

Non-Residential Development Permits  
2020

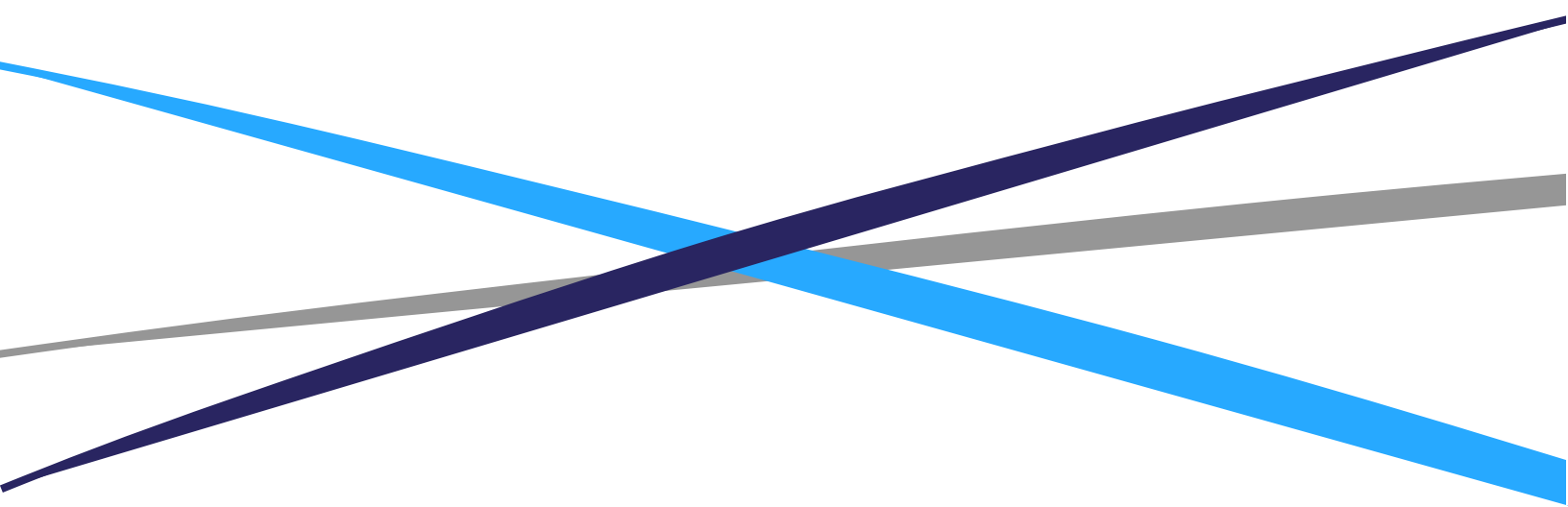


Town of Bassano

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Applying for a permit requires the applicant to plan for all aspects of their development. When preparing your development permit application, you must address each item listed below.



# Bassano's Advantages



**Access to  
resources for all  
demographics**



**Transport  
System (rail,  
land and air)**



**Education and  
Training**



**Labour Pool**



**Municipal  
Services**



**Affordability**



**Access to  
markets and  
major urban  
centres**



**Community  
Pride**

# What you can expect when dealing with or developing in the Town of Bassano

## 1 Forward Thinking.

Demonstrated through long-range growth plans that show you how and where the Town plans to develop. Practical long-range plans will support your decision to invest in Bassano as you can see your investment potential

- \* Strategic Plan
- \* Capital Infrastructure Plan
- \* Municipal Development Plan
- \* Inter-Municipal Development Plan
- \* Beautification Plan
- \* Economic Enrichment Strategy

## 2 Fair.

We treat all developers and investors with fairness and respect.

## 3 Responsive.

Being responsive is essential to investors and our administrative team strives to deliver accurate information promptly to support your investment decisions.

## 4 Helpful.

The development permit process can be challenging at times. Our administrative team understands this and will work with you as you move through the development process.



# Step 1

## Getting Started With the Steps

Confirm if your proposed development is classified as a permitted use or discretionary use in accordance with the Land Use Bylaw (LUB). This is essential, if your proposed development is not listed as permitted or discretionary within the defined district, an application for development will not be accepted.

