TOWN OF BASSANO

LAND USE BYLAW

Bylaw No. 921/21

Consolidated to Bylaw 949/25, September 2025

Prepared By:

OLDMAN RIVER REGIONAL SERVICES COMMISSION

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Prepared for Town of Bassano

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BYLAW NO. 921/21
TOWN OF BASSANO
IN THE PROVINCE OF ALBERTA

BEING A BYLAW OF THE TOWN OF BASSANO IN THE PROVINCE OF ALBERTA TO ADOPT A LAND USE BYLAW.

WHEREAS Section 639 of the Municipal Government Act requires the passage of a Land Use Bylaw;

AND WHEREAS the Council of the Town of Bassano has determined that the existing Land Use Bylaw no longer aligns with Council direction and wishes to adopt a new Land Use Bylaw for the purposes of:

- updating and establishing standards and procedures regarding the use and development of land within the municipality;
- incorporating updated uses to expand development opportunities and adding new development standards for uses within the Town;
- updating land use districts to implement policies from the Bassano Municipal Development;
- amending the Land Use District Map to reflect land use designations; and
- complying with the provisions of the Municipal Government Act, Revised Statues of Alberta 2000, Chapter M-26, as amended.

AND WHEREAS the land use bylaw is intended to foster orderly growth and development within the Town;

AND WHEREAS the bylaw is adopted in accordance with Section 692 of the Municipal Government Act and the public hearing requirements.

NOW THEREFORE, under the authority and subject to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Town of Bassano in the Province of Alberta duly assembled does hereby enact the following:

1. Bylaw No. 845/13, being the former Land Use Bylaw, and any amendments thereto, is hereby rescinded.
2. Bylaw No. 921/21 comes into effect upon third and final reading hereof.
3. Bylaw No. 921/21 is hereby adopted.

READ a **first** time this 20 day of September, 2021.

Mayor – Ron Wickson

Chief Administrative Officer – Amanda Davis

READ a **second** time this 12 day of October, 2021.

Mayor – Ron Wickson

Chief Administrative Officer – Amanda Davis

READ a **third** time and finally PASSED this 12 day of October, 2021.

Mayor – Ron Wickson

Chief Administrative Officer – Amanda Davis

Town of Bassano Land Use Bylaw No. 921/21 – Amendments

Bylaw No.	Amendment Description	Legal Description	Passed
929/22	“Residential – R1” to “Parks and Recreation – PR”	Lot 13, Block 1, Plan 941 0672 within the SE ¼ Sec 19, TWP 21, RGE 18, W4M	23-Jan-2023
940/24	"Residential Manufactured Home (RM)" to "Parks and Recreation (PR)” “Residential Manufactured Home (RM)" to "Residential (R2)”	Portions of Lot 1, Block 51, Plan 1510415	29-Jul-2024
	"Industrial (I)" to "Public and Institutional (PI)"	Lot 2, Block 2, Plan 0513203	
	No Land Use to "Public and Institutional (PI)"	Portion of Lane between Lot 2, Block 2, Plan 7510019 and Lot 5, Block 2, Plan 0513203	
	No Land Use to "Industrial (I)"	Between Lot 3, Block 2, Plan 7510019 and Lot 5, Block 2, Plan 0513203	
	"Public and Institutional (PI)" to "Industrial (I)"	Lot 1, Block 1, Plan 7510801	
942/24	Addition of “Shipping Container, permanent” as a Discretionary Use (development officer) in Schedule 2, Large Lot Residential – R3 land use district. Amend the use of “Modular home” as a Discretionary Use (development officer) in Schedule 2, Large Lot Residential – R3 to a Permitted Use.		10-Feb-2025
945/25	Amend Schedule 2, Large Lot Residential – R3 Land Use District, Section 5 to reduce the minimum require floor area of a single-unit dwellings as indicated in the table from 167.2 m^2 (1,800 ft^2) to 130.06 m^2 (1,400 ft^2).		10-Mar-2025
949/25	Addition of “Direct Control District – DC” Land Use District to Schedule 2. “Medium Density Residential – R2” to “Direct Control – DC”	Lot 6PUL, Block 52, Plan 1510415	15-Sept-2025

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ADMINISTRATION

1 ADMINISTRATION

This part introduces readers to the Land Use Bylaw, as well as the local Development Authorities and their roles in administering and enforcing the bylaw.

PURPOSE AND APPLICATION

SECTION 1: TITLE

1.1 This bylaw may be cited as the "Town of Bassano Land Use Bylaw".

SECTION 2: PURPOSE

2.1 The purpose of this bylaw is to, amongst other things:

(a) divide the municipality into districts;

(b) prescribe and regulate the use(s) for each district and the intent and purpose for which land and buildings may be used;

(c) establish a method for making decisions on applications for development permits and issuing development permits for a development;

(d) provide the manner in which notice of the issuance of a development permit is to be given; and

(e) implement the Town of Bassano Municipal Development Plan and other statutory plans of the municipality that exist or may be developed.

SECTION 3: EFFECTIVE DATE

3.1 This bylaw shall come into effect upon third and final reading thereof.

SECTION 4: REPEAL OF FORMER BYLAW

4.1 Town of Bassano Land Use Bylaw No. 845/13 and amendments thereto are hereby repealed.

SECTION 5: SEVERABILITY

5.1 If any provision of this bylaw is held to be invalid by a decision of a court of competent jurisdiction, that decision will not affect the validity of the remaining portions.

SECTION 6: COMPLIANCE WITH THE LAND USE BYLAW

6.1 This bylaw shall apply to the entire Town of Bassano, being all lands contained within its corporate boundaries.

6.2 No development, other than those designated in Schedule 3 of this bylaw (Development Not Requiring a Development Permit), shall be undertaken within the Town unless a development application has been approved and a development permit has been issued.

6.3 Notwithstanding subsection 6.2, while a development permit may not be required pursuant to Schedule 3, development shall comply with all regulations of this bylaw.

SECTION 7: COMPLIANCE WITH OTHER LEGISLATION

7.1 Compliance with the requirements of this bylaw does not exempt any person undertaking a development from complying with all applicable municipal, provincial or federal legislation, and respecting any easements, covenants, agreements or other contracts affecting the land or the development.

SECTION 8: RULES OF INTERPRETATION

8.1 Unless otherwise required by the context, words used in the present tense include the future tense; words used in the singular include the plural; and the word person includes a corporation as well as an individual. The Interpretation Act, Chapter I-8, RSA 2000, as amended, shall be used in the interpretation of this bylaw. Words have the same meaning whether they are capitalized or not.

8.2 The written regulations of this bylaw take precedence over any graphic or diagram if there is a perceived conflict.

8.3 The Land Use Districts Map takes precedence over any graphic or diagram in the district regulations if there is a perceived conflict.

8.4 All references to engineering requirements shall be prepared by an engineer registered with the Association of Professional Engineers and Geoscientists of Alberta (APEGA).

SECTION 9: MEASURMENTS AND STANDARDS

9.1 All units of measure contained within this bylaw are metric (SI) standards. Imperial measurements and conversions are provided for information only.

SECTION 10: FORMS, NOTICES AND FEES

10.1 For the purposes of administering the provisions of this bylaw, Council may authorize, by separate resolution or bylaw as may be applicable, the preparation and use of such fee schedules, forms or notices within its discretion as it may deem necessary. Any such fee schedules, forms or notices are deemed to have the full force and effect of this bylaw in execution of the purpose for which they are designed, authorized and issued.

10.2 Application forms and notices are included in Appendix A.

10.3 Fees are included in Appendix D.

10.4 Refund of application fees may require approval of Council, at the discretion of the Development Officer.

10.5 In any case, where the required fee is not listed in the fee schedule, such fee shall be determined by the Development Officer or Municipal Planning Commission and shall be consistent with those fees listed in the schedule for similar developments.

10.6 If development is commenced without a valid development permit, an additional fee, in the amount prescribed under the fee schedule, shall be payable upon application for the development permit.

SECTION 11: APPENDICES

11.1 Appendices A through D attached hereto are for information purposes only and may be amended from time to time as they do not form part of the Town of Bassano Land Use Bylaw.

APROVING AUTHORITIES

SECTION 12: DEVELOPMENT AUTHORITY

12.1 The Development Authority is established in accordance with Town of Bassano Bylaw No. 839/12.

12.2 In the absence of the Development Officer, the following are authorized to act in the capacity of Development Officer:

(a) Municipal Planning Commission;

(b) Chief Administrative Officer; or

(c) a designate(s) in accordance with the *Municipal Government Act (MGA)*.

12.3 The Development Officer is an authorized person in accordance with section 624 of the *MGA*.

12.4 The Development Authority shall perform such powers and duties as are specified:

(a) in the Town of Bassano Municipal Subdivision and Development Bylaw;

(b) in this bylaw;

(c) in the *MGA*;

(d) where applicable, by resolution of Council.

SECTION 13: DEVELOPMENT OFFICER – POWERS AND DUTIES

13.1 The office of the Development Officer is hereby established and such office shall be filled by one or more persons as appointed by resolution of Council.

13.2 The Development Officer:

(a) shall receive and process all applications for development permits and determine whether a development permit application is complete, in accordance with Section 28;

(b) shall maintain, for the inspection of the public during office hours, a copy of this bylaw and all amendments thereto and ensure that copies of the same are available for public purchase;

(c) shall also establish and maintain a register, in which the application made for a development permit and the decision made on the application shall be recorded, and contain any such other information as the Municipal Planning Commission considers necessary;

(d) shall consider and decide on applications for a development permit for:

(i) permitted uses that comply with this Land Use Bylaw;

(ii) permitted uses that request an unlimited variance to any setback and/or a variance of up to, but no more than, 25 percent of any combination of other measurable standards of this bylaw for **new construction;**

(iii) permitted uses that request an unlimited variance to any setback and any other measurable standards of this bylaw for **existing development**;

(iv) discretionary uses identified under "Discretionary Uses – Development Officer" that request an unlimited variance to any setback and/or a variance of up to, but no more than, 25 percent of any combination of other measurable standards of this bylaw for **new construction;**

(v) discretionary uses identified under "Discretionary Uses – Development Officer" that request an unlimited variance to any setback and any other measurable standards of this bylaw for **existing development**;

(vi) permitted uses on existing registered lots where the Municipal Planning Commission granted a variance(s) to the minimum lot width, length and/or area requirements as part of a subdivision approval;

(vii) landscaping;

(viii) fences, walls or other types of enclosures; and

(ix) demolition;

(e) may require that the applicant enter into a development agreement where applicable;

(f) shall refer to the Municipal Planning Commission all development permit applications for which decision making authority has not been assigned to the Development Officer;

(g) may refer any development application to the Municipal Planning Commission for a decision and may refer any other planning or development matter to the Municipal Planning Commission for its review, comment or advice;

(h) shall notify adjacent landowners and any persons who are likely to be affected by a proposed development in accordance with Section 35 of this bylaw;

(i) shall receive, review, and refer any applications to amend this bylaw to Council;

(j) shall issue the written notice of decision and/or development permit on all development permit applications and any other notices, decisions or orders in accordance with this bylaw;

(k) may receive and consider and decide on requests for time extensions for Development Permits which the Development Officer has approved and shall refer to the Municipal Planning Commission those requests which the Municipal Planning Commission has approved;

(l) shall provide a regular report to the Municipal Planning Commission summarizing the applications made for a development permit and the decision made on the applications, and any other information as the Municipal Planning Commission considers necessary; and

(m) shall perform any other powers and duties as are specified in this bylaw, the Municipal Planning Commission Bylaw, the *MGA* or by resolution of Council.

SECTION 14: MUNICIPAL PLANNING COMMISSION

14.1 The Municipal Planning Commission may exercise only such powers and duties as are specified in the *MGA*, the Municipal Planning Commission Bylaw, this bylaw, or by resolution of Council.

14.2 The Municipal Planning Commission shall be responsible for:

(a) considering and deciding upon development permit applications referred by the Development Officer;

(b) providing recommendations on planning and development matters referred by the Development Officer or Council;

(c) considering and deciding upon requests for time extensions on development permit applications referred by the Development Officer;

(d) considering and deciding upon applications for subdivision approval;

(e) processing condominium certificates; and

(f) any other powers and duties as are specified in this bylaw, the Municipal Planning Commission Bylaw, the *MGA* or by resolution of Council.

SECTION 15: COUNCIL

15.1 Council shall be responsible for considering and deciding upon development permit applications within any Direct Control district, except where the decision making authority has been delegated to the Development Officer or Municipal Planning Commission.

15.2 Council shall be responsible for considering and deciding upon requests for time extensions on subdivision approvals in accordance with section 657 of the *MGA*.

15.2 Council shall be responsible for considering all proposed amendments to this bylaw as outlined in Section 49 and 51.

SECTION 16: SUBDIVISION AND DEVELOPMENT APPEAL BOARD (SDAB)

16.1 The SDAB is established by separate bylaw (Bylaw No. 905/20) pursuant to the *MGA*, and may exercise such powers and duties as are specified in this bylaw, the *MGA* and the Subdivision and Development Appeal Board Bylaw.

SECTION 17: SUBDIVISION AUTHORITY

17.1 The Subdivision Authority is authorized to make decisions on applications for subdivisions pursuant to the Subdivision Authority Bylaw, and may exercise only such powers and duties as are specified:

(a) in the municipality's Subdivision Authority Bylaw;

(b) in this bylaw;

(c) by resolution of Council.

17.2 The Subdivision Authority may delegate, through any of the methods described in subsection 17.1 above, to any individual, municipal staff, or a regional services commission, any of its required functions or duties in the processing of subdivision applications. In respect of this:

(a) the delegation of duties by the Subdivision Authority may include the authorized entity being responsible for determining the completeness of a submitted subdivision application;

(b) the Subdivision Authority delegate is authorized to carry out the application process with subdivision applicants as described in the Subdivision Rules and Procedures portion of this bylaw (Sections 52 to 56), including the task of sending all required notifications to applicants as stipulated.

DEVELOPMENT IN GENERAL

SECTION 18: LAND USE DISTRICTS

18.1 The Town of Bassano is divided into those land use districts shown in Schedule 1 on the Land Use Districts Map.

18.2 The one or more uses of land or buildings that are:

(a) permitted uses in each district, with or without conditions; or

(b) discretionary uses in each district, with or without conditions;

are described in Schedule 2, Section 2: Use Comparison Table.

18.3 A land use that is not listed as a permitted or discretionary use but which is reasonably similar in character and purpose to a permitted or discretionary use in that district may be deemed a similar use by the Development Authority in accordance with Section 31, Similar Use.

18.4 A land use not listed as a permitted or discretionary use or not deemed a similar use, in a district is a prohibited use and shall be refused.

SECTION 19: SUITABILITY OF SITES

19.1 Notwithstanding that a use of land may be permitted or discretionary or considered similar in nature to a permitted or discretionary use in a land use district, the Development Authority, as applicable, may refuse to approve a subdivision or issue a development permit if the Development Authority is made aware of or if in their opinion, the site of the proposed building or use:

(a) does not have safe legal and physical access to a maintained road in accordance with the Land Use Bylaw, other municipal requirements or those of Alberta Transportation if within 300 m (984 ft) of a provincial highway or 800 m (2,625 ft) from the centre point of an intersection of a controlled highway and a public road;

(b) has a high water table or soil conditions which make the site unsuitable for foundations and/or sewage disposal systems in accordance with the provincial regulations;

(c) is situated on an unstable slope;

(d) consists of unconsolidated material unsuitable for building;

(e) does not comply with the requirements of the Provincial Land Use Policies, Regional Plan, Subdivision and Development Regulation or any other applicable statutory plans;

(f) is situated over an active or abandoned coal mine or oil or gas well or pipeline;

(g) is unsafe due to contamination by previous land uses;

(h) does not meet the minimum setback requirements from a sour gas well or bulk ammonia storage facility;

(i) does not have adequate water and sewer provisions;

(j) does not meet the lot size and/or setback requirements or any other applicable standards or requirements of the Town of Bassano Land Use Bylaw;

(k) is subject to any easement, caveat, restrictive covenant or other registered encumbrance which makes it impossible to build on the site.;

(l) is subject to flooding, subsidence or erosion;

(m) is located within the future road right-of-way or road alignment identified in an approved Conceptual Design Scheme, an adopted Area Structure Plan, Town of Bassano Transportation Master Plan, or other adopted statutory plan.

19.2 Nothing in this section shall prevent the Development Officer or Municipal Planning Commission, as applicable, from issuing a development permit if the Development Officer or Municipal Planning Commission is satisfied that there is no risk to persons or property or that these concerns will be met by appropriate engineering measures or other mitigating measures and approvals from provincial and/or federal agencies have been obtained, as applicable.

SECTION 20: NUMBER OF DWELLING UNITS ON A PARCEL

20.1 No more than one dwelling unit shall be constructed or located or caused to be constructed or located on a parcel except as provided for in the land use district for which the application is made (e.g. accessory dwelling unit, dwelling group, two unit dwellings, multi-unit dwellings, manufactured home park, as permitted in the applicable land use district).

SECTION 21: NON-CONFORMING BUILDINGS AND USES

21.1 A non-conforming building or use may only be continued in accordance with the conditions detailed in section 643 of the *MGA*.

SECTION 22: DEVELOPMENT ON NON-CONFORMING SIZED LOTS

22.1 Development on an existing registered non-conforming sized lot that does not meet the minimum requirements for lot length, width or area specified in the applicable land use

district in Schedule 2 may be permitted at the discretion of the Municipal Planning Commission.

22.2 The Development Officer is authorized to permit development on existing registered non-conforming sized lots for permitted uses where the Municipal Planning Commission issued a variance(s) to the minimum requirements for lot length, width and/or area as part of a subdivision approval.

SECTION 23: NON-CONFORMING VARIANCES

23.1 The Municipal Planning Commission is authorized to exercise minor variance powers with respect to non-conforming buildings pursuant to section 643(5)(c) of the *MGA*.

SECTION 24: DEVELOPMENT AGREEMENTS

24.1 The Development Authority may require, with respect to a development, that as a condition of issuing a development permit, the applicant enter into an agreement with the municipality, pursuant to section 650(1) of the *MGA*, to do any or all of the following:

(a) to construct or pay for the construction of a road required to give access to the development;

(b) to construct or pay for the construction of a pedestrian walkway system to serve the development and/or connect with existing or proposed pedestrian walkway systems that serve adjacent development;

(c) to install or pay for the installation of public utilities, other than telecommunication systems or works, that are necessary to serve the development;

(d) to construct or pay for the construction of off-street, or other parking facilities and/or loading and unloading facilities;

(e) to pay an off-site levy or redevelopment levy; and/or

(f) to give security to ensure that the terms of the agreement under this section are carried out.

24.2 The Subdivision Authority may require, with respect to a subdivision that as a condition of issuing an approval for a subdivision, the applicant enter into an agreement with the municipality, pursuant to section 655(1)(b) of the *MGA*.

24.3 An agreement referred to in this section may require the applicant for a development permit or subdivision approval to oversize improvements in accordance with section 651 of the *MGA*.

24.4 A municipality may register a caveat under the *Land Titles Act* with respect to an agreement under this section against the certificate of title for the land that is the subject of the development, or for the parcel of land that is the subject of the subdivision.

24.5 If a municipality registers a caveat under this section, the municipality must discharge the caveat when the agreement has been complied with.

24.6 As a condition of subdivision approval, all development agreements may be registered at Land Titles concurrently by caveat onto individual lots being created.

24.7 The Developer shall be responsible to pay to the Town all legal and engineering costs, fees, expenses and disbursements incurred by the Town through its solicitors and engineers for all services rendered in connection with the preparation, fulfillment, execution and enforcement of the development agreement.

DEVELOPMENT PERMIT RULES AND PROCEDURES

SECTION 25: DEVELOPMENT PERMIT – WHEN REQUIRED

25.1 Except as otherwise provided for in Schedule 3 (Development Not Requiring a Development Permit), all development shall be required to obtain a development permit.

25.2 In addition to meeting the requirements of this bylaw, it is the responsibility of the applicant to ascertain, obtain and comply with all other approvals and licenses that may be required by other federal, provincial or municipal regulatory departments or agencies.

SECTION 26: DEVELOPMENT NOT REQUIRING A DEVELOPMENT PERMIT

26.1 This subsection does not negate the requirement of obtaining all required permits, as applicable, under the *Safety Codes Act* and any other Provincial or Federal statutes.

26.2 This subsection does not negate the requirement of obtaining a business license where required.

26.3 Developments not requiring a municipal development permit are listed in Schedule 3 (Development Not Requiring a Development Permit).

26.4 Signs not requiring a municipal development permit are listed in Schedule 6, Section 1.

26.5 If there is a question as to whether a development permit is required for a particular use, the matter shall be referred to the Municipal Planning Commission for a determination.

SECTION 27: DEVELOPMENT PERMIT APPLICATION

27.1 An application for a development permit shall be made to the Development Officer by submitting:

(a) a completed development permit application, signed by the registered owner or authorized by the owner pursuant to subsection 27.2;

(b) the prescribed fee, as set by Council;

(c) a description of the existing and proposed use of the land, building(s) and/or structures and whether it is a new development, an alteration/addition, relocation or change of use and whether the use is temporary in nature;

(d) a site plan acceptable to the Development Officer indicating:

(i) the location of all existing and proposed buildings and structures and registered easements or rights-of-way, dimensioned to property lines and drawn to a satisfactory scale;

(ii) existing and proposed parking and loading areas, driveways, abutting streets, avenues and lanes, and surface drainage patterns;

(iii) where applicable, the location of existing, abandoned and proposed wells, septic tanks, disposal fields, culverts and crossings;

(iv) any additional information as may be stipulated in the standards of development;

(v) any such other information as may be required by the Development Officer or Municipal Planning Commission to evaluate an application including but not limited to: conceptual design schemes, landscaping plans, building plans, storm water management/drainage plans, servicing and infrastructure plans, soil analysis, geotechnical reports and/or other reports regarding site suitability, Real Property Report or a surveyors sketch, elevations, traffic studies, and Environmental Impact Assessment; and

(e) any additional information as may be stipulated in the use-specific standards.

27.2 An application for a development permit must be made by the registered owner of the land on which the development is proposed. An application may be made by a person who is not the registered owner of the land only with written consent of the owner. The Development Officer may request a current title documenting ownership and copies of any registered encumbrance, lien or interest registered on title.

SECTION 28: DETERMINATION OF COMPLETE DEVELOPMENT PERMIT APPLICATION

28.1 A Development Officer shall, within 20 days after the receipt of an application in accordance with Section 27 for a development permit, determine whether the application is complete.

28.2 An application is complete if, in the opinion of the Development Officer, the application contains the documents and other information necessary to review the application.

28.3 The time period referred to in subsection 28.1 may be extended by an agreement in writing between the applicant and the Development Officer.

28.4 If the Development Officer does not make a determination referred to in subsection 28.1 within the time required under subsection 28.1 or 28.3, the application is deemed to be complete.

28.5 If a Development Officer determines that the application is complete, the Development Officer shall issue to the applicant a written Notice of Completeness acknowledging that the application is complete, delivered by hand, mail or electronic means.

28.6 If the Development Officer determines that the application is incomplete, the Development Officer shall issue to the applicant a written notice indicating that the application is incomplete and specifying the outstanding documents and information to be provided, including but not limited to those required by Section 27. A submittal deadline for the outstanding documents and information shall be set out in the notice. A later date may be agreed on between the applicant and the Development Officer in writing to extend the deadline.

28.7 When the Development Officer determines that the information and documents required to be submitted under subsection 28.6 are complete, the Development Officer shall issue to the applicant a written Notice of Completeness acknowledging that the application is complete, delivered by hand, mail or electronic means.

28.8 If the required documents and information under subsection 28.6 have not been submitted to the Development Officer within the timeframe prescribed in the notice issued under subsection 28.6, the Development Officer shall return the application to the applicant accompanied by a written Notice of Refusal stating the application is deemed refused and the reasons for refusal.

28.9 Despite issuance of a Notice of Completeness under subsection 28.5 or 28.7, the Development Authority, in the course of reviewing the application, may request additional information or documentation from the applicant that the Development Authority considers necessary to review the application.

SECTION 29: PERMITTED USE APPLICATIONS

29.1 Upon receipt of a complete application for a development permit for a permitted use that conforms with this bylaw, the Development Officer:

(a) shall approve a development permit with or without conditions; or

(b) may refer the application to the Municipal Planning Commission for a decision.

29.2 Upon receipt of a complete application for a permitted use that requests a variance to any measurable standard of this bylaw, the Development Officer:

(a) may grant an unlimited variance to any setback and/or a variance of up to, but no more than, 25 percent of any combination of other measurable standards of this bylaw for **new construction** and approve the development permit with or without conditions if, in the opinion of the Development Officer, the variance would not

unduly interfere with the amenities of the neighbourhood or materially interfere with or affect the use, enjoyment or value of neighbouring parcels of land; or

(b) may grant an unlimited variance to any setback and any other measurable standards of this bylaw for **existing development** and approve the development permit with or without conditions if, in the opinion of the Development Officer, the variance would not unduly interfere with the amenities of the neighbourhood or materially interfere with or affect the use, enjoyment or value of neighbouring parcels of land; or

(c) will refer any application for a variance or variances which exceeds the percentages outlined in (a) above to the Municipal Planning Commission for a decision; or

(d) may refer the development application involving any request for a variance to any measurable standard of this bylaw to the Municipal Planning Commission for a decision; or

(e) refuse to approve the development permit, stating reasons.

29.3 Upon receipt of a complete application for a permitted use that requests a variance(s) exceeding 25 percent of any measurable standard or combination of measurable standards of this bylaw, or a variance of any other bylaw provision the Development Officer shall refer the application to the Municipal Planning Commission for a decision pursuant to Section 34 (Applications Requesting Variance of Bylaw Provisions).

29.4 The Development Officer or the Municipal Planning Commission may place any of the following conditions on a development permit for a permitted use:

(a) requirement for applicant to enter into a development agreement;

(b) payment of any applicable off-site levy or redevelopment levy;

(c) geotechnical investigation to ensure that the site is suitable in terms of topography, soil characteristics, flooding, subsidence, mass wasting and erosion;

(d) alteration of a structure or building size or location to ensure any setback requirements of this Land Use Bylaw or the Subdivision and Development Regulation can be met;

(e) any measures to ensure compliance with the requirements of this Land Use Bylaw or any other statutory plan adopted by the Town of Bassano;

(f) easements and/or encroachment agreements;

(g) provision of public utilities, other than telecommunications systems or works, and vehicular and pedestrian access;

(h) repairs or reinstatement of original condition of any street furniture, curbing, sidewalk, boulevard landscaping and tree planting which may be damaged or destroyed or otherwise altered by development or building operations upon the site, to the satisfaction of the Development Authority;

(i) provision of security to ensure the terms of the permit approval under this section are carried out;

(j) time periods stipulating completion of development;

(k) time periods specifying the time during which a development permit is valid;

(l) phasing of development;

(m) a surveyor's sketch, Real Property Report, or plan from an engineer illustrating improvements;

(n) requirement for a lot and/or construction stakeout conducted by an approved surveyor or agent;

(o) any measures to ensure compliance with applicable federal, provincial and/or other municipal legislation and approvals, and the requirements to submit documentation demonstrating compliance;

(p) require the preparation of an Environmental Impact Assessment, drainage plan, final site grading plan, snow storage/removal plan and/or other plans required by the Development Authority;

(q) obtain any other approval, permit, authorization, consent or license that may be required to develop and/or service the affected land.

SECTION 30: DISCRETIONARY USE APPLICATIONS

30.1 Upon receipt of a complete application for a "Discretionary Use – Development Officer" that requests a variance to any measurable standard of this bylaw, the Development Officer:

(a) may grant an unlimited variance to any setback and/or a variance of up to, but no more than, 25 percent of any combination of other measurable standards of this bylaw for **new construction** and approve the development permit with or without conditions if, in the opinion of the Development Officer, the variance would not unduly interfere with the amenities of the neighbourhood or materially interfere with or affect the use, enjoyment or value of neighbouring parcels of land; or

(b) may grant an unlimited variance to any setback and any other measurable standards of this bylaw for **existing development** and approve the development permit with or without conditions if, in the opinion of the Development Officer, the variance would not unduly interfere with the amenities of the neighbourhood or materially interfere with or affect the use, enjoyment or value of neighbouring parcels of land; or

(c) will refer any application for a variance or variances which exceeds the percentages outlined in (a) above to the Municipal Planning Commission for a decision; and

(d) will notify adjacent landowners and other persons likely to be affected in accordance with Section 35 (Notification of Adjacent Landowners and Persons Likely Affected).

30.2 Upon receipt of a complete application for a "Discretionary Use – Municipal Planning Commission", the Development Officer shall:

(a) refer the application to the Municipal Planning Commission for a decision;

(b) notify adjacent landowners and other persons likely to be affected in accordance with Section 35 (Notification of Adjacent Landowners and Persons Likely Affected).

30.3 After consideration of any response to the notifications of adjacent landowners and other persons likely to be affected, including the County of Newell, government departments and referral agencies as applicable, compatibility and suitability of the proposed use, and any other matters, the Municipal Planning Commission may:

(a) approve a development permit with or without conditions; or

(b) refuse to approve the development permit, stating reasons.

30.4 The Development Authority may place any of the conditions stipulated in subsection 29.4 (Permitted Use Applications) on a development permit for a discretionary use in any land use district, in addition to any other conditions necessary to ensure the quality, suitability and compatibility of a development with other existing and approved uses in the area.

SECTION 31: SIMILAR USE

31.1 Upon receipt of an application for a development permit for a use that is not specifically listed in any land use district, but which may be similar in character and purpose to other uses of land and structures in the land use district in which such use is proposed, the Development Officer may classify the use as either similar to a permitted use or similar to a discretionary use.

31.2 Where a use has been classified similar to a permitted use, the Development Officer may process the application accordingly as a permitted use or refer the application to the Municipal Planning Commission for a decision. The notice of the decision shall be subject to subsection 36.2 (Notice of Decision).

31.3 Where a use has been classified similar to a permitted use and requests a variance of more than 25 percent to any measurable standard or combination of measurable standards, or a variance of any other bylaw provision, the Development Officer shall:

(a) refer the application to the Municipal Planning Commission for a decision; and

(b) notify adjacent landowners and other persons likely to be affected in accordance with Section 35 (Notification of Adjacent Landowners and Persons Likely Affected).

31.4 Where a use has been classified similar to a discretionary use, the Development Officer shall:

(a) refer the application to the Municipal Planning Commission for a decision; and

(b) notify adjacent landowners and other persons likely to be affected in accordance with Section 35 (Notification of Adjacent Landowners and Persons Likely Affected).

31.5 Upon referral of an application by the Development Officer for a use that may be similar in character and purpose to a permitted or discretionary use, the Municipal Planning Commission:

(a) shall rule whether or not the proposed use is similar to a use in the land use district in which it is proposed;

(b) if the proposed use is deemed similar to a use in the land use district in which it is proposed, the application shall be reviewed as a discretionary use application;

(c) if the proposed use is not deemed similar to a use in the land use district in which it is proposed, the development permit shall be refused.

SECTION 32: DIRECT CONTROL DISTRICTS

32.1 Upon receipt of a complete application for a development permit in a Direct Control District, the Development Officer shall:

(a) refer the application to Council for a decision, except where the decision making authority has been delegated to the Municipal Planning Commission or the Development Officer; and

(b) notify adjacent landowners and other persons likely to be affected in accordance with Section 35 (Notification of Adjacent Landowners and Persons Likely Affected).

32.2 After considering any response to notifications issued under Section 35 (Notification of Adjacent Landowners and Persons Likely Affected) and any other matters deemed necessary, Council or the delegated decision making authority may:

(a) approve a development permit with or without conditions; or

(b) refuse to approve a development permit, stating reasons.

32.3 In accordance with section 685(4) of the Act, there is no appeal to the Subdivision and Development Appeal Board for a decision on an application for a development permit in a Direct Control District.

SECTION 33: TEMPORARY USE

33.1 Where in the opinion of the Development Authority, a proposed use is of a temporary nature, the Development Authority may approve a temporary development permit valid for a period of up to one year for a use, provided the use is listed as a permitted use, discretionary use or deemed similar to a permitted or discretionary use in the applicable land use district.

33.2 Temporary use applications shall be subject to the following conditions:

(a) the applicant or developer is liable for any costs involved in the cessation or removal of any development at the expiration of the permitted period;

(b) the Development Authority may require the applicant to submit an irrevocable letter of credit, performance bond or other acceptable form of security guaranteeing the cessation or removal of the temporary use; and

(c) any other conditions as deemed necessary.

33.3 A use deemed temporary in nature shall be processed in accordance with the corresponding Sections 30 to 33 of this bylaw. Notification of adjacent landowners and other persons likely to be affected, including the County of Newell, government departments and referral agencies shall be in accordance with Section 35 (Notification of Adjacent Landowners and Persons Likely Affected) of this bylaw.

SECTION 34: APPLICATIONS REQUESTING VARIANCE OF BYLAW PROVISIONS

34.1 Upon receipt of an application for a development permit that does not comply with this bylaw but in respect of which the Municipal Planning Commission is requested to exercise discretion under subsection 34.4, the Development Officer shall:

(a) refer the application to the Municipal Planning Commission for a decision; and

(b) notify adjacent landowners and other persons likely to be affected, including the County of Newell, government departments and any other referral agency in accordance with Section 34 (Notification of Adjacent Landowners and Persons Likely Affected).

34.2 The Development Officer is authorized to exercise discretion for a permitted use that requests an unlimited variance to any setback and/or a variance of up to, but no more than, 25 percent of any combination of other measurable standards of this bylaw for **new construction**, in accordance with subsection 29.2.

34.3 The Development Officer is authorized to exercise discretion for a permitted use that requests an unlimited variance to any setback and any other measurable standards of this bylaw for **existing development**, in accordance with subsection 29.2.

34.4 The Municipal Planning Commission is authorized to decide upon an application for a development permit notwithstanding that the proposed development does not comply with this bylaw, if in the opinion of the Municipal Planning Commission, the proposed development would not:

(a) unduly interfere with the amenities of the neighbourhood; or

(b) materially interfere with or affect the use, enjoyment or value of neighbouring properties;

(c) and the proposed development conforms with the use prescribed for that land or building within Schedule 2 (Land Use Districts) and Schedule 5 (Use Specific Standards of Development).

SECTION 35: NOTIFICATION OF ADJACENT LANDOWNERS AND PERSONS LIKELY AFFECTED

35.1 Where notification of adjacent landowners and other persons likely to be affected is required under Sections 30 to 33, the Development Officer shall:

(a) hand deliver, mail or email written notice of the application at least five (5) days before the meeting of the Municipal Planning Commission or the decision of the Development Officer to:

(i) adjacent landowners and other persons likely to be affected by the issuance of a development permit;

(ii) the County of Newell, if in the opinion of the Development Authority, the proposed development could have an impact upon land uses in the County or is adjacent to the Town boundary; and

(iii) any other persons, government departments or referral agency that is deemed to be affected; or

(b) hand deliver, mail or email written notice of the application at least five (5) days before the meeting of the Municipal Planning Commission to the persons and agencies specified in subsection 35.1(a); and

(c) publish a notice of the application in a newspaper circulating in the municipality or the Town newsletter at least ten (10) days before the meeting of the Municipal Planning Commission or the decision of the Development Officer; or

(d) post a notice of the application in a conspicuous place on the property at least five (5) days before the meeting of the Municipal Planning Commission; or

(e) post a notice on the municipal website and official social media as authorized through an advertising bylaw approved by Council in accordance with section 606.1 of the *MGA* at least ten (10) days before the meeting of the Municipal Planning Commission or the decision of the Development Officer; or

(f) any combination of the above that satisfies the requirements of the *MGA*.

35.2 In all cases, notification shall:

(a) describe the nature and location of the proposed use or development;

(b) state the place and time where the Municipal Planning Commission will meet to consider the application, and state how and when written or oral submissions on the application will be received and considered;

(c) specify the location at which the application can be inspected.

SECTION 36: NOTICE OF DECISION

36.1 Upon the decision on a development application for a permitted use that complies with the Land Use Bylaw, the Development Officer shall:

(a) mail (postal service or electronic mail) or hand deliver a written notice of decision to the applicant; and

(b) post a copy of the decision in a prominent place in the Town Office for at least 21 days; and/or

(c) publish a notice of the decision on the municipal website, in a newspaper or the municipal newsletter circulated within the municipality.

36.2 Upon the decision on all other development permit applications, the Development Officer shall:

(a) mail (postal service or electronic mail) or hand deliver a written notice of decision to the applicant; and

(b) mail a copy of the decision to those originally notified of the development permit application, those that made written submissions, and any other person, government department or agency that may, in the opinion of the Development Officer, likely be affected; or

(c) publish a notice of the decision on a municipal website, in a newspaper or the municipal newsletter circulated within the municipality.

SECTION 37: COMMENCEMENT OF DEVELOPMENT

37.1 Despite the issuance of a development permit, no development is authorized to commence until the appeal period has expired in compliance with the following:

Permitted Uses:

(a) where the notice of decision is posted in the Town Office, development shall not commence until 21 days after the notice was posted;

(b) where the notice of decision is published in the newspaper, development shall not commence until at least 21 days from the date of publication;

Discretionary Uses or Applications for Variances:

(c) where the notice of decision is mailed to adjacent landowners and other persons likely to be affected, development shall not commence until at least 21 days from the date the decision was mailed;

(d) where the notice of decision is published in the newspaper, development shall not commence until at least 21 days from the date of publication.

37.2 If an appeal is made, no development is authorized pending the outcome of the appeal.

37.3 Any development occurring prior to the dates determined under subsection 37.1 and 37.2 is at the risk of the applicant.

SECTION 38: DEVELOPMENT PERMIT VALIDITY

38.1 Unless a development permit is suspended or cancelled, the development must be commenced and carried out with reasonable diligence in the opinion of the Development Authority within 12 months from the date of issuance of the permit, otherwise the permit is no longer valid.

38.2 An application to extend the validity of a development permit may be made at any time prior to the expiration of the approved permit in accordance with subsection 38.3, except for a permit for a temporary use which shall not be extended.

38.3 Upon receipt of a request to extend the validity of a development permit, the validity of a development permit may be extended for up to a period of one year by:

(a) the Development Officer or the Municipal Planning Commission if the permit was issued by the Development Officer;

(b) the Municipal Planning Commission if the permit was issued by the Municipal Planning Commission or approved on appeal by the Subdivision and Development Appeal Board.

38.4 The number of extensions to the validity of a development permit is limited to one approval.

38.5 When any use has been discontinued for a period of 12 months or more, any development permit that may have been issued is no longer valid and said use may not be recommenced until a new application for a development permit has been made and a new development permit issued. This section does not apply to non-conforming uses which are regulated under section 643 of the *MGA*.

SECTION 39: TRANSFERABILITY OF DEVELOPMENT PERMIT

39.1 Any other valid development permit is transferable where the use remains unchanged and the development is affected only by a change of ownership, tenancy, or occupancy. This provision does not apply to a home occupation permit, which is non-transferable.

SECTION 40: OCCUPANCY PERMITS

40.1 The Development Authority may require that the holder of a development permit obtain an occupancy permit before a building or use that was the subject of a development permit is occupied and/or the approved use initiated.

SECTION 41: FAILURE TO MAKE A DECISION – DEEMED REFUSAL

41.1 In accordance with section 684 of the *MGA*, an application for a development permit shall, at the option of the applicant, be deemed to be refused when the decision of the Development Officer or the Municipal Planning Commission, as the case may be, is not

made within 40 days of an application being deemed complete under Section 28.5 or 28.7 unless the applicant has entered into an agreement with the Development Officer or the Municipal Planning Commission to extend the 40-day decision period.

SECTION 42: REAPPLICATION FOR A DEVELOPMENT PERMIT

42.1 If an application for a development permit is refused by the Development Officer, the Municipal Planning Commission or, on appeal the Subdivision and Development Appeal Board, the submission of another application for a development permit on the same parcel of land for the same or for a similar use of the land may not be accepted by the Development Officer for at least six months after the date of refusal.

42.2 If an application was refused solely because it did not comply with the standards of this bylaw, the Development Officer may accept another application on the same parcel of land for the same or similar use before the time period referred to in subsection 42.1 has lapsed, provided the application has been modified to comply with this bylaw.

SECTION 43: SUSPENSION OR CANCELLATION OF A PERMIT

43.1 If, after a development permit has been issued, the Development Authority determines that:

(a) the application contained a misrepresentation;

(b) facts were not disclosed which should have been at the time of consideration of the application for the development permit;

(c) the development permit was issued in error; or

(d) the applicant withdrew the application by way of written notice;

the Development Authority may suspend or cancel the development permit by notice in writing to the holder of it stating the reasons for any suspension or cancellation.

43.2 Upon receipt of the written notification of suspension or cancellation, the applicant must cease all development and activities to which the development permit relates.

43.3 A person whose development permit is suspended or cancelled under this section may appeal within 21 days of the date the notice of cancellation or suspension is received to the Subdivision and Development Appeal Board.

43.4 If a development permit is suspended or cancelled, the Subdivision and Development Appeal Board shall review the application if an appeal is filed by the applicant and either:

(a) reinstate the development permit; or

(b) cancel the development permit if the Development Officer or the Municipal Planning Commission would not have issued the development permit if the facts subsequently disclosed had been known during the consideration of the application; or

(c) reinstate the development permit and may impose such other conditions as are considered necessary to ensure that this bylaw or any statutory plan is complied with.

SECTION 44: DEVELOPMENT APPEALS

44.1 Any person applying for a development permit or any other person affected by an order, decision or development permit made or issued by the Development Officer or the Municipal Planning Commission may appeal such an order to the appropriate appeal board in accordance with the procedures described in the *MGA*.

44.2 An appeal to an appeal board shall be commenced by serving a written notice of the appeal with reasons to the municipality and shall be accompanied by the applicable fees.

ENFORCEMENT

SECTION 45: NOTICE OF VIOLATION

45.1 Where the Development Authority finds that a development or use of land or buildings is not in accordance with the *MGA*, the Subdivision and Development Regulation, a development permit or subdivision approval, or this bylaw, the Development Officer may issue a notice of violation to the registered owner or the person in possession of the land or buildings or to the person responsible for the contravention.

45.2 Such notice shall state the following:

(a) nature of the violation;

(b) corrective measures required to comply; and

(c) time period within which such corrective measures must be performed.

SECTION 46: STOP ORDERS

46.1 As set forth in the *MGA*, the Development Authority is authorized to issue an Order under section 645 of the *MGA* if a development, land use or use of a building is not in accordance with the *MGA*, the Subdivision and Development Regulation, a development permit or subdivision approval, or this bylaw.

46.2 A person who receives a written Order under subsection 46.1 may by written notice within 21 days from when the written Order is made, appeal to the Subdivision and Development Appeal Board in accordance with the *MGA*.

46.3 The costs and expenses incurred in carrying out an Order shall be placed on the tax roll. The amount so placed shall be deemed for all purposes to be a tax imposed pursuant to

the *MGA*, from the date it was added to the tax roll and forms a special lien against the parcel of land in favour of the municipality from the date it was added to the tax roll.

