

**NUMBER: C-012**  
**SUBJECT: MOBILE HOME DEVELOPMENT PERMIT POLICY**  
**DEPARTMENT: COUNCIL – GENERAL**  
**EFFECTIVE: JUNE 2007**

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**PRIOR to a Mobile Home moving *IN* to a Mobile Home Park:**

1. The fee for a Development Permit application shall be **\$75.00 payable PRIOR** to the Development Permit application decision.
  
2. A complete Development Permit application must contain:
  - completed application form, ***signed by legal landowner and applicant***,
  - applicable development permit fee (non-refundable),
  - legible **SITE PLAN** that shall be drawn to scale showing:
    - setbacks to **ALL** property lines, north arrow, and scale,
    - location of **ALL** existing and proposed structures or additions, including porches, balconies, decks, and eave overhangs,
    - names/numbers of adjacent streets, avenues, and highways,
    - height of highest point of structure above final grade,
    - height of porches, balconies and decks above final grade
    - any other applicable requirements the Development Officer may require
  
3. A Building Permit shall also be required. Contact Superior Safety Codes Inc., (403) 999-8552 or 1-888-717-2344. Application forms are available at the Town of Coaldale Administration Office or can be downloaded from Superior Safety Codes Inc. website page; [www.superiorsafetycodes.com](http://www.superiorsafetycodes.com)

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**PRIOR to a Mobile Home moving *OUT* of a Mobile Home Park:**

1. The fee for a Development Permit application for **NOTIFICATION OF DEMOLITION/REMOVAL** shall be **\$25.00 payable PRIOR** to the mobile home being removed from the property.