

# WHAT YOU SHOULD KNOW BEFORE YOU BUILD

## WHAT SHOULD I KNOW BEFORE APPLYING FOR A DEVELOPMENT PERMIT?

Determine the Land Use District and if the site is appropriate for your proposal. Review the Land Use Bylaw regulations that apply to the property you are interested in. Meet with the Development Officer, Planner, or Town of Coaldale staff at an **EARLY** stage in your project, this will save you time, money, and frustration by knowing sooner than later what **ALL** is required or time constraints.

## A COMPLETED DEVELOPMENT APPLICATION WILL INCLUDE:

A completed application form, signed by legal landowner and applicant

Applicable Development Permit fee (non-refundable)

Two (2) complete sets of blue prints that shall be computer generated OR drawn to scale

Legible **SITE PLAN** that shall be computer generated, and/or drawn to scale showing:

- Setbacks to **ALL** property lines, north arrow row, 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;
- Grade/elevation detail;
- 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

Applicable refundable security fees, **if required.**

## WHAT HAPPENS TO MY COMPLETED APPLICATION?

- The application is compared to the Land Use Bylaw. If the development is a **“Permitted Use”** and complies with **ALL** the requirements of the Bylaw, then the Development Officer may issue a permit.
- If a development is a **“Discretionary Use”** such as a Moved-In Building in the Residential—R-1A district, the application is forwarded to the Municipal Development Authority (MDA) and circulated to all affected adjacent landowners. The MDA is composed of three (3) Town Councilors and two (2) citizen members, who will evaluate the application and render a decision.

## IS THE MUNICIPAL DEVELOPMENT AUTHORITY OR DEVELOPMENT OFFICER’S DECISION FINAL?

The Decision of the MDA or the Development Officer may be appealed within 14 days from the issuance of the Notice of Decision. Development should not commence prior to the end of the appeal period. An appeal may be launched by either the applicant or a person affected by the decision. A body has been established to hear appeals called the Inter-municipal Subdivision & Development Appeal Board. After a Hearing, a Development Appeal Board may uphold the Decision, overturn the Decision, or vary the Decision in any way.