SECTION 47: ENFORCEMENT OF STOP ORDERS

47.1 Pursuant to section 646 of the *MGA*, if a person fails or refuses to comply with an order directed to the person under section 645 or an order of a subdivision and development appeal board under section 687, the designated officer may, in accordance with section 542, enter on the land or building and take any action necessary to carry out the order.

47.2 The Town may register a caveat under the *Land Titles Act* in respect of an order referred to in subsection 46.1 against the certificate of title for the land that is the subject of an order.

47.3 If a caveat is registered under subsection 47.2, the Town must discharge the caveat when the order has been complied with.

47.4 If compliance with a stop order is not voluntarily effected, the Town may undertake legal action, including but not limited to, seeking injunctive relief from the Alberta Court of Queen's Bench pursuant to section 554 of the *MGA*. In accordance with section 553 of the *MGA*, the expenses and costs of carrying out an order under section 646 of the *MGA* may be added to the tax roll of the parcel of land.

SECTION 48: PENALTIES AND RIGHT OF ENTRY

48.1 Any person who contravenes any provision of this bylaw is guilty of an offence in accordance with Part 13, Division 5, Offences and Penalties of the *Municipal Government Act* and is liable to a fine of not more than $10,000 or to imprisonment for not more than one year or to both fine and imprisonment.

48.2 In accordance with section 542 of the *MGA*, a designated officer may, after giving reasonable notice to and obtaining consent from the owner or occupier of land upon which this bylaw or *MGA* authorizes anything to be inspected, remedied or enforced or done by a municipality:

(a) enter on that land at a reasonable time and carry out inspection, enforcement, or action authorized or required by the enactment or bylaw;

(b) request anything to be produced to assist in the inspection, remedy, enforcement or action; and

(c) make copies of anything related to the inspection, remedy, enforcement or action.

48.3 If a person refuses to grant consent or refuses to produce anything to assist in the inspection, remedy, enforcement or action referred to in section 542 of the *MGA*, the municipality under the authority of section 543 of the *MGA* may obtain a court order.

AMENDMENTS

SECTION 49: AMENDMENTS TO THE LAND USE BYLAW

49.1 Any person or the Town may initiate amendments to the Town of Bassano Land Use Bylaw by submitting an application to the Development Officer.

49.2 All applications for amendment shall be submitted using the applicable form in Appendix A, and be accompanied by any additional information, as deemed necessary by the Development Officer to process the application.

49.3 The Development Officer may refuse to accept an application if, in his or her opinion, the information supplied is not sufficient to make a proper evaluation of the proposed amendment.

49.4 Council or the Development Officer may refer the application to the Municipal Planning Commission for their recommendation.

49.5 The Development Officer shall forward an application to Council for consideration when satisfied that sufficient information has been provided with the application.

49.6 Public hearing and notification requirements shall be in accordance with section 692 of the *MGA*.

49.7 Where an application for an amendment to the Town of Bassano Land Use Bylaw has been refused by Council, another application that is the same or similar in nature shall not be accepted until at least six months after the date of refusal.

49.8 Where an application has been significantly changed, Town Council may accept an application prior to the end of the six-month period specified in subsection 49.7.

SECTION 50: LAND USE REDESIGNATION APPLICATION REQUIREMENTS

50.1 A request for redesignation from one land use district to another shall be accompanied by:

(a) a completed application form and the applicable fee;

(b) a copy of the Certificate of Title for the lands, dated not more than 60 days prior to the date on which the application was made;

(c) a narrative describing the:

(i) proposed designation and future uses(s);

(ii) consistency with the applicable statutory plans;

(iii) compatibility of the proposal with surrounding uses and zoning;

(iv) development potential/suitability of the site, including identification of any

constraints and/or hazard areas (e.g. easements, soil conditions, topography, drainage, floodplain, steep slopes, etc.);

(v) availability of facilities and services (sewage disposal, domestic water, gas, electricity, fire and police protection, schools, etc.) to serve the subject property while maintaining adequate levels of service to existing development;

(vi) any potential impacts on public roads; and

(vii) any other information deemed necessary by the Development Officer or Council to properly evaluate the proposal;

(d) conceptual lot design, if applicable;

(e) a geotechnical report addressing the following but not limited to:

(i) slope stability,

(ii) groundwater,

(iii) sewage,

(iv) water table, and

(v) flood plain analysis,

if deemed necessary by the Development Officer, or Council;

(f) an evaluation of surface drainage which may include adjacent properties if deemed necessary by the Development Officer, or Council; and

(g) any other information deemed necessary by the Development Officer, or Council to properly evaluate the application.

50.2 An Area structure plan or conceptual design scheme shall be required in conjunction with a redesignation application when:

(a) redesignating land from Urban Reserve – UR to another district;

(b) redesignating annexed land to a district other than Urban Reserve – UR, except where an approved Area structure plan or conceptual design scheme defines land use designation(s) for the proposed development area, or unless determined otherwise by Council.

50.3 An Area structure plan or conceptual design scheme may be required in conjunction with a redesignation application involving:

(a) industrial development;

(b) large-scale commercial development;

(c) manufactured home park;

(d) multi-lot residential development which has the potential to trigger capacity upgrades or expansion of infrastructure; or

(e) as required by Council.

SECTION 51: REDESIGNATION CRITERIA

51.1 When redesignating land from one land use district to another, Council considerations shall include the following:

(a) compliance with applicable standards and provisions of the Town of Bassano Land Use Bylaw;

(b) consistency with the Municipal Development Plan and any other adopted statutory plans;

(c) compatibility with adjacent uses;

(d) development potential/suitability of the site;

(e) availability of facilities and services (sewage disposal, domestic water, gas, electricity, police and fire protection, schools, etc.) to serve the subject property and any potential impacts to levels of service to existing and future developments;

(f) cumulative impact to the Town;

(g) potential impacts on public roads;

(h) setback distances contained in the Subdivision and Development Regulation;

(i) supply of suitably designated land;

(j) public comment and any applicable review agency comments; and

(k) any other matters deemed pertinent.

SUBDIVISION RULES AND PROCEDURES

SECTION 52: SUBDIVISION APPLICATIONS

52.1 An applicant applying for subdivision shall provide the required material and information as requested by the Subdivision Authority or its designate. A completed application shall consist of:

(a) an official application, in the manner and form prescribed, clearly and legibly completed with all the required information and signatures provided as requested on the form;

(b) the applicable fees paid;

(c) an up-to-date and current copy of the Certificate of Title to the subject land;

(d) a surveyor's sketch or tentative subdivision plan with dimensions, structures, location of private sewage disposal system, professionally prepared;

(e) provincial abandoned gas well information;

(f) for vacant parcels, a soils analysis which indicates the ability of the proposed parcel to be privately serviced;

(g) any such other information as may be required at the discretion of the Subdivision Authority in order to accurately evaluate the application and determine compliance with the land use bylaw or other government regulations. This may include but is not limited to the provision of geotechnical information, soil analysis reports, water reports, soil or slope stability analysis, drainage information, contours and elevations of the land, engineering studies or reports, wetland reports, Environmental Impact Assessments, utility and servicing information, and/or the preparation of a conceptual design scheme or an area structure plan may be required from the applicant prior to a decision being rendered on a subdivision application to determine the suitability of the land for the proposed use; and

(h) the consent to authorize the Subdivision Authority or its designate to carry out a site inspection on the subject land as authorized in accordance with the *MGA* must also be provided on the submitted application form unless determined not to be needed by the Subdivision Authority.

52.2 In accordance with the *MGA*, the Subdivision Authority or those authorized to act on its behalf, shall provide notification to a subdivision applicant within the 20-day prescribed time period, on whether a submitted application is deemed complete, or if it is determined to be deficient, what information is required to be submitted by a specified time period, by sending notification in the following manner:

(a) for an application deemed complete, the applicant shall be notified in writing as part of the formal subdivision application circulation referral letter;

(b) for an application determined to be incomplete, written notification shall be given to the applicant which may be in the form of a letter sent by regular mail to the applicant, or sent by electronic means, or both, or by any other method as may be agreed to between the applicant and Subdivision Authority;

(c) in respect of subsection (b) for a subdivision application determined to be incomplete, the applicant will be advised in writing as part of the Notice of Incompleteness what the outstanding or required information items are that must be submitted by the time specified in the notice.

52.3 Notwithstanding subsection 52.2, the applicant and Subdivision Authority may agree and sign a time extension agreement in writing in accordance with section 653.1(3) of the *MGA* to extend the 20-day decision time period to determine whether the subdivision application and support information submitted is complete.

52.4 A determination made by the Subdivision Authority that an application is complete for processing does not preclude the ability for the Subdivision Authority to request other

information or studies to be submitted by the applicant during the review and processing period, prior to a decision being rendered, or as condition of subdivision approval.

SECTION 53: INCOMPLETE SUBDIVISION APPLICATIONS

53.1 The Subdivision Authority may refuse to accept and process a subdivision application where the information required under Section 52 and/or as described in a Notification of Incompleteness has not been submitted, is determined to be deficient, is still incomplete, or in the opinion of the Subdivision Authority the quality of the material supplied is inadequate to properly evaluate the application.

53.2 If the Subdivision Authority makes a determination that the application is refused due to incompleteness, the applicant shall be notified in writing with reasons in the manner as described in subsection 52.2.

53.3 The notification provided for in subsection 52.2(b) shall include for the applicant the required information on the filing of an appeal and to which appeal board body the appeal lies, either the local appeal board or provincial appeal board, in accordance with the parameters of the *MGA*.

SECTION 54: SUBDIVISION DECISION

54.1 All applications for subdivision approval shall be evaluated by the Town in accordance with the following criteria:

(a) compliance with statutory plans, bylaws, and regulations;

(b) adequacy of road access;

(c) provision of municipal services and utilities, including a storm water drainage plan;

(d) compatibility with adjacent land uses;

(e) accessibility to emergency services;

(f) site suitability in terms of minimum dimensional standards for lots and all other criterion in this bylaw as specified in the applicable land use district in Schedule 2;

(g) any other matters the Town may consider necessary.

54.2 For the purpose of infill development, an application which proposes to subdivide an accessory structure onto a separate lot may be considered by the Subdivision Authority where:

(a) the proposed lots meet the provisions of the applicable land use district in Schedule 2 (Minimum Lot Dimensions);

(b) the existing and proposed buildings meet the provisions of the applicable land use district in Schedule 2 (Dimensional Standards and Setbacks) based on the lot proposed layout;

(c) the access of each lot is provided from a public roadway not a lane or laneway; and

(d) all lots are serviceable to the satisfaction of the municipality.

54.3 At the time of subdivision and as a condition of approval, 10 percent of the lands to be subdivided shall be dedicated as municipal and/or school reserve in accordance with the provisions of the *Municipal Government Act*. The Town may take municipal and/or school reserve in one or a combination of the following methods:

(a) land,

(b) land similar in quality to the land being proposed to be subdivided,

(c) money in lieu, or

(d) deferral to the balance of the subject property.

54.4 Money-in-lieu of municipal reserve shall be placed in a special reserve fund, administered by the Town, to be used for recreation area and facility construction and improvement.

54.5 In residential areas, the Town may allocate municipal and/or school reserve for the purpose of developing parks, playgrounds, trail systems, recreation facilities, schools and similar uses.

54.6 In commercial or industrial areas, the Town may allocate municipal reserve for the purpose of providing a buffer between incompatible land uses or to augment the parks and trails system.

54.7 In addition to Municipal Reserve, land that is deemed to be protected may be left in its natural state and allocated as environmental reserve or environmental reserve easement in accordance with the provisions of the *MGA*.

SECTION 55: LOT DESIGN

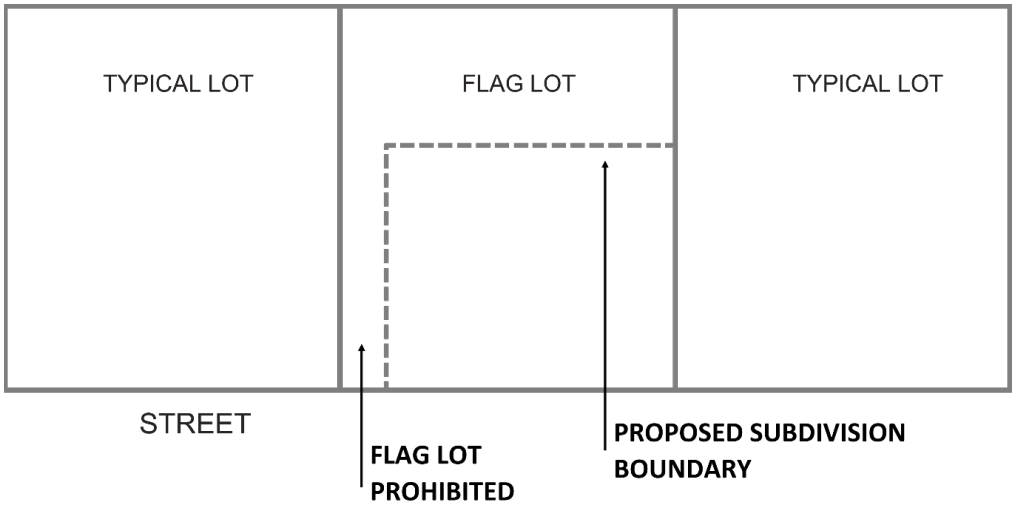
55.1 Through lots or double frontage lots shall be avoided, except where essential to separate residential development from traffic arteries or to overcome specific disadvantages of topography and orientation. In such cases, access will be allowed only on the lower classification street.

55.2 Flag lots are prohibited in the single-family and multi-family development categories. Flag lots or parcels may be permitted in lots exceeding 0.2 ha (0.5 acre) under the following conditions:

(a) the flag lot directly accesses a local or residential street;

(b) the aggregate width of the pole, or poles for two (2) adjacent flag lots, is a minimum of 12.1 m (40 ft) in width with minimum pole width 6.1 m (20 ft).

DEPICTION OF FLAG LOT



55.3 All rectangular lots and, so far as practical all other lots, shall have side lot lines at right angles to straight street lines or radial side lot lines to curved street lines. Unusual or odd shaped lots having boundary lines that intersect at extreme angles shall be avoided.

55.4 The lot line common to the street right-of-way line shall be the front line. All lots shall face the front line and a similar lot across the street. Wherever feasible, lots shall be arranged so that the rear line does not abut the side line of an adjacent lot.

55.5 No lot or parcel shall be created which does not meet the minimum standards of the applicable land use district, except pursuant to an area structure plan.

55.6 The length and width of blocks shall be sufficient to accommodate two (2) tiers of lots with minimum standards specified by the applicable land use district and this chapter, except where a single row of lots back up to an arterial street. When reviewing proposed lot and block arrangements, the Subdivision Authority shall consider the following factors:

(a) Adequate Building Sites Required: provision of adequate building sites suitable to the special needs of the type of land use (residential, commercial or other) proposed for development shall be provided, taking into consideration topographical and drainage features;

(b) Minimum Lot Sizes Established: minimum land use district and lot requirements defining lot sizes and dimensions shall be accommodated without creating unusable lot remnants;

(c) Safe Access Required: block layout shall enable development to meet all Town engineering requirements for convenient access, circulation, control and safety of street traffic.

55.7 At the time of subdivision, all corner lots and interior laneway corner lots shall dedicate clear vision triangles as right-of-way.

SECTION 56: SUBDIVISION APPEALS

56.1 In accordance with the *Municipal Government Act*, any land owner who applied for subdivision and was refused an approval or had conditions attached to the approval, may appeal the decision within 21 days from the decision date to the Subdivision and Development Appeal Board, or the provincial appeal board. Adjacent or affected land owners have no right to appeal under the *MGA*.

SCHEDULE 1

LAND USE DISTRICT MAP

1 SCHEDULE ONE
LAND USE DISTRICTS MAP

Refer to the Land Use Districts Map to view the land use district applied to each piece of land in the Town of Bassano. This map is updated any time land is redistricted.

SCHEDULE 2

LAND USE DISTRICTS

2 SCHEDULE TWO
LAND USE DISTRICTS

This schedule identifies the land use districts that apply to land within the Town of Bassano. Each land use district includes a description of the purpose of the district, a list of permitted and discretionary uses and land use regulations to guide development. Additional regulations that apply generally to all development are found in Schedule 4, and regulations that apply specially to specific uses are found in Schedule 5.

PURPOSE AND APPLICATION

SECTION 1: PREAMBLE

1.1 The municipality is divided into those districts shown on the Land Use Districts Map in Schedule 1; and

1.2 each district shown on the Land Use Districts Map shall be known by the following identifying names and abbreviations:

Land Use District Title	Abbreviation
Residential	R1
Medium Density Residential	R2
Large Lot Residential	R3
Residential Manufactured Home	RM
Main Street Commercial	C1
Commercial	C2
Industrial	I
Parks and Recreation	PR
Public and Institutional	PI
Urban Reserve	UR
Direct Control	DC

SECTION 2: USE COMPARISON TABLE

P = Permitted Use

D = Municipal Planning Commission Discretionary Use

DO = Development Officer Discretionary Use

USE TYPE	R1	R2	R3	RM	C1	C2	I	PR	PI	UR
Accessory Structure	P	P	P	P	P	P	P	P	P	P
Accessory Use	P	P	P	P	P	P	P	P	P	P
Alternative Energy, Individual	P	P	P	P	P	P	P	D	D	P
Ammonia Storage							DO			
Animal Care Service, Large						DO	DO			
Animal Care Service, Small						P				
Apartment Building		P								
Auctioneering Facility						D	DO			
Auto And Equipment Sales and Service						P	P			
Backyard Suite	DO	DO	P							DO
Bar/Lounge					P	P				
Bed And Breakfast	DO	DO	P							
Building And Trade Contractors					DO	P	P			
Bulk Fertilizer Storage and Sales						D	P			
Bulk Fuel Station						P	P			
Campground, Private						DO		DO	DO	
Campground, Public						DO		P	DO	
Cannabis Production Facility						DO	P			
Car Wash						DO				
Cemetery And Interment Services								D	P	
Child Care Facility	D		DO		DO				P	
Club Or Fraternal Organization					DO	P		DO	DO	
Commercial School					P	P	DO			
Community Association Building					DO			DO	P	
Cultural Facility					DO			DO	DO	
Day Home	DO		P							P
Dwelling Group		DO								
Educational Facility									P	
Entertainment Establishment					P	DO				
Essential Utilities	DO	DO	DO	DO	DO	DO	P	DO	P	DO
Extensive Agriculture										P
Financial Institution					P	P				

USE TYPE	R1	R2	R3	RM	C1	C2	I	PR	PI	UR
Funeral Home					DO	P	DO			
General Contractor						P	P			
Golf Course								P		
Government Services					P	P		P	P	
Grain Elevator/Seed Cleaning							P			
Group Care Facility	D	D							D	
Heavy Industrial						D	P			
Home Occupation 1	P	P	P	P						P
Home Occupation 2	DO	DO	P	DO						DO
Hospital									P	
Hotel					P	P				
Kennel						D				
Light Industrial						P	P			
Liquor Store					P	P				
Live-Work Unit					P					
Major Retail					DO	P	DO			
Manufactured Home				P						D
Manufactured Home Community				D						
Market					P	P		P	DO	
Medical/Health Facility					P	P				
Mini Storage						DO	P			
Minor Retail					P	P				
Mixed Use Building					P	P				
Modular Home	DO	DO	P	DO						D
Moved-In Building	DO	DO	DO	DO	D	DO	DO	D	D	D
Moved-In Dwelling	DO	DO	DO	DO						D
Office					P	P	DO			
Outdoor Storage						DO	P			
Parking Lot					DO	DO	DO	DO	DO	
Parks And Playgrounds	D	D		D	DO			P	P	
Personal Services					P	P				
Processing						DO	P			
Railway And Railway Related Uses							D			
Recreation, Private					P	DO				
Recreation, Public					P			P	P	
Recycling Facility						D	D		D	
Religious Assembly	D	D			DO				P	
Restaurant					P	P				

USE TYPE	R1	R2	R3	RM	C1	C2	I	PR	PI	UR
Retail Cannabis Store					P	P				
Rowhouse	DO	P								
Secondary Suite	DO	DO	P							P
Security Suite						DO	DO			
Seniors Supportive Housing Facility		DO		DO					P	
Service Station						P	DO			
Shipping Container, Permanent			DO			DO	P	DO	DO	DO
Shipping Container, Temporary	DO	DO	P		DO	DO	P	DO	DO	DO
Sign Class A	P	P	P	P	P	P	P	P	P	P
Sign Class B					P	DO	P	D	D	
Sign Class C					DO	DO	P	D	D	
Sign for Home Occupation 2	DO	DO	P	DO						DO
Single Unit Dwelling	P	DO	P	P						D
Specialty Manufacturing					P	P	DO			
Tourist Home	DO	DO								
Tourist Information					P	P		P	P	
Transportation/Delivery Service						P	P			
Transportation Dispatch/Depot						P	P			
Truck Stop						P	P			
Truck Wash						DO	P			
Two Unit Dwelling	DO	P		DO						
Urban Farm/Horticultural Operation						DO	DO			
Warehouse						DO	P			

RESIDENTIAL (R1) R1

SECTION 1: PURPOSE

1.1 OVERVIEW: This district is intended to support the development of low-density residential neighbourhoods that provide housing options to residents of Bassano.

1.2 MIX OF USES: This district allows for predominantly residential uses, with home occupation uses that maintain the residential look and feel of the street. This district accommodates primarily single-detached residences.

1.3 SITE AND BUILDING FORM: Homes shall be oriented to the primary street network and should provide a safe walking environment for pedestrians. On-site vehicle parking may be on a parking pad and/or in a garage (detached or attached) depending on the street context. Consistent standards of residential landscaping, setbacks, building height etc. shall be applied to development.

SECTION 2: USES

<table>
<tr><th>PERMITTED USES</th><th>DISCRETIONARY USES
(DEVELOPMENT OFFICER)</th></tr>
<tr><td>• Accessory structure
• Accessory use
• Alternative energy, individual
• Home occupation 1
• Sign – Class A
• Single-unit dwelling</td><td rowspan="2">• Backyard suite
• Bed and Breakfast
• Day home
• Essential utility
• Home occupation 2
• Modular home
• Moved-in building
• Moved-in dwelling
• Rowhouse
• Secondary suite
• Shipping container, temporary
• Sign for home occupation 2
• Tourist home
• Two unit dwelling</td></tr>
<tr><th>DISCRETIONARY USES (MPC)</th></tr>
<tr><td>• Child care facility
• Group care facility
• Parks and playgrounds
• Religious assembly</td></tr>
</table>

SECTION 3: MINIMUM LOT DIMENSIONS

	Minimum Lot Size					
	Width		Length		Area	
Use	**m**	**ft**	**m**	**ft**	**m^2**	**ft^2**
Single unit dwelling[1]	15.2	50	45.7	150	696.7	7500
Two unit dwelling (side by side lots, per unit)	9.1	30	45.7	150	415.9	4500
Two unit dwelling (up and down lots)	15.2	50	45.7	150	696.7	7500
Rowhouse (interior unit)	7.6	25	45.7	150	347.3	3750
Rowhouse (end unit)	9.1	30	45.7	150	415.9	4500
All other uses	As required by the Development Authority					

(1) For the purpose of this table, Single unit dwelling includes Stick built dwelling, Modular Home, and Moved-in Dwelling

SECTION 4: MINIMUM SETBACKS

	Minimum Setbacks							
	Front		Secondary Front		Side		Rear	
Use	**m**	**ft**	**m**	**ft**	**m**	**ft**	**m**	**ft**
Single unit dwelling[1]	7.6	25	3.8	12.5	1.5	5	4.5	15
Two unit dwelling	7.6	25	3.8	12.5	1.5	5	4.5	15
Accessory structure	7.6	25	3.8	12.5	1.5	5	1.5	5
All other uses	As required by the Development Authority							

(1) For the purpose of this table, Single unit dwelling includes Stick built dwelling, Modular Home, and Moved-in Dwelling

SECTION 5: MAXIMUM SITE COVERAGE, HEIGHT AND FLOOR AREA

	Minimum Floor Area		Maximum Site Coverage	Maximum Height	
Use	**m^2**	**ft^2**	**%**	**m**	**ft**
Single unit dwelling[1]	74.3	800	45[2]	8.5	27
Two unit dwelling	74.3	800	45[2]	8.5	27
Backyard suite	30.2	325	45[2]	7.5	24.6
Row house	55.7	600	45[2]	8.5	27
Apartment	As required by the DA		50[2]	3 storeys	
Accessory structure	N/A		15	4.6	15
All other uses	As required by the Development Authority				

(1) For the purpose of this table, Single unit dwelling includes Stick built dwelling, Modular Home, and Moved-in Dwelling

(2) Combined site coverage of principal and accessory structures

MEDIUM DENSITY RESIDENTIAL (R2) R2

SECTION 1: PURPOSE

1.1 OVERVIEW: This district is intended to support the development of medium density residential neighbourhoods that provide a larger mix of housing options.

1.2 MIX OF USES: This district allows for predominantly residential uses, with home occupation uses that maintain the residential look and feel of the street. Residential uses are meant to be medium density, meaning more than one dwelling per parcel of land.

1.3 SITE AND BUILDING FORM: Homes shall be oriented to the primary street network and should provide a safe walking environment for pedestrians. On-site vehicle parking may be on a parking pad/lot and/or in a garage (detached or attached) depending on the street context and type of housing. More variety in housing form is expected as there may be single detached houses, two-unit dwellings, row housing, apartment buildings or other medium density housing forms in this district.

SECTION 2: USES

PERMITTED USES	DISCRETIONARY USES (DEVELOPMENT OFFICER)
• Accessory structure • Accessory use • Alternative energy, individual • Apartment building • Home occupation 1 • Rowhouse • Sign – Class A • Two unit dwelling	• Backyard suite • Bed and Breakfast • Dwelling group • Essential utility • Home occupation 2 • Modular home • Moved-in building • Moved-in dwelling • Secondary suite • Seniors Supportive Housing Facility • Shipping container, temporary • Sign for home occupation 2 • Single-unit dwelling • Tourist home
DISCRETIONARY USES (MPC)	
• Group care facility • Parks and playgrounds • Religious assembly	

SECTION 3: MINIMUM LOT DIMENSIONS

	Minimum Lot Size					
	Width		Length		Area	
Use	**m**	**ft**	**m**	**ft**	**m^2**	**ft^2**
Single unit dwelling[1]	15.2	50	45.7	150	696.7	7500
Two unit dwelling (side by side lots, per unit)	9.1	30	45.7	150	415.9	4500
Two unit dwelling (up and down lots)	15.2	50	45.7	150	696.7	7500
Rowhouse (interior unit)	7.6	25	45.7	150	347.3	3750
Rowhouse (end unit)	9.1	30	45.7	150	415.9	4500
All other uses	As required by the Development Authority					

(1) For the purpose of this table, Single unit dwelling includes Stick built dwelling, Modular Home, and Moved-in Dwelling

SECTION 4: MINIMUM SETBACKS

	Minimum Setbacks							
	Front		Secondary Front		Side		Rear	
Use	**m**	**ft**	**m**	**ft**	**m**	**ft**	**m**	**ft**
Single unit dwelling[1]	7.6	25	3.8	12.5	1.5	5	4.5	15
Two unit dwelling	7.6	25	3.8	12.5	1.5	5	4.5	15
Accessory structure	7.6	25	3.8	12.5	1.5	5	1.5	5
All other uses	As required by the Development Authority							

(1) For the purpose of this table, Single unit dwelling includes Stick built dwelling, Modular Home, and Moved-in Dwelling

SECTION 5: MAXIMUM SITE COVERAGE, HEIGHT AND FLOOR AREA

	Minimum Floor Area		Maximum Site Coverage	Maximum Height	
Use	**m^2**	**ft^2**	**%**	**m**	**ft**
Single unit dwelling[1]	74.3	800	45[2]	8.5	27
Two unit dwelling	55.7	600	45[2]	8.5	27
Row house	55.7	600	45[2]	8.5	27
Backyard suite	30.2	325	45[2]	7.5	24.6
Apartment	As required by the DA		50[2]	3 storeys	
Accessory structure	N/A		15	4.6	15
All other uses	As required by the Development Authority				

(1) For the purpose of this table, Single unit dwelling includes Stick built dwelling, Modular Home, and Moved-in Dwelling

(2) Combined site coverage of principal and accessory structures

LARGE LOT RESIDENTIAL (R3) R3

SECTION 1: PURPOSE

1.1 OVERVIEW: This district is intended to support larger lot development in specific areas of Bassano where servicing constraints make denser development less feasible. Larger lot development will bridge the gap between acreage lots in the County and smaller urban sized lots in the rest of Bassano.

1.2 MIX OF USES: This district allows for predominantly residential uses, with home occupation uses. Residential uses are single detached homes on larger than average sized lots. Accessory buildings may also be larger than average.

1.3 SITE AND BUILDING FORM: On-site vehicle parking may be on a parking pad and/or in a garage (detached or attached). Larger lots allow for unique servicing arrangements. Depending on the context, development may not be connected to the conventional municipal sanitary sewer system.

SECTION 2: USES

PERMITTED USES	DISCRETIONARY USES (DEVELOPMENT OFFICER)
• Accessory structure • Accessory use • Alternative energy, individual • Backyard suite • Bed and Breakfast • Day home • Home occupation 1 • Home occupation 2 • Modular home • Secondary suite • Shipping container, temporary • Sign – Class A • Sign for home occupation 2 • Single-unit dwelling	• Child care facility • Essential utility • Moved-in building • Moved-in dwelling • Shipping container, permanent
DISCRETIONARY USES (MPC)	

SECTION 3: MINIMUM LOT DIMENSIONS

	Lot Size							
	Minimum Width		Minimum Length		Minimum Area		Maximum Area	
Use	m	ft	m	ft	hectare	acre	hectare	acre
All uses	20	65.6	76.2	250	0.4	1	1.2	3

SECTION 4: MINIMUM SETBACKS

	Minimum Setbacks							
	Front		Secondary Front		Side		Rear	
Use	m	ft	m	ft	m	ft	m	ft
Single unit dwelling[1]	12.2	40	7.6	25	1.5	5	7.6	25
Accessory structure	12.2	40	7.6	25	1.5	5	7.6	25
All other uses	As required by the Development Authority							

(1) For the purpose of this table, Single unit dwelling includes Stick built dwelling, Modular Home, and Moved-in Dwelling

SECTION 5: MAXIMUM SITE COVERAGE, HEIGHT AND FLOOR AREA

	Minimum Floor Area		Maximum Site Coverage	Maximum Height	
Use	m^2	ft^2	%	m	ft
Single unit dwelling[1]	130.06	1400	55[2]	9.1	30
Backyard suite	30.2	325	45[2]	9.1	30
Accessory structure	N/A		20	9.1	30
All other uses	As required by the Development Authority				

(1) For the purpose of this table, Single unit dwelling includes Stick built dwelling, Modular Home, and Moved-in Dwelling

(2) Combined site coverage of principal and accessory structures

RESIDENTIAL MANUFACTURED HOME (RM) RM

SECTION 1: PURPOSE

1.1 OVERVIEW: This district is intended to support manufactured home subdivisions on individual titled lots, as well as comprehensively planned manufactured home communities.

1.2 MIX OF USES: This district allows for manufactured homes, with limited home occupation uses. Manufactured home communities may also include shared community amenities such as a hall, playground or recreation facility.

1.3 SITE AND BUILDING FORM: Whether manufactured homes are on individually titled lots or unsubdivided as part of a manufactured home community, each home will be individually serviced. On-site vehicle parking may be on a parking pad and/or in a garage (attached or detached). Lots and home sizes may be smaller than what is allowed in other land use districts. Consistent landscaping, setback and other land use regulation standards shall be applied to ensure orderly development.

SECTION 2: USES

PERMITTED USES	DISCRETIONARY USES (DEVELOPMENT OFFICER)
• Accessory structure • Accessory use • Alternative energy, individual • Home occupation 1 • Manufactured home • Sign – Class A • Single-unit dwelling	• Essential utility • Home occupation 2 • Modular home • Moved-in building • Moved-in dwelling • Row house • Seniors Supportive Housing Facility • Sign for home occupation 2 • Two unit dwelling
DISCRETIONARY USES (MPC)	
• Manufactured home community • Parks and playgrounds	

SECTION 3: MINIMUM LOT DIMENSIONS

	Minimum Lot Size					
	Width		Length		Area	
Use	**m**	**ft**	**m**	**ft**	**m^2**	**ft^2**
Single unit dwelling[1]	7.6	25	22.9	75	174.2	1875
Manufactured home	7.6	25	22.9	75	174.2	1875
Manufactured home community	N/A		N/A		8093.7	87120
All other uses	As required by the Development Authority					

(1) For the purpose of this table, Single unit dwelling includes Stick built dwelling, Modular Home, and Moved-in Dwelling

SECTION 4: MINIMUM SETBACKS

	Minimum Setbacks							
	Front		Secondary Front		Side		Rear	
Use	**m**	**ft**	**m**	**ft**	**m**	**ft**	**m**	**ft**
Single unit dwelling[1]	7.6	25	3.8	12.5	1.5	5	4.5	15
Manufactured home	7.6	25	3.8	12.5	1.5	5	4.5	15
Accessory structure	N/A		3.8	12.5	1.5	5	1.5	5
Manufactured home community	As required by the Development Authority							
All other uses	As required by the Development Authority							

(1) For the purpose of this table, Single unit dwelling includes Stick built dwelling, Modular Home, and Moved-in Dwelling

SECTION 5: MAXIMUM SITE COVERAGE, HEIGHT AND FLOOR AREA

	Minimum Floor Area		Maximum Site Coverage	Maximum Height	
Use	**m^2**	**ft^2**	**%**	**m**	**ft**
Single unit dwelling[1]	46.5	500	45[2]	8.5	27
Manufactured home	46.5	500	35[2]	8.5	27
Accessory structure	N/A		10[2]	4.6	15
Manufactured home community	As required by the Development Authority				
All other uses	As required by the Development Authority				

(1) For the purpose of this table, Single unit dwelling includes Stick built dwelling, Modular Home, and Moved-in Dwelling

(2) Combined site coverage of principal and accessory structures

MAIN STREET COMMERCIAL (C1) C1

SECTION 1: PURPOSE

1.1 OVERVIEW: This district is intended to facilitate the growth of a vibrant main street that can accommodate walkable commercial businesses and residential as part of mixed-use developments. Innovative business models and mixed use arrangements are encouraged in this district.

1.2 MIX OF USES: This district allows for retail commercial and office uses as well as residential uses as part of a mixed use building or a live-work arrangement.

1.3 SITE AND BUILDING FORM: All buildings shall be oriented to the primary street network and should provide a safe walking environment for pedestrians. On-site parking should be located to the side or rear of the building where possible. Signage, landscaping and building design shall be human scaled, focusing on the pedestrian experience.

SECTION 2: USES

PERMITTED USES	PERMITTED USES
• Accessory structure • Accessory use • Alternative energy, individual • Bar/Lounge • Commercial school • Entertainment establishment • Financial institution • Government services • Hotel • Liquor store • Live-work unit • Market • Medical/health facility • Minor retail • Mixed use building • Office • Personal services • Recreation, private • Recreation, public • Restaurant • Retail cannabis store • Sign – Class A • Sign – Class B	• Specialty manufacturing • Tourist information
	DISCRETIONARY USES (DEVELOPMENT OFFICER)
	• Building and trade contractor • Child care facility • Club or fraternal organization • Community association building • Cultural facility • Essential utility • Funeral home • Major retail • Parking lot • Parks and playgrounds • Religious assembly • Sign – Class C • Shipping container, temporary
	DISCRETIONARY USES (MPC)
	• Moved-in building

SECTION 3: MINIMUM LOT DIMENSIONS

	Minimum Lot Size					
	Width		Length		Area	
Use	**m**	**ft**	**m**	**ft**	**m^2**	**ft^2**
All uses	7.6	25	45.7	150	347	3735

SECTION 4: MINIMUM SETBACKS

	Minimum Setbacks							
	Front		Secondary Front		Side		Rear	
Use	**m**	**ft**	**m**	**ft**	**m**	**ft**	**m**	**ft**
All uses	0	0	0	0	0	0	7.6	25
All uses where adjacent to R1, R2, R3, RM, PR	0	0	0	0	3	10	7.6	25
Maximum Front Setback	1.5	5	N/A					

4.1 Notwithstanding the maximum front setback, the Development Authority may approve a larger front setback if the applicant is providing a front patio or landscaped seating area.

SECTION 5: MAXIMUM SITE COVERAGE, HEIGHT AND FLOOR AREA

	Minimum Floor Area		Maximum Site Coverage	Maximum Height	
Use	**m^2**	**ft^2**	**%**	**m**	**ft**
All uses	N/A		50[1]	10.7	35
(1) Combined site coverage of principal and accessory structures					

COMMERCIAL (C2) C2

SECTION 1: PURPOSE

1.1 OVERVIEW: This district is intended to accommodate a variety of commercial and office uses that provide employment opportunities and services that cater to the need of residents as well as highway traffic or regional visitors.

1.2 MIX OF USES: This district allows for a blend of commercial, mixed-use buildings, and limited industrial uses. Uses will generally not have nuisance factors outside of enclosed buildings in order to be compatible with retail and potential residential.

1.3 SITE AND BUILDING FORM: Lots shall be a variety of sizes and configurations and may be more auto oriented (ie drive throughs, parking in front of buildings etc.) than in main street commercial development. Signage, landscaping and building design shall enhance the streetscape and be compatible with adjacent development.

SECTION 2: USES

PERMITTED USES	DISCRETIONARY USES (DEVELOPMENT OFFICER)
• Accessory structure • Accessory use • Alternative energy, individual • Animal care service, small • Auto and equipment sale and service • Bar/Lounge • Building and trade contractor • Bulk fuel station • Club or fraternal organization • Commercial School • Financial institution • Funeral home • General contractor • Government services • Hotel • Light industrial • Liquor store • Major retail • Market • Medical/health facility • Minor retail • Mixed use building	• Animal care service, large • Campground, private or public • Cannabis production facility • Carwash • Entertainment establishment • Essential utility • Mini storage • Moved-in building • Outdoor storage • Parking lot • Processing • Recreation, private • Security suite • Shipping container, permanent • Shipping container, temporary • Sign – Class B • Sign – Class C • Truck wash • Urban farm/horticulture operation • Warehouse

PERMITTED USES	DISCRETIONARY USES (MPC)
• Office • Personal Services • Restaurant • Retail cannabis store • Service station • Specialty manufacturing • Sign – Class A • Tourist information • Transportation/delivery service • Transportation dispatch/depot • Truck stop	• Auctioneering facility • Bulk fertilizer storage and sales • Heavy industrial • Kennel • Recycling facility

SECTION 3: MINIMUM LOT DIMENSIONS

	Minimum Lot Size					
	Width		Length		Area	
Use	m	ft	m	ft	m^2	ft^2
All uses	15.2	50	45.7	150	696.7	7500

SECTION 4: MINIMUM SETBACKS

	Minimum Setbacks							
	Front		Secondary Front		Side		Rear	
Use	m	ft	m	ft	m	ft	m	ft
All uses	7.6	25	3.8	12.5	3	10	7.6	25
All uses where adjacent to R1, R2, R3, RM, PR	7.6	25	3.8	12.5	6.1	20	7.6	25

SECTION 5: MAXIMUM SITE COVERAGE, HEIGHT AND FLOOR AREA

	Minimum Floor Area		Maximum Site Coverage	Maximum Height	
Use	m^2	ft^2	%	m	ft
All uses	N/A		50[1]	10.7	35
(1) Combined site coverage of principal and accessory structures					

INDUSTRIAL (I)

I

SECTION 1: PURPOSE

1.1 OVERVIEW: This district is intended to accommodate a range of industrial and some limited commercial development that may require large lots, special siting or servicing, and may be noxious or hazardous.

1.2 MIX OF USES: This district allows for predominantly industrial uses, uses that may or may not have nuisance factors outside of an enclosed building, as well as larger lot commercial uses, such as warehouse sales.

1.3 SITE AND BUILDING FORM: This district may not be compatible with residential use and should include landscaping or fencing buffers where necessary to prevent nuisance factors. Sites will range in size and layout based on the type of business or industry and may have unique vehicle access and servicing requirements. Consideration should be given to the flow of traffic on and off these sites, especially oversized or truck traffic.

SECTION 2: USES

PERMITTED USES	PERMITTED USES
• Accessory structure • Accessory use • Alternative energy, individual • Auto and equipment sale and service • Building and trade contractor • Bulk fertilizer storage and sales • Bulk fuel station • Cannabis production facility • Essential utility • General contractor • Grain Elevator/seed cleaning • Heavy industrial • Light industrial • Mini storage • Outdoor storage • Processing • Shipping container, permanent • Shipping container, temporary • Sign – Class A • Sign – Class B • Sign – Class C • Transportation/delivery service • Transportation dispatch/depot	• Truck stop • Truck wash • Warehouse **DISCRETIONARY USES (DEVELOPMENT OFFICER)** • Ammonia storage • Animal care service, Large • Auctioneering facility • Commercial School • Funeral home • Major retail • Moved-in building • Office • Parking lot • Security suite • Service station • Specialty manufacturing • Urban farm/horticulture operation **DISCRETIONARY USES (MPC)** • Railway and railway related uses • Recycling facility

SECTION 3: MINIMUM LOT DIMENSIONS

	Minimum Lot Size					
	Width		Length		Area	
Use	**m**	**ft**	**m**	**ft**	**m^2**	**ft^2**
All uses	30.5	100	45.7	150	1068.4	15000

SECTION 4: MINIMUM SETBACKS

	Minimum Setbacks							
	Front		Secondary Front		Side		Rear	
Use	**m**	**ft**	**m**	**ft**	**m**	**ft**	**m**	**ft**
All uses	7.6	25	3.8	12.5	3	10	7.6	25
All uses where adjacent to R1, R2, R3, RM, PR	7.6	25	7.6	25	6.1	20	7.6	25

SECTION 5: MAXIMUM SITE COVERAGE, HEIGHT AND FLOOR AREA

	Minimum Floor Area		Maximum Site Coverage	Maximum Height	
Use	**m^2**	**ft^2**	**%**	**m**	**ft**
All uses	N/A		50[1]	10.7	35
(1) Combined site coverage of principal and accessory structures					

PARKS AND RECREATION (PR) PR

SECTION 1: PURPOSE

1.1 OVERVIEW: This district is intended to designate areas for open space, parks and recreation facilities.

1.2 MIX OF USES: This district accommodates outdoor park uses and other community or public uses typically for active or passive recreation.

1.3 SITE AND BUILDING FORM: In most cases this district will be applied to outdoor spaces, but some uses may have associated buildings. Sites should be accessible and safe for pedestrians with high standards of landscaping.

