\_\_\_\_  
\_\_\_\_\_

**PLEASE NOTE:**

If your application includes any elements that **do not comply with Town regulations**, you will need to apply for a variance. Variance Development Permit applications **require** pre-application meetings. Please contact us at 403.652.2110 or at [planning@highriver.ca](mailto:planning@highriver.ca) and we would be pleased to assist you.

Variance applications require a **fee** (\$175) **IN ADDITION** to the base permit application.

**If you are proposing signage, please fill out a signage application form.**

**Possible Common Fees**

<input type="checkbox"/>	<b><i>Change of Use/Intensification of Use:</i></b> \$250
<input type="checkbox"/>	<b><i>Variances:</i></b> An additional \$175
<input type="checkbox"/>	<b><i>Copies of titles and instruments:</i></b> \$15 each

**APPLICANT / AGENT INFORMATION**

Applicant Name:

Mailing Address:

Email:

Telephone/Fax:

**PROPERTY INFORMATION**

Property owner name(s):

Municipal Address of property:

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 *Municipal Government Act*, 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

**RELEASE OF DRAWINGS**

The Town's Land Use Bylaw requires that the Town post the Notices of Decision for discretionary uses, variances, and permitted uses that have been approved with conditions on the [Town's website](#). The Town also posts Notices of Decision for discretionary uses and variances on the subject property. The Notices of Decision include 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 and on the subject property (if applicable) 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

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.

**Items to be submitted unless otherwise discussed with staff:**

<b>ADMINISTRATIVE</b>		
<b>One hard copy AND .pdf (USB key or email – <a href="mailto:planning@highriver.ca">planning@highriver.ca</a>)</b>	<b>CHECK BOX IF ITEM IS BEING PROVIDED</b>	<b>CHECK BOX IF ITEM IS NOT APPLICABLE</b>
a) Applicable 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 <b>if the proposed use is discretionary, requires a variance, involves expanding the building/constructing a new building, or at Town staff's discretion.</b> They can be purchased at <a href="https://alta.registries.gov.ab.ca">https://alta.registries.gov.ab.ca</a> (\$10 each) or you can order them through the Town (\$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. They can be purchased at <a href="https://alta.registries.gov.ab.ca">https://alta.registries.gov.ab.ca</a> (\$10 each) or you can order them through the Town (\$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"/>
<b>WRITTEN SUBMISSIONS</b>		
<b>One hard copy AND .pdf (USB key or email – <a href="mailto:planning@highriver.ca">planning@highriver.ca</a>)</b>	<b>CHECK BOX IF ITEM IS BEING PROVIDED</b>	<b>CHECK BOX IF ITEM IS NOT APPLICABLE</b>
1) Proposal Description		
a) Name of proposed business: _____	<input type="checkbox"/>	<input type="checkbox"/>
b) Description of proposed use: _____ _____ _____	<input type="checkbox"/>	<input type="checkbox"/>
c) Area of building _____ m2 or bay _____ m2	<input type="checkbox"/>	<input type="checkbox"/>
d) Are there any other uses in the building? <input type="checkbox"/> YES <input type="checkbox"/> NO  If yes, please list: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>
e) Describe location in building (if building has more than one occupant) (i.e. first floor, second floor, etc.) _____	<input type="checkbox"/>	<input type="checkbox"/>
f) For <b>Cannabis Stores</b>  One of the concerns raised in the public consultation was potential for crime at Cannabis Stores. High River's Town Plan encourages Crime Prevention through Environmental Design (CPTED). Key strategies of CPTED are as follows:	<input type="checkbox"/>	<input type="checkbox"/>

<ul style="list-style-type: none"> <li>Natural surveillance (maximizing visibility to limit the opportunity for crime): <ul style="list-style-type: none"> <li>Can include lighting design, buildings relatively close to the public realm, etc.</li> </ul> </li> <li>Natural access control (limit the accessibility of certain areas from the public) <ul style="list-style-type: none"> <li>Can include limiting access to storage areas, loading bays, etc. and noting that a security system is in place</li> </ul> </li> </ul> <p>You will likely be implementing crime prevention measures anyway to follow provincial guidelines. <b>As part of the application, please provide a list of crime prevention measures you are implementing.</b></p>		
<p>g) For <b>Cannabis Stores</b></p> <p>The province has prohibited having cannabis products, accessories or any other cannabis related item or material visible from the exterior of the premises. That will typically mean that the windows will need to be covered but it is important that the store still looks aesthetically pleasing.</p> <p>Provide a <b>sketch/explanation on how you plan to cover the windows</b> to meet the province's requirements. If you plan to use logos/signage as part of your window covering design, that will be subject to a signage development permit (found at <a href="http://highriver.ca/development-permits">highriver.ca/development-permits</a>).</p>	<input type="checkbox"/>	<input type="checkbox"/>
<b>SITE PLAN</b>		
<p><b>One 8.5"x11" hard copy of site plan AND .pdf (USB key or email – <a href="mailto:planning@highriver.ca">planning@highriver.ca</a>) certified by a professional advisor showing the following required items in METRIC units</b></p>	<b>CHECK BOX IF ITEM IS BEING PROVIDED</b>	<b>CHECK BOX IF ITEM IS NOT APPLICABLE</b>
<p>1) Site plan showing:</p>		
<p>a) Footprints of all existing and proposed buildings and structures indicating the location of the changing or intensifying use.</p>	<input type="checkbox"/>	<input type="checkbox"/>

**If you are proposing signage, please fill out a signage application form.**

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

<p>_____</p> <p><b>Applicant Signature</b> (confirming that all information provided is correct)</p>	<p>_____</p> <p><b>Date</b></p>
<p>_____</p> <p><b>Staff member reviewing application completeness</b></p>	<p>_____</p> <p><b>Date deemed to be complete</b></p>

**OFFICE USE ONLY**

Approval: YES/NO (circle one)

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