



**Office Use Only**

Submission Date:

Roll:

File:

**Development Permit Application**

**LETTER OF COMPLIANCE**

(Please print and complete ENTIRE form)

**SITE ADDRESS**

Complete Civic Address: \_\_\_\_\_

Legal Land Description: \_\_\_\_\_ Zoning: \_\_\_\_\_

**APPLICANT**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

**PROPERTY OWNER**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

**LETTER OF COMPLIANCE REQUIREMENT LIST**

- ☐ 1. A letter outlining the information/permits you are requesting, which could include
- Zoning
  - Outstanding Permits
  - Permits
  - Supporting Documents of Existing/Approved Use of site
- ☐ 2. Letter of Authorization from all property owners registered on title, including contact information.

**Applicant:**

- I am aware that this application will be reviewed by Planning & Economic Development, and may be delayed or refused if the application and/or any information is incomplete.
- I am aware that this application may take a minimum of five (5) business days to complete.

**Signature of this document indicates your acknowledgment of the above requirements.**

\_\_\_\_\_  
Name of Applicant (please print)

\_\_\_\_\_  
Signature of Applicant

The Town of Ponoka collects personal information, including name and contact information, for the purpose of providing programs, services and contacting customers in this regard. The Town of Ponoka is authorized to collect this personal information under section 33 of the Freedom of Information and Protection of Privacy Act and by section 617 of the Municipal Government Act. Please contact Development Services at the Town offices at 200, 5604-50 Street, Ponoka, Alberta, or phone 403-783-4431 if you have any questions about this collection of information.