



## DEVELOPMENT PERMIT APPLICATION CHECKLIST

The following requirements must be included with your Development Permit Application. Submissions without all necessary requirements will be deemed incomplete and will not be processed until all items have been included.

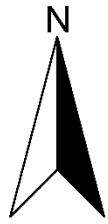
**All plans shall be submitted as one (1) legible paper copy and/or in digital form (pdf)**

**Please [v] all that are included within the submitted application package.**

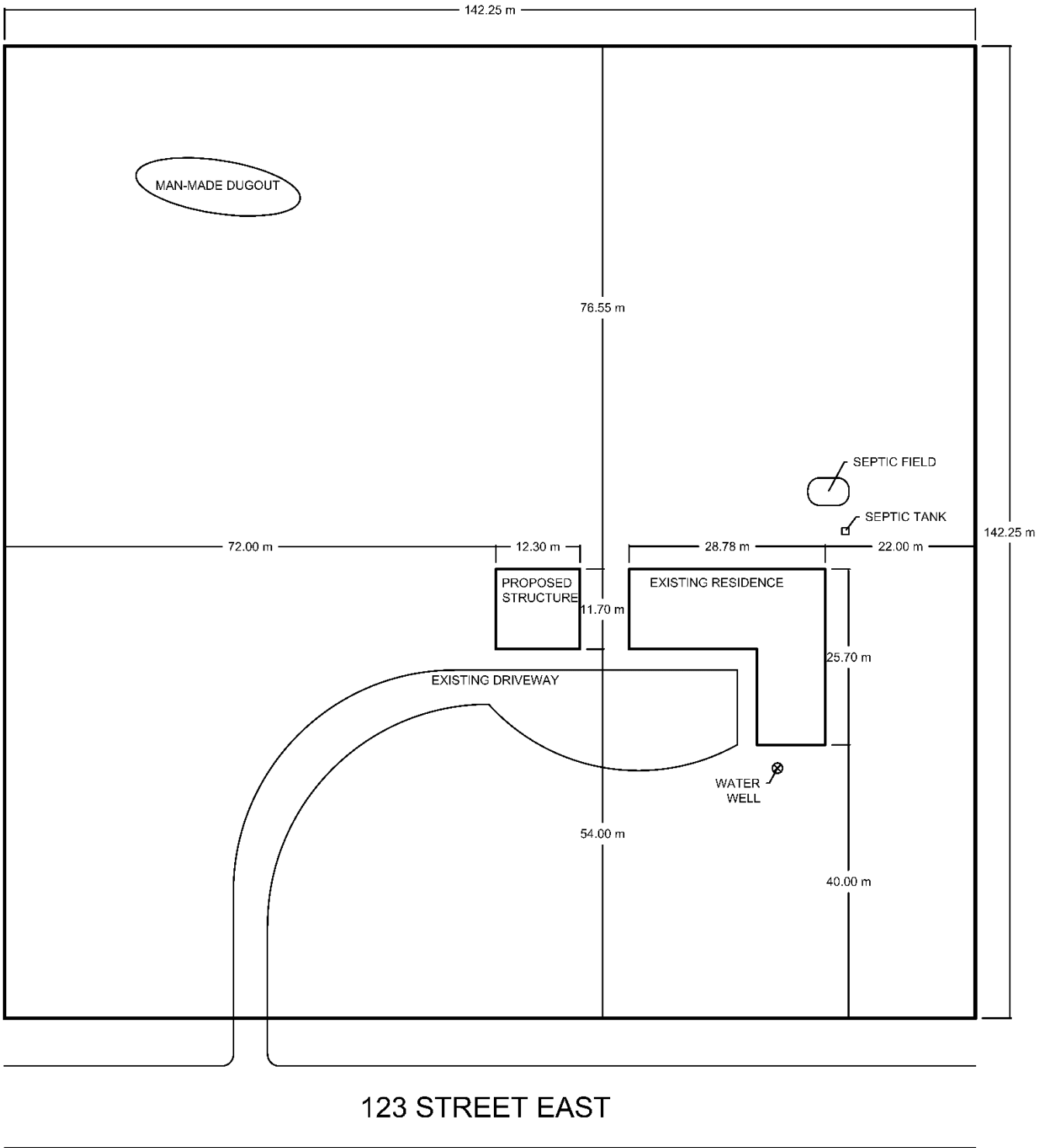
**Applications to be submitted to [planning@foothillscountyab.ca](mailto:planning@foothillscountyab.ca)**

