



**KANANASKIS  
IMPROVEMENT  
DISTRICT**



## **Development Permits**

The Development Officer coordinates the application process between the applicant and the Development Authority. To apply for a development permit, please review the development application requirements and submit a completed application form (PDF or Excel version) accompanied by at least two copies of supporting documents such as development plans and specifications.

All applications for a development permit, along with the prescribed fee, shall be submitted to the Development Officer in writing and shall include the information required under Schedule C of the Land Use Order. An application for a development permit shall not be considered complete until the information required under the Land Use Order has been submitted.

A Development Permit Fee of \$75.00 (non-refundable), plus \$6.50 for every \$1,000.00 of construction value of the development to a maximum fee of \$20,000.00, is made payable to Kananaskis Improvement District in the form of a cheque or money order.

Under contract to the KID, Superior Safety Codes Inc provides safety code permitting and inspection services according to the Safety Codes Act.

The development review process may take up to 180 days upon receipt of a complete application. Notices of the Development Authority's decision are sent out to the applicant along with any conditions that may apply.

For additional information on development permits and building inspections, please contact the Development Officer at 403-355-4888.

Kananaskis Improvement District

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

## Development Permit Application Requirements

An application for a Development permit shall be made to the Development Authority, through the Development Officer.

An application for a Development permit shall be made by a representative or agent of the Province, a registered owner of land or the owner's agent, by a person granted a Disposition or that person's agent or by a representative or agent of a utility corporation.

In the case of applicants other than Crown employees and agents, an application for a Development permit shall be accompanied by such fee as is prescribed by the Coordinating Authority from time to time.

No Development shall be approved unless and until the applicant has satisfied all prerequisites for the Development under any applicable legislation, and received the requisite approvals that may be required from the Natural Resources Conservation Board, Alberta Energy Utility Board and any other applicable body.

The Development Authority may take up to 180 days upon receipt of a complete application and requested supporting documentation to review the application and make a decision on the proposed development.

Unless the Development Authority, or the Development Officer as authorized by the Development Authority, specifies otherwise, an application for a development permit shall be accompanied by the following:

- (a) a detailed narrative setting out:
  - (i) the existing use of the land;
  - (ii) a description of the proposed use or uses;
  - (iii) the proposed time period for operation (ie. seasonal or yearround; ongoing or short-term);
  - (iv) a description of adjacent land and uses and the surrounding environmental conditions;
  - (v) requirements for all existing and proposed utilities;
  - (vi) a detailed construction plan including, without limitation, estimated timelines, plans for phasing construction and location where materials or soil will be stockpiled; and
  - (vii) in the case where an environmental impact assessment is not required, an environmental overview of the effects of the Development on the surrounding environment;
- (b) a copy of any environmental impact assessment that has been undertaken;
- (c) the estimated commencement and completion dates;
- (d) a site plan showing the following information:
  - (i) north arrow;
  - (ii) scale of plan (minimum 1/200);
  - (iii) legal description of subject land;
  - (iv) property boundary line;

- (v) yard dimensions;
- (e) location and size of existing and proposed Buildings including:
  - (i) Building height dimensions;
  - (ii) setback measurements from any Building to property or boundary lines;
  - (ii) existing or proposed utility infrastructure;
  - (iii) gross floor area of Buildings;
  - (iv) yard coverage by Buildings;
- (f) plans showing:
  - (i) the elevations and a perspective of the proposed Development;
  - (ii) a description of exterior finishing materials;
  - (iii) the floor plan and, in the case of Buildings used for accommodation, the number of guest or residential units with all staff units shown and labeled;
- (g) a vicinity map of appropriate scale, showing the location of the proposed Development in relation to:
  - (i) access roadways;
  - (ii) significant landscape features on the subject land and in close proximity to the proposed Development; and
  - (iii) adjacent land and uses;
- (h) a plan showing the number, location and dimensioned layout of existing and proposed parking areas, entrances and exits, adjoining streets, avenues and lanes;
- (i) dimensioned layout of existing and proposed:
  - (i) garbage and storage areas;
  - (ii) fencing, and screening;
  - (iii) signs;
- (j) a plan showing all easements and utility rights of way;
- (k) landscaping plans showing the existing topography and clearly identifying:
  - (i) the type, size and number of vegetation that is to be retained or removed;
  - (ii) the dimensions and layout of soft and hard landscaping;
  - (iii) the dimensions and layout of pedestrian circulation, open space systems, screening, berms, slopes, and retaining walls; and