SECTION 2: USES

PERMITTED USES	DISCRETIONARY USES (DEVELOPMENT OFFICER)
• Accessory structure • Accessory use • Campground, public • Golf course • Government services • Market • Parks and playgrounds • Recreation, public • Sign – Class A • Tourist information	• Campground, private • Club or fraternal organization • Community association building • Cultural facility • Essential utility • Parking lot • Shipping container, permanent • Shipping container, temporary
DISCRETIONARY USES (MPC)	
• Alternative energy, individual • Cemetery and interment • Moved-in building • Sign – Class B • Sign – Class C	

SECTION 3: MINIMUM LOT DIMENSIONS

	Minimum Lot Size					
	Width		Length		Area	
Use	m	ft	m	ft	m^2	ft^2
All uses	As required by the Development Authority					

SECTION 4: MINIMUM SETBACKS

	Minimum Setbacks							
	Front		Secondary Front		Side		Rear	
Use	**m**	**ft**	**m**	**ft**	**m**	**ft**	**m**	**ft**
All uses	7.6	25	3.8	12.5	3	10	7.6	25

SECTION 5: MAXIMUM SITE COVERAGE, HEIGHT AND FLOOR AREA

	Minimum Floor Area		Maximum Site Coverage	Maximum Height	
Use	**m^2**	**ft^2**	**%**	**m**	**ft**
All uses	N/A		As required by the DA	As required by the DA	

PUBLIC AND INSTITUTIONAL (PI) PI

SECTION 1: PURPOSE

1.1 OVERVIEW: This district is intended to facilitate the development of government, education, medical, social or other public and institutional uses.

1.2 MIX OF USES: Uses will generally be essential government, medical or educational services, with public recreational uses also allowed in certain circumstances.

1.3 SITE AND BUILDING FORM: The site and building requirements may vary widely and will be specific to each use. Uses oriented towards the public should be accessible and attractive to pedestrians.

SECTION 2: USES

PERMITTED USES	DISCRETIONARY USES (DEVELOPMENT OFFICER)
• Accessory structure • Accessory use • Cemetery and interment • Child care facility • Community association building • Education facilities • Essential utility • Government services • Hospital • Parks and playgrounds • Recreation, public • Religious assembly • Seniors Supportive Housing Facility • Sign – Class A • Tourist information	• Campground, private or public • Club or fraternal organization • Cultural facility • Market • Parking lot • Shipping container, permanent • Shipping container, temporary
DISCRETIONARY USES (MPC)	
• Alternative energy, individual • Group care facility • Moved-in building • Recycling facility • Sign – Class B • Sign – Class C	

SECTION 3: MINIMUM LOT DIMENSIONS

	Minimum Lot Size					
	Width		Length		Area	
Use	**m**	**ft**	**m**	**ft**	**m^2**	**ft^2**
All uses	As required by the Development Authority					

SECTION 4: MINIMUM SETBACKS

	Minimum Setbacks							
	Front		Secondary Front		Side		Rear	
Use	**m**	**ft**	**m**	**ft**	**m**	**ft**	**m**	**ft**
All uses	7.6	25	3.8	12.5	3	10	7.6	25

SECTION 5: MAXIMUM SITE COVERAGE, HEIGHT AND FLOOR AREA

	Minimum Floor Area		Maximum Site Coverage	Maximum Height	
Use	**m^2**	**ft^2**	**%**	**m**	**ft**
All uses	N/A		50[1]	As required by the DA	
(1) Combined site coverage of principal and accessory structures					

URBAN RESERVE (UR) UR

SECTION 1: PURPOSE

1.1 OVERVIEW: This district is intended to continue to support rural agricultural activities prior to transitioning to urban style development.

1.2 MIX OF USES: This district allows for rural agricultural or low intensity development and existing country residential to occur without compromising future urban subdivision and development.

1.3 SITE AND BUILDING FORM: Lots are typically on the periphery of existing development and are maintained in larger sizes to give maximum flexibility for use and development when the land transitions to urban development. Development will be rural in nature, such as existing acreage style housing or agricultural development. Prior to subdivision or urban style development, lots are redistricted to an appropriate land use district.

SECTION 2: USES

PERMITTED USES	DISCRETIONARY USES (DEVELOPMENT OFFICER)
• Accessory structure • Accessory use • Alternative energy, individual • Day home • Extensive agriculture • Home occupation 1 • Secondary suite • Sign – Class A	• Backyard suite • Essential utility • Home occupation 2 • Sign for home occupation 2 • Shipping container, permanent • Shipping container, temporary
DISCRETIONARY USES (MPC)	
• Manufactured home • Moved-in building • Moved-in dwelling • Single-unit dwelling	

SECTION 3: MINIMUM LOT DIMENSIONS

3.1 Minimum lot size shall be based on existing lots. No new subdivision shall be approved by the Development Authority unless land is redistricted from Urban Reserve – UR to an appropriate land use district in line with an approved Area structure plan or conceptual design scheme or at the discretion of Council.

SECTION 4: MINIMUM SETBACKS

	Minimum Setbacks							
	Front		Secondary Front		Side		Rear	
Use	**m**	**ft**	**m**	**ft**	**m**	**ft**	**m**	**ft**
Single unit dwelling[1]	7.6	25	3.8	12.5	1.5	5	4.5	15
Accessory structure	7.6	25	3.8	12.5	1.5	5	1.5	5
All other uses	As required by the Development Authority							
(1) For the purpose of this table, Single unit dwelling includes Stick built dwelling, Modular Home, and Moved-in Dwelling								

SECTION 5: MAXIMUM SITE COVERAGE, HEIGHT AND FLOOR AREA

	Minimum Floor Area		Maximum Site Coverage	Maximum Height	
Use	**m^2**	**ft^2**	**%**	**m**	**ft**
Single unit dwelling[1]	74.3	800	45[2]	8.5	27
Backyard suite	30.2	325	45[2]	7.5	24.6
Accessory structure	N/A		15	4.6	15
All other uses	As required by the Development Authority				
(1) For the purpose of this table, Single unit dwelling includes Stick built dwelling, Modular Home, and Moved-in Dwelling					
(2) Combined site coverage of principal and accessory structures					

DIRECT CONTROL (DC) DC

SECTION 1: PURPOSE

1.1 The general purpose and intent of the Direct Control District is to allow Council considerable flexibility and discretion to approve of uses on suitable sites that have the potential for a number of different land uses which may specific development standards to ensure compatibility with surrounding uses.

SECTION 2: USES

2.1 Any use Council considers appropriate.

SECTION 3: MINIMUM LOT DIMENSIONS

3.1 At the discretion of Council.

SECTION 4: MINIMUM SETBACK REQUIREMENTS

4.1 At the discretion of Council.

SECTION 5: STANDARDS OF DEVELOPMENT

5.1 A detailed concept plan shall be submitted with the application to the satisfaction of Council.

SECTION 6: APPROVAL PROCEDURE

6.1 Before Council considers an application for a use or development in the Direct Control district, it shall:

(a) cause a notice to be issued by the Development Officer in accordance with Administration Section 35 of this bylaw;

(b) hear any persons that claim to be affected by the decision on the application.

6.2 Council may then approve the application with or without conditions or refuse the application.

6.3 When applicable, Council should seek comments from other agencies such as the planning advisor, regional health authority or any applicable provincial government department.

SECTION 7: APPEAL PROCEDURE

7.1 Pursuant to section 685(4) of the MGA, if a decision with respect to a development permit application is made by Council, there is no appeal to the Subdivision and Development Appeal Board.

SITE SPECIFIC DIRECT CONTROL STANDARDS

The following sections contain site specific uses and development standards for those parcels of land within the municipality that have Direct Control designations.

SECTION 8: Lot 6, Block 52, Plan 151 0415

8.1 Permitted and discretionary uses are those uses deemed appropriate by Council.

8.2 The decision-making authority for permitted and discretionary uses shall be Council.

8.3 Standards of development shall be at the discretion of the Council and shall consider the following:

(a) the impact of proposed development on the former water pump facility foundation located on the subject lands;

(b) the existing adjacent uses;

(c) the provision of suitable servicing from municipal water and wastewater systems; and

(d) the provision of appropriate site access.

SCHEDULE 3

DEVELOPMENT NOT REQUIRING A DEVELOPMENT PERMIT

3 SCHEDULE THREE
DEVELOPMENT NOT REQUIRING A DEVELOPMENT PERMIT

This schedule lists all types of development that do not require a development permit. If one of the developments listed below does not comply with the regulations of this bylaw, however, than a development permit is still required.

SECTION 1: DEVELOPMENT NOT REQUIRING A PERMIT

1.1 The following developments shall not require a development permit:

(a) any use or development exempted under Section 618(1) of the *MGA*;

(b) any use or development exempted by the Lieutenant Governor in Council pursuant to Section 618(4) of the *MGA*;

(c) telecommunication antenna systems that are regulated by Industry Canada subject to Appendix C (Telecommunication Antenna Siting Protocol);

(d) the completion of a building which was lawfully under construction at the date this bylaw came into effect provided that the building is completed in accordance with the terms and conditions of any development permit granted; and

(e) the completion of a building that did not require a development permit under the previous Land Use Bylaw and which was lawfully under construction provided the building is completed within 12 months from the date this bylaw came into effect.

1.2 The following developments shall not require a development permit, but must otherwise comply with all other provisions of this bylaw:

(a) the maintenance or repair of any building provided that the work does not include structural alterations or additions;

(b) interior renovations to a building which do not:

(i) create another dwelling unit;

(ii) increase parking requirements; or

(iii) result in the change of use of a building;

(c) the temporary placement or construction of works, plants or machinery (not including shipping containers) needed to construct a development for which a development permit has been issued for the period of those operations;

(d) the maintenance or repair of public works, services and utilities on publicly owned or administered land carried out by, or on behalf of, federal, provincial, municipal or public authorities;

(e) any structure placed on a lot which is 9.3 m^2 (100 ft^2) or less in area that is not on a permanent foundation;

(f) in all districts, the erection, maintenance or alteration of a fence, gate, wall, hedge or other means of enclosure that does not exceed 0.9 m (3 ft) in height in any front yard and 1.8 m (6 ft) in height in any secondary front, rear or side yard;

(g) in the Industrial land use district, the erection, maintenance or alteration of a fence, gate, wall hedge, or other means of enclosure that does not exceed 2.4 m (8 ft) in height in any rear or side yard, or 1.8 m (6 ft) in height in any front yard;

(h) landscaping that was not required as part of the original development permit;

(i) any sign listed in Schedule 6, Section 2;

(j) any satellite dish less than 0.9 m (3 ft) in diameter;

(k) temporary outdoor swimming pools and above ground hot tubs;

(l) the installation of cement or other hard surface material that is not to be covered or partially covered by a roof or other shelter;

(m) excavation, grading, stripping, or stockpile provided it is part of a development for which a development permit has been issued or is addressed in a signed Development Agreement with the Town of Bassano; and

(n) the construction of uncovered decks or patios 0.6 m (2 ft) or lower to ground level.

SCHEDULE 4

GENERAL STANDARDS OF DEVELOPMENT

4 SCHEDULE FOUR
GENERAL STANDARDS OF DEVELOPMENT

This schedule identifies rules that apply to all types of development within Bassano. Except for more specific, alternative, or contradictory standards as may be set forth within Schedule 5, the following standards apply to all uses in all districts.

SECTION 1: ACCESS

1.1 Location of the access to each development from a public roadway should be shown on the plot plan submitted with the application for a development permit and is subject to the approval of the Development Authority.

1.2 Direct legal and physical access shall be required to all new development for the purposes of access by motorized and active modes of transportation such as, but not limited to; pedestrians, cyclists, personal and commercial automobiles.

1.3 Notwithstanding the requirements of sub-section 1.2 of this section, the following exemptions apply:

(a) development internal to a condominium plan containing private streets;

(b) development internal to a manufactured home community, dwelling group, or multi-use development containing internal streets as approved by the Development Authority; and

(c) where the Subdivision or Development Authority has allowed legal access to be provided by an easement.

SECTION 2: CORNER LOTS

2.1 Where any lot has more than one front yard line, the following rules shall apply:

(a) the front yard shall be the yard to which the principal entrance is oriented, and the secondary front yard shall be the other yard facing a street, or to the discretion of the Development Authority;

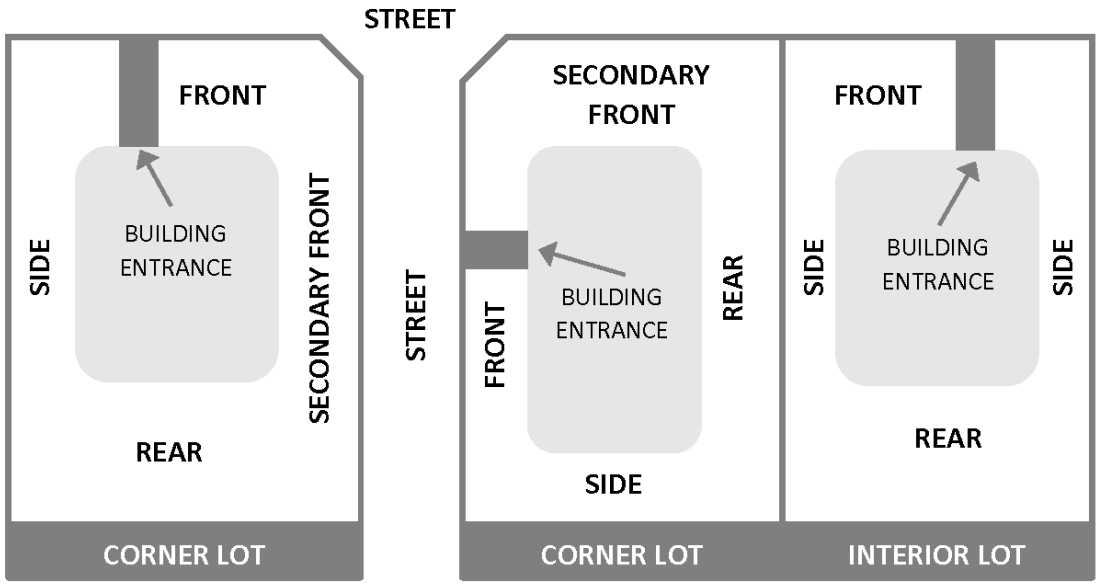
(b) the side yard shall be the yard that is parallel to the secondary front yard;

(c) the rear yard shall be the yard that is parallel to the front yard; or

(d) in circumstances where the lot orientation, layout or dimensions are such that determination of the yard assignments does not meet the requirements set out in this section, the yard assignments shall be to the discretion of the Development Authority; and

(e) the determination of the front yard and secondary front yard shall be complementary with neighbouring properties and fit into the context of the street at the discretion of the Development Authority.

ILLUSTRATION OF YARDS AND SETBACK AREAS



SECTION 3: CLEAR VISION TRIANGLE

3.1 STREET CORNER VISIBILITY

(a) On a corner lot, nothing shall be erected, placed, planted or allowed to grow in a manner which may restrict traffic visibility at street intersections.

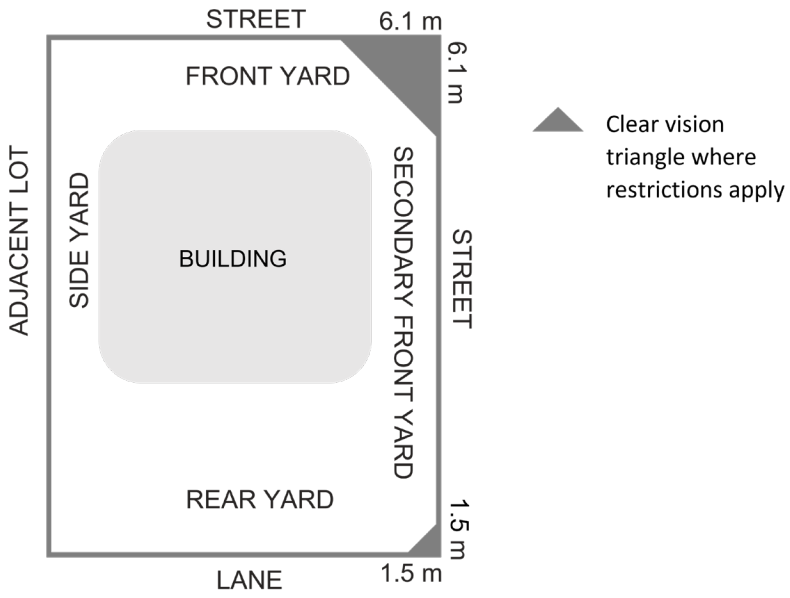
(b) Such restrictions apply between 0.9 m (3 ft) and 3.0 m (10 ft) above the centre line grades of the intersecting streets in the area bounded by the property lines of such corner lots and a line joining points along the said property line 6.1 m (20 ft) from the point of intersection.

3.2 REAR LANE VISIBILITY

(a) The Development Authority may impose conditions on a development to ensure that adequate visibility and safety of both pedestrians and vehicles is maintained for vehicles entering and exiting rear lanes.

(b) The Development Authority may request that a minimum 1.5 m (5 ft) clear vision triangle be provided for lots backing onto the intersection of a rear lane and public roadway.

CLEAR VISION TRIANGLE



SECTION 4: DECKS - RESIDENTIAL

4.1 A development permit is required for the construction of a deck if it will be greater than 0.6 m (2 ft) in height.

4.2 Uncovered decks that do not exceed 0.6 m (2 ft) in height do not require a development permit provided they meet the minimum setback requirements for a principal or accessory building.

4.3 All covered decks require a development permit.

4.4 For the purposes of calculating site coverage requirements, where a structure is attached to the principal building, it shall be deemed part of the principal building and subject to principal building requirements.

4.5 Decks must be located in a manner such as to preserve the privacy of adjacent properties.

SECTION 5: DEMOLITION OR REMOVAL OF BUILDINGS OR STRUCTURES

5.1 No person shall commence or cause to be commenced the demolition or removal of any building or structure, or portion thereof, until all necessary permits have been obtained.

5.2 A development permit must be obtained for the demolition or removal of any building or structure greater than 9.3 m^2 (100 ft^2) in size.

5.3 Whenever a development permit is issued for the demolition or removal of a building or structure, it shall be a condition of the permit that the lot shall be cleared, with all debris removed, and left in a graded condition upon completion of the demolition or removal to the satisfaction of the Development Authority.

5.4 When a development permit is to be approved for the demolition or removal of a building or structure, the Development Authority may require the applicant to provide a cash deposit, irrevocable letter of credit or other acceptable form of security in such amount as to cover the costs of reclamation to any public utility or Town property.

5.5 Whenever a demolition or removal of a building or structure is carried out, the property owner shall, at his or her own expense, protect any wall, structure, sidewalk or roadway liable to be affected by such demolition or removal, including those on neighbouring properties, from damage or displacement. Further, the property owner shall ensure that adequate measures are taken by way of fencing and screening to ensure public safety.

5.6 The applicant shall be responsible for obtaining all necessary Safety Codes approvals and utility service disconnections before demolition or removal of buildings or structures.

SECTION 6: DESIGN AND ORIENTATION OF BUILDINGS, STRUCTURES AND SIGNS

6.1 The design, character and appearance of buildings, structures or signs shall be consistent with the intent of the land use district in which the building is located and compatible with other buildings in the vicinity.

6.2 The Development Authority may regulate the exterior finish of buildings, structures or signs to improve the quality of any proposed development within any land use district.

6.3 The Development Authority may require that specific finishing materials and colour tones be utilized to maintain the compatibility of any:

(a) proposed development with surrounding or adjacent developments; and/or

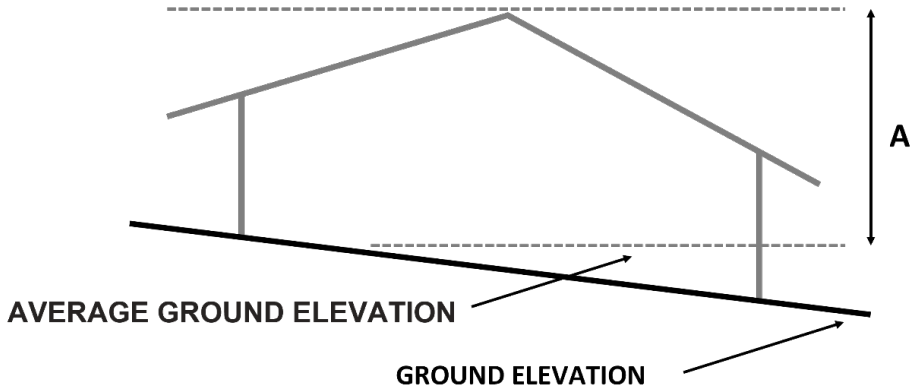
(b) proposed additions or ancillary structures with existing buildings on the same lot.

6.4 The maximum allowable height above the average finished surface level of the surrounding ground of the exposed portion of a concrete or block foundation may be limited by the Development Authority.

6.5 Subject to the requirements of the Safety Codes, the Development Authority may require that buildings be physically accessible to persons with disabilities.

6.6 If a building is to be located on a lot with more than one street frontage or on a lot with potential for further subdivision, the Development Authority may regulate the orientation and location of the building as a condition of development approval.

DETERMINING BUILDING HEIGHT



A = Building height

6.7 COMMERCIAL/INDUSTRIAL DESIGN STANDARDS

(a) All principal buildings shall have a straight wall, commercial type construction and shall be placed on a permanent foundation.

(b) Exterior finishing of all principal buildings shall be wood, masonry, painted concrete block, painted metal siding or other material satisfactory to the Development Officer or the Municipal Planning Commission.

(c) The total floor area of all buildings on the site shall not be less than 10 percent of the total lot area.

(d) Where, in the opinion of the Development Authority, a development has the potential to create negative impacts on adjacent uses and/or nearby residential development in the form of noise, odor, vibration and/or air quality, the applicant may be required to submit a mitigation plan demonstrating how impacts will be mitigated prior to a decision being made on the application.

(e) A mitigation plan may be attached as a condition of approval as well as any other measures deemed necessary by the Development Authority to mitigate impacts pursuant to subsection 6.7(d) above.

SECTION 7 DEVELOPMENT OF LANDS SUBJECT TO SUBSIDENCE, UNDERMINING OR FLOODING

7.1 If, in the opinion of the Development Authority, land upon which development is proposed is subject to subsidence, mass wasting, flooding or undermining the Development Authority may require the applicant to submit a structural building plan prepared and sealed by an engineer, and/or a slope stability analysis, and/or geotechnical report, and/or flood mapping prepared by an engineer demonstrating that any potential hazards can be mitigated.

SECTION 8: EASEMENTS

8.1 All permanent structures shall be located a minimum of 3.0 m (10 ft), or a greater distance as required by the Development Authority, from an easement registered for the protection of municipal water mains and sewer mains or any other infrastructure, as determined by the municipality.

8.2 No structures shall be located within a registered easement with the exception of fences, which may be permitted only if the easement-holder (Town or utility provider) grants permission.

SECTION 9: FENCES

9.1 RESIDENTIAL FENCE REQUIREMENTS

(a) No fence, wall, hedge or any combination thereof shall extend more than 0.9 m (3 ft) above the ground in any front yard area, without a development permit approved by the Development Authority.

(b) Fences in the rear and side yards shall be 1.8 m (6 ft) in height or less.

(c) Fences in secondary front yards may be 0.9 m (3 ft) in height or less without a development permit.

(d) Fences in secondary front yards proposed to be between 0.9 m (3 ft) and 1.8 m (6 ft) in height require a development permit.

(e) Where a permit is required, the Development Authority may regulate the types of materials and colours used for a fence.

(f) In any residential land use district, fences, gates, walls and other means of enclosure constructed of barbed wire, razor wire, concrete lego blocks, palettes, or other materials incompatible with a residential aesthetic are prohibited.

9.2 NON-RESIDENTIAL FENCE REQUIREMENTS

(a) No fence, wall, gate, hedge or other means of enclosure shall extend more than 2.4 m (8 ft) in height in any side or rear yard. A fence, wall, gate, hedge or other means of enclosure that exceeds 1.8 m (6 ft) in height within a front yard or secondary front yard requires approval by the Development Authority.

(b) The use of barbed wire below a height of 1.8 m (6 ft) is not permitted.

(c) The use of razor wire is not permitted.

(d) In the Main Street Commercial land use district, fences, gates, walls and other means of enclosure constructed of barbed wire, razor wire, concrete lego blocks, palettes, or other materials incompatible with a pedestrian oriented main street aesthetic are prohibited.

(e) Fencing shall not be permitted to be constructed within any developed or undeveloped roadway or laneway right-of-way. Removal of such fencing will be at the property owner's expense.

(f) Where a permit is required for fencing, the Development Authority may regulate the material types and colours used for the fence.

SECTION 10: GRADING AND STORMWATER MANAGEMENT

10.1 The Development Authority may require as a condition of development approval:

(a) engineered grading and drainage plans for the development and legal survey demonstrating that engineered grades have been met;

(b) grading and other measures, as appropriate, to control surface drainage, reduce or eliminate grade difference between adjacent lots, and minimize erosion or slope instability;

(c) the final grades of the development must be approved by the Development Authority before the issuance of a building permit;

(d) the applicant is responsible for ensuring adherence to final grades.

10.2 The construction of a retaining wall whenever, in the opinion of the Development Authority, significant differences in grade exist or will exist between the lot being developed and any adjacent lot or roadway. Where a retaining wall is required, the applicant shall submit to the Development Officer plans identifying the design and specifications of development for review and approval by the accredited safety codes officer.

10.3 Roof and surface drainage shall be directed either to the public roadway fronting the property, or as approved by the Development Officer, to a rear or side property boundary or as approved in an engineered stormwater management plan.

10.4 When discharging, storm water connections or sump hoses must be greater than 1.8 m (6 ft) from the front property line.

SECTION 11: LANDSCAPING AND SCREENING

11.1 RESIDENTIAL LANDSCAPING REQUIREMENTS

(a) The Development Authority may impose landscaping or screening requirements on a development approval for a permitted or discretionary residential use if these would serve to improve the quality or compatibility of the proposed development.

(b) The front yard and corner side yard on corner lots shall be comprehensively landscaped, except for those areas occupied by sidewalks or driveways, to the satisfaction of the Development Authority.

(c) Where any parcel or part of a parcel adjacent to a road is used for outdoor storage of goods, machinery, vehicles, buildings or waste materials, the Development

Authority may require satisfactory screening by buildings, fences, hedges, trees, berming or other landscaping features.

11.2 COMMERCIAL/INDUSTRIAL LANDSCAPING REQUIREMENTS

(a) The Development Authority may impose landscaping or screening requirements on a development approval. A landscaping plan shall be submitted with the development permit application for any principal use. The Development Authority may require that a landscaping plan be prepared by a professional. An irrigation plan may also be required.

(b) Within the front setback and secondary front setback, a minimum landscaped strip of 3.0 m (10 ft) in width along the entire lot frontage (excepting driveways, sidewalks, and walkways) is required. Landscaping of the public boulevard in front of a property does not contribute to the minimum required landscaped area.

(c) The Development Authority may require the prescribed minimum 7.6 m (25 ft) setback between an industrial and residential use to be landscaped and/or fenced depending on the intensity of the proposed use.

(d) Development along Highway 1 may be subject to enhanced landscaping standards to ensure attractive development adjacent to entryways into the community.

(e) Off-street parking lots shall be landscaped and/or screened to the satisfaction of the Development Authority.

(f) Where off-street parking is adjacent to a residential use, the Development Authority may require a minimum 3.0 m (10 ft) landscaped buffer between the property line and the adjacent use.

(g) Where an industrial lot is adjacent to a residential use, all mechanical equipment shall be concealed by fencing and/or landscaping to the satisfaction of the Development Authority.

(h) Landscaping or screening shall consist of any combination of the following to the satisfaction of the Development Authority:

  (i) ground cover (e.g. large feature rocks, bark chip, field stone, crushed rock, or other similar features);

  (ii) vegetation that has low water needs and is easy to maintain (e.g. trees, shrubs, lawn);

  (iii) buffering (e.g. berming, terracing, paving stones, fencing);

  (iv) outdoor amenity feature (e.g. benches, walkways, raised planters); and/or

  (v) innovative landscaping features, as approved by the Development Authority.

(i) Landscaping shall be maintained to a high standard to avoid weeds, debris, unruly plants or other unsightly landscaping at the cost of the property owner.

(j) No cottonwood tree of any species or variety shall be planted in the municipality.

SECTION 12: MINIMUM LOT SIZE AND SETBACKS

12.1 The Development Authority may approve a development on an existing registered lot where the minimum dimensions or area are less than those specified in the land use district, provided that the minimum area allowed is not less than 174.2 m^2 (1,875 ft^2).

12.2 Structures that are attached to a principal building are subject to the principal setbacks excepting the permitted projections in Section 15.

12.3 The Development Authority may require increased building setbacks, other than those identified in a land use district if such setbacks would:

(a) help avoid land use conflict; and/or

(b) enhance the appearance of the area.

SECTION 13: OFF-STREET PARKING AND LOADING REQUIREMENTS

13.1 GENERAL REQUIREMENTS

(a) The off-street parking and loading requirements and design standards apply to all new buildings and uses and the expansion or enlargement of existing buildings or uses.

(b) In the case of expansion or enlargement of an existing building or use, additional off-street parking spaces will be required to serve the expanded or enlarged area only, not the entire building or use.

(c) Tables 2 and 3 shall be used to calculate the minimum number of off-street parking spaces a use is required to provide.

(d) Parking areas shall be accessible, and designed and delineated in a manner which will provide for orderly parking.

(e) Parking areas shall be constructed in a manner which will permit adequate drainage, snow removal, and maintenance.

(f) The Development Authority may require that parking areas or portions thereof be paved.

(g) Unless otherwise indicated in this bylaw, off-street parking may be located in the front yard.

(h) Off-street parking requirements based on floor area are to be computed on the gross floor area (GFA) of the building.

(i) Calculation of off-street parking requirements resulting in a fractional number of 0.5 or greater shall be rounded up and when resulting in a fractional number of 0.49 or less shall be rounded down.

(j) A multiple use development must provide parking in an amount equal to the number of spaces for all uses, except where a shared parking provision is approved by the Development Authority.

(k) A shared parking provision based upon the proposed sharing of parking spaces between two or more uses must include a written agreement between the owners on record. Where such off-site parking is approved, a caveat shall be registered against the lot to guarantee the continuous use of the site for parking.

(l) Where a use is not listed, minimum required off-street parking shall be provided as required by the Development Authority, having regard to the listed use that is most similar to the proposed use. As an alternative, the Development Authority may require a parking study be prepared by a qualified professional at the applicant's expense to determine the parking requirements for a use not listed in Tables 2 or 3.

(m) All required parking spaces shall be provided on the same lot as the building or use, except where the Development Authority may permit off-site parking spaces to be provided on a lot within 152.4m (500 ft) of the building or use if, in the Development Authority's opinion, it is impractical to provide parking on the same lot as the building or use. Where such off-site parking is approved, a caveat shall be registered against the lot to guarantee the continuous use of the site for parking.

(n) Off-street parking shall not be permitted on boulevards at any time.

(o) Electric charging stations for vehicles are permitted in all Land Use Districts subject to the following:

(i) when enclosed within a building no development permit is required; or

(ii) when not enclosed within a building a development permit is required.

13.2 OFF-STREET PARKING DESIGN STANDARDS

(a) Off-street parking areas shall be accessible and designed in a manner which will provide for orderly parking in accordance with the minimum parking space dimensions found in Table 1. Off-street parking spots shall be clearly designated and delineated within a defined area.

(b) Parking space designs proposing tandem or stacked parking to a maximum of two vehicles per stall may be approved by the Development Authority provided the spaces are for employee parking only.

(c) The stall width and depth requirements for an off-street parking space may be reduced by the Development Authority where spaces are designed to accommodate compact vehicle parking.

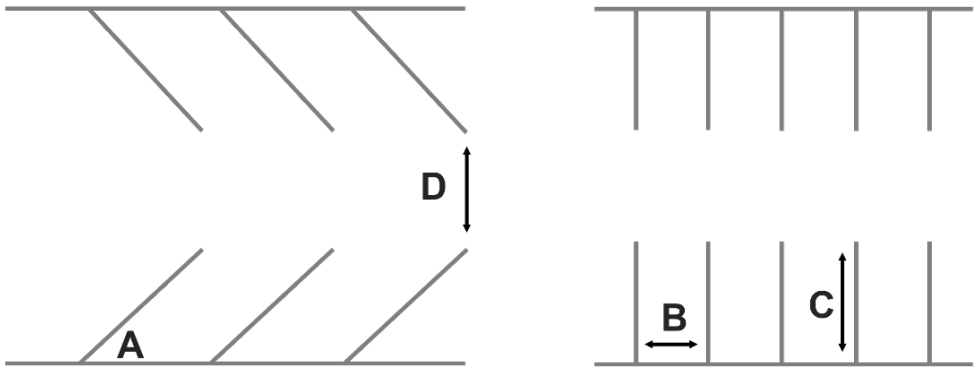
(d) Where a use or development may need to accommodate over-sized vehicles such as tractor-trailers, large recreational vehicles, buses or other similar

vehicles, the Development Authority may require larger parking space and aisle dimensions.

(e) Off-street parking spaces adjacent to a road right-of-way shall be provided with bumper blocks, curbing or other similar protective features to ensure public safety and prevent vehicle overhang.

TABLE 1: PARKING DESIGN DIMENSIONS						
A: Parking Angle	B: Stall Width		C: Stall Depth		D: Aisle Width	
Degrees	**m**	**ft**	**m**	**ft**	**m**	**ft**
0	2.7	8.0	6.7	22	3.7	12
30	2.7	9.0	5.5	18	3.5	11
45	2.6	8.5	6.1	20	3.9	13
60	2.6	8.5	6.4	21	5.5	18
90	2.9	9.5	5.6	18.5	7.3	24

MINIMUM PARKING SPACE DIMENSIONS



A: Parking Angle
D: Aisle Width

B: Stall Width
C: Stall Depth

13.3 RESIDENTIAL PARKING REQUIREMENTS

(a) The following shall be used to calculate off-street parking spaces required for proposed development:

TABLE 2: RESIDENTIAL OFF-STREET PARKING NUMBERS	
Use	**Residential Minimum Required Off-street Parking**
Apartment	1.5 spaces per dwelling unit plus 1 visitor parking space for every 2 dwelling units
Backyard suite	1 additional space
Bed and breakfast	1 space per guest room
Child care facility	1 pick-up/drop-off space per 10 children plus 1 space per employee
Dwelling group	1.5 spaces per dwelling unit
Group care facility	1 space per employee
Home occupation 2	1 additional space
Row house	1.5 spaces per dwelling unit plus 1 visitor parking space for every 2 dwelling units
Secondary suite	1 additional space
Single-unit dwelling[1]	2 spaces per dwelling unit
Two unit dwelling	1.5 spaces per dwelling unit
All other uses	As required by the Development Authority
(1) For the purpose of this table, Single unit dwellings include, Stick built dwelling, Modular Home, Manufactured Home, and Moved-in Dwelling.	

(b) Recreational vehicles in residential districts shall be parked entirely on private property. Parking spaces for recreational vehicles shall be clearly defined to ensure orderly parking. Recreational vehicles includes motorhomes, boats, snowmobiles and similar vehicles.

(c) In the Large Lot Residential – R3 land use district, a maximum of 5 recreational vehicles may be parked outside of an enclosed building per parcel of land. Recreational vehicles include motorhomes, boats, snowmobiles and similar vehicles.

(d) Vehicular access for corner lots shall generally be limited to locations along a minor street or cul-de-sac.

(e) In residential districts where a subject property does not provide a side yard sufficient for a driveway, then one off-street parking pad may be permitted in the front yard to a maximum of 6.1 m (20 ft) in width.

(f) Only one driveway per lot should be permitted for single unit residential developments, including manufactured homes.

(g) Driveways shall be a minimum of 3.0 m (10 ft) wide and a maximum of 6.1 m (20 ft) in length, unless otherwise approved by the Development Authority on the basis of merit.

(h) Driveways shall be a minimum of 3.0 m (10 ft) from the entrance to a lane, and 4.6 m (15 ft) from the intersection of two public roadways.

(i) Driveways, parking pads or hard surfaced areas (e.g. paving stones, sidewalks) that cover more than 25 percent of the total lot area require a development permit.

13.4 NON-RESIDENTIAL PARKING REQUIREMENTS

(a) The following shall be used to calculate off-street parking spaces required for proposed development:

TABLE 3: NON-RESIDENTIAL OFF-STREET PARKING NUMBERS

Use	Non-Residential Minimum Required Off-street Parking
Ammonia storage	1 space per employee
Animal care service, large	1 space /46.5 m^2 (500 ft^2) of GFA
Animal care service, small	1 space /46.5 m^2 (500 ft^2) of GFA
Auctioneering facility	5 spaces /46.5 m^2 (500 ft^2) of GFA
Auto and equipment sales and service	1 space /46.5 m^2 (500 ft^2) of GFA
Bar/lounge	5 spaces /46.5 m^2 (500 ft^2) of GFA
Building and trade contractors	1 space /65 m^2 (700 ft^2) of GFA
Bulk fertilizer storage and sales	1 space per employee
Bulk fuel station	1 space /46.5 m^2 (500 ft^2) of GFA
Campground, Public or Private	As required by the Development Authority

Cannabis production facility	1 space per employee
Car wash	1 space per employee
Cemetery	As required by the Development Authority
Club or fraternal organization	1 space /5.1 m^2 (55 ft^2) of patron use area plus 1 space per employee
Commercial school	1 space /46.5 m^2 (500 ft^2) of GFA
Community building	1 space/5 seating spaces plus 1 space per employee
Cultural facility	5 spaces /46.5 m^2 (500 ft^2) of GFA
Educational facility	5 spaces /46.5 m^2 (500 ft^2) of GFA
Entertainment establishment	10 spaces /46.5 m^2 (500 ft^2) of GFA
Financial institution	1 space /37.2 m^2 (400 ft^2) of GFA
Funeral Home	1 space/5 seating spaces plus 2 spaces for employee
Golf course	4 spaces per golf hole
Grain elevator/seed cleaning	1 space /65 m^2 (700 ft^2) of GFA
Heavy industrial	1 space /65 m^2 (700 ft^2) of GFA
Hospital	As required by the Development Authority
Hotel	1 space per guest room plus 2 spaces for employees
Light industrial	1 space /65 m^2 (700 ft^2) of GFA
Liquor store	1 space /37.2 m^2 (400 ft^2) of GFA
Major retail	1 space /37.2 m^2 (400 ft^2) of GFA
Market	As required by the Development Authority
Medical/health facility	1 space per staff member and 1 space per examination room
Mini storage	As required by the Development Authority
Minor retail	1 space /37.2 m^2 (400 ft^2) of GFA
Office	1 space /46.5 m^2 (500 ft^2) of GFA
Parks and playgrounds	As required by the Development Authority

Personal services	1 space /37.2 m^2 (400 ft^2) of GFA
Processing	1 space per employee
Recreation, private	1 space /37.2 m^2 (400 ft^2) of GFA
Recreation, public	1 space /37.2 m^2 (400 ft^2) of GFA
Recycling facility	1 space /65 m^2 (700 ft^2) of GFA
Religious assembly	As required by the Development Authority
Restaurant	1 space per 4 seats plus 2 spaces for employees
Retail cannabis store	1 space /37.2 m^2 (400 ft^2) of GFA
Service station	1 space /37.2 m^2 (400 ft^2) of GFA
Specialty manufacturing	1 space /46.5 m^2 (500 ft^2) of GFA
Transportation/delivery service	1 space /65 m^2 (700 ft^2) of GFA
Transportation dispatch/depot	1 space /65 m^2 (700 ft^2) of GFA
Truck stop	As required by the Development Authority
Truck wash	1 space per employee
Urban farm/horticultural operation	1 space /65 m^2 (700 ft^2) of GFA
Warehouse	1 space per employee
All other uses	As required by the Development Authority

13.5 BARRIER-FREE PARKING

(a) Barrier-free parking spaces are required for public, commercial and industrial uses and for Seniors Supportive Housing Facilities.

(b) The minimum number of barrier-free parking spaces to be provided for persons with disabilities shall be a portion of the total number of off-street parking spaces required, in accordance with Table 4: Barrier-Free Parking Spaces.

(c) Each barrier-free parking space for persons with disabilities shall be:

  (i) at least 3.7 m (12 ft) wide;

  (ii) have a firm, slip-resistant and level surface; and

  (iii) be clearly marked as being for the use of persons with disabilities only.

(d) Where there are two or more adjacent barrier-free parking stalls, a 1.5 m (5 ft) wide access aisle shall be provided between the stalls.

(e) Barrier-free parking stalls shall be clearly identifiable in accordance with Safety Codes.

(f) There must be a well-lit, distinguishable, barrier-free path of travel from the parking areas to the building entrance.

(g) It is recommended that an additional number of spaces be considered when the purpose or use of the building facilities may cause an increase in the number of seniors or persons with disabilities who require accessible parking, such as, but not limited to, medical services and restaurants.

TABLE 4: BARRIER-FREE PARKING SPACES	
Number of parking spaces required / Use	**Number of barrier-free spaces required for a use by persons with disabilities**
2-10	1
11-25	2
26-50	3
51-100	4
for each additional increment of 100 or part thereof	one additional stall

13.6 LOADING SPACE REQUIREMENTS

(a) One loading space shall be provided for each loading door.

(b) The minimum dimensions for a loading space shall be 3.0 m (10 ft) by 9.1 m (30 ft) with an overhead clearance of 3.9 m (13 ft).

(c) Each loading area shall provide a doorway into the building sufficient to meet the needs of the use within the building.

(d) Each loading area shall be designed in such a manner that it will not interfere with convenient and safe pedestrian movement, traffic flow or parking.

(e) The Development Authority may require additional loading areas or doors if, in the Development Authority's opinion, such additional areas or doors are deemed necessary.

(f) The Development Authority may consider a joint loading area for two or more uses if, in the Development Authority's opinion, such a loading area would facilitate orderly development or relieve congestion in the immediate area.

13.7 STACKING SPACES FOR DRIVE-THROUGH USES

(a) In addition to the off-street parking requirements, a drive-through use is required to provide the following minimum stacking spaces:

(i) Restaurant use: 30.5 m (100 ft) from order box to pick-up window

(ii) Service station: 9.1 m (30 ft) from each end on pump island

(iii) Bank machine: 22.9 m (75 ft) from bank machine window

(iv) Car wash: 15.2 m (50 ft) from car wash entrance

(v) Other: As determined by the Development Authority

(b) The minimum stacking space requirements in subsection 13.7(1) may be varied by the Development Authority depending upon the intensity of the proposed development.

SECTION 14: OUTDOOR DISPLAY AND STORAGE FOR COMMERCIAL/INDUSTRIAL USES

14.1 Temporary outdoor display of goods, materials, and equipment for advertising and sale purposes may be permitted in the front yard provided the display is not located within any required landscape area or buffer.

14.2 The Development Authority may impose conditions related to screening, buffering or landscaping of any outdoor display or storage areas.

14.3 Outdoor storage areas shall not be permitted within the front, secondary front or side setback.

14.4 Outdoor storage areas adjacent to a residential lot shall be effectively screened by an opaque fence of at least 1.8 m (6 ft) in height or other suitable screening to the satisfaction of the Development Authority.

14.5 Display of new or reconditioned vehicles and equipment will be permitted in landscaped areas provided that:

(a) grassed areas are mowed regularly;

(b) 1.5 m (5 ft) setbacks are maintained between property lines, buildings and adjoining vehicles, with 6.0 m (20 ft) from street corners;

(c) vehicles are properly aligned; and

(d) the display vehicles are not intermixed with parked or damaged vehicles.