<input type="checkbox"/>	<p><b>Pre-Application Meeting Completed (if required)</b></p> <p>This meeting is required for all development permit applications for lands identified within the Plan Area of the Highway 2A Industrial Area Structure Plan. This meeting may also be required for lands identified within the Plan Area of an Intermunicipal Development Plan.</p>
<input type="checkbox"/>	<p><b>Completed Application Form and Checklist</b></p> <p>The Development Permit Application form is to be completed in full and signed by the registered owner of the land.</p>
<input type="checkbox"/>	<p><b>Development Permit Topic Sheet Requirements</b></p> <p>All information and documentation must be provided as per the Development Permit Topic Sheet specific to the use being applied for. To obtain the appropriate topic sheet please visit our website:  <a href="https://www.foothillscountyab.ca/development/land-use/development-information-brochures-cheat-sheets">https://www.foothillscountyab.ca/development/land-use/development-information-brochures-cheat-sheets</a></p>
<input type="checkbox"/>	<p><b>Letter of Authorization (if required)</b></p> <p>Signed by the registered landowner(s) authorizing person(s) to act on their behalf (if not the Applicant).</p>
<input type="checkbox"/>	<p><b>Affidavit or Corporate/Company Seal (if required)</b></p> <p>An affidavit or corporate seal is required when the registered owner identified on the certificate of title is listed as a corporation/company. If you have a seal, please affix your seal to every place where your signature is required.</p>
<input type="checkbox"/>	<p><b>Application Fees</b></p> <p>Current Fees Schedule: <a href="https://www.foothillscountyab.ca/sites/default/files/2023-11/2023%20Fee%20Bylaw%20Amendments.pdf">https://www.foothillscountyab.ca/sites/default/files/2023-11/2023%20Fee%20Bylaw%20Amendments.pdf</a></p>
<input type="checkbox"/>	<p><b>Site Plan of the Proposed Development (example on reverse side of this page)</b></p> <p>Plan must illustrate the following (if applicable):</p> <ul style="list-style-type: none"> <li>• the entire parcel and any other land that may be used in conjunction with the parcel for the proposed use. If additional lands are owned by others, must include names and signed consent for proposed development;</li> <li>• dimensions/size of the parcel;</li> <li>• existing or proposed setbacks, easements, or rights of way;</li> <li>• the location of all existing and proposed buildings, wells, septic tanks, disposal fields, dugouts, lagoons, culverts, approaches, and crossings that may be used in conjunction with proposed development;</li> <li>• dimensions and setbacks to property lines of all existing and proposed buildings and structures;</li> <li>• any significant natural features on or adjacent to the parcel</li> <li>• identify adjacent roads and highways</li> <li>• site plan orientated so north arrow is at the top of page</li> </ul>
<input type="checkbox"/>	<p><b>Abandoned Oil/Gas Well Form</b></p> <p>This form is to be completed in full and signed by the registered owner(s) of the lands or duly authorized agent. This is a requirement of the Alberta Energy Regulator (AER).</p>
<input type="checkbox"/>	<p><b>Alberta Transportation Roadside Development Permit Application (if required)</b></p> <p><b>PLEASE BE ADVISED THAT IF YOUR PARCEL IS WITHIN 300 METRES OF A PROVINCIAL HIGHWAY OR 800 METRES TO A PROVINCIAL HIGHWAY INTERSECTION YOUR APPLICATION WILL BE CIRCULATED TO ALBERTA TRANSPORTATION AND MAY BE SUBJECT TO A ROADSIDE DEVELOPMENT PERMIT.</b></p> <p>To determine if this is required, please contact/visit:          403-297-6311 or <a href="http://www.transportation.alberta.ca/613.htm">http://www.transportation.alberta.ca/613.htm</a></p>
<input type="checkbox"/>	<p><b>Other Requirements (attach separate page detailing additional submitted documentation)</b></p> <p>All requirements specific to the Development Permit in question must accompany the application. To determine other requirements please review Section 4.3 and Appendix A of the County's Land Use Bylaw 40/2016, which can be viewed on the County's website <a href="http://www.foothillscountyab.ca">www.foothillscountyab.ca</a></p>

