



**Office Use Only**

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

Roll: \_\_\_\_\_

File: \_\_\_\_\_

**Development Permit Application**  
**COMMERCIAL/INDUSTRIAL/INSTITUTIONAL/MIXED USE**

(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: \_\_\_\_\_

**PROPOSED DEVELOPMENT**

\_\_\_\_\_

\_\_\_\_\_

**OFFICE USE ONLY**

\_\_\_\_\_

\_\_\_\_\_

**SEE REVERSE FOR REQUIRED DOCUMENTS**

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.

### PERMIT REQUIREMENT LIST

Depending on the type of development, some requirements and information may not apply.  
All application requirements are as per the Town of Ponoka *Land Use Bylaw*.

- 1. Site Plan, (metric, to scale, 11" x 17"). A digital copy (PDF) may be requested. The Site Plan shall include:**
  - North Arrow
  - Property lines shown and labelled
  - Location of building(s) in relation to property lines; including front, rear, and side yard setbacks
  - Location, dimensions, and number of on-site parking areas
  - All easements and right-of-ways shown and labelled
  - Location of retaining walls and fences (existing and proposed)
  - Location and labelling of all abutting streets, lanes, highways, road right-of-ways, and sidewalks
  - Location of all fire hydrants (existing and proposed)
  - Location of all garbage/recycling enclosures
  - Location of loading facilities
  - Location of existing and proposed transit stops
  - Date of plan
  
- 2. Information as per Section 10 of the Engineering & Development Guidelines. A digital copy (PDF) may be requested.**
  - Drawings showing storm water management, site grading, existing and proposed utilities
  
- 3. Elevation Plan, (metric, to scale, 11" x 17"). A digital copy (PDF) may be requested. The Elevation Plan shall include:**
  - Coloured elevations of each face of the building(s)
  - Appearance of all fences (existing and proposed) on the site
  - Description of exterior finishing materials
  - Appearance of all garbage/recycling enclosures
  - Building height from grade, and number of stories
  - Date of plan
  
- 4. Building Floor Plan, showing proposed use(s) and dimensions of each room. A digital copy (PDF) may be requested.**
  
- 5. Landscaping Plan, that shall include:**
  - The location of all existing and proposed landscaping, including trees, shrubs, and grasses;
  - Any existing landscaping to be removed; and
  - The number, size and species of all proposed trees and shrubs
  
- 6. Letter of Authorization from all property owners registered on title, including contact information.**
  
- 7. Letter of Intent providing a detailed description of the proposed development.**
  
- 8. Certificate of Title dated within the last thirty (30) days.**
  - Copies of Restrictive Covenants must also be provided
  
- 9. If the building/addition is greater than 47 m<sup>2</sup>, information from the Alberta Energy Regulator (AER) pertaining to any abandoned oil or gas wells on or within 25 m of the site boundary. Visit [www.geodiscover.alberta.ca](http://www.geodiscover.alberta.ca).**

**Applicant:**

- I am aware that this proposal will be reviewed by Planning and Economic Development, and may be delayed or refused if the application and/or information provided is incomplete.
- I understand that additional information may be required after the permit application has been submitted.
- I understand if the proposed development is located within an area where development constraints exist, (e.g. operating or non-operating landfill, escarpment, overhead utilities, etc.) additional information and/ or reports may be required.
- I understand that this permit application may be refused if the proposed development does not conform to the *Land Use Bylaw* and/or amendments.

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

\_\_\_\_\_

Name of Applicant (please print)

\_\_\_\_\_

Signature of Applicant