SECTION 15: PROJECTIONS INTO SETBACKS

15.1 The following features may, subject to the relevant provisions of Safety Codes, project into the required setbacks under this bylaw:

(a) unenclosed steps or unenclosed fire escapes;

(b) a wheelchair ramp at the discretion of the Development Authority;

(c) fences or walls to the property line in accordance with the applicable land use district;

(d) driveways, curbs and sidewalks;

(e) off-street parking;

(f) cooling units not to exceed 0.9 m (3 ft);

(g) mailboxes;

(h) landscaping, fish ponds, ornaments, flagpoles (less than 4.6 m (15 ft) in height), or other similar landscaping features;

(i) temporary swimming pools in accordance with the applicable land use district; and

(j) signs in accordance with Schedule 6.

15.2 The portions of, and attachments to, a principal building which may project over a setback are as follows:

(a) eaves, fireplaces, belt courses, bay windows, cornices, sills or other similar architectural features may project over a side setback as permitted under the relevant provisions of Safety Codes and over a front or rear setback a distance not to exceed 1.2 m (4 ft);

(b) an uncovered balcony, cantilever, or other similar feature may project over a side or rear setback a distance not to exceed one-half of the width of the smallest setback required for the site;

(c) a chimney which is not more than 1.2 m (4 ft) wide and projects not more than 0.3 m (1 ft) into a rear or side setback.

SECTION 16: REFUSE COLLECTION AND STORAGE

16.1 Refuse and garbage shall be kept in a suitably-sized enclosure for each use within each land use district.

16.2 Refuse and garbage areas shall be effectively screened until such time as collection and disposal is possible.

16.3 All refuse on any construction site shall be properly screened or placed in an approved enclosure until removed for disposal.

SECTION 17: RETAINING WALLS, GRADING AND DRAINAGE

17.1 The Development Authority may require:

(a) the construction of a retaining wall, including submittal of an engineered design as a condition of development if significant differences in grade exist or will exist between the lot to be developed and adjacent parcels;

(b) the provision of engineered grading and drainage plans for the development; and/or

(c) special grading and/or paving to prevent drainage problems with neighbouring lots as a condition of a development permit.

SECTION 18: SERVICING

18.1 All development shall be required to connect to both the municipal water supply and sewerage system where the municipal services are, in the opinion of the Development Authority, reasonably available. Where no municipal servicing is reasonably available, development approval shall be subject to compliance with Regional Health Authority and Alberta Safety Codes standards for unserviced parcels. Prior to development approval, the applicant shall be required to submit a soils analysis and report to demonstrate the suitability of the site for on-site septic.

18.2 The Development Authority may request proof of proper wastewater treatment prior to discharge into the Municipal system as a condition of a development permit for a commercial or industrial use.

SECTION 19: SITE LIGHTING

19.1 Where site lighting is provided to illuminate any parcel, building or site, the type, location and orientation of the lighting shall:

(a) avoid light trespass onto neighbouring properties including public properties;

(b) not produce glare;

(c) not adversely affect the use, enjoyment and privacy of any dwelling; and

(d) not interfere with traffic safety on public roadways.

19.2 Outdoor lighting is to be mounted no higher than 6.1 m (20 ft) above ground, excepting outdoor lighting for public uses and lighting approved in conjunction with a development permit.

19.3 Site lighting that is required as a condition of a development permit shall meet the requirements of this Section and any other applicable section of this bylaw, and any additional requirements as determined by the Development Authority.

SECTION 20: STATUTORY PLANS

20.1 Where the policies, rules or procedures indicated in a statutory plan vary, supplement, reduce, replace or qualify the requirements of this bylaw for a particular district or districts, the policies, rules or procedures indicated in the statutory plan shall take precedence.

SCHEDULE 5

SPECIFIC USE STANDARDS OF DEVELOPMENT

5 SCHEDULE FIVE
USE SPECIFIC STANDARDS OF DEVELOPMENT

This section identifies rules that apply to specific uses that may have unique standards or need more direction than what is outlined in Section 4. Unless identified otherwise, rules laid out in Section 4 apply to the uses in this section as well.

SECTION 1: ACCESSORY DWELLING UNITS

1.1 GENERAL REQUIREMENTS

(a) Only one (1) secondary suite or backyard suite may be developed per lot, except that two (2) secondary suites may be developed in conjunction with a Two unit dwelling, where each dwelling unit may contain a secondary suite.

(b) Backyard suites and secondary suites shall not be subject to separation from the principal dwelling through a condominium conversion or subdivision.

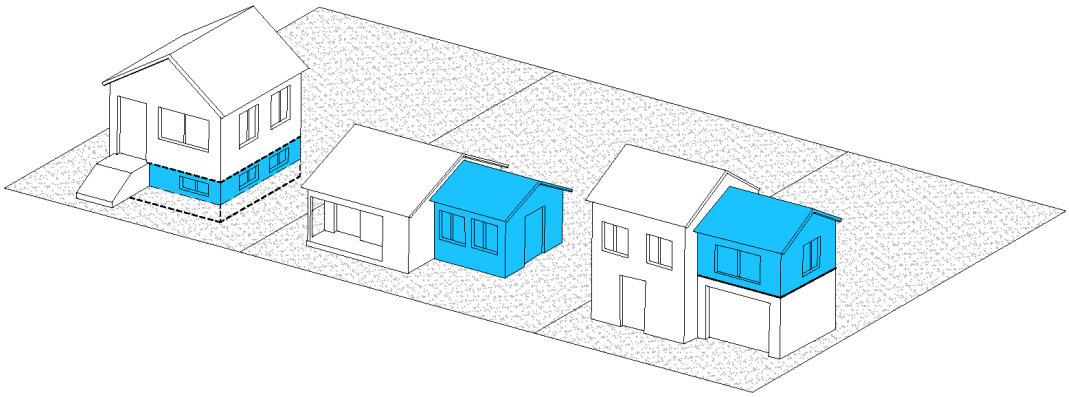
(c) The minimum floor area for a backyard suite or secondary suite shall not be less than 30.2 m^2 (325 ft^2).

(d) Backyard suites and secondary suites shall provide parking stalls as per Schedule 4. Access to the parking area shall be to the satisfaction of the Development Authority.

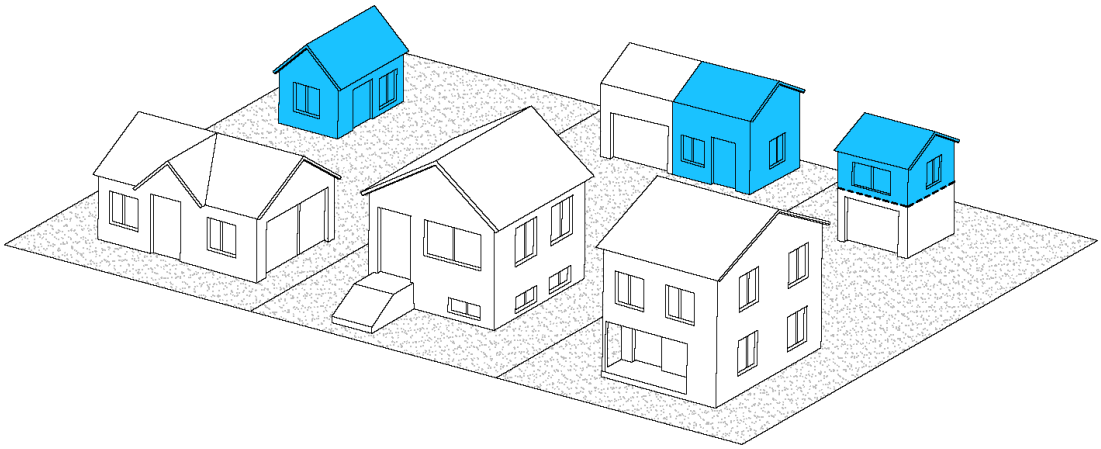
(e) Backyard suites and secondary suites shall have full utility services through service connections from the principal dwelling unit at the cost of the property owner.

(f) Development of a backyard suite or secondary suite shall adhere to the Alberta Building Code and Alberta Fire Code as a condition of approval.

EXAMPLE SECONDARY SUITE OPTIONS



EXAMPLE BACKYARD SUITE OPTIONS



1.2 BACKYARD SUITE REQUIREMENTS

(a) A backyard suite shall be situated no closer than 3.1 m (10 ft) from the principal dwelling and shall not be located in the front yard.

(b) If a backyard suite is part of a garage, the entrance to the suite shall be separate from the entrance to the garage, either from a common indoor landing or from the exterior of the structure.

(c) Minimum setbacks for backyard suites shall be as follows:

Front		Secondary Front		Side		Rear (Lane)		Rear (Laneless)	
m	ft	m	ft	m	ft	m	ft	m	ft
N/A		3.8	12.5	1.5	5	1.5	5	3.1	10

(d) In order to preserve the privacy of adjacent properties, the following design measures shall be incorporated to the satisfaction of the Development Authority:

(i) placement of larger windows to limit overlook into neighbouring properties;

(ii) translucency (i.e. allowing the transport of light but not to the extent where image formation can be realized) of windows where appropriate;

(iii) placement of balconies on a backyard suite to face the rear lane (where one exists) or larger of the 2 side yards; and

(iv) balconies shall not project into a required setback.

(e) A servicing plan shall be submitted with a development permit application for a backyard suite showing how the services are connected to the principal dwelling to the satisfaction of the Development Authority.

1.3 SECONDARY SUITE REQUIREMENTS

(a) A secondary suite shall have cooking facilities, food preparation area, sleeping and sanitary facilities, which are physically separate from those of the principal dwelling within the structure. A secondary suite shall also have an entrance separate from the entrance to the principal dwelling, either from a common indoor landing or directly from the side or rear of the structure.

(b) The maximum floor area of the secondary suite shall be as follows:

(i) in the case of a secondary suite located completely below the first storey of a single-unit, dwelling (other than stairways or a common landing), the floor area (excluding the area covered by stairways) shall not exceed the floor area of the first storey of the associated principal dwelling;

(ii) in the case of a secondary suite developed completely or partially above grade, the floor area (excluding the area covered by stairways) shall not exceed 40 percent of the total floor area above grade of the building containing the associated principal dwelling, or 70.0 m^2 (753.5 ft^2), whichever is the lesser.

(c) A secondary suite shall not be developed within the same principal dwelling containing a home occupation 2, unless it is proven to the satisfaction of the Development Authority that the amount of traffic generated is limited and adequate parking is available without adversely affecting the neighborhood.

(d) A secondary suite shall be developed in such a manner that the exterior of the principal building containing the secondary suite shall appear as a single dwelling.

SECTION 2: ACCESSORY STRUCTURES

2.1 No accessory building or structure shall be allowed on a lot without an approved principal building or use.

2.2 A maximum of two (2) accessory structures over 100 square feet and a maximum of one (1) accessory structure under 100 square feet are allowed per lot in a residential land use district.

2.3 Accessory buildings and structures shall be located at least 3.0 m (10 ft) from the principal building.

2.4 Accessory buildings and structures shall be located at least 1.0 m (3.28 ft) from any other accessory building or structure, measured from the outermost extent of the accessory building(s) and structure(s).

2.5 Accessory buildings shall be constructed such that eaves shall be no closer than 1.5 m (5 ft) from a side lot line or rear lot line and all drainage is conducted to the appropriate storm drain via the applicant's own property.

2.6 Accessory buildings or structures shall not to be located in the front yard in relation to the principal building.

2.7 Quonsets, quonset-style buildings or semicircular metal structures shall not be permitted as accessory buildings in the Residential – R1, Medium Density Residential – R2 and Residential Manufactured Home – RM land use districts.

2.8 All Moved-in buildings shall be subject to the provisions of this section and the provisions of Section 13.

2.9 Carports attached to an accessory building shall comply with the provisions for accessory buildings. Carports attached to a principal dwelling or building shall comply with the provisions for principal dwelling or building.

2.10 Portable storage / garage structures as defined in Schedule 7 shall be required to meet all setbacks of the residential district and are required to obtain a development permit.

2.11 Accessory structures in commercial and industrial land use districts may be constructed with the use of alternative materials and design at the discretion of the Development Authority.

2.12 A greenhouse in a residential land use district may be allowed as an accessory structure. Any outdoor storage associated with a residential greenhouse shall be contained within a building or screened from view of the street and lane if applicable.

2.13 PRIVATE SWIMMING POOLS

(a) Private swimming pools shall be classified as an accessory structure.

(b) Any private swimming pool with a design depth greater than 0.6 m (2 ft) and a pool area of greater than 10 m^2 (108 ft^2) shall be constructed and fenced in accordance with Safety Codes requirements.

(c) Temporary above ground swimming pools and above ground hot tubs do not require a development permit, but are subject to Safety Codes and may require a building permit.

(d) Construction of an in-ground swimming pool and swimming pools that are attached to a deck require a development permit and are subject to the following additional standards:

(i) placement of a swimming pool shall be limited to the side and rear yard only;

(ii) swimming pools are subject to the setback requirements for accessory structures in the applicable land use district;

(iii) swimming pools are subject to the maximum lot coverage requirements for accessory structures in the applicable land use district;

(iv) electric lights shall be installed to light the pool area;

(v) public liability insurance shall be obtained and each year proof of the insurance shall be submitted to the Development Officer; and

(vi) a life belt of other similar approved safety device is to be obtained and readily accessible.

SECTION 3: ALTERNATIVE ENERGY SOURCES

3.1 GENERAL REQUIREMENTS

(a) The Development Authority is authorized to issue development approvals for alternative energy sources such as, but not limited to, solar panels, heat exchange systems, generators, turbines, etc. provided that any additional approvals or standards required at the municipal, provincial and/or federal levels are met or exceeded.

3.2 SOLAR COLLECTOR

(a) A solar collector attached to a wall or roof of a building may be permitted in any land use district subject to the following:

(i) A solar collector mounted on a roof:

a. may project a maximum of 1.3 m (4 ft) from the surface of the roof and shall not exceed the maximum height requirements of the applicable land use district; and

b. must not extend beyond the outermost edge of the roof.

(ii) A solar collector mounted to a wall:

a. must be located such that it does not create undue glare on neighbouring property or public roadways;

b. must be located a minimum of 2.4 m (8 ft) above grade;

c. may project a maximum of 1.5 m (5 ft) from the surface of the wall, when the wall faces the rear property line, subject to the setback requirements of the applicable land use district; and

d. may project a maximum of 0.6 m (2 ft) from the surface of the wall when the wall faces the front, secondary front or side property line, subject to the setback requirements of the applicable land use district.

(b) A free-standing solar collector or a solar collector mounted to any structure other than a roof or wall of a building shall be classified as an accessory use and processed subject to the applicable land use district and the following additional standards:

(i) must be located such that it does not create undue glare on neighbouring property or public roadways; and

(ii) must not exceed 1.8 m (6 ft) in height above existing grade.

SECTION 4: BED AND BREAKFASTS

4.1 The bed and breakfast shall be operated by a full-time resident of the dwelling.

4.2 The use shall only be permitted within a single-detached dwelling.

4.3 The operation is limited to a maximum of five guest rooms and ten guests at any one time in addition to the full-time residents of the dwelling.

4.4 One off-street parking space is required for each guest room in addition to the off-street parking requirements for the dwelling.

4.5 A maximum of one resident employee is permitted.

4.6 The residential character of the dwelling shall be maintained and be consistent with the intent of the district.

4.7 Guest rooms shall not be permitted to contain cooking or kitchen facilities.

4.8 Meals may be provided to registered guests only.

4.9 Signage may be permitted subject to the requirements in Schedule 6 of this bylaw (Sign Regulations).

4.10 The applicant shall be responsible for compliance with the Alberta Health Standards and Guidelines and the Alberta Building Code requirements for Bed and Breakfast accommodations.

4.11 The issuance of a development permit in no way exempts the applicant from obtaining a business license from the Town and any other Provincial approvals that may be required.

SECTION 5: CANNABIS PRODUCTION FACILITY

5.1 The owner or applicant must provide as a condition of development a copy of the current licence for all activities associated with medical cannabis production as issued by Health Canada.

5.2 The owner or applicant must obtain any other approval, permit, authorization, consent or licence that may be required to ensure compliance with applicable federal, provincial or other municipal legislation.

5.3 The development must be done in a manner where all of the processes and functions are fully enclosed within a stand-alone building.

5.4 The development shall not operate in conjunction with another approved use.

5.5 The development shall not include an outdoor area for storage of goods, materials or supplies.

5.6 The development must include equipment designed and intended to remove odours from the air where it is discharged from the building as part of a ventilation system.

5.7 The development must not be within 75 m (246 ft) of a residential, public institutional, or parks and recreation district, measured from the building foundation containing the use to the nearest property line of a parcel designated as a residential, public institutional, or parks and recreation district.

5.8 The Development Authority may require, as a condition of a development permit, a Public Utility and Waste Management Plan, completed by a qualified professional that includes detail on, but is not limited to:

(a) the incineration of waste products and airborne emissions, including smell; and

(b) the quantity and characteristics of liquid and waste material discharged by the facility; and

(c) the method and location of collection and disposal of liquid and waste material; and

(d) the impact to municipal servicing and utilities, including, but not limited to, the effect on water and sewer system delivery.

5.9 Any signage relating to a Cannabis Production Facility is subject to approval by the Development Authority, as well as the sign regulations outlined in Schedule 6.

SECTION 6: DWELLING GROUP

6.1 The design of the dwelling group shall consider the height, building design and nature of surrounding residential development.

6.2 The arrangement of the structures in a dwelling group is subject to the approval of the Development Authority and the requirements of the Alberta Building Code, as amended.

6.3 A landscaping plan shall be submitted with the development permit application. The Municipal Planning Commission may require that a landscape plan be prepared by a professional. An irrigation plan may also be required.

6.4 A minimum 1.5 m (5 ft.) wide landscaped buffer strip may be required between the parking area and an adjacent residential lot. The Municipal Planning Commission, depending on the intensity of the development, may increase the minimum required width of the landscaped buffer strip.

6.5 The Development Authority may regulate the maximum density of a dwelling group in consideration of the following:

(a) density of existing development within the block;

(b) adequacy and proximity of community facilities such as school, shopping, recreational facilities and open space;

(c) adequacy of utilities to accommodate the proposed use;

(d) impacts on future land uses and the street system; and

(e) any other matters deemed pertinent by the Development Authority.

SECTION 7: GROUP CARE FACILITIES

7.1 A group care facility must be compatible with the character of the surrounding neighbourhood.

7.2 A landscaping plan shall be submitted with the development permit application. The Development Authority may require that a landscaping plan be prepared by a professional. An irrigation plan may also be required.

7.3 Minimum common open space requirements shall be as required by the Development Authority.

7.4 A minimum 1.5 m (5 ft) wide landscaped buffer strip is required between the parking lot and an adjacent residential lot. The Development Authority, depending on the intensity of the development, may increase the minimum required width of the landscaped buffer strip.

7.5 A landscaped buffer strip between a group care facility and an adjacent residential lot may be required at the discretion of the Development Authority.

7.6 The Development Authority may regulate the maximum density of group care facilities within a block or subdivision based on consideration of:

(a) density of existing development within the block;

(b) adequacy and proximity of community facilities such as schools, shopping, recreational facilities and open space;

(c) adequacy of utilities to accommodate the proposed use;

(d) impacts on future land uses and the street system; and

(e) any other matters deemed pertinent by the Development Authority.

7.7 The applicant shall be responsible for complying with applicable provincial standards and obtaining all necessary approvals required from regulatory agencies.

7.8 The issuance of a development permit in no way exempts the applicant from obtaining a business license from the Town and any other Provincial approvals that may be required.

SECTION 8: HOME OCCUPATIONS

8.1 GENERAL REQUIREMENTS

(a) A home occupation shall be incidental and subordinate to the principal residential use of the dwelling and shall not change the external appearance or character of the dwelling. A home occupation may be conducted in the principal dwelling or in an accessory structure, but there shall be no business activities associated with the home occupation conducted on the lot outside of the dwelling and/or accessory structure.

(b) Allowances for home occupations are intended to foster small-scale business. Home occupations will be required to relocate to a suitable commercial or industrial district when they become incompatible with a residential area or become unsuitable as a home occupation.

(c) The business operator shall be a full-time resident of the dwelling.

(d) Unless otherwise approved by the Development Authority, not more than one home occupation is permitted on a lot.

(e) The use must not generate more vehicular or pedestrian traffic and vehicular parking than normal within the district.

(f) No offensive noise, vibration, electrical interference, smoke, dust, odors, heat or glare shall be produced by the use.

(g) No use shall cause an increase in the demand placed on any one or more utilities (water, sewer, garbage, etc.) such that the combined total consumption for a dwelling and its home occupation exceed the normal demand for residences in the area.

(h) Home occupations shall not include any use that would, in the opinion of the Development Authority, materially interfere with or affect the use or enjoyment of neighbouring properties.

(i) The Development Authority may regulate the days and hours of operation, the number of customer visits, the number of employees, outdoor storage and screening and landscaping requirements for outdoor storage, and any other conditions that will ensure there are no impacts on neighbouring properties.

(j) Any changes to an approved home occupation require the approval of the Development Authority.

(k) The development permit for the use shall be valid only for the period of time the property is occupied by the applicant for such approved use and is not transferable to another location or another person.

(l) The issuance of a development permit in no way exempts the applicant from obtaining a business license from the Town and any other Provincial approvals that may be required.

(m) The following information shall be provided when applying for a home occupation:

i. proof of ownership or residency;

ii. description of business;

iii. materials, equipment and/or vehicles to be used;

iv. expected number of client visits per day;

v. number of parking spaces on the property;

vi. type of signage proposed;

vii. whether the sale of goods is proposed and if so, what volume per day;

viii. if outdoor storage is proposed; and

ix. any other information the Development Authority may require to determine the category of home occupation.

(n) The determination of a Home occupation 1 versus a Home occupation 2 shall be based on the following criteria:

Impact	Home Occupation 1	Home Occupation 2
Commercial vehicles	None	1
Commercial trailers	None	1
Outdoor storage	None	Development Authority's discretion
Client visits	None	As required by business or at the Development Authority's discretion
Signage	1 window	1 window, 1 shingle, or 1 freestanding
Off-street parking	None required	1 or at the Development Authority's discretion

8.2 HOME OCCUPATION 1 REQUIREMENTS

(a) A home occupation 1 shall have no customer or client visits.

(b) A home occupation 1 shall have no associated commercial or work vehicles parked on the site and shall have no outdoor storage.

(c) Signage advertising a home occupation 1 is limited to one sign, up to a maximum of 0.4 m² (4 ft²) in size, located in the window of a principal dwelling or accessory structure.

8.3 HOME OCCUPATION 2 REQUIREMENTS

(a) A home occupation 2 shall provide parking stalls as per Schedule 4. Access to the parking area shall be to the satisfaction of the Development Authority.

(b) A home occupation 2 may have an associated vehicle, but it shall have a designated parking stall on site, that provides sufficient area for the vehicle. The vehicle shall not be over 5500 kilograms at the discretion of the Development Authority. The Development Authority may further regulate the number, size, storage or screening of work vehicles associated with the home occupation 2.

(c) Signage advertising a home occupation 2 is limited to one of the following sign types:

(i) One (1) sign, up to a maximum of 0.6 m² (6 ft²) in size, located in the window of a principal dwelling or accessory structure; or

(ii) One (1) freestanding sign, up to a maximum of 0.6 m² (6 ft²) in size, and a maximum height of 1.2 m (4 ft), and placed a minimum of 0.75 m (2.5 ft) from a front, secondary front, and/or side property line; or

(iii) One (1) shingle sign, up to a maximum of 0.4 m² (4 ft²) in size, placed on a principal dwelling or accessory structure.

(d) A home occupation 2 development permit may be issued as a temporary development permit that may be renewed annually or on a timeline specified in the approval by the Development Authority.

(e) A home occupation 2 shall not be approved where a backyard suite or secondary suite has been developed, unless it is proven to the satisfaction of the Development Authority that the amount of traffic generated is limited, adequate parking is available without adversely affecting the neighborhood, and servicing capacity can support the additional use.

SECTION 9: LIVESTOCK

9.1 The keeping of livestock and wild animals in the Town is only permitted where the uses Extensive Agriculture, Animal Care Service, Small and Animal Care Service, Large have been approved by Development Permit or as outlined in the Bassano Animal Control Bylaw.

SECTION 10: LIVE WORK UNITS

10.1 The business portion and dwelling portion of a live work unit do not have to be physically separate. If they are separate, there shall be internal access between the dwelling and the business/work area.

10.2 For live work units located at ground level, the live work unit shall contribute to the pedestrian-oriented character of the street to the satisfaction of the Development Authority.

10.3 Parking shall be provided based upon the combined residential and commercial activities to be conducted within the live work unit, as per Schedule 4 and to the satisfaction of the Development Authority.

10.4 Commercial uses that are part of a live work unit are limited to those uses listed as permitted or discretionary in the land use district, but shall not include uses which are, in the opinion of the Development Authority, incompatible with residential uses.

10.5 The following information shall be provided when applying for a live work unit:

(a) proof of ownership or residency;

(b) description of the business and the general layout of the dwelling portion versus the business/work portion of the unit;

(c) materials, equipment and/or vehicles to be used;

(d) expected number of client visits per day;

(e) number of parking spaces on the property;

(f) type of signage proposed;

(g) whether the sale of goods is proposed and if so, what volume per day;

(h) if outdoor storage is proposed;

(i) any other information the Development Authority may require to determine compatibility of the commercial use with the residential use.

10.6 The Development Authority may regulate the days and hours of operation, the number of customer visits, the number of employees, outdoor storage and screening and landscaping requirements for outdoor storage, and any other conditions that will ensure that the business component of the live work unit is compatible with the dwelling component of the live work unit, and compatible with adjacent development on the street.

SECTION 11: MANUFACTURED HOMES

11.1 STANDARDS AND REQUIREMENTS

(a) Except where noted, all standards, requirements and guidelines of this section shall apply to both units located in conventional subdivisions or manufactured home parks.

(b) The Development Authority may require a bond or irrevocable letter of credit a minimum value of $5,000 to a maximum value of up to 50 percent of the assessed value of the building to ensure the conditions of the development permit for a principal building are met.

(c) Only the following shall be considered eligible manufactured homes:

(i) new factory-built units constructed in accordance with Canadian Standards Association (CSA) A-277 and Z-240 standards and any amendments thereto; or

(ii) used factory-built units no older than 20 years and in a good state of repair (to the satisfaction of the Development Authority). Any application for a development permit to locate a used manufactured home:

a. shall include recent colour photographs of all elevations including additions; and

b. shall show Canadian Standards Association and Alberta Building Standards Label Numbers; and

c. may require a Safety Codes Officer inspection and/or personal inspection by the Development Officer to determine the unit's suitability;

11.2 FOUNDATIONS, ROOF LINES AND ADDITIONS

(a) All single-wide manufactured homes shall be skirted in compatible materials and enclosed to the satisfaction of the Development Authority.

(b) All manufactured homes shall be placed, at a minimum, on surface-mount foundations constructed in accordance with the CSA standards.

(c) To ensure compatibility of housing types, the variation of roof lines between double-wide manufactured homes and conventional homes may be limited. Generally, the double-wide unit should not be more than 0.6 m (2 ft) higher or lower than an adjacent home, whether conventional or double-wide. Generally, single-wide units shall not be encouraged to locate adjacent to or among conventional dwellings.

(d) All manufactured home additions shall be of a design and finish which will complement the unit.

11.3 GENERAL APPEARANCE

(a) The wheels, hitches and other running gear shall be removed from a manufactured home immediately after the placement of the home.

(b) The yard area of each lot shall be developed and landscaped to the satisfaction of the Development Authority.

SECTION 12: MANUFACTURED HOME COMMUNITY

12.1 PARCEL SIZE AND DENSITY

(a) The parcel subject to the development of a comprehensively planned manufactured home community shall be a minimum 1.2 ha (3 acres) and maximum 4 ha (10 acres).

(b) The design shall be such that the net site density of the park does not exceed 20 units per ha (8 units per acre).

12.2 GENERAL APPEARANCE

(a) The manufactured home community plan shall incorporate detailed aesthetic considerations such as:

(i) substantial landscaping design of the entire park in general, and of individual sites in particular;

(ii) treatment of communal areas, both indoor and outdoor;

(iii) the community must be fenced or screened to a height of 1.5 m (5 ft.);

(iv) imaginative handling of street furniture such as lamp standards, litter bins, benches, street signs, and accessories of this nature; and

(v) the community design and subsequent placement of dwellings on lots shall integrate well with adjoining residential development so as not to be obtrusive.

(b) A minimum of 10 percent of the manufactured home community area shall be developed for park use for the enjoyment of the inhabitants.

12.3 SERVICING REQUIREMENTS

(a) An engineer shall be engaged at the expense of the developer to consult with the Town and utility companies to arrive at a design for all interior servicing, including roads, drainage, grading, sewer, water, natural gas, telephone, electrical and fire protection.

(b) All on-site servicing shall be built to the standards and requirements of the Town of Bassano and any applicable utility companies.

(c) Utility easements as may be required shall be provided within the site, and reasonable access to these easements shall be granted to the Town Public Works Department and utility companies for the installation and maintenance of services as required.

12.4 INTERNAL ROADS

(a) Internal roads shall be provided in the manufactured home community to allow access to individual manufactured home lots as well as to other facilities where access is required.

(b) Internal roads shall be privately owned and maintained and form part of the common area.

(c) The internal road system shall be designed to be compatible with existing municipal roads and public utility systems.

(d) The internal road system shall provide convenient circulation by the use of local roads and properly located collector roads within the manufactured home park. Dead-end roads shall be discouraged; however, where design alternatives are not available, a minimum 16.8 m (55 ft) radius shall be provided for turn-around purposes.

(e) If the public roadway through which access to the manufactured home community is obtained is paved, then the roads in the manufactured home community shall be paved.

(f) A minimum right-of-way width of 12.2 m (40 ft) is required for all roads within the development.

12.5 MANUFACTURED HOME ADDITIONS

(a) Any addition to a manufactured home shall be of a design and finish which will complement the manufactured home unit and the neighbouring units in the vicinity, as determined by the Development Authority.

(b) Additions shall be located to the rear or side of the manufactured home unit only. Where any lot has more than one front yard line, the front yard requirements shall apply to one yard only and additions may be permitted in the other front yard.

(c) Additions shall not exceed 30 percent of the floor area of a manufactured home unit.

12.6 STORAGE COMPOUND

(a) The developer of the comprehensively planned manufactured home community shall provide, within the park, an area to accommodate storage.

(b) The size of this storage area shall be a percentage of the total site area as determined by the Development Authority and shall be satisfactorily screened by fences, trees, landscaped features, or combinations thereof, and be maintained in good repair.

12.7 SITING CRITERIA

(a) The following distances must be observed in locating a structure within a designated manufactured home community:

(i) a minimum area of 174.2 m^2 (1875 ft^2) is required for each unit;

(ii) a minimum of 1.5 m (5 ft) must separate the manufactured home from the lot lines (front, rear, and one side yard) except as provided for in a Comprehensive Plan;

(iii) a minimum of 5.5 m (18 ft) one side yard open space must separate individual manufactured homes (driveways, carports and open porches are allowable in this space);

(iv) the distance between a manufactured home stand and an abutting common area such as a paved street or walkway or public parking area shall be 3.7 m (12 ft);

(v) all open porches, carports and accessory buildings shall be set back a minimum of 4.6 m (15 ft) from the front lot line;

(vi) accessory buildings may be located 1.5 m (5 ft) from the manufactured home side lot line, provided structures on the adjoining parcel are 3.0 m (10 ft) away;

(vii) covered decks and porches (walls, roof, etc.) shall be considered part of the principal building and must meet the stipulated setbacks for the manufactured home;

(viii) any accessory building shall cover not more than 15 percent of the surface area of the manufactured unit lot, or 55.7 m^2 (600 ft^2), whichever is less;

(ix) the manufactured home units shall cover not more than 40 percent of the total surface area of the lot.

12.8 DRAWING SUBMISSION REQUIREMENTS

(a) The following drawings must be submitted by the applicant:

(i) a scaled site plan showing the manufactured home park and its immediate surroundings;

(ii) the site plan shall indicate, among other things, the mix of single-wide and double-wide manufactured home lots, the lot size dimensions, street and pavement widths, parking stalls, location of service buildings, storage compound, playground and walkway system; and

(iii) a utility plan shall be based on the site plan and shall indicate the location of all utilities necessary for the provision of the following services to the area to be developed:

a. water supply (including any proposed irrigation)

b. sanitary sewer

c. storm sewer

d. power

e. natural gas

f. telephone

g. cablevision

h. street lighting

The sizing and specifications of all utilities to be determined in consultation with the Town's Public Works Department and the respective utility companies or agencies;

(iv) a layout plan shall indicate typical arrangement of manufactured homes as well as parking areas and landscaping of the lot; and

(V) a detailed landscaping plan shall illustrate the types of tree planting and ground cover for internal buffer strips, open space and playground areas, irrigation layout, all manufactured home lots, and entrances to the park.

SECTION 13: MOVED-IN BUILDINGS AND MOVED-IN DWELLINGS

13.1 The building and the land upon which it is to be located shall be subject to all conditions and regulations specified for the particular land use district.

13.2 The building shall comply with all provincial and municipal health and fire regulations prior to occupancy and release of cash deposit. A report by a building inspector regarding each application shall be filed before any such application shall be considered by the Development Authority.

13.3 The quality of the completed building shall be at least equal to or better than the quality of the other buildings in the area.

13.4 The requirements of the building shall be established by the Development Authority at the time of approval of the application and shall form a part of the conditions of the development permit.

13.5 A limit of the time of completion and full compliance with all stipulated requirements shall be established by the Development Authority at the time of the approval of the application.

13.6 The application should be accompanied by recent colour photographs of all elevations of the moved-in building.

13.7 The building shall be placed on a conventional, permanent concrete foundation such as but not limited to a basement foundation, slab-on-grade, or crawl space, unless another type of foundation is identified as acceptable by the Municipal Planning Commission and listed as a condition of the approved Development Permit.

13.8 The Development Authority may require a minimum of $2,000 for moved-in buildings and a minimum $5,000 for moved-in dwellings in cash to ensure the conditions of the development permit are met. If the cost to complete the work in the conditions of approval is greater than the cash deposit, construction may be completed by the Town and additional costs may be charged against the property taxes.

SECTION 14: MODULAR HOME

14.1 A Modular home must meet the following requirements:

(a) Factory built unit that meets CSA standards and building code (CSA A-277)

(b) Dwelling is securely fasten and placed on:

(i) Basement;

(ii) Concrete slab;

(iii) Concrete strip footing; or

(iv) Pile or pier footing.

(c) Minimum roof pitch shall not be less than 4/12

(d) Minimum floor area shall not be less than 79.89 m2 (800 ft2)

(e) Minimum width of dwelling – 7.3 m (24 ft)

(f) Maximum length of dwelling – 20.1 m (66 ft)

(g) Maximum height of exposed foundation – 0.6 m (2 ft)

14.2 A development permit for a modular home may be issued by the Development Authority provided that:

(a) the design, character, and appearance (including roof lines/material and exterior finish) of modular homes shall be consistent with the purpose of the district in which the building is located and shall take into account any other buildings existing in the vicinity;

(b) to ensure compatibility of housing types, the variation of roof lines between modular homes and conventional homes may be limited. Generally, dwellings should not be more than 0.6 m (2 ft) higher or lower than an adjacent home;

(c) at the discretion of the Development Authority, the exterior finish, colour and roofing material may be stipulated as a condition of approval; and

(d) the dwelling shall conform to any architectural controls that may apply.

14.3 As a condition of approval the Development Authority, at their discretion, may place other conditions on a development permit including the requirement that the developer provide landscaping, fencing, address drainage issues, or other such matters it considers necessary if, in his or her opinion, they would serve to improve the quality or compatibility of any proposed development.

14.4 The building and the land upon which it is to be located shall be subject to all conditions and regulations specified for the particular land use district set out in this bylaw.

14.5 The applicant/developer must submit professional building plans illustrating the exterior design, floor plan, elevations and setbacks.

14.6 The quality of the completed building shall be at least equal to the quality of the other buildings in the area.

14.7 If there is any doubt as to the required standards being met, the Development Officer may refer the application to the Municipal Planning Commission for a decision.

14.8 The Development Authority may require a bond or irrevocable letter of credit of a minimum $5,000 to a maximum value of up to 50 percent of the assessed value of the building to ensure the conditions of the development permit for a principal building are met.

SECTION 15: RETAIL CANNABIS STORES

15.1 The development of retail cannabis stores shall be in accordance with the *Gaming, Liquor and Cannabis Act* as well as any other applicable legislation.

15.2 A copy of the Retail Cannabis Licence issued by the Alberta Gaming and Liquor Commission shall be provided to the Town prior to occupancy as a condition of Development Permit approval.

15.3 Hours of operation shall not be outside of the hours of 10:00 a.m. to 10:00 p.m.

15.4 Advertising inside the premises shall not be visible from the outside.

15.5 Only permanent signage shall be permitted and copy shall be restricted to the business name.

15.6 Retail cannabis stores will be prohibited in the use of portable signs.

15.7 The premises must operate separately from other businesses, including providing a separate loading space when one is required.

15.8 The public entrance and exit to the Use must be direct to the outdoors.

15.9 Goods shall not be visible from outside the business premises.

15.10 A retail cannabis store shall have no other Use.

15.11 A retail cannabis store must not be located within a 75 m area that contains any of the following Uses or structures, when measured from the closest point of a retail cannabis store's parcel of land to any of the following:

(a) the boundary of the parcel of land on which a hospital, as defined in this bylaw is located; and

(b) the boundary of the parcel of land containing an educational facility, as defined in this bylaw.

15.12 The specified separation distances are reciprocal and also apply to those described land Uses identified in subsection 15.11 applying for a development permit locating in close proximity of an established retail cannabis store.

SECTION 16: SATELLITE DISHES AND RADIO OR TELEVISION ANTENNA

16.1 In all residential land use districts and the Urban Reserve – UR district:

(a) satellite dishes greater than 0.9 m (3 ft) in diameter or radio or television antenna shall be classified as an accessory structure and shall be placed in the rear or side yard; and

(b) satellite dishes greater than 0.9 m (3 ft) in diameter shall not be mounted or attached to the roof of any dwelling or accessory building and shall not be illuminated or contain advertising other than the manufacturer's trademark or logo.

16.2 The Development Authority may approve the installation of a satellite dish on the roof of any building or portion thereof if, in its opinion, such an installation does not:

(a) constitute a public safety hazard;

(b) compromise the structural integrity of the building; and

(c) may be unreasonably obtrusive.

16.3 Radio and television antennas, which are not regulated by Industry Canada, are classified as an accessory structure. See Appendix C for those regulated by Industry Canada. No person shall commence or cause to be commenced the demolition or removal of any building or structure, or portion thereof, until all necessary permits have been obtained.

SECTION 17: SECURITY SUITE

17.1 A development permit for a security suite will only be issued if the security suite is clearly compatible with and subordinate to the principal use of the subject parcel. Moreover, in the opinion of the Development Authority, the placement of a security suite shall be compatible with all existing, principal development/land uses on adjacent properties and shall not interfere with future principal development/land uses of adjacent properties.

17.2 Where a security suite is attached to the building on a site by a roof, an open or enclosed structure, floor or a foundation, it is to be considered a part of the principal building.

17.3 The minimum and maximum floor area of any detached security suite shall be 50.0 m^2 (538 ft^2) and 102.0 m^2 (1098 ft^2) respectively.

17.4 Where a security suite is a manufactured home unit, the following shall apply:

(a) the unit shall have a CSA certification or equivalent, proof of which shall accompany the development permit application; and

(b) the unit shall be secured and skirted to the satisfaction of the Development Authority.

SECTION 18: SERVICE STATION AND BULK FUEL STATIONS

18.1 Notwithstanding the land use district regulations, a use pursuant to this Section shall not be located on sites, which, in the opinion of the Development Authority, would be considered unsafe in terms of vehicle circulation, and access and egress from the site.

18.2 Minimum site area shall be as follows:

(a) Service Station: 1,500 m^2 (16,146 ft^2)

(b) Service Station including Car Wash: 2,700 m^2 (29,063 ft^2)

(c) Where a service station forms part of a shopping centre, the area containing the service station buildings and pump areas: 1,000 m^2 (10,764 ft^2)

(d) Where a service station is combined with a convenience store: 1,200 m^2 (12,917 ft^2)

(e) Bulk Fuel Station: 2,700 m^2 (29,063 ft^2)

18.3 The Provincial Plumbing and Gas Safety Services Branch shall approve the proposed location(s) and design of all fuel storage tanks prior to application for a development permit.

18.4 Fuel storage tanks shall have the following setbacks from any property lines, abutting masonry building walls, drainage basins and ditches based on the following total tank capacity setback:

(a) Up to 7,500 litres: 3.0 m (10 ft)

(b) 7,501 to 19,000 litres: 5.0 m (16 ft)

(c) 19,001 to 38,000 litres: 7.6 m (25 ft)

(d) Over 38,000 litres: 10.5 m (35 ft)

18.5 The ventilation tank pipes shall have a minimum height of 3.5 m (11 ft) from grade, and a minimum setback of 0.9 m (3 ft) from any property line. In cases where the ventilation tank pipes are abutting to a building opening, the setback requirement shall be a minimum on 1.2 m (4 ft).

18.6 The ventilation tank pipes shall have a minimum setback of 7.6 m (25 ft) from any fuel-dispensing unit.

18.7 The minimum front yard requirements shall be as prescribed in the district in which the use is located but in no case shall be less than 3.0 m (10 ft).

18.8 The minimum side and rear yard setbacks shall be as prescribed in the district in which the use is located.

18.9 Yard setbacks shall apply to all above ground structures, including gas pump canopies.

18.10 All parts of the site to which vehicles may have access shall be hard-surfaced if the property is accessed from a paved public road or lane, and drained to the satisfaction of the Development Authority.

18.11 A minimum of 10 percent of the site area of a Gas Bar and Service Station under this Section shall be landscaped to the satisfaction of the Development Authority.

18.12 The removal of tanks requires a demolition permit from the Development Authority.

18.13 The maximum building coverage for a use under this Section shall be 25 percent of the site area.

SECTION 19: SHIPPING CONTAINERS

19.1 GENERAL REQUIREMENTS

(a) An application for a development permit for a proposed shipping container must be completed and submitted to the Development Officer accompanied by the applicable application fee and recent colour photographs of each of the four sides of the container.

(b) There shall be a legal primary use on the property where the shipping container is proposed.

(c) Shipping containers are permitted to be used for storage only and shall not be used as a building or a construction material.

(d) The Development Authority may regulate the maximum number of shipping containers permitted on a lot.

(e) The Development Authority may regulate the maximum height of shipping containers.

(f) The Development Authority may require as a condition of approval that a shipping container(s) be screened from view or landscaped to make it aesthetically pleasing.