**NOTE: ADDITIONAL ITEMS MAY BE REQUESTED UPON RECEIPT AND REVIEW OF THE APPLICATION**



**EXAMPLE SITE PLAN:**





**PART 3 SITE INFORMATION**

Area Of Lot: (In Acres Or Hectares) \_\_\_\_\_

Size Of Proposed Building: \_\_\_\_\_ Height: \_\_\_\_\_

Is There A Dwelling (Residence) On The Site: Yes \_\_\_\_ No \_\_\_\_ If Yes, How Many? \_\_\_\_\_

Utilities Presently On Site: \_\_\_\_\_

Are There Sour Gas Or High Pressure Facilities On Site? \_\_\_\_\_

Utilities Proposed: \_\_\_\_\_

Other Land Involved In Application: \_\_\_\_\_

DISCLAIMER: Please note that the personal information collected on this form is authorized under the Municipal Government Act and is required for the purpose of the County's Planning and Development processes. This information may also be shared with appropriate government agencies and may also be kept on file by those agencies. The application and related file contents will become available to the public and are subject to the provisions of the Freedom of Information and Protection of Privacy Act (FOIP). if you have any questions about the collection and use of this information, please contact the FOIP Coordinator at 403-652-2341.

**PART 4 DEVELOPMENT**

Specify other supporting material attached that forms part of this application. (e.g., Site Plan, Plot Plan, Architectural Drawings, etc.):

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

Estimated Date of Commencement: \_\_\_\_\_ Estimated Date of Completion: \_\_\_\_\_

I, \_\_\_\_\_

hereby certify that I am:

- The Registered Owner; or
- Authorized to act on behalf of the Registered Owner

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

**RIGHT OF ENTRY**

I, being the owner or person in possession of the above described land and any building thereon, hereby consent to an authorized person designated by Foothills County to enter upon the land for the purpose of inspection during the processing of this application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner or Authorized Agent

**FOR OFFICE USE ONLY**

- 1. Land use district: \_\_\_\_\_
- 2. Listed as a permitted/discretionary use: \_\_\_\_\_
- 3. Meets setbacks: \_\_\_\_\_ Yes \_\_\_\_\_ No If "NO", deficient in \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 4. Other information: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PART 5 DECISION**

Date of Decision: \_\_\_\_\_ Date Application Accepted: \_\_\_\_\_

This Development Permit Application is:

- APPROVED
- APPROVED subject to the attached conditions
- REFUSED for the attached reasons

Notice of Decision Advertised: \_\_\_\_\_

Date of Issuance of Development Permit: \_\_\_\_\_

\_\_\_\_\_  
Development Officer

**NOTE: Development must commence within 12 months of the date of the Date of Issuance of the Permit and be completed within 24 months of the Date of Issuance, unless otherwise stated in the Development Officer's decision.**



# ABANDONED WELL SITES

## Foothills County

309 Macleod Trail, Box 5605, High River, AB T1V 1M7 Tel: 403-652-2341 Fax: 403-652-7880

The location of oil and gas wells that are being drilled or are actively producing is evident, both from the surface and through a notation on the land title. Abandonment of an oil and gas well occurs by rendering the well incapable of flow and placing a cap over the casing approximately one meter below the surface. After surface reclamation is complete and a certificate is issued by Alberta Environment, the well site lease notation may be removed from the title. At this point, there is nothing visible on the surface or on the title to indicate the presence of an abandoned well.

Council and staff give serious consideration to information pertaining to abandoned well sites when evaluating applications for subdivision, land use amendment or redesignation, development permits, and building permits.



***The Alberta government has recently introduced new requirements for developers and property owners relating to abandoned wells.***

Effective November 1<sup>st</sup> 2012, subdivision and development applications must be accompanied by documentation from the Alberta Energy Regulator (AER) indicating the presence or absence of abandoned wells on-site. If abandoned wells do exist on-site, subdivision and development applications must show exactly where the wells exist, what the setback distances are (if setbacks are required) and how they have been taken into account. To assist applicants in collecting the required information, the AER has released an 'Abandoned Well Map Viewer' that provides the location, name of the licensee, and status of abandoned wells across Alberta. The viewer is available at:

<https://extmapviewer.aer.ca/AERAbandonedWells/Index.html>

Through use of the viewer, subdivision and development applications must now contain the following:

1. A map of the search area from the viewer and a statement that there are no wells in the project area or;
2. A list and map identifying the locations of abandoned wells within the search area, including the surface coordinates, as provided by the viewer or Information Services;
3. Written confirmation from the applicant that the licensee responsible for each well has been contacted and the exact well location confirmed;
4. A sketch of the proposed development incorporating the necessary setback area for each well;
5. If the development will result in construction activity within the setback area, a statement confirming that the abandoned wells will be temporarily marked with on-site identification to prevent contact during construction.