- Know your land use district. Your district can be found on the tax notice attached to the property, by viewing the land use district map online or by calling the Town Office and providing the civic address.
- See Schedule 2, the USE REGULATION section of the LUB to determine if your proposed development is a permitted use or a discretionary use.
- If your proposed development is a permitted use or a discretionary use within the land use district, proceed to Step 2.

# Step 2

## Building and Structures (*principal and accessory*)

A site plan is required for every planned development and must adhere to the DIMENSIONAL STANDARDS AND SETBACKS as shown in Schedule 3 of the LUB.

**Dimensions and setbacks that must be considered and planned for include:**

- \* Minimum lot size, minimum front yard, side yard and rear yard setbacks. If you plan to develop on a corner lot, additional setbacks apply as the property must have a secondary front yard.
- \* Maximum building height and site coverage for principal and accessory buildings.

Prepare a site plan that outlines your proposed development. Confirm that your initial plan meets the minimum/maximum DIMENSIONAL STANDARDS AND SETBACKS.

- Schedule 7 of the LUB addresses the commercial/ industrial standards of development. It expands on development requirements for principal buildings, accessory building and structures, easements, corner lot visibility, and rear land visibility. The standards outlined in Schedule 7 must be factored into each development permit application and its site plan(s).
- If the proposed site plan meets the minimum/ maximum standards and setbacks proceed to Step 3. If not, contact the development officer and wait for direction.



# Step 3

## General Standards of Development for Commercial/Industrial Applicants

Over the next 4 pages you will find all components you must consider within Step 3





**Site Access**

Every development must have proper site access from a public roadway. Include a site access plan with your development permit application.



**Building Design and Orientation**

The design and character of the proposed development must compliment the neighbouring properties. You must think about the exterior finish of the building development. Include details regarding the exterior finish of the building with your development permit application.

If the proposed development is located on a lot with more than one street frontage, the development authority may regulate the orientation of the building. For example, the front of the building may have to face south rather than east, if the civic address is south facing.



**Land Suitability**

It is important to confirm the suitability of the land prior to development by obtaining a geotechnical report. The development authority may require that a geotechnical report (or similar) is provided with any development permit application. If you have obtained a geotechnical report submit a copy of it with your development permit application.



**Grading and Stormwater Management**

A site grading plan is a requirement of development because it is illegal to drain water onto an adjacent property. Non-residential developments must include a grading plan and stormwater management plan as supplemental information to the development permit application. Minimum requirements regarding grading and stormwater management are referred to in Schedule 5 of the LUB.





### Parking and Loading Requirements

A parking plan is a requirement for all non-residential developments. All parking must be *off-street*. Municipal lands cannot be designated for parking because the land is public (meaning it may be used by everyone). The number of parking stalls required for a non-residential development is determined by the gross floor area (GFA) of the building. For simplicity, the LUB provides a table that outlines the number of parking stall requirements based on the building type (see Schedule 5). There are also minimum parking stall design standards that must be achieved (see Schedule 5). The type of development will determine the detail of the parking plan which may include:

- Minimum number of off-street parking (must be included with every development plan).
- Barrier-free parking plan (must be included with every development plan).
- Loading stall plan.

Off-street parking is not permitted on boulevards at any time.



### Site Lighting

A site lighting plan *may* be required depending on the type of development planned. If site lighting is required for security or for any other reason, there are site light requirements. Refer to Schedule 5 of the LUB if your development requires site lighting prior to preparing a lighting plan to accommodate your permit application.



### Refuse Collection

A refuse collection plan must be included with the permit application. Refer to Schedule 5 of the LUB for minimum refuse collection requirements.



### **Servicing**

A servicing plan is required with every development permit application. All developments must be connected to municipal water and sewer systems. A storm water plan is also a required as outlined above.