(g) The Development Authority may require as a condition of approval that any shipping container be sandblasted and/or painted a neutral or complementary colour to match the existing building(s) on the property.

(h) The Development Authority may require as a condition of approval that the exterior of the shipping container be kept clean and regularly painted in a neutral or complementary colour to match the existing building(s) on the property.

(i) The Development Authority may regulate the time period for which a development permit for a shipping container(s) is valid through the issuance of a temporary permit.

(j) Removal of the shipping container(s) at the expiration of the permit shall be at the expense of the applicant and/or landowner. The Development Authority may require as a condition of approval the posting of a bond or a security guaranteeing the removal of the container and/or compliance with the conditions of the permit.

19.2 PERMANENT VERSUS TEMPORARY SHIPPING CONTAINER RULES

(a) A shipping container may be placed temporarily on a construction site for the period of construction, in any land use district, subject to the following provisions:

(i) temporary shipping containers are subject to the standards in Section 19.1;

(ii) the shipping container is needed in connection with construction of a development for which a development permit has been issued;

(iii) the construction site is active (i.e., construction has commenced and is on-going or is about to commence within one week); placement of a shipping container on an inactive construction site is prohibited;

(iv) setbacks for a temporary shipping container shall be as required by the Development Authority;

(v) the Development Authority has the authority to determine the maximum amount of time a shipping container is permitted on a lot; and

(vi) the shipping container shall be removed immediately upon completion of construction or sooner as may be required by the Development Authority.

(b) Permanent shipping containers are prohibited in any residential land use district.

(c) Permanent shipping containers are subject to the following provisions:

(i) the maximum lot coverage and setback requirements for accessory structures in the applicable land use district;

(ii) the shipping container may only be permitted in the secondary front, rear, or side yard; and

(iii) the shipping container shall not display advertising, company logos, names or other marketing without an approved sign permit.

SCHEDULE 6

SIGN REGULATIONS

6 SCHEDULE SIX
SIGN REGULATIONS

This schedule defines the different sign types, what signs require a development permit and specific regulations for each sign type.

SECTION 1: SIGN DEVELOPMENT PERMIT REQUIREMENTS

1.1 Unless otherwise indicated in Section 2 of this Schedule, no one shall place or alter a sign including a temporary sign, without having first obtained a development permit from the Development Authority in accordance with the provisions of this bylaw.

1.2 In addition to complying with the Administrative sections of this bylaw, a development application for a sign shall include:

(a) a description of the proposed sign and a plan drawn to a suitable scale, including the location of existing and planned building(s) on the site, and all utility rights-of-way, access easements and any other related encumbrances;

(b) the colour and design scheme and photographs or illustration, if available;

(c) the location of all existing and proposed sign(s);

(d) the size, height and other dimensions of the proposed sign including any supporting structures;

(e) the message content and dimensions of the proposed sign face;

(f) the materials and finish of the proposed sign;

(g) the location of the property boundaries of the parcel upon which the proposed sign(s) is to be located;

(h) type of illumination and/or changeable content, if any, and details with respect to the proposed luminosity, intensity and transition time;

(i) if a sign is to be attached to a building, the details regarding the extent of projection; and

(j) any other information the Development Authority deems necessary to evaluate an application for a sign.

SECTION 2: SIGNS NOT REQUIRING A DEVELOPMENT PERMIT

2.1 The following signs do not require a sign permit, provided they otherwise meets all regulations in this bylaw. Signs that do not require a development permit shall be suitably maintained to the satisfaction of the Development Authority.

(a) Construction signs which do not exceed 2.9 m^2 (32 ft^2) in area and are removed within 21 days of the completion of construction.

(b) Banner signs which are displayed for a period of time not exceeding 30 days.

(c) Residency identification signs which state no more than the name and/or address of the person(s) occupying the lot, provided the sign is no greater than 0.4 m^2 (4 ft^2) in area.

(d) The alteration of a lawful sign which only includes routine maintenance, painting or change in face, content or lettering and does not include modification to the sign structure, location, dimensions or sign type.

(e) All signs for public buildings.

(f) Real estate signs provided all such signs are removed within 30 days after the sale or lease of the premises upon which the sign is located

(g) Real estate open house A-board signs provided they are removed within 24 hours of the open house.

(h) On-premises directional and informational signage and incidental signs 0.4 m^2 (4 ft^2) or less in area.

(i) Any traffic or directional and informational signs placed by the Town, the Government of Alberta or the Government of Canada.

(j) Any window sign in a non-residential district that is painted on, attached to, or installed on a window, provided that no more than 50 percent of the subject window area is covered.

(k) Political poster signs provided all such signage is removed within 5 days after the closing of the polling stations for the relevant election or plebiscite.

(l) A-board signs in compliance with this Schedule that are removed from the location on a daily basis when the business is closed.

(m) Garage sale signs, provided the owner of the property upon which the sign is located has approved its placement and that the sign is removed immediately upon the conclusion of the sale.

(n) Signs approved in conjunction with a development permit for a home occupation.

(o) A sign posted or exhibited as a requirement of an application for rezoning, subdivision agreement, or other similar application, provided that such signs are removed after all relevant appeal periods have elapsed.

SECTION 3: PROHIBITED SIGNS

3.1 Signs which employ revolving, flashing or intermittent lights, or lights resembling emergency services, traffic signals, railway crossing signals, hazard warning devices or other similar lighting but does not include changeable content, sign projection styles or animation.

3.2 Signs which emit amplified sounds or music.

3.3 Signs that employ changeable content, animation or pictorial scenes at a luminosity, intensity and/or interval which may create a public hazard or nuisance.

3.4 Any signs located within the public right-of-way or on public property, except for signs approved by the Town of Bassano, which may include: canopy signs, projecting signs and temporary signs or signs approved by the Province of Alberta or Federal Government.

3.5 Signs that are attached to or appearing on any vehicle or trailer which is parked on a public right-of-way or any other public lands or on private land that is located adjacent to a public right-of-way with the intent/purpose of displaying the sign to motorists and the public for any period of time excepting signs for special events organized by a non-profit association, group or organization for a display time period not to exceed 24 hours.

3.6 Any sign which has not obtained a development permit or any sign which has not been deemed exempt from the requirement of obtaining a development permit as per this sign schedule.

SECTION 4: GENERAL SIGN RULES

4.1 Unless otherwise indicated, signs shall generally be limited to advertising or identifying the principal use of a premises or the products and services available at the premises and no sign types shall include off-premises sign content.

4.2 All signs shall be safely located and maintained in good condition. The location of any sign is at the discretion of the Development Authority.

4.3 The location of any sign shall not create a visual obstruction to vehicular traffic, obstruct the vision of or cause confusion with any information sign, traffic control sign or device, or create a potential hazard or conflict with rights-of-way, easements or routing of any public utility.

4.4 All signs shall be of quality construction and of a design suitable for public display and maintained in good repair and a safe and tidy manner.

4.5 Signs shall be compatible with the general character of the surrounding streetscape and the architecture of nearby buildings. Signs adjacent to residential land use districts or which may have an effect on residential uses, as determined by the Development Authority, may be subject to additional or modified standards deemed necessary to mitigate impact(s) of the sign on residential uses.

4.6 Signs shall not be located in the public right-of-way or on public property, except for signs approved by the Town or by the Government of Alberta or the Government of Canada.

4.7 Where any sign extends over public land, the owner shall agree to a save harmless agreement with the Town.

4.8 No sign shall be illuminated unless the source of light is steady and suitably shielded.

4.9 Signs shall not be permitted to emit amplified sound or music or employ revolving, flashing or intermittent lights, or lights resembling emergency services, traffic signals, railway crossing signals, hazard warning devices or other similar lighting.

4.10 Unless otherwise indicated, no sings shall have electronic/digital copy.

4.11 A business or building owner shall remove the visible copy and image area of a derelict sign within 60 days of the business ceasing operations within the Town.

4.12 The Development Authority may require the removal of any sign which in the opinion of the Development Authority:

(a) is in such a state of disrepair that it is unsightly or constitutes a hazard; and/or

(b) is no longer related to a business, event, product or commodity located on the same parcel as the sign.

4.13 When a sign cannot be clearly categorized as one of the sign types as defined in this bylaw, the Development Authority shall determine the sign type and any and all applicable controls.

SECTION 5: GENERAL SIGN DEFINITIONS

General sign definitions are found in this section as well as sign types that do not have any associated regulations. Sign types that require a development permit and have associated regulations are listed in Section 8 of this Schedule.

A-BOARD SIGN means a temporary portable sign which is set on the ground, built of two (2) similar pieces of material and attached at the top by a hinge(s) so as to be self supporting when the bottom edges are separated from each other and designed and built to be easily carried by one (1) person.

ABANDONED SIGN means a sign which advertises or identifies an activity, business, owner, product, lessee or service which no longer exists or a sign for which no legal owner can be found.

ANIMATION means a projection style where action or motion is used to project sign content, including lighting changes, special effects or pictures, but does not include changeable content.

AWNING means an adjustable or temporary roof-like covering fitted over windows and doors and used for shelter, advertising or decoration.

BANNER SIGN means a temporary sign that is made of lightweight material intended to be secured to the flat surface of a building or structure, at the top and the bottom on all corners, excluding official flags and emblems.

BILLBOARD SIGN means a freestanding structure constructed to provide a medium for advertising where the subject matter is not necessarily related to a use at or around the parcel on which the billboard is located and where the copy can be periodically replaced.

CANOPY means a permanent fixture fitted over windows and doors and used for shelter, advertising or decoration.

CHANGEABLE CONTENT means sign content which changes automatically through electronic and/or mechanical means and may include typical features such as an electronic message centre or time and temperature unit.

CONSTRUCTION SIGN means a temporary sign which is placed on a site to advertise items such as the provision of labour, services, materials or financing on a construction project.

DIRECTIONAL AND INFORMATION SIGN means a sign where the message is limited to providing direction guidance, distance, facility or similar information and which may contain a name or logo.

ELECTRONIC DISPLAY means sign copy displayed using electronic screens, televisions, computer video monitors, liquid crystal displays, light-emitting diode displays, or any other similar electronic technology. Electronic display signs are also commonly called digital signs.

LUMINOSITY means the measurement of brightness.

MARQUEE means a permanent structure that projects over a public place, usually an entrance, and is permanently attached to and supported by a building**.**

MULTI-TENANT SIGN means any type of sign that may contain sign content that advertises more than one tenant and/or business.

OFF-PREMISES SIGN CONTENT means sign content which advertises or otherwise identifies a service, product or activity conducted, sold or offered at a location other than the premises on which the sign is located.

ON-PREMISES SIGN CONTENT means sign content which advertises a service, product or activity conducted, sold or offered on the property that the sign is located.

OVERHANGING means a sign which projects over any part of any street, lane or other municipally owned property.

PARAPET means the extension of a false front wall above a roof line.

POLITICAL POSTER SIGN means a temporary sign announcing or supporting candidates or issues in any election or plebiscite.

PORTABLE SIGN means a sign that is not permanently affixed to a building, structure, or the ground.

PROJECTING SIGN means a sign other than a canopy sign or fascia sign, which is attached to and projects, more than 0.3 m (1 ft) horizontally from a structure or building face.

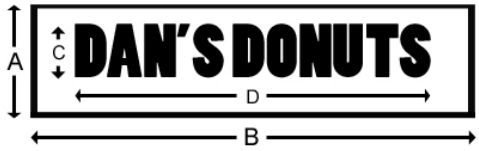
REAL ESTATE SIGN means a sign advertising real estate (i.e. property) that is for sale, for lease, or for rent or for real estate that has been sold.

RESIDENCY IDENTIFICATION SIGN means a sign located on a lot in a residential district that provides for the name and/or address of the owner or occupant of a dwelling.

SIGN means a lettered board or other public display intended to advertise or call attention to any person, business, matter, message, object or event.

SIGN ALTERATION means the structural and/or projection style modification of a sign but does not include the routine maintenance, painting or change in face, content, copy or lettering.

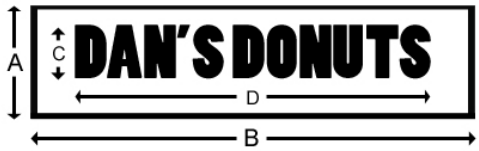
SIGN AREA means the entire area within a single continuous perimeter enclosing the extreme limits of a sign and in no case passing through or between any adjacent elements of same. However, such perimeter shall not include any structural elements lying outside the limits of such sign and not forming an integral part of the display.



sign area = length of A x length of B

SIGN CONTENT means the lettering, message, graphics or content displayed on a sign.

SIGN CONTENT AREA means the entire area within a single straight line geometric figure or a combination of squares or rectangles that will enclose the extreme limits of the advertising message or announcement including decorations related to the specific nature of the advertising message or announcement.



sign content area = length of C x length of D

SIGN HEIGHT means the vertical distance measured from the highest point of the structure to the finished grade.

SIGN ILLUMINATION means the lighting or exposure of a sign to artificial lighting either by lights on or in the sign or directed toward the sign.

SIGN PROJECTION STYLE means the method by which the sign content is conveyed to the viewer (i.e. lettering/logo, animation, changeable content, movement/motion).

SIGN TYPE means the type of structure of a sign (e.g. billboard, freestanding, temporary, etc.) used to convey sign content.

SECTION 6: TEMPORARY SIGNS

6.1 **TEMPORARY SIGN** means any sign permitted, designed or intended to be displayed for a short period of time (not to exceed 60 days), including portable signs, balloon signs, developer marketing signs, land use classification signs, construction signs, political poster signs, window signs, banner signs, A-board signs or any other sign that is not permanently attached to a building, structure or the ground.

6.2 All temporary signs require a Development Permit except those signs exempted in Section 2 of this Schedule.

6.3 A Development Permit for a temporary sign will be valid for a period of no longer than 60 days.

6.4 No temporary signs shall be suspended on or between support columns of any permanent sign such as a freestanding sign or billboard sign, notwithstanding any other sign that may be considered as permanent by the Development Authority.

6.5 The copy area of a temporary sign shall not exceed 3.7 m^2 (40 ft^2).

SECTION 7: CLASSIFICATION OF SIGNS

7.1 All signs shall belong to one of the following classes:

(a) Sign – Class A means the following sign types:

(i) A-Board sign

(ii) Address sign

(iii) Construction sign

(iv) Directional and information sign

(v) Real estate sign

(vi) Shingle sign

(vii) Window sign

(b) Sign – Class B means the following sign types:

(i) Banner sign

(ii) Canopy sign

(iii) Fascia sign

(iv) Inflatable sign

(v) Projecting sign

(c) Sign – Class C means the following sign types:

(i) Freestanding sign

(ii) Mural sign

(iii) Roof sign

SECTION 8: SIGN TYPE DEFINITIONS AND REGULATIONS

8.1 **FASCIA SIGN** means a sign attached across the face of the building, located approximately parallel thereto, in such a manner that the wall becomes the supporting structure for, or forms the background surface of the sign, which does not project more than 0.3 m (1 ft) from the building.

FASCIA SIGN EXAMPLES





8.2 In addition to the other requirements of this Schedule, fascia signs are subject to the following regulations:

(a) Fascia signs shall be limited to one per site, unless it is a corner site in which case a maximum of two (2) fascia signs, one on each side of a building face (or wrapping around a corner), may be allowed.

(b) The total maximum sign area permitted for fascia signs is 20 percent of the area formed by each building face or bay.

8.3 **FREESTANDING SIGN** means a sign supported independently of a building, wall, or other structure by way of columns, uprights, braces, masts or poles mounted in or upon grade. A freestanding sign may consist of a multi-tenant sign.

FREESTANDING SIGN EXAMPLES	
	

8.4 In addition to the other requirements of this Schedule, freestanding signs are subject to the following regulations:

(a) Freestanding signs shall be limited to one per site, unless it is a corner site in which case a maximum of two freestanding signs, one on the front yard and one on the secondary front yard, may be allowed.

(b) The maximum height of a freestanding sign shall be 6.1 m (20 ft).

(c) The total sign area for each face shall not exceed 7.0 m^2 (75 ft^2).

(d) Freestanding signs shall not contain off-premises sign content.

8.5 **INFLATABLE SIGN** means a temporary sign which is expanded by air or other gas to create a three dimensional feature.

8.6 In addition to the other requirements of this Schedule, Inflatable signs are subject to the following regulations:

(a) An inflatable sign must be tethered or anchored and must touch the surface to which it is anchored.

(b) An inflatable sign must not extend higher than the maximum height allowed for the District in which it is located.

(c) Only one inflatable sign may be located on a parcel at any time.

(d) The maximum number of inflatable signs that may be on the same parcel in a calendar year is two.

(e) The maximum time period an Inflatable Sign may be displayed on a parcel is 30 days.

8.7 **MURAL SIGN** means any picture, scene, graphic or diagram displayed on the exterior wall of a building for the primary purpose of decoration or artistic expression and not created to solely display a commercial message or depiction.

MURAL SIGN EXAMPLES





8.8 In addition to the other requirements of this Schedule, mural signs are subject to the following regulations:

(a) No more than one mural sign shall be allowed per building unless specifically authorized by the Municipal Planning Commission.

(b) The location, theme, construction materials and size associated with the mural shall be to the satisfaction of the Development Authority.

(c) The mural must be a painting or other decorative work (artistic rendering/scene) and no mural shall be created to solely display a commercial message or depiction.

(d) Display of text, including a business name or commercial message, within a mural shall not exceed 20 percent coverage of the wall surface area, up to a maximum coverage size of 9.3 m^2 (100 ft^2).

8.9 **PROJECTING SIGN** means a sign which is attached to and projects, more than 0.3 m (1 ft) horizontally from a structure or building face. Projecting signs include shingle signs, and canopy signs, which have the following definitions:

(a) **CANOPY SIGN** means a sign that is mounted, painted or otherwise attached to an awning, canopy or marquee.

(b) **SHINGLE SIGN** means a small sign which is suspended from a mounting attached directly to the building wall. Shingle signs are generally placed perpendicular to the face of a building and are typically found in pedestrian oriented environments.

PROJECTING SIGN EXAMPLES		
	CANOPY	SHINGLE
		

8.10 In addition to the other requirements of this Schedule, projecting signs are subject to the following regulations:

(a) A maximum of two (2) Projecting signs, aside from shingle signs shall be allowed per building. There is no maximum number of shingle signs per building to the discretion of the Development Authority.

(b) No part of a sign shall project more than 1.2 m (4 ft) over a public sidewalk or within 0.9 m (3 ft) of a curb adjoining a public roadway.

(c) For canopy signs, no part of the canopy, excluding that portion which is used for support and which is free of advertising shall be less than 2.4 m (8 ft) above the ground or sidewalk grade.

(d) Projecting signs shall be placed:

(i) at right angles to the building face to which they will be attached, or

(ii) in the case of corner sites, placed at equal angles to the building faces that form the corner.

(e) Projecting signs shall have a minimum vertical clearance of 2.4 m (8 ft) measured between the lower sign edge and grade.

(f) No part of a Projecting sign, including a canopy sign, shall project more than 45.7 cm (18 inches) above the top of the vertical face of the wall to which it is attached.

(g) A canopy sign must be constructed of durable, waterproof, colourfast material.

8.11 **ROOF SIGN** means any sign erected upon, against, or directly above a roof or on top of or above the parapet of a building.

ROOF SIGN EXAMPLES





8.12 In addition to the other requirements of this Schedule, roof signs are subject to the following regulations:

(a) A maximum of one (1) roof sign shall be allowed per site.

(b) The maximum sign area of a roof sign shall be to the discretion of the Development Authority and shall be in scale with the building and surrounding properties.

(c) The maximum height of a roof sign shall be 1.2 m (4 ft).

8.13 **WINDOW SIGN** means a sign painted on, attached to or installed on a window intended to be viewed from outside the premises.

WINDOW SIGN EXAMPLES





8.14 In addition to the other requirements of this Schedule, window signs are subject to the following regulations:

(a) If more than 50% of a window face is covered by window signs a development permit is required.

(b) The combination of Fascia Sign Area and Window Sign Area shall not exceed 40% of the building face.

SCHEDULE 7

DEFINITIONS

7 SCHEDULE SEVEN
DEFINITIONS

This schedule is split into use definitions and general definitions. All definitions in this schedule shall apply to the entire bylaw.

USE DEFINITIONS

A

ACCESSORY DWELLING UNIT means a dwelling unit that is secondary to a principal single-detached dwelling located on the same lot. For the purposes of this bylaw, accessory dwelling units are represented by two (2) separate uses: secondary suites and backyard suites.

ACCESSORY STRUCTURE means any building or structure that is physically separate from the principal building on the lot on which both are located and which is subordinate and incidental to that of the principal building. When a structure is attached to the principal building by a roof, a floor, a wall, or a foundation, either above or below grade, it is considered part of the principal building. Typical accessory buildings and structures include, but are not limited to, a private garage or shed, flagpoles, swimming pools, and storage tanks. Accessory structure does not include a dwelling. A principal building, structure or use must be legally established or approved before an accessory structure can be approved. Accessory Dwelling Unit is a separate use in this bylaw.

ACCESSORY USE means a use of a building(s) or land, which is incidental and subordinate to the principal use or building on the lot on which it is located. A principal use must be legally established or approved before an accessory use can be approved.

ALTERNATIVE ENERGY, INDIVIDUAL means energy that is renewable or sustainable that is generally derived from natural sources (for example, the earth, sun, wind, water) and is for the sole consumption of the landowner, resident or occupant.

AMMONIA STORAGE means a building and/or containment facility used for the safe storage of ammonia and ammonia products normally associated with use for agricultural purposes.

ANIMAL CARE SERVICE, LARGE means any establishment maintained and operated by a licensed veterinarian for the on-site or off-site treatment of animals. The development may also be used for on-site boarding, breeding or training of animals and livestock. The facility may also include outside buildings and pens associated with the service and the supplementary sale of associated animal care products. Typically, this use will include veterinary offices or hospitals, animal

shelters, and facilities for impounding and quarantining animals. Kennel is a separate use in this bylaw.

ANIMAL CARE SERVICE, SMALL means development for the on-site treatment and/or grooming of small animals such as household pets, where on-site accommodation may be provided and where all care and confinement facilities are enclosed within a building. This use may also include the supplementary sale of associated animal products. Typically, this use will include pet grooming salons, pet clinics and veterinary offices.

APARTMENT BUILDING means a building containing three or more self-contained dwelling units with shared services, facilities and a common entrance. This use does not include rowhouse, which is a separate use in this bylaw.

AUCTIONEERING FACILITY means any facility where animals or goods are regularly bought, sold, or traded to the highest bidder. The facility may also include holding pens and viewing areas, transport facilities, spectator seating, and administrative offices. This use may also include the temporary storage of such goods and equipment. This definition does not apply to individual sales of animals or goods by private owners.

AUTO AND EQUIPMENT SALES AND SERVICE means a development for the sale, lease, or rental of new or used vehicles, recreational vehicles, manufactured homes, farm equipment, construction equipment and other similar large scale objects that cannot be readily stored in a building. This use also includes facilities for the repair and servicing of the above items, including but not limited to, mufflers, oil changes, transmissions, engine replacement, glass repair, and auto detailing. Such facilities do not include the sale of gas but may include towing services.

B

BACKYARD SUITE means an accessory dwelling unit which is located separate from and is subordinate to the principal dwelling on the same lot. This use may be located in a garage (at grade, above grade or a combination) or a standalone building that is not attached to the principal dwelling. This use is also called a detached accessory dwelling, garage suite or garden suite. Backyard suites are regulated under Accessory Dwelling Units. Secondary Suite is a separate use in this bylaw.

BAR/LOUNGE means an establishment, licensed by the Alberta Liquor Control Board, where the main purpose is to serve alcoholic beverages for consumption on the premises, and any preparation or serving of food is ancillary to such use. Typical uses include neighbourhood pubs, bars, taverns and licensed lounges that are accessory to a restaurant. Entertainment Facilities, Restaurants and Adult Entertainment Establishments are separate uses in this bylaw.

BED AND BREAKFAST means an accessory use carried out in an owner-occupied dwelling where temporary accommodation is provided to non-residents of the dwelling for remuneration, and where meals, if provided for guests, are prepared in the common kitchen of the principal residence.

BUILDING AND TRADE CONTRACTORS means a facility for the provision of electrical, plumbing, heating, painting and similar contractor services primarily to individual households and the

accessory sale of goods normally associated with such contractor services where all materials are kept within an enclosed building, and where there are no associated manufacturing activities.

BULK FERTILIZER STORAGE AND SALES means a facility used to store bulk fertilizer for sale and distribution. Such a facility may include an administrative office, outdoor work area(s) and storage area(s).

BULK FUEL STATION means a use of land or buildings for storing and distributing petroleum products in bulk quantities. This use includes supplementary tanker vehicle storage and card lock or key lock fuel distribution facilities.

C

CAMPGROUND means a use of land or buildings intended for seasonal occupancy by holiday or tent trailers, recreation vehicles, tents and similar equipment and which may include supplementary bathroom and recreational facilities, eating shelters, convenience retail, laundry facilities and dwelling accommodations for the operator. It is not used as year round storage or accommodation for residential use. Typical uses include tourist trailer parks, campsites and tenting grounds.

CANNABIS PRODUCTION FACILITY means a use where cannabis is grown, processed, packaged, tested, destroyed, stored or loaded for shipping, and that meets all Federal requirements as well as all requirements of this bylaw, as amended from time to time.

CAR WASH means the use of a structure or area providing for the cleaning of motor vehicles. Truck Wash and Service Station are separate uses in this bylaw.

CEMETERY AND INTERMENT SERVICES means a development for the entombment of the deceased and may include such facilities as crematories, cinerarium, columbarium, mausoleums, memorial parks, burial grounds, cemeteries and gardens of remembrance.

CHILD CARE FACILITY means a building or portion thereof used for the provision of care, maintenance and supervision of seven (7) or more children, by persons unrelated to the children by blood or marriage, for periods not exceeding 24 consecutive hours and includes all child-care centres, day cares, nurseries and after-school or baby-sitting programs which meet the conditions of this definition. Group Homes and Day Homes are separate uses in this bylaw.

CLUB OR FRATERNAL ORGANIZATION means a development for the assembly of members of non-profit clubs or organizations, including charitable, social service, ethnic, athletic, business or fraternal organizations. This use may include eating, drinking, entertainment, sports, recreation and amusement facilities. Campground is a separate use in this bylaw.

COMMERCIAL SCHOOL means development used for training and instruction in a specific trade, skill or service. Typical uses may include, but are not limited to, secretarial, business, hairdressing, beauty culture, dancing or music schools. This use may include administrative offices and the retail sale of related goods. Educational Facility is a separate use in this bylaw.

COMMUNITY ASSOCIATION BUILDING means a facility or building whose primary purpose is to accommodate use by community groups. The structure may include such features as meeting

rooms, kitchen, stage and open floor area, bar/liquor area, multi-purpose rooms, washrooms, coat room, storage room(s) and administrative offices. Exterior uses may include parking, playground areas, outdoor shelters, and sitting areas.

CULTURAL FACILITY means a development providing cultural services to the public, such as but not limited to museums, art galleries and libraries by a public or private or non-profit facility.

D

DAY HOME means a private residence where care, development and supervision are provided for a maximum of six children between the ages of 0-12 years, by persons unrelated to the children by blood or marriage, including children under the age of 12 who reside in the home, for periods not exceeding 24 consecutive hours.

DRIVE-THROUGH means a restaurant or other business where services are provided to customers who remain in their vehicles. A drive-through may be an accessory use to a Café, Restaurant, Financial Institution, Truck and Car Wash or other similar uses.

DWELLING means a building or portion thereof designed for human habitation and which is intended to be used as a residence for one or more individuals but does not include travel trailers, motor homes, recreational vehicles, or other mobile living units, hotel, motel, dormitory, boarding house, or other similar accommodation. For the purposes of this bylaw, dwelling includes dwelling group, apartment, two-unit dwelling, rowhouse, secondary suite, backyard suite, manufactured home, single unit dwelling, modular home and security suite.

DWELLING GROUP means two or more buildings each containing one or more dwelling units, located on a lot or a number of adjoining lots where all buildings, recreation areas, vehicular areas, landscaping and all other features have been planned as an integrated development. Accessory structure is a separate use in this bylaw.

E

EDUCATIONAL FACILITY means a place of instruction offering courses of study operated with public or private funds. Included in this use are public, private and separate schools. This use includes grade schools and post-secondary institutions that offer courses, certificates and degrees. Commercial Schools is a separate use in this bylaw.

ENTERTAINMENT ESTABLISHMENT means a development providing leisure and entertainment activities within an enclosed environment where alcohol and food may be consumed on the site. Typical uses include movie theaters, drama or dinner theaters, nightclubs, concert halls, video arcades, bingo halls, bowling alleys and similar uses. Restaurants are a separate use in this bylaw.

ESSENTIAL UTILITIES means a system or works operated by or on behalf of the municipality used to provide water or steam, sewage disposal, public transportation, irrigation, drainage, fuel, electric power, heat, or waste management for public consumption, benefit, convenience or use.

EXTENSIVE AGRICULTURE means the production of crops or livestock or both by expansive cultivation or open grazing only. Barns, quonsets and other similar buildings associated with

extensive agriculture are classified as accessory structures. This use does not include agricultural-related industry buildings or uses such as packaging plants, processing plants, agricultural support services or any other similar uses or structures.

F

FINANCIAL INSTITUTION means a development or use primarily for providing the service of banking or lending money, such as a bank, savings and loan institution, or credit union.

FUNERAL HOME means a development used for the arrangement of funerals, the preparation of the deceased for burial or cremation, and the holding of funeral services.

G

GENERAL CONTRACTOR means development used for industrial service support and construction. Typical uses include oil and gas or renewable energy contractors, cleaning and maintenance contractors, building construction, landscaping, concrete, electrical, excavation, drilling, heating, plumbing, paving, road construction, sewer or similar services of a construction nature which require on-site storage space for materials, construction equipment or vehicles normally associated with the contractor service. Any sales, display, office or technical support service areas shall be accessory to the principal general contractor use.

GOLF COURSE means an outdoor use/establishment of varying size where the land is developed primarily to accommodate the game of golf. This use may include a pro shop, driving range and/or proactive facility, food service, and other commercial uses typically associated with a golf course clubhouse facility.

GOVERNMENT SERVICES means development providing municipal, provincial, or federal government services directly to the public or the community at large, and includes development required for the public protection of persons or property. Typical uses include, but are not limited to, town office, post office, fire and police stations and related public essential service buildings.

GRAIN ELEVATOR/SEED CLEANING means a facility for the collection, grading, sorting, storage, and transshipment of grains. This definition also includes inland grain terminals.

GROUP CARE FACILITY means a development which provides residential accommodation and rehabilitative or supportive care to persons who require a supervised group living arrangement due to their emotional, mental, social or physical condition. This use may include accommodation for staff as well. Persons are typically referred to a group care facility by hospitals, courts, government agencies or recognized social service agencies or health professionals but may also voluntarily request care. This use shall be residential in character and includes group homes, half-way houses, and convalescent homes. Seniors Supportive Housing Facility is a separate use in this bylaw.

H

HEAVY INDUSTRIAL means development used for manufacturing, fabricating, processing, assembly, production or packaging of goods or products, including ancillary offices and storage facilities, that may generate potential health or safety hazards or nuisances beyond the boundaries of the lot upon which it is situated; involve the storage or use of toxic gases or substances or goods or products which may be hazardous or offensive; or produce waste material that may be hazardous or offensive. This use includes sandblasting facilities and salvage yards.

HOME OCCUPATION means an occupation, trade, profession or craft carried on by an occupant of a dwelling unit as a use secondary to the residential use of the lot, and which does not change the character thereof or have any exterior evidence of such secondary use.

HOSPITAL means a facility providing room, board and surgical or other medical treatment for the sick, injured or infirm including outpatient services and accessory staff residences. Typical uses include hospitals, sanatoria, nursing homes, convalescent homes, isolation facilities, psychiatric hospitals, auxiliary hospitals, and detoxification centres.

HOTEL means a development used for the provision of rooms or suites for temporary sleeping accommodation for the travelling public, where the rooms have access from a common interior or exterior corridor. This use includes motels. Hotels may include accessory uses that are considered to complement the hotel such as but not limited to restaurants, cafes, private recreational facilities, convention facilities, minor retail establishments and personal services.

K

KENNEL means a facility where dogs or cats or other domestic pets are maintained, boarded, bred, trained or cared for, or kept for the purposes of sale but excludes a veterinary clinic.

L

LIGHT INDUSTRIAL means development used for manufacturing, fabricating, processing, assembly, production or packaging of goods or products, including ancillary offices and storage facilities. This use shall not generate any potential health or safety hazards or nuisances beyond the boundaries of the lot upon which it is situated, involve the storage or use of toxic gases or substances or goods or products which may be hazardous or offensive, or produce waste material that may be hazardous or offensive.

LIQUOR STORE means a retail establishment licensed under provincial authority for the sale of any or all of beer, wine, or spirits for consumption off premises. Full walls must physically separate the premises from any other business.

LIVE-WORK UNIT means the use of a building or unit within a building for both a non-residential use (business) and a primary residence. The non-residential uses are limited to those commercial uses listed within the associated land use district and the business must be operated by the resident of the dwelling. The work component may or may not be separate and distinct from the dwelling. Home Occupation is a separate use in this bylaw.

M

MAJOR RETAIL means a development where goods, merchandise, substances, articles, and other materials are offered for retail or wholesale. This use typically exceeds 2,000 m² (21,529 ft²) in size and/or sells bulky goods and may include the sale of goods predominantly outside. Typical uses include, but are not limited to, supermarkets, department stores, warehouse stores, or stores for the sale of business and office supplies, craft and hobby supplies, sporting goods, furniture, hardware, garden supplies, building and lumber supplies or tire shops. This use may include a cafe, administrative offices, and outdoor storage. Minor Retail, Cannabis Store, Liquor Store and Auto and Equipment Rental and Sales are separate uses in this bylaw.

MANUFACTURED HOME means a dwelling unit built at an off-site manufacturing facility in conformance with CSA standards and Alberta Building Code. The unit is constructed with an integrated frame for placement on a surface mount foundation and designed in one or two sections for transport, whether on its own wheels or a transport trailer. The unit arrives at the site where it is to be deemed complete and ready for occupancy, except for incidental operations such as placement on an acceptable foundation and removal of any hitch and/or wheels. Modular Homes, Moved-in Dwellings and Single Detached Dwellings are separate uses in this bylaw.

MANUFACTURED HOME COMMUNITY means a comprehensively planned residential development intended for the placement of manufactured homes on sites or pads. Such a community may also include amenity areas or facilities for the use of the community's residents.

MARKET means a development indoors or outdoors which provides to vendors, stalls or other similarly restricted areas for the demonstration of products and services, disposal and sale of goods, wares or merchandise to the public, at a single location or premises, including but not limited to Farmers Markets, Flea Markets, Craft Shows or Trade Fairs.

MEDICAL/HEALTH FACILITY means a facility for the provision of human health services without overnight accommodation for patients and may include associated office space. Typical uses include, but are not limited to, physiotherapy, registered massage therapy, doctor, dentist, optometrist, and chiropractic offices. Hospital is a separate use in this bylaw.

MINI STORAGE means the use of land with compartmentalized buildings or a designated site set up for the storage of equipment, household or business materials, or vehicles, but excludes storage of hazardous goods or materials. Accessory to this use is the exterior screened storage of recreational vehicles, boats, trailers and similar items.

MINOR RETAIL means a development where goods, merchandise, substances, articles, and other materials that can typically be stored and sold within a building are offered for sale to the general public. Minor retail establishments may include only very limited on-site outdoor displays and limited seasonal outdoor storage to support the store's operations. Typical uses include, but are not limited to, convenience, general, grocery, hardware, pharmaceutical, appliance, clothing, and sporting goods stores. This use may include a small café and administrative offices. This use does not include retail that involves the sale of gasoline, alcoholic beverages, large scale equipment or materials, or extensive outdoor storage. Auto and Equipment Rental and Sales, Major Retail, Cannabis Stores, and Liquor Stores are separate uses in this bylaw.

MIXED USE BUILDING means a building used partly for residential and partly for commercial use. Non-residential uses may be located below residential dwelling units in a multi-storey building (vertical mixed-use), or behind a non-residential use in a single-storey building (horizontal mixed-use). The allowable commercial uses are as provided for in the permitted and/or discretionary use lists of the applicable land use district. Live Work Unit is a separate use in this bylaw.

MODULAR HOME means a previously unoccupied dwelling unit built at an off-site manufacturing facility or location other than the lot intended for occupancy. Modular homes are built in conformance with CSA standards and Alberta Building Codes. Modular homes do not have an integrated frame, hitch, wheels, chassis or other device allowing for the transport of the unit. The dwelling is delivered to the site by transport trailer where it is assembled over a conventional, permanent concrete foundation (a basement foundation, slab-on-grade or crawl space). Modular includes the following two subtypes: Panelized and Ready-to-Move (RTM). Manufactured Home, Moved-in Dwelling and Single Detached Dwelling are separate uses in this bylaw.

(a) Panelized means a dwelling unit constructed at the site intended for occupancy using prebuilt exterior/interior wall panels and building components that are delivered to the site as a package ready for assembly over a conventional, permanent concrete foundation (basement foundation, slab-on-grade, or crawl space).

(b) Ready-to-Move (RTM) means a dwelling unit built to the current Alberta Building Code that would normally be constructed on the site intended for occupancy, but for various reasons, is constructed at an off-site manufacturing facility, construction site, plant site or building yard. It is then loaded and transported as one unit onto the proper moving equipment and delivered to the site intended for occupancy and placed on a conventional, permanent concrete foundation (either a basement, slab-on-grade or crawl space).

MOVED-IN BUILDING means a previously used or existing, established and working building, which is removed from a site, and then transported and re-established on another site.

MOVED-IN DWELLING means a previously existing, established and occupied dwelling, which is removed from one site and then transported and re-established on another site. For the purposes of this bylaw, a moved-in building does not include a Manufactured Home, Modular Home, travel trailer, recreation vehicle and any similar vehicles that are neither intended for permanent residential habitation nor subject to the current provincial building requirements.

O

OFFICE means development primarily for the provision of professional, management, administrative, consulting, or occupational. Typical uses include but are not limited to the offices of lawyers, accountants, travel agents, real estate and insurance firms, planners, clerical and secretarial agencies. This use excludes Government Services, the servicing and repair of goods, the sale of goods to the customer on the site, and the manufacturing or handling of a product.

OUTDOOR STORAGE means the use of land with or without attendant buildings for the open, outdoor storage of equipment, materials or vehicles, or processed or unprocessed resources or

materials. For the purposes of this bylaw, this definition is limited to those uses that require minimal on-site improvements, service and public amenities or facilities and does not include those goods or materials which are hazardous.

P

PARKS AND PLAYGROUNDS means land developed for public active or passive recreational use that do not require major buildings or facilities. Typical uses include, but are not limited to picnic areas, playgrounds, water features, pedestrian and bicycle paths, landscaped areas and associated public washrooms. This may include public open space, which is not in private ownership and is open to use by the public.

PARKING LOT means a site or a portion of a site, devoted to the off-street parking of vehicles, including parking spaces, aisles, access drives, and landscaped areas, and providing vehicular access to a public street. When identified as a specific use in a land use district, the use is contemplated as a principal use of a lot. In all other cases, it is accessory to a principal use.

PERSONAL SERVICES means uses that provide personal services to an individual that are related to the care and appearance of the body or the cleaning and repair of personal effects and may include the retail sale of related goods. Typical uses include, but are not limited to, barber shops, beauty salons, tattoo shops, manicurists, aestheticians, tailors, dress makers, shoe repair shops, dry cleaning establishments, and laundries. Medical/Health Facility is a separate use in this bylaw.

PROCESSING means the processing of agricultural materials (such as vegetables or seed) in a warehouse or terminal where such materials may be combined, broken down or aggregated for shipment or storage purposes.

R

RAILWAY AND RAILWAY RELATED USES means a railway line and any use connected with the direct operation or maintenance of a railway system and also includes any loading or unloading facilities, but excludes Grain Elevator/Seed Cleaning or Bulk Fuel Station, which are separate uses.

RECREATION, PRIVATE means sports or recreational or retreat activities, uses or facilities provided by commercial for-profit and non-profit businesses where the public is admitted for a fee or where admission is limited to members of an organization or limited group. This use may include cafes and eating areas, and associated retail areas. Such uses include, but are not limited to, gymnasiums, fitness facilities, athletic/sport fields, shooting ranges, paint-ball, go-cart tracks, golf courses and ranges, outdoor mini-golf, recreation centres, indoor/outdoor ice rinks, campgrounds retreats and country clubs.

RECREATION, PUBLIC means sports or recreational or retreat activities, uses or facilities for public use which are publicly owned or operated (i.e. municipal, provincial, or federal including local boards, agencies or commissions of the Town). This use may include cafes and eating areas, and associated retail areas. Such uses include, but are not limited to, gymnasiums, fitness facilities, athletic/sports fields shooting ranges, paint-ball, go-cart tracks, golf courses and ranges, outdoor mini-golf, recreation centres indoor/outdoor ice rinks, and indoor/outdoor pools.

RECYCLING FACILITY means a development for the purchasing, receiving and/or temporary storage of discarded articles, provided that the use does not generate a detrimental effect or nuisance beyond the parcel or lot upon which it is situated. This use may involve supplementary production of by-products or materials and includes bottle, can, and paper recycling depots.

RELIGIOUS ASSEMBLY means a use or development used for public meetings, worship and related religious or social activities, and includes accessory rectories, manses, meeting rooms and classrooms. Typical uses include, but are not limited to, churches, chapels, temples, mosques, synagogues, parish halls and convents.

RESIDENTIAL GREENHOUSE means a small-scale building designed for the protection or growth of plants or the storage of gardening and associated materials. A residential greenhouse is for personal not commercial use. A residential greenhouse shall be considered an accessory structure and shall meet the size requirements as specified in this bylaw.

RESTAURANT means a commercial development where food and beverages are prepared and served on the premises for sale to the public and may include supplementary on or off-premises catering services. The development may include supplementary alcoholic beverage service. This term will include cafes, diners, lunch and tea rooms, ice cream parlors, banquet facilities, take-out restaurants and other uses similar in character and nature.

RETAIL CANNABIS STORE means a use where recreational cannabis can be legally sold, and has been licensed by the AGLC. All cannabis that is offered for sale or sold must be from a federally approved and licensed producer. No consumption shall be on premises. This may include ancillary retail sale or rental of cannabis accessories, and counselling services related to cannabis.

ROWHOUSE means development consisting of a building containing three or more dwelling units each sharing a common wall and/or a common/floor. Each dwelling unit shall have separate, individual, and direct access to the building at grade. This type of dwelling includes stacked rowhousing townhouse, linked, patio or garden court housing.

S

SECONDARY SUITE means a facility containing cooking facilities, food preparation area, sleeping and sanitary facilities, which is physically separate from those of the principal dwelling within the structure. A secondary suite shall also have an entrance separate from the entrance to the principal dwelling, either from a common indoor landing or directly from the side or rear of the structure. Secondary suites are regulated under Accessory Dwelling Units. Backyard Suite is a separate use in this bylaw

SECURITY SUITE means a dwelling unit or portion of a building that is accessory to a commercial, recreational, or industrial use on the same site, and which is used solely to accommodate a person or persons, whose function is to provide surveillance, maintenance and/or security. A security suite shall not exceed 55.7 m^2 (600 ft^2) in size.