The AER Calgary Office can be contacted at:

**AER Calgary (Head Office)**  
 Suite 1000, 250 - 5th St. SW  
 Calgary, AB T2P 0R4  
 Phone: (403) 297-8311  
 Toll Free: 1-855-297-8377  
 Fax: (403) 297-7336  
 Email: [inquiries@aer.ca](mailto:inquiries@aer.ca)

***This form shall accompany all applications for Land use, Subdivisions, Development Permits and Building Permits.***

I, \_\_\_\_\_ being the registered  
 Owner(s) or agent acting on behalf of the registered owner(s)  
 of \_\_\_\_\_  
 (Legal Description)

Do hereby confirm that I have done my due diligence as required by Alberta Municipal Affairs, Foothills County, and the AER by obtaining required information from the 'Abandoned Well Map Viewer" and/or through the AER Information Services, and hereby attach "Schedule A" containing a map of the search area from the viewer and a statement identifying that no abandoned well sites were noted on the above legal description.

\_\_\_\_\_  
 Owner/Agent  
 DATED: this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**OR**

If wells are listed on-site:

I, \_\_\_\_\_ being the registered  
 Owner(s) or agents acting on behalf of the registered owner(s)  
 of \_\_\_\_\_  
 (Legal Description)

Do hereby confirm that I have done my due diligence as required by Alberta Municipal Affairs, Foothills County, and the AER, by obtaining required information from the 'Abandoned Well Map Viewer" and/or through the AER Information Services, and hereby attach "Schedule A" containing a list and map identifying the locations of abandoned wells within the search area, including the surface coordinates, written confirmation that I have contacted the licensee for each well and that the exact location of each well has been confirmed, a sketch of the proposed development incorporating the necessary setback area for each well, and a statement confirming that abandoned wells will be temporarily marked with on-site identification to prevent contact during construction, if the development will result in construction activity within the setback area.

\_\_\_\_\_  
 Owner/Agent  
 DATED: this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

***This form shall accompany all applications for Land use, Subdivisions, Development Permits and Building Permits.***



## LETTER OF AUTHORIZATION

I (We), \_\_\_\_\_ being the owner (s)  
registered on the title of Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_  
NW / NE / SE / SW, Section \_\_\_\_\_, Township \_\_\_\_\_, Range \_\_\_\_\_, W \_\_\_\_\_ M  
give \_\_\_\_\_ permission  
to act on my (our) behalf for the purposes of the Development Permit application affecting  
the above noted property as submitted to the Foothills County.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature





# Credit Card Authorization Form

**Foothills County**

309 Macleod Trail, Box 5605, High River, AB T1V 1M7. Tel: 403-652-2341 Fax: 403-652-7880

[www.foothillscountyab.ca](http://www.foothillscountyab.ca)



**Visa**



**Mastercard**



**American Express**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> <b>Assessment</b>       | <input type="checkbox"/> <b>Gas</b>      | <input type="checkbox"/> <b>Plumbing</b>    |
| <input type="checkbox"/> <b>Business License</b> | <input type="checkbox"/> <b>Mapping</b>  | <input type="checkbox"/> <b>PSDS</b>        |
| <input type="checkbox"/> <b>Electrical</b>       | <input type="checkbox"/> <b>Planning</b> | <input type="checkbox"/> <b>Other</b> _____ |

<b>Card Holder Name:</b>
<b>Business Name:</b>
<b>Invoice #:</b>
<b>Amount:</b>
<b>VISA / MC / AMEX #:</b>
<b>Security Code #</b> (back of card):
<b>Expiry Date:</b>
<b>Phone:</b>
<b>Authorized Signature:</b>

*The personal information on this Credit Card Authorization form is collected for the purpose of processing payments. This information is being collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP). Inquiries about the collection of this information should be directed to the Foothills County FOIP co-ordinator, P.O. Box 5605, High River, Alberta T1V 1M7. Telephone 403-652-2341.*

<b>For Foothills County Office Use Only</b>	
<b>Authorized by:</b>	
<b>Date:</b>	
<b>Receipt #:</b>	