- If municipal services are not available at the proposed location, consult with the development officer.
- If a new utility connection or an upgraded utility connection is required to the municipal water or sewer system, the developer must provide an engineered plan for utility connections satisfactory to the Town. The cost to connect to the municipal utility system is a developer expense.
- If municipal roadways, sidewalks or infrastructure is impacted by the utility connection, the developer must also provide an engineered plan for full site remediation. The cost to remediate lands after a utility connection is a developer expense.
- A Development Agreement is required and must be entered with the Town for all servicing connections and remediation activities. The Town has a standard Development Agreement that is used for this process.



### **Fencing**

When planning for your development, consideration must be made for fencing. Details regarding fencing for non-residential development is outlined in Schedule 7 of the LUB.



### **Landscaping and Screening**

All permit applications for non-residential development must include a landscape and screening plan. Details regarding landscape and screening requirements are outlined in Schedule 7 of the LUB.



### Mitigation of Impacts from Noise, Odour, Vibration and Air Quality

A development that has the potential to create negative impacts on adjacent uses and/or nearby residential development in the form of noise, odour, vibration and/or air quality, the applicant may be required to submit a mitigation plan demonstrating how impacts will be mitigated as outlined in Schedule 7 of the LUB.



### Outdoor Display and Storage

If outdoor displays or storage are required for your development, you must conform to the requirements outlined in Schedule 7 of the LUB. If outdoor displays or storage is required, you must submit an outdoor displays and storage plan with your permit application. A written narrative may also be required.

### Next step

Once you have completed your application, site plan and supporting documentation, proceed to Step 4 if you require signage at the development location.

If signage is not required, proceed to the submission checklist.



# Step 4

## Signage



If you require signage at the development location, a **Sign Permit** application must be completed in addition to the **Development Permit** application.

- Refer to Schedule 8, **SIGN REGULATIONS** of the LUB for details regarding sign application requirements.
- There is a Sign Permit application fee that must be submitted to the development authority in addition to the development permit application fee.
- Once you have completed your sign permit application, proceed to the Submission Checklist



# Submission Checklist

Use the checklist provided to confirm that you have met the minimum requirements to submit your development permit application and sign permit application (if applicable).

	Fill out the Non-Residential development permit application in its entirety.
	Complete a site plan that addresses all principal and accessory structures.
	Provide details on the site plan regarding the exterior finish of the principal and accessory structures.
	Include a land suitability report – geotechnical report (if applicable).
	Provide a grading and stormwater management plan.
	Provide a parking and loading site plan.
	Provide a site lighting plan (if applicable).
	Provide details on the site plan regarding refuse storage.
	Provide engineered plans to for utility services (water and wastewater) as well as an engineered remediation plan (roads, curbs, gutter, sidewalks, etc.).
	Provide a landscaping plan.
	Provide details on the site plan regarding fencing (if applicable).
	Provide details on the site plan regarding outdoor displays and storage (if applicable).
	Provide details and a narrative regarding mitigation for noise, odour, vibration and air quality (if applicable).
	Fill out a sign permit application in its entirety (if applicable).
	Submit your development permit application with the applicable fee to the Town of Bassano's development officer for processing.
	Submit your sign permit application with the applicable fee to the Town of Bassano's development officer for processing.

# Additional Information

- The information presented in this package is subject to change. The information provides a general overview and may not address every development matter. It is intended to be used as a guideline. There are other aspects of the LUB that may impact your development. Always remember to request a preliminary meeting with the development officer prior to submitting a development permit application.
- Non-Residential developments could be impacted by other statutory plans as a result of their proposed location to include (but not limited to), the Municipal Development Plan and the Inter-Municipal Development Plan.
- Your development may also be impacted by other legislation governed by provincial or federal regulators such as Alberta Transportation or Alberta Environment and Parks. It is your responsibility to ensure that any other legislation is reviewed in advance to prevent delays in your development. Obtaining a development permit from the Town is once step in the overall process.
- All construction sites must be secured. Excavations must be fenced, and precaution signs posted. Unauthorized personnel are not permitted on construction sites. Contractors are reminded that members of the general public do not represent municipal employees and are not permitted to be onsite.
- A civic address is required on the front and rear of all properties in accordance with the Town's Fire Bylaw.