SENIORS SUPPORTIVE HOUSING FACILITY means a special combination of housing, supportive services, personalized assistance, and health care designed to respond to the individual needs of

seniors who need help with activities of daily living. The facility may include a central or private kitchen, dining, recreation facilities, and staff areas with separate dwelling units or living quarters. The facility shall be predominantly residential in character. The residential component may be accommodated in a range of different housing forms, such as an apartment building, rowhouses, or single detached homes with a central shared facility building. This use includes nursing homes and lodge accommodation as defined by the *Alberta Housing Act*. Group Care Facility is a separate use in this bylaw.

SERVICE STATION means an establishment for the retail sale of motor vehicle fuels, lubricants, parts and accessories. This use may include retail in the form of a convenience store. Car Wash, Truck Wash, Auto and Equipment Sales and Service and Auto and Equipment Paint Shop are separate uses in this bylaw.

SHIPPING CONTAINER means any container that is or was used for transport of goods by means of rail, truck or by sea. These are generally referred to as a C-Container, sea cargo container, sea can or cargo container. Such containers are typically rectangular in shape and are generally made of metal. For the purposes of this bylaw, when such a container is used for any purpose other than transporting freight, it will be considered as a structure, must conform to these regulations and may require a permit.

SINGLE UNIT DWELLING means a residential building containing only one dwelling unit which is to be constructed on site and is to be placed on a basement or permanent slab foundation. Manufactured Home and Modular Home are separate uses in this bylaw.

SPECIALTY MANUFACTURING means development for small scale on-site production of goods in a building not exceeding 510 m2 (5,490 ft2) gross floor area, including retail sales, display and storage areas and which has no nuisance factors outside of an enclosed building. Typical uses include, but are not limited to, breweries, digital technology/laser cutting, pottery or sculpture studios, furniture makers, bakeries and other small scale specialty food production.

T

TOURIST HOME means a dwelling unit that is managed, advertised and leased by an individual or professional property manager, who may or may not also reside in the home. The home despite being operated as a business, shall fit into a residential context and have no negative traffic, noise or other impacts on neighbours.

TOURIST INFORMATION means a development intended to provide information to the travelling public and may include washrooms, picnic facilities and accessory retail sales.

TRANSPORTATION/DELIVERY SERVICE means development involving the use of one or more vehicles to transport people, mail, currency, documents, packages and articles for compensation such as a mobile catering service, the rental or lease of vans and trucks, taxi service, limousine or bus service and may include limited storage and repair of the vehicles used. This use does not include towing operations.

TRANSPORTATION DISPATCH/DEPOT means a facility for the purpose of storing and/or dispatching trucks, buses, fleet vehicles, and transport vehicles and may include towing

operations. The use may also involve the transfer of goods primarily involving the loading and unloading of freight-carrying trucks.

TRUCK STOP means a development for the maintenance, servicing, storage or report of commercial vehicles. This use includes dispensing of fuel products, and the sale of accessories and/or equipment for trucks and similar commercial vehicles. A truck stop may also include convenience stores and restaurant facilities and may include overnight accommodation facilities solely for the use of truck crews.

TRUCK WASH means a commercial vehicle washing facility associated with large vehicles such as tractor trailers. Car Wash is a separate use in this bylaw.

TWO UNIT DWELLING means a residential building that contains two (2) separate dwelling units with separate, direct outdoor access, connected either by a common floor/ceiling, or by a common wall (party wall) between units. This type of dwelling is also called a duplex or semi-detached housing.

U

URBAN FARM/HORTICULTURAL OPERATION means use of land or buildings for the commercial production, cultivation and/or sale of specialty crops, including plants and food. This use may include on-site sales, composting of plants grown on-site, outdoor storage and food packaging and processing. Typical uses include, but are not limited to, greenhouses, nurseries, hydroponic and aquaponic systems, market garden, and mushroom, sod or tree farms. Extensive Agriculture and Cannabis Production Facility are separate uses in this bylaw.

W

WAREHOUSE means a building used for the storage of materials, goods, equipment, or merchandise. The building may include administrative offices, loading areas, parking areas, and storage rooms, but does not include a building or area where the principal use is the sale of goods. This use may include outdoor storage. Major Retail is a separate use in this bylaw.

GENERAL DEFINITIONS

A

ADDITION means construction that increases the footprint of an existing building or structure on the parcel of land. Typically there will be a common connection from the existing building to the addition that includes a foundation of some type beneath the addition.

ADJACENT LAND OR ADJACENT means land that is contiguous to a parcel of land proposed for development, subdivision or redesignation and includes land that would be contiguous if not for a road, railway, walkway, watercourse, water body, utility lot, right-of-way, reserve land or other similar feature.

AGLC means Alberta Gaming, Liquor and Cannabis Commission.

ALTER or ALTERATION means any structural change to a building that results in an increase or decrease in the area or the volume of the building; any change in the area frontage, depth, or width of a lot that affects the required yard, landscaped open space, or parking requirements of this bylaw; structural change to a sign; and to discontinue or change the principal use of the site or building with a use defined as being distinct from the discontinued use.

AMENITY AREA means an area or areas within the boundaries of a development which provides active or passive recreation opportunities for the enjoyment of the occupants of a development and their guests. These may include such things as views, landscaped areas, patios, art, decks, swimming pools, tennis courts and other similar uses.

APPLICANT means the registered owner of land or his or her representative or agent.

APPROVED USE means a use of land and/or building for which a development permit has been issued by the Development Authority or the Subdivision and Development Appeal Board.

AREA REDEVELOPMENT PLAN means a statutory plan, prepared in accordance with Sections 634 and 635 of the *MGA* for the purpose of all or any of the following:

(a) preserving or improving land and buildings in the area;

(b) rehabilitating buildings in the area;

(c) removing buildings from the area;

(d) constructing or replacing buildings in the area; and/or

(e) establishing, improving or relocating public roadways, public utilities or other services in the area;

(f) any other development in the area.

AREA STRUCTURE PLAN means a statutory plan prepared for the purpose of providing a framework for subsequent subdivision and development of an area of land (*MGA*, Section 633) and that may be adopted by a Council by bylaw.

B

BALCONY means a platform attached to and projecting from the face of a principal building, with or without a supporting structure above the first storey, normally surrounded by a baluster railing and used as an outdoor porch or sundeck with access only from within the building.

BASEMENT means the portion of a building or structure which is partially or wholly below grade and having its floor below grade by a distance greater than one-half the distance from floor to ceiling.

BERM means a barrier, typically constructed of mounded earth, used to separate incompatible areas, uses, or functions, or to protect a site or development from noise.

BUFFER means open spaces, landscaped areas, fences, walls, hedges, trees, shrubs, berms or other similar features used to physically and/or visually separate incompatible uses, areas, functions, sites, buildings, roadways, districts, etc.

BUILDING has the meaning defined in the *MGA* and includes anything constructed or placed on, in, over or under land, but does not include a highway or road or a bridge that forms part of a highway or road.

BUILDING ENVELOPE means the space created on a lot or parcel within which a building may be constructed once the setback requirements for a specific land use district have been considered.

BUILDING GRADE (as applied to the determination of building height) means the average ground elevation as measured by averaging a minimum of four corner points of a building, except that localized depressions such as for vehicle or pedestrian entrances need not be considered in the determination of average levels of finished ground.

BUILDING HEIGHT means the vertical distance measured from the average grade along the length of the building and the highest point of the building excluding a roof, stairway entrance, elevator housing, a ventilating fan, a skylight, a steeple, a chimney, a smoke stack, a fire wall or a parapet wall and a flagpole or similar device not structurally essential to the building.

BUILDING INSPECTOR means the person or persons hired to be the chief building inspector or building inspectors in and for the Town of Bassano.

BUILDING PERMIT means a certificate or document issued by the Safety Codes Officer pursuant to provincial legislation authorizing commencement of construction.

BUILDING SETBACK means the shortest distance between the exterior foundation wall of the building and the nearest lot line. Depending on the land use district, the minimum setback will vary.

BUILDING WIDTH, MINIMUM means the minimum horizontal distance of the building's living space measured parallel to the shortest exterior wall of the building and perpendicular to the longest exterior wall of the building and excludes porches, decks, patios, balconies, carports, garages, unheated storage space, porte-cochere and other similar architectural features.

BUSINESS means a commercial, merchandising, or industrial activity or undertaking, a profession, trade, occupation, calling or employment or an activity providing goods or services, whether or not for profit and however organized or formed, including a cooperative or association of persons.

BYLAW means the Land Use Bylaw of the Town of Bassano.

C

CANNABIS means cannabis as defined by the *Federal Cannabis Act*.

CANNABIS ACCESSORIES means accessories that promote the responsible and legal consumption and storage of cannabis.

CANNABIS PRODUCT means a product that contains cannabis.

CANNABIS REPRESENTATIVE means a corporation or individual registered with the AGLC who is in the business of representing a cannabis supplier in the sale of the supplier's cannabis.

CANNABIS SUPPLIER means a person who holds a Federal license that authorizes the person to produce Cannabis for commercial purposes or to sell cannabis to the AGLC.

CARPORT means a partially enclosed structure intended for the shelter of one or more motor vehicles with at least 40 percent of the total perimeter open and unobstructed.

CERTIFICATE OF COMPLIANCE means a document signed by the Development Authority, certifying that a development complies with this bylaw with respect to yard requirements and insofar as represented on an Alberta Land Surveyors' Real Property Report.

CHANGE OF USE means the conversion of land or building, or portion thereof from one land use activity to another in accordance with the permitted or discretionary uses as listed in each land use district.

COMMON WALL means a vertical separation completely dividing a portion of a building from the remainder of the building and creating in effect a building which, from its roof to its lowest level, is separate and complete unto itself for its intended purpose, such wall being owned by one (1) party but jointly used by two (2) parties, one or both of whom is entitled to such use by prior arrangement.

CONCEPTUAL DESIGN SCHEME means a detailed site layout plan for a parcel of land which typically addresses the same requirements of an Area Structure Plan but which is not adopted by bylaw which:

(a) shows the location of any existing or proposed buildings;

(b) describes the potential effect and/or relationship of the proposed development on the surrounding area and the municipality as a whole; and

(c) provides for access roads, water, sewer, power and other services to the satisfaction of the Subdivision Authority or Council.

CONDOMINIUM means a building or structure where there exists a type of ownership of individual units, generally in a multi-unit development or project where the owner possesses an interest as a tenant in common with other owners in accordance with the provisions of the *Condominium Property Act*.

CONDOMINIUM PLAN means a plan of survey registered at a Land Titles Office prepared in accordance with the provisions of the *Condominium Property Act*, *Revised Statutes of Alberta 2000, Chapter C-22,* as amended.

CORNER LOT means a lot located at the intersection of two or more streets.

CORNER VISIBILITY OR CLEAR VISION TRIANGLE means a triangular area on a corner lot that is comprised of two sides which are measured from the intersecting corner for a distance specified in this bylaw. The third side of the triangle is a line joining the ends of the other two sides. Where the lot lines at intersections have rounded corners, the lot lines will be extended in a straight line to a point of intersection.

COUNCIL means Council of the Town of Bassano.

D

DECK means an accessory structure consisting of a paved, wooden, or other hard-surfaced area generally adjoining a principal building intended for outdoor living space that is 0.6 m (2 feet) or greater above grade.

DEMOLITION means the pulling down, tearing down or razing of a building or structure.

DETACHED GARAGE means an accessory building designed and use primarily for the storage of motor vehicles that is not attached or is separate from the principal building.

DEVELOPER means an individual, partnership or body corporate that locates and secures control of a parcel of land, conceives a development proposal that is suitable for the parcel and compatible with existing uses in the vicinity, obtains the necessary regulatory approval for that proposal, and undertakes the proposal in accordance with this Bylaw, the conditions attached to the approval, and any applicable federal and provincial regulations.

DEVELOPMENT in accordance with the *MGA* means:

(a) an excavation or stockpile and the creation of either of them;

(b) a building or an addition to or replacement or repair of a building and the construction or placing of any of them in, on, over or under land;

(c) a change of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the use of the land or building; or

(d) a change in the intensity of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the intensity of use of the land or building.

DEVELOPMENT AGREEMENT means a contractual agreement completed between the municipality and an applicant for a development permit or subdivision approval which specifies

the roadways, walkways, public utilities, and other services to be provided by the applicant as a condition of a development permit or subdivision approval, in accordance with the *MGA*.

DEVELOPMENT AUTHORITY means the body established by bylaw to act as the Development Authority in accordance with Sections 623(b) or (c) and 624 of the *MGA*.

DEVELOPMENT OFFICER means a person(s) authorized by Council to act as a development authority pursuant to Section 624 of the *Municipal Government Act* and in accordance with the Municipal Planning Commission Bylaw.

DEVELOPMENT PERMIT means a permit issued with or without conditions pursuant to this bylaw authorizing a development. A development permit does not constitute a building permit.

DISCRETIONARY USE means the use of land or building(s) provided for in the Land Use Bylaw for which a development permit may be issued, following receipt by the Development Officer of a competed application with appropriate details and fees.

DISTRICT – see LAND USE DISTRICT

E

EASEMENT means a right held by one part in land owned by another.

EAVE means the overhang or extension of a roof line beyond the vertical wall of a building.

EXCAVATION means the process of altering the natural elevation of the ground by grading, cutting, stripping, filling or breaking of ground, but does not include common household gardening and ground care, excavation made for the building of basements, structures, landscaping, or parking for which a development permit has been issued, or extensive agriculture. Gravel pit, mineral extraction and any other similar extractive use are not classified as excavation and are a separate use.

F

FENCE means an accessory structure usually made of wood, rails, bricks, PVC or wire intended to mark parcel boundaries and provide yard privacy.

FLOOD ELEVATION, 1:100 YEAR means the water level reached during a 1:100 year flood as determined in accordance with the technical criteria established by Alberta Environment.

FLOOD RISK AREA means the area of land bordering a water course or water body that would be inundated by 1:100 year flood (i.e. a flood that has a 1 percent chance of occurring every year) as determined by Alberta Environment in consultation with the Town and may include both flood fringe and floodway.

FLOOR AREA means the horizontal areas of each floor of a building. The floor area measurement is exclusive of areas of basements, unfinished attics, passageways of a building, cellars, attached garages and open porches. All dimensions shall be outside dimensions.

FLOOR AREA RATIO means the net floor area divided by the gross lot area.

FOUNDATION means the supporting base structure of a building.

FRONT YARD means a yard extending across the full width of a lot and situated between the front lot line and the nearest portion of the principal buildings.

G

GARAGE means an accessory private building or part of the principal building, designed and used primarily for the storage of motor vehicles.

GARDEN SHED means an accessory structure to store household and garden equipment and supplies that is not more than 100 ft^2 in size.

GEOTECHNICAL REPORT means a comprehensive site analysis and report prepared by a qualified and registered professional with the Association of Professional Engineers and Geoscientists of Alberta (APEGA).

GLARE means the light emitting from outdoor lighting with intensity great enough to reduce visibility and in extreme cases momentarily blind observers.

H

HOLIDAY TRAILER – see RECREATIONAL VEHICLE

I

INTERIOR LOT means a lot situated between two lots or another lot and a lane and having access to not more than one street.

L

LANDOWNER – see REGISTERED OWNER

LANDSCAPED AREA means the portion of the site that is required to be landscaped.

LANDSCAPING means the modification, beautification and enhancement of a site or development through the use of the following elements:

(a) natural landscaping consisting of vegetation such as trees, shrubs, hedges, grass, flowers and other ground cover or materials;

(b) hard landscaping consisting of non-vegetative materials such as brick, stone, concrete, tile and wood, excluding monolithic concrete and asphalt; and

(c) excludes all areas utilized for driveways and parking.

LANDSCAPED GRADE (as applied to the determination of height of balconies, decks and architectural features and landscape structures) means the average level of finished landscaped ground under the four principal corners of the balcony, deck, architectural feature or landscape structure. For buildings see Building Grade.

LAND USE DISTRICT means a specifically delineated area or zone within which the development standards of this bylaw govern the use, placement, spacing, and size of land and buildings. All land use districts referred to in this bylaw are shown on the Land Use Districts Map found in Schedule 1 of this bylaw.

LANE or LANEWAY means a public thoroughfare, which provides a secondary means of access to a lot or lots.

LIGHT TRESPASS means the shining of light produced by outdoor lighting beyond the boundaries of the site on which it is located.

LIVESTOCK means all domestic animals kept for use on a farm or raised for sale or profit and includes horses, cattle, sheep, swine, fur-bearing animals raised in captivity as well as game producing animals with the meaning of the *Livestock Industry Diversification Act*, live poultry and bees or other animals as determined by the municipality.

LOT in accordance with the *MGA*, means:

(a) a quarter section;

(b) a river lot shown on an official plan, as defined in the *Surveys Act*, that is filed or lodged in a land titles office;

(c) a settlement lot shown on an official plan as defined in the *Surveys Act*, that is filed or lodged in a land titles office;

(d) a part of a parcel where the boundaries of the parcel are separately described in the certificate of title other than by reference to a legal subdivision;

(e) a part of a parcel of land described in a certificate of title if the boundaries of the part are described in a certificate of title by reference to a plan of subdivision.

(f) where a certificate of title contains one or more lots described in a plan of subdivision that was registered in a land titles office before July 1, 1950, lot means parcel.

LOT AREA means the total area of a lot.

LOT FRONTAGE means the front lot line or that side of a lot abutting a public roadway, but does not include any side abutting a lane, unless said lane is the only means of physical access to a lot.

LOT LENGTH means the horizontal distance between the front and the rear lot lines measure along the median between the side lot lines.

LOT LINE means a legally defined boundary of any lot. The term property line and boundary line have the corresponding meaning.

LOT WIDTH means the horizontal distance between the side lot lines measured at a point perpendicular to the front property line.

M

MAINTENANCE means the upkeep of a building or property that does not involve structural change, the change of use, or the change of intensity of use.

MASS WASTING means a general term describing a variety of processes, including but not limited to slumping, sloughing, fall and flow, by which earth materials are moved by gravity.

MEDICAL CANNABIS means a substance used for medical purposes authorized by a license issued under the federal government's Access to Cannabis for Medical Purposes Regulations (ACMPR) or any subsequent legislation which may be enacted in substitution.

MGA means the *Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended*.

MOBILE HOME – see MANUFACTURED HOME

MODULAR means a prefabricated dwelling unit consisting of components substantially assembled in a manufacturing plant and transported to the building site for final assembly on a permanent foundation.

MUNICIPAL DEVELOPMENT PLAN means a statutory plan, formerly known as a General Municipal Plan, adopted by bylaw in accordance with Section 632 of the *MGA*.

MUNICIPAL GOVERNMENT ACT (*MGA*) means the *Municipal Government Act*, *Revised Statutes of Alberta 2000, Chapter M-26, as amended*.

MUNICIPAL PLANNING COMMISSION (MPC) means the committee authorized by Council to act as the Subdivision Authority pursuant to Section 623 of the *MGA* and Development Authority pursuant to Section 624 of the *MGA*, and in accordance with the Municipal Planning Commission Bylaw.

MUNICIPAL/SCHOOL RESERVE means the land specified to be municipal and school reserve by a subdivision approving authority pursuant to Section 666 of the *MGA*.

MUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD (SDAB) means the committee established, by bylaw, to act as the municipal appeal body for subdivision and development applications.

MUNICIPALITY means the Town of Bassano in the Province of Alberta.

N

NON-COMPLIANCE means a development constructed, or use undertaken after the adoption of the current Land Use Bylaw and does not comply with the current Land Use Bylaw.

NON-CONFORMING BUILDING means a building:

(a) that is lawfully constructed or lawfully under construction at the date of a Land Use Bylaw or any amendment thereof affecting the building or land on which the building is situated becomes effective; and

(b) that on the date the Land Use Bylaw or any amendment thereof becomes effective does not, or when constructed will not, comply with the Land Use Bylaw.

NON-CONFORMING USE means a lawful specific use:

(a) being made of land or a building or intended to be made of a building lawfully under construction, at the date of a Land Use Bylaw or any amendment thereof affecting the land or building becomes effective; and

(b) that on the date the Land Use Bylaw or any amendment thereof becomes effective does not, or in the case of a building under construction, will not comply with the Land Use Bylaw.

NON-SERVICED means in respect to a lot or parcel that neither a municipal water system nor a municipal sewage system services it.

NUISANCE means any use, prevailing condition or activity which has a detrimental effect on living or working conditions.

O

OCCUPANCY PERMIT means a permit issued by the municipality that authorizes the right to occupy or use a building or structure for its intended use.

OFF-SITE LEVY means the rate established by the municipal Council that will be imposed upon owners and/or developers who are increasing the use of utility services, traffic services, and other services directly attributable to the changes that are proposed to the personal property. The revenues from the off-site levies will be collected by the municipality and used to offset the future capital costs for expanding utility services, transportation network, and other services that have to be expanded in order to service the needs that are proposed for the change in use of the property.

OFF-STREET LOADING SPACE means an open area, not exceeding 9.1 m (30 ft) in width, located in the rear yard space, designed expressly for the parking of haulage vehicles while loading or unloading.

OFF-STREET PARKING means a lot or portion thereof, excluding a public roadway which is used or intended to be used as a parking area for motor vehicles.

OFF-STREET PARKING SPACE means an off-street area available for the parking of one motor vehicle. Every off-street parking space shall be accessible from a street, lane or other public roadway.

ORIENTATION means the arranging or facing of a building or other structure with respect to the points of the compass.

OUTERMOST EXTENT means the eaves of a building or if a building does not have eaves, whichever portion of the building extends outward the furthest, and in the case of a structure, the portion of the structure that extends outward the furthest.

P

PARCEL means an area of land described in a Certificate of Title either directly or by reference to a plan and registered with the Alberta Land Titles Office.

PARK MODEL TRAILER means a recreational vehicle that is either:

(a) built on a single chassis mounted on wheels designed for infrequent towing by a heavy-duty tow vehicle but is restricted in size and weight so that it does not require a special highway movement permit and conforms to the CSA-Z-240 standard for recreational vehicles; or

(b) a recreational vehicle intended for temporary residence or seasonal use built on a single chassis mounted on wheels, which may be removed and returned to the factory, requiring a special tow vehicle and highway permit to move on the road and conforms to the CSA Z-241 standard for recreational vehicles.

PARTIALLY SERVICED LOT means a lot that is provided water or sewer serviced by either:

(a) a municipal water line or a municipal sewer line; or

(b) an incorporated organization or co-operative, recognized by the municipality, that is operating a provincially approved water or sewer system.

PATIO means an outdoor area of a lot developed and used for leisure and/or recreation purposes.

PERMITTED USE means the use of land or building(s) which is permitted in a district for which a development permit shall be issued, following receipt by the Development Officer of a completed application with appropriate details and fees.

PLAN OF SUBDIVISION means a plan of survey prepared in accordance with the relevant provisions of the *Land Titles Act* for the purpose of effecting subdivision.

PORCH means a covered, open accessory structure (unenclosed) that is attached to the exterior of a building, often forming a covered entrance to a doorway. The structure does not have solid walls, but may be screened.

PORTABLE STORAGE / GARAGE STRUCTURE means a permanent or non-permanent structure designed by virtue of easy assembly and dismantling, commercially constructed of metal or synthetic tube and fabric, plastic or similar materials, and covered with waterproof sheeting, synthetic sheeting or plastic film used to provide outdoor storage for vehicles and /or equipment.

PRIMARY ACCESS means the location and manner of the principal means of access to a building or lot.

PRINCIPAL BUILDING means a building which:

(a) occupies the major or central portion of a lot;

(b) is the chief or main building on a lot; or

(c) constitutes, by reason of its use, the primary purpose for which the lot is used.

PRINCIPAL USE means the main purpose, in the opinion of the Development Officer or Municipal Planning Commission, for which a lot is used.

PRIVACY WALL means any upright structure or type of wall typically projecting from or attached to the exterior wall of a dwelling or building, but is not part of the structural support of the building itself, serving to enclose, divide, screen or protect a private space area such as a deck or patio, and whether constructed of solid or lattice wood, concrete, masonry, metal, plastic, or other building material.

PROHIBITED USE means a development that is not listed as permitted or discretionary, or is not considered similar within a land use district.

PROVINCIAL LAND USE POLICIES means policies established by order of the Lieutenant Governor pursuant to Section 622 of the *MGA*.

PUBLIC OPEN SPACE means land, which is not in private ownership and is open to use by the public.

PUBLIC ROADWAY means any land shown as a road on a registered plan of survey and includes the right-of-way of any or all of the following: a local road, collector road or arterial road; a service road; a street; an avenue; or a road, street or highway pursuant to the *Public Highways Development Act*, which is designed or intended for vehicular use by the public. Laneway or lane has a separate meaning and is not included in the definition of a public roadway.

Q

QUONSET means an accessory building made from metal having a semicircular roof and/or cross section and end walls.

R

REAL PROPERTY REPORT (RPR) means a legal document that illustrates in detail the location of all relevant, visible public and private improvements relative to property boundaries prepared by a registered Alberta Land Surveyor.

REAR YARD means a yard extending across the full width of a lot and situated between the rear lot lines and the nearest portion of the principal building.

RECREATIONAL VEHICLE / HOLIDAY TRAILER means a transportable living unit, designed to be moved on its own wheels or by other means (including units permanently mounted on trucks), designed or constructed to be used for sleeping or living purposes on a short-term, temporary basis. Such living units are subject to highway safety standards rather than housing standards. Typical units include, but are not limited to motor homes, campers, holiday trailers, travel trailers, fifth wheel trailers, tent trailers and park model trailers. These units are not permitted as either temporary or permanent dwellings.

RECREATIONAL VEHICLE STORAGE – see OUTDOOR STORAGE

REGISTERED OWNER means:

(a) in the case of land owned by the Crown in right of Alberta or the Crown in right of Canada, the Minister of the Crown having the administration of the land; or

(b) in the case of any other land:

(i) the purchase of the fee simple estate in the land under an agreement for sale that is the subject of a caveat registered against the Certificate of Title in the land, and any assignee of the purchaser's interest that is the subject of a caveat registered against the Certificate of Title; or

(ii) in the absence of a person described in paragraph (i), the person registered under the *Land Titles Act* as the owner of the fee simple estate in the land.

RETAIL CANNABIS LICENCE means a licence under the *Gaming, Liquor and Cannabis Act* that authorizes the purchase, sale, transport, possession, and storage of cannabis.

RIGHT-OF-WAY means an area of land not on a lot that is dedicated for public or private use to accommodate a transportation system and necessary public utility infrastructure (including but not limited to water lines, sewer lines, power lines, and gas lines).

ROAD – see PUBLIC ROADWAY

S

SAFETY CODES means a code, regulations, standard, or body of rules regulating things such as building, electrical systems, elevating devices, gas systems, plumbing or private sewage disposal systems, pressure equipment, fire protection systems and equipment, barrier free design and access in accordance with the *Safety Codes Act, RSA 2000, Chapter S-1, as amended*.

SCREENING means a fence, wall, berm or hedge used to visually separate areas or functions that detract from the street or neighbouring land uses.

SECONDARY FRONT YARD means a yard on a corner lot with street frontage but which is not the frontage where the main entrance to the building or development is oriented or is the yard which is designated the secondary front by the Development Authority.

SETBACK means the minimum distance required between a property line of a lot and the nearest part of any building, structure, development, excavation or use on the lot and is measured at a right angle to the lot line.

SIDEWALK means a pathway, walkway or right-of-way or portion of right-of-way intended for use by pedestrians.

SIDE YARD means a yard extending from the front yard to the rear yard and situated between the side lot lines and the nearest portion of the principal building.

SIGN means any object, structure, fixture, placard, device and components, or portion thereof, which is used to advertise, identify, communicate, display, direct or attract attention to an object, matter, thing, person, institution, organization, business, product, service, event or location by any means. Refer to Schedule 6 for more sign definitions.

SIMILAR USE means a use of land or building(s) for a purpose that is not provided in any district designated in this bylaw, but is deemed by the Development Officer or Municipal Planning Commission to be similar in character and purpose to another use of land or buildings that is included within the list of uses prescribed for that district.

SITE means that part of a parcel or a group of parcels on which a development exists or which an application for a development permit is being made.

SITE COVERAGE means the percentage of the lot area which is covered by all buildings and structures on the lot.

SITE COVERAGE, ACCESSORY means the percentage of the lot area which is covered by the combined area of all accessory buildings and structures and includes uncovered decks not attached to the principal building(s).

SITE COVERAGE, PRINCIPAL means the percentage of the lot area which is covered by the principal building including any structure attached to the principal building by an open or enclosed roofed structure, including but not limited to attached garages, carports, verandas, covered balconies, covered decks, and porches.

SITE PLAN means a plan drawn to scale illustrating the proposed and existing development prepared in accordance with the requirements of this bylaw.

STOCKPILE means on-site storage of any soil, sand, gravel, mineral, clay, mud, debris, vegetation or other organic material, excluding common household gardening and ground care, extensive agriculture, stockpile associated with the building of basements, structures, landscaping, or parking for which a development permit has been issued.

STOP ORDER means an order issued by the Development Officer or Municipal Planning Commission pursuant to Section 645 of the *MGA*.

STOREY means the space between the top of any floor and the top of the next floor above it and if there is no floor above it, the portion between the top of the floor and the ceiling above it, but does not include a basement.

STREET means a thoroughfare which is used or intended to be used for passage or travel of motor vehicles and includes the sidewalks and land on each side of and contiguous to the prepared surface of the thoroughfare. It does not include lanes.

STRUCTURE means anything constructed or erected with a fixed location on the ground or attached to something having a fixed location on the ground. Among other things, structures include buildings, walls, fences, billboards and poster panels.

SUBDIVISION AND DEVELOPMENT REGULATION means regulations established by order of the Lieutenant Governor in Council pursuant to Section 694 of the *MGA*.

SUBDIVISION AUTHORITY means the body established by bylaw to act as the Subdivision Authority in accordance with Section 623 of the *MGA*.

SUBDIVISION OR SUBDIVIDE means the division of a parcel by an instrument.

SUBSIDENCE means a localized downward settling or sinking of a land surface.

SUCH AS means includes, but is not limited to the list of items provided.

SWIMMING POOL, PRIVATE means an in-ground or above-ground structure containing an artificial body of water with a design depth greater than 600 mm (2 ft) designed for swimming. Private swimming pools are classified as an accessory structure.

T

TELECOMMUNICATION ANTENNA means a structure and any associated system, including all masts, towers and other antenna supporting structures that is used for the transmission, emission or reception of television, radio or telecommunications.

TEMPORARY DEVELOPMENT means a development for which a development permit has been issued for a limited time period.

TOWN means the Town of Bassano.

TRAVEL TRAILER – see RECREATIONAL VEHICLE

U

USE means the purposes for which land or a building is arranged or intended, or for which either land, a building or a structure is, or may be, occupied and maintained.

W

WAIVER means the relaxation or variance of a development standard as established in this bylaw.

Z

ZONING – see LAND USE DISTRICT

APPENDIX A

FORMS AND NOTICES

TOWN OF BASSANO
RESIDENTIAL ACCESSORY BUILDING DEVELOPMENT PERMIT APPLICATION

Date of Application: _____

Development Permit Application No.	

***IMPORTANT NOTICE**: This application **does not** permit you to commence construction until such time as a notice of decision has been issued by the Development Authority. If approval has not been received within 40 days of the date the application is deemed complete, you have the right to file an appeal to the Subdivision and Development Appeal Board.*

THIS DOES NOT CONSTITUTE A BUILDING PERMIT.
A SEPARATE BUILDING PERMIT MUST BE OBTAINED BEFORE CONSTRUCTION BEGINS.

APPLICANT INFORMATION

Name of Applicant: _____

Mailing Address: _____ **Phone:** _____

_____ **Phone (alternate):** _____

City: _____ **Email:** _____

Postal Code: _____

Is the applicant the owner of the property? ❑ Yes ❑ No

IF "NO"

Name of Owner: _____

Mailing Address: _____ **Phone:** _____

_____ **Phone (alternate):** _____

City: _____ **Email:** _____

Postal Code: _____

Applicant's interest in the property:
- ❑ Agent
- ❑ Contractor
- ❑ Tenant
- ❑ Other _____

PROPERTY INFORMATION

Municipal Address: _____ **Roll Number:** _____

Legal Description: Lot(s) _____ Block _____ Plan _____

Land Use District: _____

What is the existing use? _____

DEVELOPMENT INFORMATION

This application is to: (Check all that apply)

- ❑ Construct an accessory building or structure *(if greater than 500 ft ^{2}see abandoned well information section)*

  The accessory building is a:

  - ❑ Garage (detached) *(if greater than 500 ft ^{2}see abandoned well information section)*
  - ❑ Shed/workshop *(if greater than 500 ft ^{2}see abandoned well information section)*
  - ❑ Other _____

- ❑ Other

Projected Construction Cost _____

Anticipated Construction Start Date_____ **Completion Date**_____

Describe the proposed use, any changes from existing use, and any work to be done.

_____

_____

_____

_____

_____

_____

BUILDING REQUIREMENTS

	Principal/Accessory Building	***Office Use***	
Parcel Size	❑ m^2 ❑ sq. ft.	❑ *m^2* ❑ *sq. ft.*	
Building Size	❑ m^2 ❑ sq. ft.	❑ *m^2* ❑ *sq. ft.*	
Height of Building	❑ m ❑ ft.	❑ *m* ❑ *ft.*	
Proposed Setbacks from Property Lines			
Front	❑ m ❑ ft.	❑ *m* ❑ *ft.*	
Rear	❑ m ❑ ft.	❑ *m* ❑ *ft.*	
Side	❑ m ❑ ft.	❑ *m* ❑ *ft.*	
Side	❑ m ❑ ft.	❑ *m* ❑ *ft.*	
Parcel Type:	❑ Interior Lot	❑ Corner Lot	

WAIVERS

Is a waiver of one or more standards of the Land Use Bylaw being requested? ❑ Yes ❑ No

If yes, please specify: _____

ABANDONED WELL INFORMATION

This applies to developments that require a new permit from the municipality for:

- new buildings larger than 500 sq. ft. (47 sq. m.), or
- additions to buildings that will result in the building being this size or larger.

If your development proposal fits the criteria above, you are required to do the following:

1. Obtain map and well information

Please go to the AER's Abandoned Well Viewer (viewer) on the AER website at www.aer.ca. The viewer will provide a map identifying all recorded abandoned well surface locations in the selected area and list any additional details that are available, including the licensee(s) of record and the latitude and longitude of each well's surface location.

If you do not have Internet access or have questions about the information provided by the viewer, you may contact:

- the AER Customer Contact Centre by telephone at: **1-855-297-8311 (toll-free),** or
- by e-mail at: Inquiries@aer.ca, or
- the AER Information Services by mail at: **Suite 1000, 250 – 5 Street SW, Calgary, Alberta T2P 0R4**.

2. Submit the following as part of your development permit application

- the AER information, including a map of the search area from the viewer and a statement that there are no wells in the project area or a list and map identifying the location of abandoned wells within the search area (including the surface coordinates, as provided by the viewer or AER Information Services); and
- if an abandoned well is present, a detailed site plan must be provided that accurately illustrates the actual well location (i.e. latitude, longitude) on the subject parcel as identified in the field and the setback established in the AER Directive 079 (a minimum 5 m radius around the well) in relation to existing or proposed building sites.

If there is an abandoned well located in the area of the proposed surface development, the applicant is advised to contact the well licensee of record for any additional information that may be needed or to physically locate the well, and to discuss the proposed development and abandoned well issue in more detail.

DECLARATION OF APPLICANT/AGENT

The information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts in relation to the application for a Development Permit. I also consent to an authorized person designated by the municipality to enter upon the subject land and buildings for the purpose of an inspection during the processing of this application.

IMPORTANT: This information may also be shared with appropriate government/other 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).

APPLICANT	Registered Owner (if not the same as applicant)

TOWN OF BASSANO
RESIDENTIAL ACCESSORY BUILDING DEVELOPMENT PERMIT APPLICATION

DEVELOPMENT APPLICATION SUBMISSION REQUIREMENTS

The following items shall be attached to all Development Permit Applications for new buildings or exterior changes to existing buildings. This is not an exhaustive list and the Designated Officer may request additional information that is required to assess the application.

- ❑ **Copy of Site Plan.** Site plan shall provide the following information:
  (May be provided on a survey plan or a sketch on the following page)
  - ❑ Legal Description and Municipal Address of Subject Property
  - ❑ Scale, North Arrow & Land Use District
  - ❑ Adjacent roadways & lanes
  - ❑ Lot Dimensions, Lot Area, and Percentage of Lot Coverage for all structures
  - ❑ Existing residence and/or any other buildings with dimensions of foundation and projections including decks (indicate using a solid line ———)
  - ❑ Proposed residence and/or any other buildings with dimensions of foundation and projections including decks (indicate using a dashed line - - - - - -)
  - ❑ The proposed distances from the front, side, and rear property lines
  - ❑ Location of Lot Access, Existing Sidewalk(s) and Curbs
  - ❑ Location of Fire Hydrant, Street Light, Power/Telephone/Cable Pedestal(s) (if located within property frontage)
  - ❑ Location of any Registered Utility Right of Ways or easements
  - ❑ Number of off-street parking spaces

- ❑ **Copy of Building Plans.** Plans shall be to scale and contain the following information:
  - ❑ Scale and Dimensions of Exterior Walls and Interior Rooms
  - ❑ Floor Plan of all living space proposed to be developed
  - ❑ Building Elevations including Front, Sides, and Rear elevations, Building Height (From Finished Grade), Roofing Material, and Roof Pitch

- ❑ **Map or additional information from the AER regarding location of abandoned wells.**
- ❑ **If applicant is not the registered owner**, a written statement (or this application) signed by the registered owner consenting to this application.
- ❑ **Permitted Use - Application Fee of $50.00 payable to the Town of Bassano is included.**
- ❑ **Discretionary Use or requesting a Waiver/Variance (s) - Application Fee of $150.00 payable to the Town of Bassano is included.**

TOWN OF BASSANO

RESIDENTIAL ACCESSORY BUILDING DEVELOPMENT PERMIT APPLICATION

SKETCH OF PROPOSED DEVELOPMENT

Where development involves **BUILDING** and not just a change in use, please provide a sketch of the proposed development. Be sure to include any existing structure(s) (indicate using a **solid line**) and the proposed addition(s) or new building(s) (indicated using a **dashed line**). Include the information required for a site plan.



Town of Bassano
RESIDENTIAL BUILDING REMOVAL APPLICATION

DEMOLITION/REMOVAL INFORMATION

A development permit is required to demolish or remove a building or structure from a site. The demolition/removal permit process ensures that buildings are dismantled and removed in a safe manner and that the land will be left in a suitable state after removal. The following is not an exhaustive list and the Development Officer may request additional information that is required to assess the application.

APPLICANT INFORMATION

Name of Applicant: _____

Mailing Address: _____ **Phone:** _____

_____ **Phone (alternate):** _____

City: _____ **Email:** _____

Postal Code: _____ _____

Is the applicant the owner of the property? ❑ Yes ❑ No

IF "NO"

Name of Owner: _____

Mailing Address: _____ **Phone:** _____

_____ **Phone (alternate):** _____

City: _____ **Email:** _____

Postal Code: _____

Applicant's interest in the property:
- ❑ Agent
- ❑ Contractor
- ❑ Tenant
- ❑ Other _____

PROPERTY INFORMATION

Municipal Address: _____ **Roll Number:** _____

Legal Description: Lot(s) _____ Block _____ Plan _____

STRUCTURES TO BE REMOVED

Description of Building/Structure(s) _____

Type of Work ❑ Removal to another site (no demolition) ❑ Demolition of building/structure

Building Size _____ ❑ m^2 ❑ sq. ft.

Height of Building _____ ❑ m ❑ ft. # of storeys _____

DEMOLITION PLAN

Timeframe **Expected start date:** _____ **Expected completion date:** _____

Method of Demolition ❑ Manual (no heavy equipment) ❑ Using heavy equipment ❑ Other - please explain _____

Dump Site Location _____

**Note: Construction debris should be dumped in an approved certified site whenever possible. If that is not possible, approval must be obtained from Alberta Environment and Parks.

Name of Contractor responsible for removal/demolition _____

APPLICANT IS RESPONSIBLE FOR:

❑ **Disconnection of all services** including (if applicable):

Signature from agency verifying services disconnected (or attach letter):

- ❑ Electrical power _____
- ❑ Natural gas _____
- ❑ Oil lines _____
- ❑ Telephone cables _____
- ❑ Communications cables (includes cable tv) _____
- ❑ Water lines _____
- ❑ Storm & sanitary sewer _____
- ❑ Septic _____

❑ **On-site consultation with Public Works Director**. The applicant shall schedule a consultation with the Public Works Director a minimum of 48 hours prior to demolition or removal commencing to determine the state of affected public property.

❑ **Final plan for property after building removed or demolished and reclamation complete.** As applicable:

- ❑ **Copy of grading plans** if property will be vacant after removal or demolition
- ❑ **Complete development application for new development** where building is being replaced

- ❑ **Application Fee of $50.00 and any applicable deposit or security required payable to the Town of Bassano.**

A building permit is also required before proceeding with demolition.

TOWN OF BASSANO
RESIDENTIAL DEVELOPMENT PERMIT APPLICATION

Date of Application: _____

Development Permit Application No.	

***IMPORTANT NOTICE**: This application **does not** permit you to commence construction until such time as a notice of decision has been issued by the Development Authority. If approval has not been received within 40 days of the date the application is deemed complete, you have the right to file an appeal to the Subdivision and Development Appeal Board.*

THIS DOES NOT CONSTITUTE A BUILDING PERMIT.
A SEPARATE BUILDING PERMIT MUST BE OBTAINED BEFORE CONSTRUCTION BEGINS.

APPLICANT INFORMATION

Name of Applicant: _____

Mailing Address: _____ **Phone:** _____

_____ **Phone (alternate):** _____

City: _____ **Email:** _____

Postal Code: _____ _____

Is the applicant the owner of the property? ❑ Yes ❑ No

IF "NO"

Name of Owner: _____

Mailing Address: _____ **Phone:** _____

_____ **Phone (alternate):** _____

City: _____ **Email:** _____

Postal Code: _____ _____

Applicant's interest in the property:
- ❑ Agent
- ❑ Contractor
- ❑ Tenant
- ❑ Other _____

PROPERTY INFORMATION

Municipal Address: _____ **Roll Number:** _____

Legal Description: Lot(s) _____ Block _____ Plan _____

Land Use District: _____

What is the existing use? _____

DEVELOPMENT INFORMATION

This application is to: (Check all that apply)

- ❑ Construct a new dwelling *(if greater than 500 ft ^{2}see abandoned well information section)*

  The dwelling is a:

  - ❑ Single-unit dwelling
  - ❑ 2 unit, 3 unit or 4 unit dwelling
  - ❑ Manufactured home
  - ❑ Moved-in dwelling
  - ❑ Other _____

- ❑ Alter/renovate the existing building

  The renovation is a:

  - ❑ Addition *(if greater than 500 ft ^{2}see abandoned well information section)*
  - ❑ Deck(s) *(if greater than 500 ft ^{2}see abandoned well information section)*
  - ❑ Other _____

- ❑ Other

Projected Construction Cost _____

Anticipated Construction Start Date_____ **Completion Date**_____

Describe the proposed use, any changes from existing use, and any work to be done.