- (iv) the grade of the land and drainage patterns;
- (l) a copy of the authority under which the application is made (such as legislative authority, certified copy of title to the site or the Disposition);
- (m) an address for notification;
- (n) photographic prints showing the site in its existing state;
- (o) data to show:
  - (i) how the form, mass and character of the proposed Development will relate to neighbouring Developments;
  - (ii) how the design, materials and finish of the principal facades of the proposed Development will relate to the natural landscape, any neighbouring Buildings, the Architectural Guidelines set out in Appendix "A" to this Order and the Fire Smart Guidelines;
- (p) in the case of a proposed retaining wall, the design prepared by a professional engineer;
- (q) a soils report prepared by a professional geotechnical engineer; and
- (r) any other information requested by the Development Authority to determine the potential impact of the proposed Development on the environment, activities and Developments in close proximity to the proposed Development.

If required by the Development Authority, all plans and specifications for the Development shall be prepared by a qualified, registered Alberta architect, landscape architect, engineer or Alberta Community Planner.

Two copies of all plans, specifications and narratives shall be submitted as part of the application and the Development Authority may require that the applicant provide additional copies. All plans and specifications shall be no larger than 11x17 inches.

A fee of \$75.00 for each application plus \$6.50 per one thousand of estimated construction value to be provided with the application, in the form of a cheque or money order made payable to Kananaskis Improvement District. Upon completion of the project, the fee will be adjusted based on the actual construction costs.

## Application Checklist:

TASK	Completed	N/A
<b>Development Application</b>		
complete form for submission		
<b>Approval from Land Manager</b>		
signature on application or written correspondence from SRD or Parks		
<b>Narrative</b>		
written narrative addressing all applicable points from Development Permit Application Requirements		
<b>Plans/Drawings</b>		
must show existing and proposed footprint and materials to be used		
<b>FireSmart Plan</b>		
must have completed FireSmart Plan for property and ensure compliance		
<b>Construction Schedule</b>		
show proposed start and end dates and include plan for any other considerations including materials storage/contractor use/etc.		
<b>Land Use Order Requirements</b>		
ensure all construction complies with KID Land Use Order specifically including Appendix A - Architectural and Development Standards and all other applicable sections regarding your development		
<b>Superior Safety Codes</b>		
contact Superior AFTER receiving your permit for all safety inspections		
<b>Kananaskis Fire Inspection Services</b>		
contact KID Emergency Services for fire inspection and occupancy permit		
<b>Kananaskis Business License</b>		
ensure all contractors/consultants/etc apply for a business license from KID through the Municipal Administrator		

**Contact List:**

<b>Kananaskis Improvement District</b>	Leah Schmidek	P: 403-355-4888
Development Officer	<a href="mailto:leah.schmidek@gov.ab.ca">leah.schmidek@gov.ab.ca</a>	C: 403-804-4482
<b>Sustainable Resource Development</b>	Contact Region-Specific Officer	P: 403-297-8800
Southern Rockies SRD Office		
<b>Kananaskis Improvement District</b>	Contact by phone	P: 403-591-7755
Emergency Services Fire Officer		
<b>Superior Safety Codes</b>		P: 403-717-2344
Safety Inspections		
<b>Kananaskis Improvement District</b>	Tammi Pretty	P: 403-591-7774
KID Administrator	<a href="mailto:tammi.pretty@gov.ab.ca">tammi.pretty@gov.ab.ca</a>	