_____

_____

_____

BUILDING REQUIREMENTS

	Principal Building	***Office Use***	
Parcel Size	❑ m^2 ❑ sq. ft.	❑ *m^2* ❑ *sq. ft.*	
Building Size	❑ m^2 ❑ sq. ft.	❑ *m^2* ❑ *sq. ft.*	
Height of Building	❑ m ❑ ft.	❑ *m* ❑ *ft.*	
Proposed Setbacks from Property Lines			
Front	❑ m ❑ ft.	❑ *m* ❑ *ft.*	
Rear	❑ m ❑ ft.	❑ *m* ❑ *ft.*	
Side	❑ m ❑ ft.	❑ *m* ❑ *ft.*	
Side	❑ m ❑ ft.	❑ *m* ❑ *ft.*	
Parcel Type:	❑ Interior Lot	❑ Corner Lot	

WAIVERS

Is a waiver of one or more standards of the Land Use Bylaw being requested? ❑ Yes ❑ No

If yes, please specify: _____

ABANDONED WELL INFORMATION

This applies to developments that require a new permit from the municipality for:

- new buildings larger than 500 sq. ft. (47 sq. m.), or
- additions to buildings that will result in the building being this size or larger.

If your development proposal fits the criteria above, you are <u>required</u> to do the following:

1. Obtain map and well information

Please go to the AER's Abandoned Well Viewer (viewer) on the AER website at www.aer.ca. The viewer will provide a map identifying all recorded abandoned well surface locations in the selected area and list any additional details that are available, including the licensee(s) of record and the latitude and longitude of each well's surface location.

If you do not have Internet access or have questions about the information provided by the viewer, you may contact:

- the AER Customer Contact Centre by telephone at: **1-855-297-8311 (toll-free),** or
- by e-mail at: Inquiries@aer.ca, or
- the AER Information Services by mail at: **Suite 1000, 250 – 5 Street SW, Calgary, Alberta T2P 0R4**.

2. Submit the following as part of your development permit application

- the AER information, including a map of the search area from the viewer and a statement that there are no wells in the project area or a list and map identifying the location of abandoned wells within the search area (including the surface coordinates, as provided by the viewer or AER Information Services); and
- if an abandoned well is present, a detailed site plan must be provided that accurately illustrates the actual well location (i.e. latitude, longitude) on the subject parcel as identified in the field and the setback established in the AER Directive 079 (a minimum 5 m radius around the well) in relation to existing or proposed building sites.

If there is an abandoned well located in the area of the proposed surface development, the applicant is advised to contact the well licensee of record for any additional information that may be needed or to physically locate the well, and to discuss the proposed development and abandoned well issue in more detail.

DECLARATION OF APPLICANT/AGENT

The information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts in relation to the application for a Development Permit. I also consent to an authorized person designated by the municipality to enter upon the subject land and buildings for the purpose of an inspection during the processing of this application.

IMPORTANT: This information may also be shared with appropriate government/other 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).

_____ _____

APPLICANT Registered Owner (if not the same as applicant)

TOWN OF BASSANO
RESIDENTIAL DEVELOPMENT PERMIT APPLICATION

DEVELOPMENT APPLICATION SUBMISSION REQUIREMENTS

The following items shall be attached to all Development Permit Applications for new buildings or exterior changes to existing buildings. This is not an exhaustive list and the Designated Officer may request additional information that is required to assess the application.

- ❑ **Copy of Site Plan.** Site plan shall provide the following information:
  (May be provided on a survey plan or a sketch on the following page)
  - ❑ Legal Description and Municipal Address of Subject Property
  - ❑ Scale, North Arrow & Land Use District
  - ❑ Adjacent roadways & lanes
  - ❑ Lot Dimensions, Lot Area, and Percentage of Lot Coverage for all structures
  - ❑ Existing residence and/or any other buildings with dimensions of foundation and projections including decks (indicate using a solid line ———)
  - ❑ Proposed residence and/or any other buildings with dimensions of foundation and projections including decks (indicate using a dashed line - - - - -)
  - ❑ The proposed distances from the front, side, and rear property lines
  - ❑ Location of Lot Access, Existing Sidewalk(s) and Curbs
  - ❑ Location of Fire Hydrant, Street Light, Power/Telephone/Cable Pedestal(s) (if located within property frontage)
  - ❑ Location of any Registered Utility Right of Ways or easements
  - ❑ Number of off-street parking spaces

- ❑ **Copy of Building Plans.** Plans shall be to scale and contain the following information:
  - ❑ Scale and Dimensions of Exterior Walls and Interior Rooms
  - ❑ Floor Plan of all living space proposed to be developed
  - ❑ Building Elevations including Front, Sides, and Rear elevations, Building Height (From Finished Grade), Roofing Material, and Roof Pitch

- ❑ **Map or additional information from the AER regarding location of abandoned wells.**

- ❑ **If applicant is not the registered owner**, a written statement (or this application) signed by the registered owner consenting to this application.

Single Family

- ❑ **Permitted Use - Application Fee of $100.00 payable to the Town of Bassano is included.**
- ❑ **Discretionary Use or requesting a Waiver/Variance (s) - Application Fee of $200.00 payable to the Town of Bassano is included.**

Multi Family

- ❑ **Permitted Use - Application Fee of $200.00 payable to the Town of Bassano is included.**
- ❑ **Discretionary Use or requesting a Waiver/Variance (s) - Application Fee of $300.00 payable to the Town of Bassano is included.**

Additions/Renovations/Decks

- ❑ **Permitted Use - Application Fee of $50.00 payable to the Town of Bassano is included.**
- ❑ **Discretionary Use or requesting a Waiver/Variance (s) - Application Fee of $150.00 payable to the Town of Bassano is included.**

Secondary Suits

- ❑ **Permitted Use - Application Fee of $100.00 payable to the Town of Bassano is included.**
- ❑ **Discretionary Use or requesting a Waiver/Variance (s) - Application Fee of $200.00 payable to the Town of Bassano is included.**

TOWN OF BASSANO

RESIDENTIAL DEVELOPMENT PERMIT APPLICATION

SKETCH OF PROPOSED DEVELOPMENT

Where development involves **BUILDING** and not just a change in use, please provide a sketch of the proposed development. Be sure to include any existing structure(s) (indicate using a **solid line**) and the proposed addition(s) or new building(s) (indicated using a **dashed line**). Include the information required for a site plan.



TOWN OF BASSANO
RESIDENTIAL FENCE DEVELOPMENT PERMIT APPLICATION

Date of Application: _____

Development Permit Application No.	

***IMPORTANT NOTICE**: This application **does not** permit you to commence construction until such time as a notice of decision has been issued by the Development Authority. If approval has not been received within 40 days of the date the application is deemed complete, you have the right to file an appeal to the Subdivision and Development Appeal Board.*

THIS DOES NOT CONSTITUTE A BUILDING PERMIT.
A SEPARATE BUILDING PERMIT MUST BE OBTAINED BEFORE CONSTRUCTION BEGINS.

APPLICANT INFORMATION

Name of Applicant: _____

Mailing Address: _____ **Phone:** _____

_____ **Phone (alternate):** _____

City: _____ **Email:** _____

Postal Code: _____ _____

Is the applicant the owner of the property? ❑ Yes ❑ No

IF "NO"

Name of Owner: _____

Mailing Address: _____ **Phone:** _____

_____ **Phone (alternate):** _____

City: _____ **Email:** _____

Postal Code: _____ _____

Applicant's interest in the property:
- ❑ Agent
- ❑ Contractor
- ❑ Tenant
- ❑ Other _____

PROPERTY INFORMATION

Municipal Address: _____ **Roll Number:** _____

Legal Description: Lot(s) _____ Block _____ Plan _____

Land Use District: _____

What is the existing use? _____

DEVELOPMENT INFORMATION

This application is to: (Check all that apply)

- ❑ Construction/alter/renovate fence
- ❑ Other _____

Projected Construction Cost _____

Anticipated Construction Start Date_____ **Completion Date**_____

Describe the proposed use, any changes from existing use, and any work to be done.

_____

_____

_____

BUILDING REQUIREMENTS

	Principal Building		***Office Use***		
Parcel Size	❑ m^2	❑ sq. ft.	❑ *m^2*	❑ *sq. ft.*	
Building Size	❑ m^2	❑ sq. ft.	❑ *m^2*	❑ *sq. ft.*	
Height of Building	❑ m	❑ ft.	❑ *m*	❑ *ft.*	
Proposed Setbacks from Property Lines					
Front	❑ m	❑ ft.	❑ *m*	❑ *ft.*	
Rear	❑ m	❑ ft.	❑ *m*	❑ *ft.*	
Side	❑ m	❑ ft.	❑ *m*	❑ *ft.*	
Side	❑ m	❑ ft.	❑ *m*	❑ *ft.*	
Parcel Type:	❑ Interior Lot		❑ Corner Lot		

WAIVERS

Is a waiver of one or more standards of the Land Use Bylaw being requested? ❑ Yes ❑ No

If yes, please specify: _____

DECLARATION OF APPLICANT/AGENT

The information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts in relation to the application for a Development Permit. I also consent to an authorized person designated by the municipality to enter upon the subject land and buildings for the purpose of an inspection during the processing of this application.

IMPORTANT: This information may also be shared with appropriate government/other 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).

APPLICANT	Registered Owner (if not the same as applicant)

TOWN OF BASSANO
RESIDENTIAL FENCE DEVELOPMENT PERMIT APPLICATION

DEVELOPMENT APPLICATION SUBMISSION REQUIREMENTS

The following items shall be attached to all Development Permit Applications for new buildings or exterior changes to existing buildings. This is not an exhaustive list and the Designated Officer may request additional information that is required to assess the application.

- ❑ **Copy of Site Plan.** Site plan shall provide the following information:
  (May be provided on a survey plan or a sketch on the following page)
  - ❑ Legal Description and Municipal Address of Subject Property
  - ❑ Scale, North Arrow & Land Use District
  - ❑ Adjacent roadways & lanes
  - ❑ Lot Dimensions, Lot Area, and Percentage of Lot Coverage for all structures
  - ❑ Existing residence and/or any other buildings with dimensions of foundation and projections including decks (indicate using a solid line ———)
  - ❑ Proposed residence and/or any other buildings with dimensions of foundation and projections including decks (indicate using a dashed line - - - - -)
  - ❑ The proposed distances from the front, side, and rear property lines
  - ❑ Location of Lot Access, Existing Sidewalk(s) and Curbs
  - ❑ Location of Fire Hydrant, Street Light, Power/Telephone/Cable Pedestal(s) (if located within property frontage)
  - ❑ Location of any Registered Utility Right of Ways or easements
  - ❑ Number of off-street parking spaces

- ❑ **If applicant is not the registered owner**, a written statement (or this application) signed by the registered owner consenting to this application.

Fence

- ❑ **Discretionary Use or requesting a Waiver/Variance (s) - Application Fee of $150.00 payable to the Town of Bassano is included.**

TOWN OF BASSANO

RESIDENTIAL DEVELOPMENT PERMIT APPLICATION

SKETCH OF PROPOSED DEVELOPMENT

Where development involves **BUILDING** and not just a change in use, please provide a sketch of the proposed development. Be sure to include any existing structure(s) (indicate using a **solid line**) and the proposed addition(s) or new building(s) (indicated using a **dashed line**). Include the information required for a site plan.



TOWN OF BASSANO
HOME OCCUPATION DEVELOPMENT PERMIT APPLICATION

Home Occupation Permit Application No.	

Date of Application: _____

Application deemed complete: _____

***IMPORTANT NOTICE**: This application **does not** permit you to operate the business until such time as a notice of decision has been issued by the Development Authority. If a decision has not been received within 40 days of the date of application and no extension agreement has been entered into, you have the right to deem the application refused and file an appeal to the Subdivision and Development Appeal Board.*

APPLICANT INFORMATION

Name of Applicant: _____

Mailing Address: _____ **Phone:** _____

_____ **Phone (alternate):** _____

City: _____ **Email:** _____

Postal Code: _____

Is the applicant the owner of the property? ❑ Yes ❑ No

IF "NO"

Name of Owner: _____

Mailing Address: _____ **Phone:** _____

_____ **Phone (alternate):** _____

City: _____ **Email:** _____

Postal Code: _____

Applicant's interest in the property:
- ❑ Agent
- ❑ Contractor
- ❑ Tenant
- ❑ Other _____

PROPERTY INFORMATION

Municipal Address of Home Occupation: _____ **Roll Number:** _____

Legal Description: Lot(s) _____ Block _____ Plan _____

- ❑ **Permitted Use - Application Fee of $50.00 payable to the Town of Bassano is included.**
- ❑ **Discretionary Use or requesting a Waiver (s) - Application Fee of $150.00 payable to the Town of Bassano is included.**

BUSINESS DESCRIPTION

(1) Describe the primary function of your business. What goods and/or services are provided? Attach an additional sheet describing the business.

(2) Is there another home occupation already operating out of the residence? ❑ Yes ❑ No

(3) Where will the business operate from? ❑ In-home ❑ Accessory building

(4) How will you interact or do business with your clients or customers?

❑ **In person.** Clients/customers will come to the residence. On average, how many clients will come to the residence?

❑ Less than 1 per day ❑ 1-5 per day ❑ More than 5 per day

❑ **Remotely.** Clients/customers will not be coming to the residence but will only be in contact by:

❑ Phone ❑ Fax ❑ Mail ❑ Courier ❑ Internet/Email

(5) How many parking spaces for any client visits, deliveries, etc. will be available? _____

(6) What will the days of operation be? ❑ Mon-Fri ❑ Weekends ❑ 7 days/wk ❑ Part-time

(7) Will there be any employees that are not residents of the dwelling? ❑ Yes ❑ No

If YES:

How many employees will come to the residence? _____

Will more than 1 employee come to the residence at a time? ❑ Yes ❑ No

(8) Will there be any equipment or materials stored outside the dwelling that will be used in conjunction with the business?

❑ Yes (list materials & quantities) _____

❑ No

(9) Will any vehicles/machinery/tools be used to operate the business? Please list.

_____

(10) Will there be any flammable or hazardous materials on the premises as a result of the business?

❑ Yes (list materials & quantities) _____

❑ No

(11) Will any goods be displayed at the residence? ❑ Yes ❑ No

(12) Will there be a sign for the business? ❑ Yes ❑ No

DECLARATION OF APPLICANT/AGENT

The information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts in relation to the application for a Home Occupation. I also consent to an authorized person designated by the municipality to enter upon the subject land and buildings for the purpose of an inspection during the processing of this application.

IMPORTANT: This information may also be shared with appropriate government/other 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).

_____ _____

APPLICANT Registered Owner (if not the same as applicant)

TOWN OF BASSANO
RESIDENTIAL SIGN PERMIT APPLICATION

Date of Application: _____

Sign Permit Application No.	

***IMPORTANT NOTICE**: This application **does not** permit you to install the sign until such time as a notice of decision has been issued by the Development Authority. If a decision has not been received within 40 days of the date of application and no extension agreement has been entered into, you have the right to deem the application refused and file an appeal to the Subdivision and Development Appeal Board.*

APPLICANT INFORMATION

Name of Applicant: _____

Mailing Address: _____ **Phone:** _____

_____ **Phone (alternate):** _____

City: _____ **Email:** _____

Postal Code: _____ _____

Is the applicant the owner of the property? ❑ Yes ❑ No

IF "NO"

Name of Owner: _____

Mailing Address: _____ **Phone:** _____

_____ **Phone (alternate):** _____

City: _____ **Email:** _____

Postal Code: _____ _____

Applicant's interest in the property:
- ❑ Owner of Business
- ❑ Owner of Land Where Sign is Proposed
- ❑ Designated Agent

SIGN INFORMATION

TYPE OF WORK: ❑ New Permanent Sign ❑ Changes to Existing Sign ❑ Temporary Sign

Sign Location (Civic Address): _____

Are there any other signs at this location? ❑ Yes ❑ No

- ❑ **Permitted Use - Application Fee of $50.00 payable to the Town of Bassano is included.**
- ❑ **Discretionary Use or requesting a Waiver/Variance (s) - Application Fee of $150.00 payable to the Town of Bassano is included.**

Town of Bassano
Development Officer Contact Information: cao@bassano.ca or 403-641-3788

SIGN TYPE:

- ❑ Wall (fascia)
- ❑ Freestanding
- ❑ Canopy
- ❑ Sandwich Board
- ❑ Banding sign

SIGN CHARACTERISTICS:

- ❑ Electrified
- ❑ Non-electrified
- ❑ Indirect Illumination
- ❑ Internal Illumination
- ❑ Direct Illumination
- ❑ Flashing
- ❑ Animated
- ❑ Rotating
- ❑ Awning
- ❑ Portable
- ❑ Electronic Variable Messages
- ❑ Lettering

		Office Use
Length of Sign:	❑ m^2 ❑ sq. ft.	
Height of Sign:	❑ m^2 ❑ sq. ft.	
Sign Face Area (length x height):	❑ m ❑ ft.	
Top of Sign Height:		
from Grade:	❑ m ❑ ft.	
from Roof:	❑ m ❑ ft.	

If the sign is only for **temporary** use:

For how many days is the sign proposed to be displayed? _____ days

SITE PLAN

**Please attach a plan drawn to a suitable scale and photographs, if available, illustrating:

- ❑ Location of all existing and proposed sign(s)
- ❑ Size, height, and other dimensions of the proposed sign(s), including any supporting structures
- ❑ Location of the property boundaries of the parcel upon which the proposed sign(s) are to be located
- ❑ Setbacks from property lines of proposed sign(s) and existing building(s)

DECLARATION OF APPLICANT/AGENT

The information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts in relation to the application for a Sign.

IMPORTANT: This information may also be shared with appropriate government/other 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).

APPLICANT

Registered Owner (if not the same as applicant)

TOWN OF BASSANO

RESIDENTIAL SIGN PERMIT APPLICATION

SKETCH OF PROPOSED SIGN(S)

Please provide a sketch of the proposed signs. Be sure to include the location of the sign compared to the building, the location of any existing sign(s), the location of the sign and buildings on the subject property with distances from property lines, and the dimensions of the sign, including support structures.



TOWN OF BASSANO

NON-RESIDENTIAL ACCESSORY BUILDING DEVELOPMENT PERMIT APPLICATION

Date of Application: _____

Development Permit Application No.	

***IMPORTANT NOTICE**: This application **does not** permit you to commence construction until such time as a notice of decision has been issued by the Development Authority. If approval has not been received within 40 days of the date the application is deemed complete, you have the right to file an appeal to the Subdivision and Development Appeal Board.*

THIS DOES NOT CONSTITUTE A BUILDING PERMIT.
A SEPARATE BUILDING PERMIT MUST BE OBTAINED BEFORE CONSTRUCTION BEGINS.

APPLICANT INFORMATION

Name of Applicant: _____

Mailing Address: _____ **Phone:** _____

_____ **Phone (alternate):** _____

City: _____ **Email:** _____

Postal Code: _____

Is the applicant the owner of the property? ❑ Yes ❑ No

IF "NO"

Name of Owner: _____

Mailing Address: _____ **Phone:** _____

_____ **Phone (alternate):** _____

City: _____ **Email:** _____

Postal Code: _____

Applicant's interest in the property:
- ❑ Agent
- ❑ Contractor
- ❑ Tenant
- ❑ Other _____

PROPERTY INFORMATION

Municipal Address: _____ **Roll Number:** _____

Legal Description: Lot(s) _____ Block _____ Plan _____

Land Use District: _____

What is the existing use? _____

Town of Bassano
Development Officer Contact Information: cao@bassano.ca or 403-641-3788

DEVELOPMENT INFORMATION

This application is to: (Check all that apply)

- ❑ Construct an accessory building or structure *(if greater than 500 ft ^{2}see abandoned well information section)*

  The accessory building is a:

  - ❑ Garage (detached) *(if greater than 500 ft ^{2}see abandoned well information section)*
  - ❑ Shed/workshop *(if greater than 500 ft ^{2}see abandoned well information section)*
  - ❑ Other _____

- ❑ Other

Projected Construction Cost _____

Anticipated Construction Start Date_____

Anticipated Construction Completion Date_____

Describe the proposed use, any changes from existing use, and any work to be done.

_____

_____

_____

_____

_____

_____

BUILDING REQUIREMENTS

	Principal/Accessory Building		***Office Use***		
Parcel Size	❑ m^2	❑ sq. ft.	❑ *m^2*	❑ *sq. ft.*	
Building Size	❑ m^2	❑ sq. ft.	❑ *m^2*	❑ *sq. ft.*	
Height of Building	❑ m	❑ ft.	❑ *m*	❑ *ft.*	
Proposed Setbacks from Property Lines					
Front	❑ m	❑ ft.	❑ *m*	❑ *ft.*	
Rear	❑ m	❑ ft.	❑ *m*	❑ *ft.*	
Side	❑ m	❑ ft.	❑ *m*	❑ *ft.*	
Side	❑ m	❑ ft.	❑ *m*	❑ *ft.*	
Parcel Type:	❑ Interior Lot	❑ Corner Lot			

WAIVERS

Is a waiver of one or more standards of the Land Use Bylaw being requested? ❑ Yes ❑ No

If yes, please specify: _____

ABANDONED WELL INFORMATION

This applies to developments that require a new permit from the municipality for:

- new buildings larger than 500 sq. ft. (47 sq. m.), or
- additions to buildings that will result in the building being this size or larger.

If your development proposal fits the criteria above, you are required to do the following:

1. Obtain map and well information

Please go to the AER's Abandoned Well Viewer (viewer) on the AER website at www.aer.ca. The viewer will provide a map identifying all recorded abandoned well surface locations in the selected area and list any additional details that are available, including the licensee(s) of record and the latitude and longitude of each well's surface location.

If you do not have Internet access or have questions about the information provided by the viewer, you may contact:

- the AER Customer Contact Centre by telephone at: **1-855-297-8311 (toll-free),** or
- by e-mail at: Inquiries@aer.ca, or
- the AER Information Services by mail at: **Suite 1000, 250 – 5 Street SW, Calgary, Alberta T2P 0R4**.

2. Submit the following as part of your development permit application

- the AER information, including a map of the search area from the viewer and a statement that there are no wells in the project area or a list and map identifying the location of abandoned wells within the search area (including the surface coordinates, as provided by the viewer or AER Information Services); and
- if an abandoned well is present, a detailed site plan must be provided that accurately illustrates the actual well location (i.e. latitude, longitude) on the subject parcel as identified in the field and the setback established in the AER Directive 079 (a minimum 5 m radius around the well) in relation to existing or proposed building sites.

If there is an abandoned well located in the area of the proposed surface development, the applicant is advised to contact the well licensee of record for any additional information that may be needed or to physically locate the well, and to discuss the proposed development and abandoned well issue in more detail.

DECLARATION OF APPLICANT/AGENT

The information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts in relation to the application for a Development Permit. I also consent to an authorized person designated by the municipality to enter upon the subject land and buildings for the purpose of an inspection during the processing of this application.

IMPORTANT: This information may also be shared with appropriate government/other 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).

APPLICANT	Registered Owner (if not the same as applicant)

TOWN OF BASSANO

NON-RESIDENTIAL ACCESSORY BUILDING DEVELOPMENT PERMIT APPLICATION

DEVELOPMENT APPLICATION SUBMISSION REQUIREMENTS

The following items shall be attached to all Development Permit Applications for new buildings or exterior changes to existing buildings. This is not an exhaustive list and the Designated Officer may request additional information that is required to assess the application.

- ❑ **Copy of Site Plan.** Site plan shall provide the following information:
  (May be provided on a survey plan or a sketch on the following page)
  - ❑ Legal Description and Municipal Address of Subject Property
  - ❑ Scale, North Arrow & Land Use District
  - ❑ Adjacent roadways & lanes
  - ❑ Lot Dimensions, Lot Area, and Percentage of Lot Coverage for all structures
  - ❑ Existing residence and/or any other buildings with dimensions of foundation and projections including decks (indicate using a solid line————)
  - ❑ Proposed residence and/or any other buildings with dimensions of foundation and projections including decks (indicate using a dashed line - - - - -)
  - ❑ The proposed distances from the front, side, and rear property lines
  - ❑ Location of Lot Access, Existing Sidewalk(s) and Curbs
  - ❑ Location of Fire Hydrant, Street Light, Power/Telephone/Cable Pedestal(s) (if located within property frontage)
  - ❑ Location of any Registered Utility Right of Ways or easements
  - ❑ Number of off-street parking spaces

- ❑ **Copy of Building Plans.** Plans shall be to scale and contain the following information:
  - ❑ Scale and Dimensions of Exterior Walls and Interior Rooms
  - ❑ Floor Plan of all living space proposed to be developed
  - ❑ Building Elevations including Front, Sides, and Rear elevations, Building Height (From Finished Grade), Roofing Material, and Roof Pitch

- ❑ **Map or additional information from the AER regarding location of abandoned wells.**

- ❑ **If applicant is not the registered owner**, a written statement (or this application) signed by the registered owner consenting to this application
- ❑ **Permitted Use - Application Fee of $300.00 payable to the Town of Bassano is included.**
- ❑ **Discretionary Use or requesting a Waiver/Variance(s) - Application Fee of $400.00 payable to the Town of Bassano is included.**

TOWN OF BASSANO

NON-RESIDENTIAL ACCESSORY BUILDING DEVELOPMENT PERMIT APPLICATION

SKETCH OF PROPOSED DEVELOPMENT

Where development involves **BUILDING** and not just a change in use, please provide a sketch of the proposed development. Be sure to include any existing structure(s) (indicate using a **solid line**) and the proposed addition(s) or new building(s) (indicated using a **dashed line**). Include the information required for a site plan.



TOWN OF BASSANO

NON-RESIDENTIAL ACCESSORY BUILDING FOR SHIPPING CONTAINER DEVELOPMENT PERMIT APPLICATION

Date of Application: _____

Development Permit Application No.	

***IMPORTANT NOTICE**: This application **does not** permit you to commence construction until such time as a notice of decision has been issued by the Development Authority. If approval has not been received within 40 days of the date the application is deemed complete, you have the right to file an appeal to the Subdivision and Development Appeal Board.*

THIS DOES NOT CONSTITUTE A BUILDING PERMIT.
A SEPARATE BUILDING PERMIT MUST BE OBTAINED BEFORE CONSTRUCTION BEGINS.

APPLICANT INFORMATION

Name of Applicant: _____

Mailing Address: _____ **Phone:** _____

_____ **Phone (alternate):** _____

City: _____ **Email:** _____

Postal Code: _____

Is the applicant the owner of the property? ❑ Yes ❑ No

IF "NO"

Name of Owner: _____

Mailing Address: _____ **Phone:** _____

_____ **Phone (alternate):** _____

City: _____ **Email:** _____

Postal Code: _____

Applicant's interest in the property:
- ❑ Agent
- ❑ Contractor
- ❑ Tenant
- ❑ Other _____

PROPERTY INFORMATION

Municipal Address: _____ **Roll Number:** _____

Legal Description: Lot(s) _____ Block _____ Plan _____

Land Use District: _____

What is the existing use? _____

DEVELOPMENT INFORMATION

This application is to: (Check all that apply)

- ❑ Construct an accessory building or structure *(if greater than 500 ft ^{2}see abandoned well information section)*

  The accessory building is a:

  - ❑ Garage (detached) *(if greater than 500 ft ^{2}see abandoned well information section)*
  - ❑ Shed/workshop *(if greater than 500 ft ^{2}see abandoned well information section)*
  - ❑ Other _____

- ❑ Other

Projected Construction Cost _____

Anticipated Construction Start Date_____

Anticipated Construction Completion Date_____

Describe the proposed use, any changes from existing use, and any work to be done. Confirm if the shipping container temporary or permanent.

_____

_____

_____

_____

_____

_____

BUILDING REQUIREMENTS

	Principal/Accessory Building	***Office Use***	
Parcel Size	❑ m^2 ❑ sq. ft.	❑ *m^2* ❑ *sq. ft.*	
Building Size	❑ m^2 ❑ sq. ft.	❑ *m^2* ❑ *sq. ft.*	
Height of Building	❑ m ❑ ft.	❑ *m* ❑ *ft.*	
Proposed Setbacks from Property Lines			
Front	❑ m ❑ ft.	❑ *m* ❑ *ft.*	
Rear	❑ m ❑ ft.	❑ *m* ❑ *ft.*	
Side	❑ m ❑ ft.	❑ *m* ❑ *ft.*	
Side	❑ m ❑ ft.	❑ *m* ❑ *ft.*	
Parcel Type:	❑ Interior Lot ❑ Corner Lot		

WAIVERS

Is a waiver of one or more standards of the Land Use Bylaw being requested? ❑ Yes ❑ No

If yes, please specify: _____

ABANDONED WELL INFORMATION

This applies to developments that require a new permit from the municipality for:

- new buildings larger than 500 sq. ft. (47 sq. m.), or
- additions to buildings that will result in the building being this size or larger.

If your development proposal fits the criteria above, you are required to do the following:

1. Obtain map and well information

Please go to the AER's Abandoned Well Viewer (viewer) on the AER website at www.aer.ca. The viewer will provide a map identifying all recorded abandoned well surface locations in the selected area and list any additional details that are available, including the licensee(s) of record and the latitude and longitude of each well's surface location.

If you do not have Internet access or have questions about the information provided by the viewer, you may contact:

- the AER Customer Contact Centre by telephone at: **1-855-297-8311 (toll-free),** or
- by e-mail at: Inquiries@aer.ca, or
- the AER Information Services by mail at: **Suite 1000, 250 – 5 Street SW, Calgary, Alberta T2P 0R4**.

2. Submit the following as part of your development permit application

- the AER information, including a map of the search area from the viewer and a statement that there are no wells in the project area or a list and map identifying the location of abandoned wells within the search area (including the surface coordinates, as provided by the viewer or AER Information Services); and
- if an abandoned well is present, a detailed site plan must be provided that accurately illustrates the actual well location (i.e. latitude, longitude) on the subject parcel as identified in the field and the setback established in the AER Directive 079 (a minimum 5 m radius around the well) in relation to existing or proposed building sites.

If there is an abandoned well located in the area of the proposed surface development, the applicant is advised to contact the well licensee of record for any additional information that may be needed or to physically locate the well, and to discuss the proposed development and abandoned well issue in more detail.

DECLARATION OF APPLICANT/AGENT

The information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts in relation to the application for a Development Permit. I also consent to an authorized person designated by the municipality to enter upon the subject land and buildings for the purpose of an inspection during the processing of this application.

IMPORTANT: This information may also be shared with appropriate government/other 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).

APPLICANT	Registered Owner (if not the same as applicant)

TOWN OF BASSANO

NON- RESIDENTIAL ACCESSORY BUILDING FOR SHIPPING CONTAINER DEVELOPMENT PERMIT APPLICATION

DEVELOPMENT APPLICATION SUBMISSION REQUIREMENTS

The following items shall be attached to all Development Permit Applications for new buildings or exterior changes to existing buildings. This is not an exhaustive list and the Designated Officer may request additional information that is required to assess the application.

- ❑ **Copy of Site Plan.** Site plan shall provide the following information:
  (May be provided on a survey plan or a sketch on the following page)
  - ❑ Legal Description and Municipal Address of Subject Property
  - ❑ Scale, North Arrow & Land Use District
  - ❑ Adjacent roadways & lanes
  - ❑ Lot Dimensions, Lot Area, and Percentage of Lot Coverage for all structures
  - ❑ Existing residence and/or any other buildings with dimensions of foundation and projections including decks (indicate using a solid line————)
  - ❑ Proposed residence and/or any other buildings with dimensions of foundation and projections including decks (indicate using a dashed line - - - - -)
  - ❑ The proposed distances from the front, side, and rear property lines
  - ❑ Location of Lot Access, Existing Sidewalk(s) and Curbs
  - ❑ Location of Fire Hydrant, Street Light, Power/Telephone/Cable Pedestal(s) (if located within property frontage)
  - ❑ Location of any Registered Utility Right of Ways or easements
  - ❑ Number of off-street parking spaces

- ❑ **Copy of Building Plans.** Plans shall be to scale and contain the following information:
  - ❑ Scale and Dimensions of Exterior Walls and Interior Rooms
  - ❑ Floor Plan of all living space proposed to be developed
  - ❑ Building Elevations including Front, Sides, and Rear elevations, Building Height (From Finished Grade), Roofing Material, and Roof Pitch

- ❑ **Map or additional information from the AER regarding location of abandoned wells.**

- ❑ **If applicant is not the registered owner**, a written statement (or this application) signed by the registered owner consenting to this application

- ❑ **Discretionary Use or requesting a Waiver/Variance(s) - Application Fee of $400.00 payable to the Town of Bassano is included.**

TOWN OF BASSANO

NON-RESIDENTIAL ACCESSORY BUILDING FOR SHIPPING CONTAINER DEVELOPMENT PERMIT APPLICATION

SKETCH OF PROPOSED DEVELOPMENT

Where development involves **BUILDING** and not just a change in use, please provide a sketch of the proposed development. Be sure to include any existing structure(s) (indicate using a **solid line**) and the proposed addition(s) or new building(s) (indicated using a **dashed line**). Include the information required for a site plan.



Town of Bassano
NON-RESIDENTIAL BUILDING REMOVAL APPLICATION

DEMOLITION/REMOVAL INFORMATION

A development permit is required to demolish or remove a building or structure from a site. The demolition/removal permit process ensures that buildings are dismantled and removed in a safe manner and that the land will be left in a suitable state after removal. The following is not an exhaustive list and the Development Officer may request additional information that is required to assess the application.

APPLICANT INFORMATION

Name of Applicant: _____

Mailing Address: _____ **Phone:** _____

_____ **Phone (alternate):** _____

City: _____ **Email:** _____

Postal Code: _____ _____

Is the applicant the owner of the property? ❑ Yes ❑ No

IF "NO"

Name of Owner: _____

Mailing Address: _____ **Phone:** _____

_____ **Phone (alternate):** _____

City: _____ **Email:** _____

Postal Code: _____

Applicant's interest in the property:

- ❑ Agent
- ❑ Contractor
- ❑ Tenant
- ❑ Other _____

PROPERTY INFORMATION

Municipal Address: _____ **Roll Number:** _____

Legal Description: Lot(s) _____ Block _____ Plan _____

STRUCTURES TO BE REMOVED

Description of Building/Structure(s) _____

Type of Work ❑ Removal to another site (no demolition) ❑ Demolition of building/structure

Building Size _____ ❑ m^2 ❑ sq. ft.

Height of Building _____ ❑ m ❑ ft. # of storeys _____

DEMOLITION PLAN

Timeframe **Expected start date:** _____ **Expected completion date:** _____

Method of Demolition ❑ Manual (no heavy equipment) ❑ Using heavy equipment ❑ Other - please explain _____

Dump Site Location _____

**Note: Construction debris should be dumped in an approved certified site whenever possible. If that is not possible, approval must be obtained from Alberta Environment and Parks.

Name of Contractor responsible for removal/demolition _____

APPLICANT IS RESPONSIBLE FOR:

❑ **Disconnection of all services** including (if applicable):

Signature from agency verifying services disconnected (or attach letter):

- ❑ Electrical power _____
- ❑ Natural gas _____
- ❑ Oil lines _____
- ❑ Telephone cables _____
- ❑ Communications cables (includes cable tv) _____
- ❑ Water lines _____
- ❑ Storm & sanitary sewer _____
- ❑ Septic _____

❑ **On-site consultation with Public Works Director**. The applicant shall schedule a consultation with the Public Works Director a minimum of 48 hours prior to demolition or removal commencing to determine the state of affected public property.

❑ **Final plan for property after building removed or demolished and reclamation complete.** As applicable:

- ❑ **Copy of grading plans** if property will be vacant after removal or demolition
- ❑ **Complete development application for new development** where building is being replaced

- ❑ **Application Fee of $50.00 and any applicable deposit or security required payable to the Town of Bassano.**

A building permit is also required before proceeding with demolition.

TOWN OF BASSANO
NON-RESIDENTIAL DEVELOPMENT PERMIT APPLICATION

Date of Application: _____

Development Permit Application No.	

***IMPORTANT NOTICE**: This application **does not** permit you to commence construction until such time as a notice of decision has been issued by the Development Authority. If a decision has not been received within 40 days of the date of application and no extension agreement has been entered into, you have the right to deem the application refused and file an appeal to the Subdivision and Development Appeal Board.*

THIS DOES NOT CONSTITUTE A BUILDING PERMIT.
A SEPARATE BUILDING PERMIT MUST BE OBTAINED BEFORE CONSTRUCTION BEGINS.

APPLICANT INFORMATION

Name of Applicant: _____

Mailing Address: _____ **Phone:** _____

_____ **Phone (alternate):** _____

City: _____ **Email:** _____

Postal Code: _____ _____

Is the applicant the owner of the property? ❑ Yes ❑ No

IF "NO"

Name of Owner: _____

Mailing Address: _____ **Phone:** _____

_____ **Phone (alternate):** _____

City: _____ **Email:** _____

Postal Code: _____ _____

Applicant's interest in the property:
- ❑ Agent
- ❑ Contractor
- ❑ Tenant
- ❑ Other _____

PROPERTY INFORMATION

Municipal Address of Development: _____ **Roll Number:** _____

Legal Description: Lot(s) _____ Block _____ Plan _____

Land Use District: _____

What is the existing use? _____

DEVELOPMENT INFORMATION

This application is to: (Check all that apply)

- ❑ Construct a new building (*if greater than 500 ft ^{2}see abandoned well information section)*

  The building is for:

  - ❑ Commercial Use
  - ❑ Industrial Use
  - ❑ Public/Institutional Use

- ❑ Alter/renovate/add to the existing building (*if greater than 500 ft ^{2}see abandoned well information section)*
- ❑ Change in or intensification of use

Projected Construction Cost _____

Anticipated Construction Start Date_____ **Completion Date**_____

Describe the proposed use, any changes from existing use, and any work to be done.

_____

_____

_____

_____

_____

WAIVERS

Is a waiver of one or more standards of the Land Use Bylaw being requested? ❑ Yes ❑ No

If yes, please specify: _____

BUILDING REQUIREMENTS

	Principal Building	***Office Use***	
Parcel Size	❑ m² ❑ sq. ft.	❑ *m²* ❑ *sq. ft.*	
Building Size	❑ m² ❑ sq. ft.	❑ *m²* ❑ *sq. ft.*	
Height of Building	❑ m ❑ ft.	❑ *m* ❑ *ft.*	
Proposed Setbacks from Property Lines			
Front	❑ m ❑ ft.	❑ *m* ❑ *ft.*	
Rear	❑ m ❑ ft.	❑ *m* ❑ *ft.*	
Side	❑ m ❑ ft.	❑ *m* ❑ *ft.*	
Side	❑ m ❑ ft.	❑ *m* ❑ *ft.*	
Parcel Type:	❑ Interior Lot	❑ Corner Lot	

ABANDONED WELL INFORMATION

This applies to developments that require a new permit from the municipality for:

- new buildings larger than 500 sq. ft. (47 sq. m.), or
- additions to buildings that will result in the building being this size or larger.

If your development proposal fits the criteria above, you are required to do the following:

1. Obtain map and well information

Please go to the AER's Abandoned Well Viewer (viewer) on the AER website at www.aer.ca. The viewer will provide a map identifying all recorded abandoned well surface locations in the selected area and list any additional details that are available, including the licensee(s) of record and the latitude and longitude of each well's surface location.

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- the AER Customer Contact Centre by telephone at: **1-855-297-8311 (toll-free),** or
- by e-mail at: Inquiries@aer.ca, or
- the AER Information Services by mail at: **Suite 1000, 250 – 5 Street SW, Calgary, Alberta T2P 0R4**.

2. Submit the following as part of your development permit application

- the AER information, including a map of the search area from the viewer and a statement that there are no wells in the project area or a list and map identifying the location of abandoned wells within the search area (including the surface coordinates, as provided by the viewer or AER Information Services); and
- if an abandoned well is present, a detailed site plan must be provided that accurately illustrates the actual well location (i.e. latitude, longitude) on the subject parcel as identified in the field and the setback established in the AER Directive 079 (a minimum 5 m radius around the well) in relation to existing or proposed building sites.

If there is an abandoned well located in the area of the proposed surface development, the applicant is advised to contact the well licensee of record for any additional information that may be needed or to physically locate the well, and to discuss the proposed development and abandoned well issue in more detail.

DECLARATION OF APPLICANT/AGENT

The information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts in relation to the application for a Development Permit. I also consent to an authorized person designated by the municipality to enter upon the subject land and buildings for the purpose of an inspection during the processing of this application.

IMPORTANT: This information may also be shared with appropriate government/other 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).

APPLICANT	Registered Owner (if not the same as applicant)

TOWN OF BASSANO
NON-RESIDENTIAL DEVELOPMENT PERMIT APPLICATION

DEVELOPMENT APPLICATION SUBMISSION REQUIREMENTS

The following items shall be attached to all Development Permit Applications for new buildings or exterior changes to existing buildings. This is not an exhaustive list and the Designated Officer may request additional information that is required to assess the application.

- ❑ **Copy of Site Plan.** Site plan shall provide the following information:
  (May be provided on a survey plan or a sketch on the following page)
  - ❑ Legal Description and Municipal Address of Subject Property
  - ❑ Scale, North Arrow & Land Use District
  - ❑ Adjacent roadways & lanes
  - ❑ Lot Dimensions, Lot Area, and Percentage of Lot Coverage for all structures
  - ❑ Any buildings with dimensions of foundation and projections
  - ❑ The proposed distance from the front, side, and rear property lines
  - ❑ Location of Lot Access, Existing Sidewalk(s) and Curbs
  - ❑ Location of Fire Hydrant, Street Light, Power/Telephone/Cable Pedestal(s) (if located within property frontage)
  - ❑ Location of any Registered Utility Right of Ways and easements
  - ❑ Landscaping plan
  - ❑ Lighting plan
  - ❑ Number and location of parking spaces, both on and off-street

- ❑ **Copy of Building Plans.** Plans shall be to scale and contain the following information:
  - ❑ Scale and Dimensions of Exterior Walls and Interior Rooms
  - ❑ Floor Plan of the space proposed to be developed
  - ❑ Building Elevations including Front, Sides, and Rear elevations, Building Height (From Finished Grade), Roofing Material, and Roof Pitch

- ❑ **Map or additional information from the AER regarding location of abandoned wells.**
- ❑ **If applicant is not the registered owner**, a written statement (or this application) signed by the registered owner consenting to this application.

Change of Use

- ❑ **Permitted Use - Application Fee of $200.00 payable to the Town of Bassano is included.**
- ❑ **Discretionary Use or requesting a Waiver/Variance (s) - Application Fee of $300.00 payable to the Town of Bassano is included.**

All other Development

- ❑ **Permitted Use (includes fence) - Application Fee of $300.00 payable to the Town of Bassano is included.**
- ❑ **Discretionary Use or requesting a Waiver/Variance (s) - Application Fee of $400.00 payable to the Town of Bassano is included.**

TOWN OF BASSANO

NON-RESIDENTIAL DEVELOPMENT PERMIT APPLICATION

SKETCH OF PROPOSED DEVELOPMENT

Where development involves **BUILDING** and not just a change in use, please provide a sketch of the proposed development. Be sure to include any existing structure(s) (indicate using a **solid line**) and the proposed addition(s) or new building(s) (indicated using a **dashed line**). Include the information required for a site plan.



TOWN OF BASSANO
NON-RESIDENTIAL FENCE DEVELOPMENT PERMIT APPLICATION

Date of Application: _____

Development Permit Application No.	

***IMPORTANT NOTICE**: This application **does not** permit you to commence construction until such time as a notice of decision has been issued by the Development Authority. If a decision has not been received within 40 days of the date of application and no extension agreement has been entered into, you have the right to deem the application refused and file an appeal to the Subdivision and Development Appeal Board.*

THIS DOES NOT CONSTITUTE A BUILDING PERMIT.
A SEPARATE BUILDING PERMIT MUST BE OBTAINED BEFORE CONSTRUCTION BEGINS.

APPLICANT INFORMATION

Name of Applicant: _____

Mailing Address: _____ **Phone:** _____

_____ **Phone (alternate):** _____

City: _____ **Email:** _____

Postal Code: _____ _____

Is the applicant the owner of the property? ❑ Yes ❑ No

IF "NO"

Name of Owner: _____

Mailing Address: _____ **Phone:** _____

_____ **Phone (alternate):** _____

City: _____ **Email:** _____

Postal Code: _____ _____

Applicant's interest in the property:
- ❑ Agent
- ❑ Contractor
- ❑ Tenant
- ❑ Other _____

PROPERTY INFORMATION

Municipal Address of Development: _____ **Roll Number:** _____

Legal Description: Lot(s) _____ Block _____ Plan _____

Land Use District: _____

What is the existing use? _____

DEVELOPMENT INFORMATION

This application is to: (Check all that apply)

- ❑ Construct a new building (*if greater than 500 ft ^{2}see abandoned well information section)*

  The building is for:

  - ❑ Commercial Use
  - ❑ Industrial Use
  - ❑ Public/Institutional Use

- ❑ Alter/renovate/add to the existing building (*if greater than 500 ft ^{2}see abandoned well information section)*
- ❑ Change in or intensification of use

Projected Construction Cost _____

Anticipated Construction Start Date_____ **Completion Date**_____

Describe the proposed use, any changes from existing use, and any work to be done.

_____

_____

_____

_____

_____

WAIVERS

Is a waiver of one or more standards of the Land Use Bylaw being requested? ❑ Yes ❑ No

If yes, please specify: _____

BUILDING REQUIREMENTS

	Principal Building	***Office Use***	
Parcel Size	❑ m^2 ❑ sq. ft.	❑ *m^2* ❑ *sq. ft.*	
Building Size	❑ m^2 ❑ sq. ft.	❑ *m^2* ❑ *sq. ft.*	
Height of Building	❑ m ❑ ft.	❑ *m* ❑ *ft.*	
Proposed Setbacks from Property Lines			
Front	❑ m ❑ ft.	❑ *m* ❑ *ft.*	
Rear	❑ m ❑ ft.	❑ *m* ❑ *ft.*	
Side	❑ m ❑ ft.	❑ *m* ❑ *ft.*	
Side	❑ m ❑ ft.	❑ *m* ❑ *ft.*	
Parcel Type:	❑ Interior Lot	❑ Corner Lot	

ABANDONED WELL INFORMATION

This applies to developments that require a new permit from the municipality for:

- new buildings larger than 500 sq. ft. (47 sq. m.), or
- additions to buildings that will result in the building being this size or larger.

If your development proposal fits the criteria above, you are required to do the following:

1. Obtain map and well information

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- the AER Customer Contact Centre by telephone at: **1-855-297-8311 (toll-free),** or
- by e-mail at: Inquiries@aer.ca, or
- the AER Information Services by mail at: **Suite 1000, 250 – 5 Street SW, Calgary, Alberta T2P 0R4**.

2. Submit the following as part of your development permit application

- the AER information, including a map of the search area from the viewer and a statement that there are no wells in the project area or a list and map identifying the location of abandoned wells within the search area (including the surface coordinates, as provided by the viewer or AER Information Services); and
- if an abandoned well is present, a detailed site plan must be provided that accurately illustrates the actual well location (i.e. latitude, longitude) on the subject parcel as identified in the field and the setback established in the AER Directive 079 (a minimum 5 m radius around the well) in relation to existing or proposed building sites.

If there is an abandoned well located in the area of the proposed surface development, the applicant is advised to contact the well licensee of record for any additional information that may be needed or to physically locate the well, and to discuss the proposed development and abandoned well issue in more detail.

DECLARATION OF APPLICANT/AGENT

The information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts in relation to the application for a Development Permit. I also consent to an authorized person designated by the municipality to enter upon the subject land and buildings for the purpose of an inspection during the processing of this application.

IMPORTANT: This information may also be shared with appropriate government/other 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).

APPLICANT	Registered Owner (if not the same as applicant)

TOWN OF BASSANO
NON-RESIDENTIAL FENCE DEVELOPMENT PERMIT APPLICATION

DEVELOPMENT APPLICATION SUBMISSION REQUIREMENTS

The following items shall be attached to all Development Permit Applications for new buildings or exterior changes to existing buildings. This is not an exhaustive list and the Designated Officer may request additional information that is required to assess the application.

- ❑ **Copy of Site Plan.** Site plan shall provide the following information:
  (May be provided on a survey plan or a sketch on the following page)
  - ❑ Legal Description and Municipal Address of Subject Property
  - ❑ Scale, North Arrow & Land Use District
  - ❑ Adjacent roadways & lanes
  - ❑ Lot Dimensions, Lot Area, and Percentage of Lot Coverage for all structures
  - ❑ Any buildings with dimensions of foundation and projections
  - ❑ The proposed distance from the front, side, and rear property lines
  - ❑ Location of Lot Access, Existing Sidewalk(s) and Curbs
  - ❑ Location of Fire Hydrant, Street Light, Power/Telephone/Cable Pedestal(s) (if located within property frontage)
  - ❑ Location of any Registered Utility Right of Ways and easements
  - ❑ Landscaping plan
  - ❑ Lighting plan
  - ❑ Number and location of parking spaces, both on and off-street

- ❑ **Copy of Building Plans.** Plans shall be to scale and contain the following information:
  - ❑ Scale and Dimensions of Exterior Walls and Interior Rooms
  - ❑ Floor Plan of the space proposed to be developed
  - ❑ Building Elevations including Front, Sides, and Rear elevations, Building Height (From Finished Grade), Roofing Material, and Roof Pitch

- ❑ **Map or additional information from the AER regarding location of abandoned wells.**
- ❑ **If applicant is not the registered owner**, a written statement (or this application) signed by the registered owner consenting to this application.

Change of Use

- ❑ **Permitted Use - Application Fee of $200.00 payable to the Town of Bassano is included.**
- ❑ **Discretionary Use or requesting a Waiver/Variance (s) - Application Fee of $300.00 payable to the Town of Bassano is included.**

All other Development

- ❑ **Permitted Use (includes fence) - Application Fee of $300.00 payable to the Town of Bassano is included.**
- ❑ **Discretionary Use or requesting a Waiver/Variance (s) - Application Fee of $400.00 payable to the Town of Bassano is included.**

TOWN OF BASSANO

NON-RESIDENTIAL FENCE DEVELOPMENT PERMIT APPLICATION

SKETCH OF PROPOSED DEVELOPMENT

Where development involves **BUILDING** and not just a change in use, please provide a sketch of the proposed development. Be sure to include any existing structure(s) (indicate using a **solid line**) and the proposed addition(s) or new building(s) (indicated using a **dashed line**). Include the information required for a site plan.



TOWN OF BASSANO
NON-RESIDENTIAL SIGN PERMIT APPLICATION

Date of Application: _____

Sign Permit Application No.	

***IMPORTANT NOTICE**: This application **does not** permit you to install the sign until such time as a notice of decision has been issued by the Development Authority. If a decision has not been received within 40 days of the date of application and no extension agreement has been entered into, you have the right to deem the application refused and file an appeal to the Subdivision and Development Appeal Board.*

APPLICANT INFORMATION

Name of Applicant: _____

Mailing Address: _____ **Phone:** _____

_____ **Phone (alternate):** _____

City: _____ **Email:** _____

Postal Code: _____ _____

Is the applicant the owner of the property? ❑ Yes ❑ No

IF "NO"

Name of Owner: _____

Mailing Address: _____ **Phone:** _____

_____ **Phone (alternate):** _____

City: _____ **Email:** _____

Postal Code: _____ _____

Applicant's interest in the property:
- ❑ Owner of Business
- ❑ Owner of Land Where Sign is Proposed
- ❑ Designated Agent

SIGN INFORMATION

TYPE OF WORK: ❑ New Permanent Sign ❑ Changes to Existing Sign ❑ Temporary Sign

Sign Location (Civic Address): _____

Are there any other signs at this location? ❑ Yes ❑ No

- ❑ **Permitted Use - Application Fee of $50.00 payable to the Town of Bassano is included.**
- ❑ **Discretionary Use or requesting a Waiver/Variance (s) - Application Fee of $150.00 payable to the Town of Bassano is included.**

Town of Bassano
Development Officer Contact Information: cao@bassano.ca or 403-641-3788

SIGN TYPE:

- ❑ Wall (fascia)
- ❑ Freestanding
- ❑ Canopy
- ❑ Sandwich Board
- ❑ Banding sign

SIGN CHARACTERISTICS:

- ❑ Electrified
- ❑ Non-electrified
- ❑ Indirect Illumination
- ❑ Internal Illumination
- ❑ Direct Illumination
- ❑ Flashing
- ❑ Animated
- ❑ Rotating
- ❑ Awning
- ❑ Portable
- ❑ Electronic Variable Messages
- ❑ Lettering

		Office Use
Length of Sign:	❑ m^2 ❑ sq. ft.	
Height of Sign:	❑ m^2 ❑ sq. ft.	
Sign Face Area (length x height):	❑ m ❑ ft.	
Top of Sign Height:		
from Grade:	❑ m ❑ ft.	
from Roof:	❑ m ❑ ft.	

If the sign is only for **temporary** use:

For how many days is the sign proposed to be displayed? _____ days

SITE PLAN

**Please attach a plan drawn to a suitable scale and photographs, if available, illustrating:

- ❑ Location of all existing and proposed sign(s)
- ❑ Size, height, and other dimensions of the proposed sign(s), including any supporting structures
- ❑ Location of the property boundaries of the parcel upon which the proposed sign(s) are to be located
- ❑ Setbacks from property lines of proposed sign(s) and existing building(s)

DECLARATION OF APPLICANT/AGENT

The information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts in relation to the application for a Sign.

IMPORTANT: This information may also be shared with appropriate government/other 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).

APPLICANT

Registered Owner (if not the same as applicant)

TOWN OF BASSANO

NON-RESIDENTIAL SIGN PERMIT APPLICATION

SKETCH OF PROPOSED SIGN(S)

Please provide a sketch of the proposed signs. Be sure to include the location of the sign compared to the building, the location of any existing sign(s), the location of the sign and buildings on the subject property with distances from property lines, and the dimensions of the sign, including support structures.



TOWN OF BASSANO
LAND USE BYLAW OR STATUTORY PLAN AMENDMENT APPLICATION

Date of Application: _____

Bylaw No.	

IMPORTANT NOTE: Although the Designated Officer is in a position to advise on the principle or details of any proposals, such advice must not be taken in any way as official consent.

A refusal is **not** appealable and a subsequent application for amendment involving the same lot and/or the same or similar use may not be made for at least 12 months after the date of refusal.

APPLICANT INFORMATION

Name of Applicant: _____

Mailing Address: _____ **Phone:** _____

_____ **Phone (alternate):** _____

City: _____ **Email:** _____

Postal Code: _____ _____

Is the applicant the owner of the property? ❑ Yes ❑ No

IF "NO"

Name of Owner: _____

Mailing Address: _____ **Phone:** _____

_____ **Phone (alternate):** _____

City: _____ **Email:** _____

Postal Code: _____ _____

Applicant's interest in the property:
- ❑ Agent
- ❑ Contractor
- ❑ Tenant
- ❑ Other _____

PROPERTY INFORMATION

Municipal Address: _____ **Roll Number:** _____

Legal Description: Lot(s) _____ Block _____ Plan _____

OR Quarter _____ Section _____ Township _____ Range _____

AMENDMENT INFORMATION

What is the proposed amendment?

- ❑ Land Use Bylaw Text Amendment
- ❑ Land Use Redesignation
- ❑ Municipal Development Plan Amendment
- ❑ Area Structure Plan Amendment

IF A LAND USE REDESIGNATION:

Current Land Use Designation: _____

Proposed Land Use Designation (if applicable): _____

Section 48 of the *Land Use Bylaw* regulates the information required to accompany an application for redesignation. Please attach a descriptive narrative detailing:

- The proposed designation and future land use(s);
- If and how the proposed redesignation is consistent with applicable statutory plans;
- The compatibility of the proposal with surrounding uses and zoning;
- The development suitability or potential of the site, including identification of any constraints and/or hazard areas (e.g. easements, soil conditions, topography, drainage, etc.);
- Availability of facilities and services (sewage disposal, domestic water, gas, electricity, fire and police protection, schools, etc.) to serve the subject property while maintaining adequate levels of service to existing development; and
- Any potential impacts on public roads.

In addition to the descriptive narrative, an Area Structure Plan or Conceptual Design Scheme may be required in conjunction with this application where:

- redesignating land from Urban Reserve to another district;
- multiple parcels of land are involved;
- more than four lots could be created;
- several pieces of fragmented land are adjacent to the proposal;
- internal public roads would be required;
- municipal services would need to be extended; or
- required by Council or the Subdivision and Development Authority.

The Designated Officer or the Subdivision and Development Authority may also require a:

- geotechnical report; and/or
- evaluation of surface drainage and any other information

if deemed necessary by the Designated Officer or the Municipal Planning Commission.

❑ **Application Fee of $600.00 payable to the Town of Bassano is included.**

IF AN AMENDMENT IS FOR ANYTHING OTHER THAN A LAND USE REDESIGNATION:

Attach a description including:

- The section to be amended;
- The change(s) to the text; and
- Reasons for the change(s).

SITE PLAN

Plans and drawings, in sufficient detail to enable adequate consideration of the application, must be submitted in **duplicate** with this application, together with a plan sufficient to identify the land. It is desirable that the plans and drawings should be on a scale appropriate to the development. However, unless otherwise stipulated, it is not necessary for plans and drawings to be professionally prepared. Council may request additional information.

DECLARATION OF APPLICANT/AGENT

The information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts in relation to the application. I also consent to an authorized person designated by the municipality to enter upon the subject land and buildings for the purpose of an inspection during the processing of this application.

IMPORTANT: This information may also be shared with appropriate government/other 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).

APPLICANT	Registered Owner (if not the same as applicant)

APPENDIX B

TECHNICAL STUDIES

TECHNICAL STUDIES

Area Structure Plan. An Area Structure Plan (ASP) refers to a plan that may be adopted by resolution or bylaw that relates to a proposed development and its relationship to existing and/or future development of adjacent lands. For the purposes of this bylaw, concept plans shall be prepared at two scales – small and large development, as documented throughout this bylaw. All ASPs shall include the following information:

1. Existing Situation – a baseline description of the following matters and an evaluation of the potential impacts on the proposed development:
    a) existing land use, ownership and development;
    b) topography, geotechnical, hydrological, hazard and/or environmental conditions that characterize the area;
    c) existing servicing arrangements, utilities, and transportation routes;
    d) any other matters the Municipality requires to be investigated.
2. Local Development Matters – a description and evaluation of the following matters describing the proposed development within the plan area:
    a) the proposed uses of lands within the concept plan area;
    b) proposed parcel size and density for the concept plan area;
    c) the proposed internal road hierarchy and its impacts on the Provincial and Municipal road networks;
    d) reserve dedication strategy and environmental protection measures;
    e) proposed servicing arrangements;
    f) any other matters the Municipality requires to be investigated.

Based on the scope and intensity of development proposed, concept plans may require the provision of supportive reports and/or studies completed by a qualified professional including but not limited to: servicing study, geotechnical assessment, traffic impact assessment, stormwater management plan, biophysical assessment and preliminary engineering plans and specifications.

Concept Plans. The *Municipal Government Act* also allows for the development of concept plans to obtain greater detail of the proposed development and its future impact on adjacent lands, as well as to demonstrate how this individual application complies with any applicable ASP and the MDP. Town of Bassano has determined that concept plan preparation shall be tied to the scope and intensity of proposed development and shall include a public consultation process. Concept plans may be adopted by resolution in conjunction with redesignation and subdivision applications and where appropriate shall be registered on affected titles via a development agreement or other legal instrument to guide, inform and structure the evaluation of future subdivision and development applications.

Public Consultation – Area Structure Plan or Concept Plan. In order to ascertain the opinions and concerns of surrounding landowners with regards to the proposed development concept, consultation with the public will need to be undertaken. In support of a concept plan, the consultation should follow an Open House format, shall be fully documented in writing and shall include the following information: (i) the names and contact information of all attendees; (ii) a synopsis of matters discussed; (iii) a summary of concerns raised; (iv) a formal response to all concerns raised. The time and place of the public meeting must be advertised in circulating newspapers for two consecutive weeks prior to the meeting and that written notification shall be given to Town of Bassano. Further, a mail out must be prepared in support of the open house and can be distributed by Town of Bassano on your behalf in support of the public consultation. The applicant shall bear with all costs.

Geotechnical Report. This report shall be prepared by a qualified professional engineer accredited by APEGGA, identifying and assessing the subsurface soil and groundwater conditions liable to affect suitability of the lands to support the proposed development. The report shall provide conclusions and recommendations to guide the design and construction of the proposed development and associated improvements including both Municipal infrastructure and/or private improvements proposed on the subject property inclusive of buildings, structures and/or private services. Where required, the findings of this report shall be incorporated within the servicing study and/or engineering plans and specifications requested in support of the proposed development.

Traffic Impact Assessment. In order to evaluate the traffic impact of proposed developments, a traffic impact assessment is required. The traffic impact assessment must be prepared by a qualified professional engineer accredited by APEGGA, which assesses the potential effects of traffic generation caused by the proposed development on regional and local roadway systems. The traffic impact assessment shall identify and define the study area, the planning horizon and analysis period, the existing traffic conditions, and the estimated traffic demand. Furthermore, a safety analysis, site access analysis, traffic collision analysis, and sight distance evaluation should be conducted. The assessment shall also identify mitigation measures and provide overall recommendations for addressing local and regional traffic impacts. Where required, the findings of this report shall be incorporated within the servicing study and/or engineering plans and specifications requested in support of the proposed development.

Stormwater Management Plan. This plan shall address current and future drainage requirements in support of the proposed development while satisfying constraints imposed by topography, existing and proposed land uses, land ownership, and other local considerations. The plan shall be completed by a qualified professional engineer accredited by APEGGA, and shall identify and locate major drainage facilities, including major drainage channel improvements, the location of storm sewer improvements, open channel routes, retention/detention facilities, and land requirements for drainage purposes. Where required, the findings of this report should be incorporated within the servicing study and/or engineering plans and specifications requested in support of the proposed development.

Groundwater Supply Evaluation (GSE). This evaluation, completed by a qualified profession accredited by APEGGA, shall assess the potential for one or more aquifers to supply a sustainable volume of water to the proposed development, in addition to determining any possible interference with groundwater supply from existing wells in the area. The evaluation shall involve the completion of a single well within the proposed development area pumping over a Municipally legislated time period, followed by a period of recovery over the same time period. Please note that the groundwater supply evaluation must satisfy those requirements as noted under Section 23(3)(a) of the Province of Alberta Water Act.

***Note:** *Should the results of the groundwater supply evaluation indicate that insufficient groundwater supply exists to support the proposed development or impact on existing wells within the area would be profound, the study shall outline alternative means of water supply to the proposed development. This shall include the source of an alternative potable water supply to support the proposed development, and infrastructure to support the water distribution such as cisterns. Where cisterns are suggested, sizing, design and construction considerations should be detailed. All alternative means of water supply shall comply with all Federal, Provincial, and Municipal regulations.*

Where required, the findings of this report should be incorporated within the servicing study and/or engineering plans and specifications requested in support of the proposed development.

Flood Risk Assessment (FRA). This study, completed by a qualified professional accredited by APEGGA, shall ascertain whether the development area is suitable for the proposed uses by (a) determining the risk of flooding at the site now and in the future (a minimum 100-year flood event) and (b) considering the consequences of the site being flooded and provide recommended mitigation measures and design standards to guide the construction of

improvement within the subject lands. Setback requirements shall also form part of the recommendations and shall be outlined both in writing and graphically through supportive mapping drawn to scale and related to local elevations. Where required, the findings of this report should be incorporated within the servicing study and/or engineering plans and specifications requested in support of the proposed development.

Private Sewage System Suitability Analysis. This report represents a specific geotechnical investigation of the proposed development area documenting prevailing soil conditions, a soil texture analysis and oil suitability assessment to support on-site private sewage disposal system. This report must be completed by a qualified professional and in accordance with the Alberta Private Sewage Systems Standard of Practice 2009. Where required, the findings of this report should be incorporated within the servicing study and/or engineering plans and specifications requested in support of the proposed development.

Servicing Study. This report shall be prepared by a qualified professional engineer accredited by APEGGA, which establishes the technical engineering requirements to service the proposed development. The report should compile and summarize relevant information with respect to site grading, proposed water supply and distribution, sanitary sewage collection and treatment, storm drainage system, shallow utilities and public roadways. The report should include discussion pertaining to existing site conditions, proposed site grading, summary of supportive modelling completed and identification of any unique site constraints and/or issues that may affect the servicing of the proposed development. The details of individual supportive studies that may be required in addition to the servicing study (i.e. geotechnical, biophysical assessment, traffic, water modelling, sanitary sewer system modelling, stormwater management, erosion and sediment control) may be contained in separate reports but should be referenced and summarized in the servicing study. For additional details, please refer to the Town of Bassano Design Guidelines and Construction specifications.

Engineering Plans and Specifications/Construction Drawings. These are required in support of your application to establish the parameters for the construction of improvements associated with the proposed development. Engineering plans and specifications must be completed by a qualified professional engineer accredited by APEGGA and include the following:

- Cover Sheet(s);
- Clearing and Grading Drawings;
- Roads, Lanes and Walkways Drawings;
- Traffic Control and Signage Drawing;
- Water Distribution Drawing (if applicable);
- Water Distribution Disinfection and Flushing Drawing (if applicable);
- Sanitary Sewer Drawing (if applicable);
- Storm Sewer Drawing – Major/Minor System;
- Storm Sewer Drawing – Minor System;
- Shallow Utilities Drawing;
- Building Grade Drawing;
- Landscape Drawing;
- Erosion Control and Sedimentation Drawing.

Upon completion, two sets of complete construction drawings are required to be submitted to Town of Bassano for preliminary review and approval. Additional circulation of the shallow utilities plan is required to be circulated by the developer to appropriate utility companies for review and approval. Each utility company is required to submit an approval letter for inclusion within the development agreement via the developer. Upon acceptance, a

final set of construction drawings may be required for inclusion within the development and servicing agreement in support of the proposed development.

Fire Protection Plan. A fire protection plan is required to ensure adequate improvements to support fire suppression in the case of an emergency within the proposed development area. The fire protection plan must be prepared and submitted to the local fire authority for review and approval with confirmation provided to Town of Bassano. Once approved, the owner is responsible for implementing those improvements as outlined within the approved fire protection plan as these will be included within the terms of the development agreement where appropriate. During a fire emergency, a copy of the approved fire safety plan must be available for the responding fire department's use. In general terms, the fire protection plan should include:

- Key contact information including site location and access arrangements;
- Utility services (including shut-off valves for water, gas and electric);
- Access issues to the property;
- Layout, drawing, and location of water supply within the subject property;
- Layout and location of fire suppression infrastructure;
- Incorporation of Fire Smart Principles.

Where required, the findings of this report should be incorporated within the servicing study and/or engineering plans and specifications requested in support of the proposed development.

Biophysical Assessment. Prepared by a qualified professional biologist accredited by the Alberta Society of Professional Biologists (ASPB), identifying rare plant and wildlife species/communities, as listed on the current Alberta Natural Heritage Information Center (ANHIC) and Committee on the Status of Endangered Wildlife in Canada (COSEWIC). The findings of this report shall assist in the preparation of the environmental management plan and/or concept plan.

Environmental Management Plan. Prepared by a qualified professional biologist accredited by the Alberta Society of Professional Biologists (ASPB), indicating the impact of the proposed development on the wildlife, wildlife corridors, vegetation, water and environmental features. The environmental management plan shall outline protection measures in accordance with environmental guidelines and also address mitigation measures, including necessary setbacks distances from significant natural features to mitigate potential impacts borne by the proposed development on the surrounding natural environment. The environmental management plan shall also identify breeding and spawning times for wildlife, and the timing of construction and reclamation activities shall be adjusted accordingly. The findings of this report shall assist in the preparation of the concept plan where required.

Reclamation Report. This report shall outline the measures to be taken to return the development site to an equivalent land capability, as based on pre-disturbance site assessments of soil, landscape, and vegetation. The plan shall also establish criteria and specifications to guide the design, installation and maintenance of vegetation planted as part of a re-vegetation strategy. Plant species should be chosen in consultation with landowners and reflect species present on adjacent lands.

Hazards Assessment & Management Plan. This plan shall identify any and all potential hazards in relation to the proposed development and how they shall be managed. Suggested hazards include but are not limited to fire, petro chemicals and processing chemicals. The plan shall also include an emergency response plan in the event of an emergency situation.

APPENDIX C

TELECOMMUNICATION ANTENNA SITING PROTOCOL

APPENDIX C

TELECOMMUNICATION ANTENNA SITING PROTOCOL

The intent of this schedule is to guide the telecommunications industry and amateur radio operators through the process of tower siting within the municipality. This guide was developed in accordance with Industry Canada siting protocols.

SECTION 1 MUNICIPAL APPROVAL

1.1 Proposals for freestanding telecommunication antennas shall not be required to obtain a development permit but shall be required to make a submission to the Municipal Planning Commission including:

(a) the information as listed in Section 2; and

(b) complete the notification and public consultation process found in Section 3.

1.2 Concurrence with the proponent's project will be measured against the requirements of each district's requirements and criteria listed below. If all requirements are met the Town of Bassano will provide concurrence in the form of a written letter to the proponent.

1.3 The following are excluded from submitting information for review:

(a) an antenna mounted on a building that projects less than 1.8 m (6 ft) in height above the top of the building;

(b) commercial or industrial designated lands which are a minimum of 150.0 m (492 ft) from residential designated lands or lands designated for public purpose.

SECTION 2 INFORMATION REQUIREMENTS

Co-utilization (Co-location)

2.1 All proponents for freestanding antenna structures will be requested to identify any other such structures within a radius of 500.0 m (1640 ft) of the proposed location and to provide documentary evidence that co-utilization of the existing or new structure is not a viable alternative to a second structure.

Appearance

2.2 All proponents for antenna structures which are visible from residential areas may be requested to employ innovative design measures to mitigate the visual impact of these structures. The proponent shall provide stealth structure options when requested by the municipality. Stealth structure options will be based on an evaluation of the massing, form, colour, material, and other decorative elements, that will blend the appearance of the facility into and with the surrounding lands.

Lighting and Signage

2.3 Lighting in addition to that which is required by applicable federal agencies shall be avoided. Security lighting may be considered provided it meets the requirements of the applicable land use district.

2.4 Only signage that is required by applicable federal agencies is permitted. No advertising signage shall be permitted.

SECTION 3 NOTIFICATION AND PUBLIC CONSULTATION PROCESS

3.1 At the expense of the applicant, the municipality will notify all land owners within a distance of 500.0 m (1640 ft) of the proposed structure.

3.2 With each notification, the proponent will be responsible to submit a letter providing notification of the location of the tower, physical details of the tower, the time and location of the public meeting, and a contact name and phone number of someone employed by the proponent who can answer questions regarding the proposal. The notifications should be sent 25 days prior to the public meeting.

3.3 The proponent shall be prepared to hold an open house regarding their development proposal and should proactively explain all aspects of the siting, technology and appearance of the proposed structure.

3.4 From the public meeting, the proponent will be responsible to provide the Municipal Planning Commission with a copy of the agenda and the minutes indicating the topics discussed, additional concerns raised with resolutions, and any outstanding issues that the proponent and/or landowners could not resolve.

3.5 Where the public process has raised unresolved concerns about public health and related effects of wireless communication technology, the Town of Bassano will request a ruling by Industry Canada prior to the issuance of a letter of concurrence.

APPENDIX D

FEE SCHEDULE

LAND USE BYLAW FEE SCHEDULE (2020)

Development Permit Fee Schedule	Permitted Uses	Discretionary Use or Use Requesting Waiver(s)	Additional Fee for commencement of a development without a permit
Residential:			
Dwellings – Single Family	$ 100.00	$ 200.00	$2000.00
Dwellings – Multi-Family	$ 200.00	$ 300.00	$3000.00
Additions/Renovations	$ 50.00	$ 150.00	$ 500.00
Accessory Buildings 100. Ft^2. Or greater	$ 50.00	$ 150.00	$ 500.00
Home Occupations	$ 50.00	$ 150.00	$ 500.00
Secondary Suites	$ 100.00	$ 200.00	$ 500.00
Commercial/Industrial:			
Change of Use	$ 200.00	$ 300.00	$ 1000.00
All other development	$ 300.00	$ 400.00	$ 3000.00
Public/Institutional:			
All uses	$ 200.00	$ 300.00	$ 500.00
Sign Permit:	$ 50.00	$ 150.00	$ 500.00
Fences:	N/A	$ 150.00	$ 500.00
Decks:	$ 50.00	$ 150.00	$ 500.00

Land Use Bylaw (printed copy of Bylaw)	$ 25.00
Letter of Compliance:	$ 75.00
Additional Copies of Letter of Compliance	$ 25.00
Demolition Permit:	$ 50.00
Recirculation Fee:	50% of the original application fee
Land Use Bylaw Amendments:	$600.00
Other Statutory Plans and Amendments To:	$ 500.00
Request to convene a special meeting of the Municipal Planning Commission:	$ 300.00
Appeal to the Subdivision and Development Appeal Board:	$600.00

Additional fees will be required for building permits and inspections.

Whenever an application is received for a development or use not listed in this schedule, the amount of the fee shall be determined by the Development Officer or the Municipal Planning Commission and shall be consistent with those fees listed herein. Fees are set by Council and may be adjusted from time to time.

Approved: March 9, 2020 (M# 061/20)

APPENDIX E

AUTHORITY BYLAWS

Town of BASSANO

BYLAW

Bylaw Number: **919/21**

Bylaw Name: **Subdivision and Development Authority/Municipal Planning Commission Bylaw**

A BYLAW OF THE MUNICIPALITY IN THE PROVINCE OF ALBERTA, TO ESTABLISH A MUNICIPAL SUBDIVISION AND DEVELOPMENT AUTHORITY AND MUNICIPAL PLANNING COMMISSION.

WHEREAS, the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 as amended (MGA) requires the municipality to adopt a bylaw to establish a municipal Subdivision Authority and a municipal Development Authority;

WHEREAS, the Subdivision Authority is authorized to make decisions on applications for subdivision approval;

WHEREAS, the Development Authority is authorized to make decisions on applications for development;

WHEREAS, the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 as amended permits the municipality to adopt a bylaw to establish a Municipal Planning Commission to act as the municipal Subdivision Authority and Development Authority;

AND WHEREAS, this bylaw may be cited as the Town of Bassano Subdivision and Development Authority/Municipal Planning Commission Bylaw;

NOW THEREFORE, the Council of the Town of Bassano in the Province of Alberta duly assembled, enacts as follows:

1. DEFINITIONS

(a) **Authorized person** means a person, organization, or regional services commission authorized by the Council to which the municipality may delegate any of its Subdivision Authority and/or Development Authority powers, duties or functions.

(b) **Council** means the Municipal Council of the Town of Bassano.

(c) **Designated Officer** means a person or persons authorized to act as the designated officer for the municipality as established by bylaw.

(d) **Development Officer** means a person or persons authorized to act as the development officer for the municipality as established by the Town of Bassano Land Use Bylaw.

(e) **Members** means the persons appointed to the Municipal Planning Commission

(f) **Municipal Planning Commission** means the persons appointed to exercise and perform Development Authority and Subdivision Authority powers and duties on behalf of the Town of Bassano as are specified:

(i) in the MGA, or

(ii) in the Town of Bassano Land Use Bylaw, or

(iii) in this bylaw, or

(iv) by resolution of Council.

(g) **MGA** means the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended from time to time.

(h) **Municipality** means the Town of Bassano in the Province of Alberta.

(i) **Secretary** means the person or persons appointed by Council to act as secretary of the Municipal Planning Commission.

(j) **Subdivision and Development Authority** means the person or persons appointed to exercise subdivision and development powers and duties as are specified:

(i) in the MGA, or

(ii) in the Town of Bassano Land Use Bylaw, or

(iii) in this bylaw, or

(iv) by resolution of Council.

(k) All other terms used in this bylaw shall have the meaning as is assigned to them in the Municipal Government Act, as amended from time to time.

2. This bylaw hereby establishes a Subdivision and Development Authority and Municipal Planning Commission in accordance with the MGA.

3. For the purpose of this bylaw, the Subdivision and Development Authority for the municipality shall be the Municipal Planning Commission, except in such instances whereby the Development Officer may be the Development Authority in accordance with the Land Use Bylaw. The Development Officer and the Municipal Planning Commission are authorized to act as Designated Officer for the purposes of the Land Use Bylaw.

4. The Municipal Planning Commission shall be comprised of five (5) members, four (4) of whom shall be an elected member of Council and one (1) of whom shall be appointed by Council from the citizens of the Town at large. Council may appoint as many alternate members as deemed appropriate from the Citizens at Large.

5. Appointments to the Municipal Planning Commission shall be made by resolution of Council.

6. Appointments to the Municipal Planning Commission shall be made for a minimum term of one (1) year and a maximum term of four (4) years.

7. When a person ceases to be a member of the Municipal Planning Commission before the expiration of his/her term, Council shall, by resolution, appoint another person for the unexpired portion of that term.

8. Should an elected official not remain as a member of Council then he/she ceases to be a member of the Municipal Planning Commission. Council shall, by resolution, appoint another elected official for the unexpired portion of that term.

9. After the organizational meeting of Council each year, the members of the Municipal Planning Commission shall elect one of themselves as chairman, and one of themselves as vice-chairman to hold office for a term of one (1) year.

10. Each member of the Municipal Planning Commission shall be entitled to such remuneration, travelling, and living expenses as may be fixed from time to time by Council; and the remuneration, travelling, and living expenses shall be paid by the Town of Bassano.

11. Council shall appoint a secretary who shall be an employee of the municipality and shall attend all meetings of the Municipal Planning Commission, but shall not vote on any matter before the Municipal Planning Commission.

12. The Municipal Planning Commission shall hold regular meetings at least 12 times a year on a date to be determined by the Municipal Planning Commission unless there are no agenda items and it may also hold special meetings at any time at the call of the chairman or vice-chairman.

13. Three (3) members of the Municipal Planning Commission shall constitute a quorum.

14. The decision of the majority of the members present at a meeting shall be deemed to be the decision of the whole Municipal Planning Commission.

15. The Municipal Planning Commission may make rules to govern meetings.

16. Members of the Municipal Planning Commission shall not be members of the Subdivision and Development Appeal Board.

17. The secretary shall attend all meetings of the Municipal Planning Commission and shall carry out the administrative duties of preparing agendas, minutes, record retention and any other matters directed by the Municipal Planning Commission and the Chief Administrative Officer.

18. The Subdivision and Development Authority may make orders, decisions, development permits, and approvals, and may issue notices with or without conditions.

19. The Council of the Town of Bassano may delegate any of its subdivision authority or development authority powers, duties or functions to an authorized person.

20. This bylaw shall come into effect upon third and final reading thereof.

21. Bylaw No. 905/20, being a bylaw of the Town of Bassano in the province of Alberta to establish a municipal Subdivision and Development Authority/Municipal Planning Commission, and amendments thereto is hereby rescinded.

READ a **first** time this 13 day of September, 2021.

Mayor – *Ron Wickson*

Chief Administrative Officer – *Amanda Davis*

READ a **second** time this 13 day of September 2021.

Mayor – *Ron Wickson*

Chief Administrative Officer – *Amanda Davis*

READ a **third** time and finally PASSED this 13 day of September 2021.

Mayor – *Ron Wickson*

Chief Administrative Officer – *Amanda Davis*

BYLAW 864/16

INTERMUNICIPAL SUBDIVISON AND DEVELOPMENT APPEAL BOARD

of the

TOWN OF BASSANO

in the Province of Alberta

A BYLAW OF THE TOWN OF BASSANO IN THE PROVINCE OF ALBERTA TO ESTABLISH AN INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD;

AND WHEREAS, the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 as amended requires the municipality to adopt a bylaw to establish a municipal Subdivision and Development Appeal Board;

AND WHEREAS the Council of the Town of Bassano wishes to join other area municipalities to establish an Intermunicipal Subdivision and Development Appeal Board;

AND WHEREAS an Intermunicipal Subdivision and Development Appeal Board is authorized to render decisions on appeals resulting from decisions of a subdivision authority or a development authority in accordance with provincial land use policies, the Subdivision and Development Regulation, the local land use bylaw and statutory plans;

NOW THEREFORE, the Council of the Town of Bassano in the Province of Alberta duly assembled, enacts as follows:

1. This bylaw may be cited as the Town of Bassano, Village of Duchess and Village of Rosemary Intermunicipal Subdivision and Development Appeal Board Bylaw.

2. The Town of Bassano is authorized to enter an agreement with:
   the Village of Rosemary and
   the Village of Duchess
   to establish the Intermunicipal Subdivision and Development Appeal Board.

3. **DEFINITIONS:**
   (a) **Act** means the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 as amended from time to time.
   (b) **Clerk** means the person or persons authorized to act as clerk for the Intermunicipal Subdivision and Development Appeal Board by the Member municipality within which the appeal is held.
   (c) **Member municipality** means the municipality in the Province of Alberta who has entered the agreement referred to in section 2.
   (d) **Town of Bassano Council** means the Council of the Town of Bassano.

(e) **Intermunicipal Subdivision and Development Appeal Board** means the board established by agreement to act as the municipal appeal board.

(f) **Member** means a member of the Intermunicipal Subdivision and Development Appeal Board appointed in accordance with this bylaw.

(g) **All other terms used in this bylaw shall have the meaning as is assigned to them in the Municipal Government Act, as amended from time to time.**

4. For the purpose of this bylaw, the Intermunicipal Subdivision and Development Appeal Board shall be composed of not more than six (6) persons who are appointed by the Councils who are Members.

5. Appointments to the Intermunicipal Subdivision and Development Appeal Board shall be made by resolution of the Council of the Member municipality and shall consist of either two Members of Council or one Member of Council and one Member at large that are not serving on the Municipal Planning Commission/Subdivision & Development Authority.

6. A regular sitting of the Intermunicipal Subdivision and Development Appeal Board will consist of the two appointed Members from the municipality in which the appeal is held and up to four members from the other Member municipalities.

7. Should a regular sitting not be able to be held, three Members of the Intermunicipal Subdivision and Development Appeal Board constitute a quorum, but in accordance with section 627(3)(b) of the Act, Council Members from a single municipality may not form the majority of the Board when hearing an appeal.

8. Appointments to the Intermunicipal Subdivision and Development Appeal Board shall be made by each Council when a vacancy occurs.

9. The Members of the Intermunicipal Subdivision and Development Appeal Board shall elect one of themselves as chair for the purpose of each hearing. The chair may be a Member from the municipality in which the appeal is located.

10. Each member of the Intermunicipal Subdivision and Development Appeal Board shall be entitled to such remuneration, travelling and living expenses as may be fixed from time to time by the Councils; and the remunerations, travelling and living expenses shall be paid by the municipality in which the appeal is located, in accordance with Schedule A, attached to but not forming a part of this bylaw.

11. The Council in the municipality in which the appeal is located may, by resolution, appoint a Clerk who may be an employee of the municipality and shall attend all meetings of the Intermunicipal Subdivision and Development Appeal Board held in that member municipality, but shall not vote on any matter before the Intermunicipal Subdivision and Development Appeal Board.

12. The Intermunicipal Subdivision and Development Appeal Board shall hold meetings as required pursuant to the Act on a date to be determined by the Intermunicipal Subdivision and Development Appeal Board.

13. The decision of the majority of the Members present at a meeting shall be deemed to be the decision of the whole Intermunicipal Subdivision and Development Appeal Board.

14. The Intermunicipal Subdivision and Development Appeal Board may make its orders, decisions, development permits, and subdivision approvals; and may issue notices with or without conditions.

15. The Intermunicipal Subdivision and Development Appeal Board may make rules to govern its hearings.

16. When a person ceases to be a member of the Intermunicipal Subdivision and Development Appeal Board before the expiration of his/her term the applicable Council may, by resolution, appoint another person for the unexpired portion of that term.

17. The Clerk of the Intermunicipal Subdivision and Development Appeal Board shall attend all meetings of the Intermunicipal Subdivision and Development Appeal Board and shall keep the following records of appeals related to their municipality with respect to:

    (a) the minutes of all meetings;
    (b) records of all notices of meetings and of persons to whom they were sent;
    (c) copies of all written representations to the Intermunicipal Subdivision and Development Appeal Board;
    (d) notes as to each representation;
    (e) the names and addresses of those making representations at the meeting;
    (f) the decision of the Intermunicipal Subdivision and Development Appeal Board;
    (g) the reasons for the decision of the Intermunicipal Subdivision and Development Appeal Board on the decision;

(h) the vote of the members of the Intermunicipal Subdivision and Development Appeal Board on the decision;
(i) records of all notices of decision and of persons to whom they were sent;
(j) all notices, decisions and orders made on appeal from the decision of the Intermunicipal Subdivision and Development Appeal Board;
(k) such other matters as the Intermunicipal Subdivision and Development Appeal Board may direct.

18. That Bylaw No. 840/12 is hereby rescinded.

19. This Bylaw comes into effect upon third and final reading thereof.

READ a **first** time this 26th day of September, 2016.

Mayor *– Tom Rose* ***CAO*** *– Sabine Nasse*

READ a **second** time this 26th day of September, 2016.

Mayor *– Tom Rose* ***CAO*** *– Sabine Nasse*

READ a **third** time and finally PASSED this 26th day of September, 2016.

Mayor *– Tom Rose* ***CAO*** *– Sabine Nasse*

APPENDIX F

AMENDMENT TRACKING SHEET