## Fees

### Development Permit Fees

Permitted Use Application	\$300.00
Discretionary Use of Use Requesting a Waiver	\$400.00
Accessory Buildings	\$300.00

*Additional fees for commencement of a development without a permit are applicable.*

### Sign Permit

Permitted Use Application	\$50.00
Discretionary Use Application	\$150.00

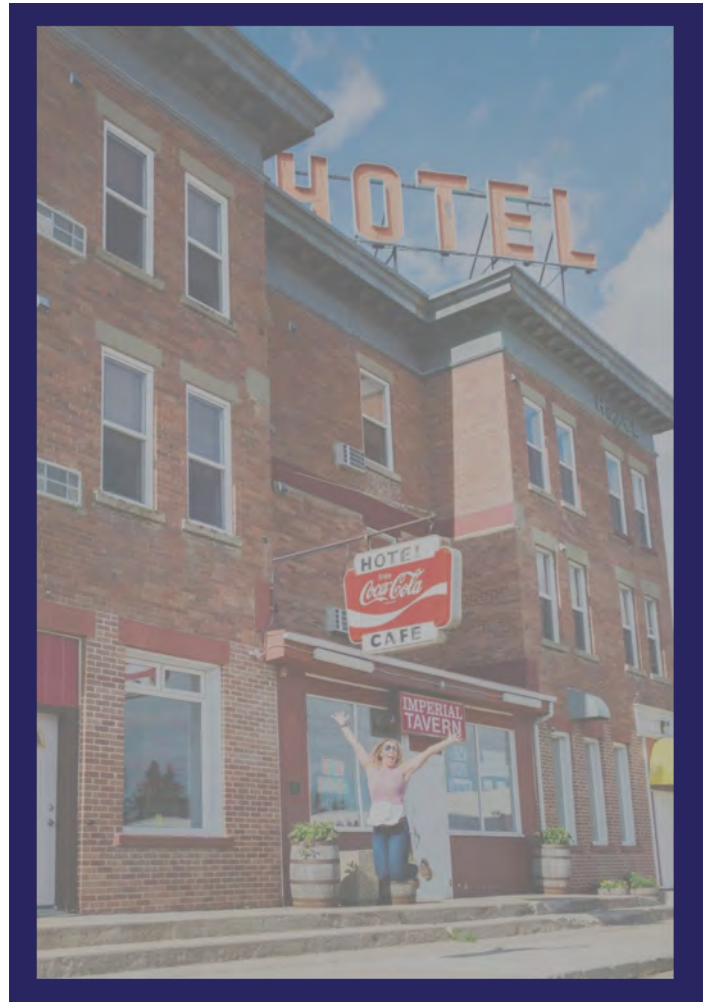
*The turnaround time on development permit applications is dependent upon the completeness of your application. Therefore, all applicants are encouraged to set up a preliminary meeting with the development officer prior to submitting a development permit application so that any questions may be answered in advance – this saves us all time, money and energy.*

## Business License

- If you are operating a business in the Town of Bassano, you must obtain a business license from the Town and pay the applicable fee to operate. Business licences are valid for one-year (January 1 – December 31) regardless of when you purchase the license.
- Business license fees \$70.00 for in-town/local businesses and \$120.00 for out of town businesses.
- All contractors and subcontractors are required to obtain a business licence from the Town prior to the commencement of any work.



*Development takes time. The Town of Bassano is committed to working with all investors to ensure the development process is as seamless as possible. This requires open communications from the start of the process until the end of the process.*



## Other Permits

Once you have received an approved **Development Permit** you are required to submit discipline permits to Superior Safety Codes:

- Building permit application
- Electrical permit application (if applicable)
- Plumbing permit application (if applicable)
- Gas permit application (if applicable)
- Sewer permit application (if applicable)

Superior Safety Codes enforces the Alberta Building Code on behalf of the Town of Bassano. All discipline permits have associated fees. For information on the Alberta Building Code, or to apply for discipline permits:

P: 1-866-999-4777

E: [info@superiorsafetycodes.com](mailto:info@superiorsafetycodes.com)

W: [superiorsafetycodes.com](http://superiorsafetycodes.com)

## Development Officer Contact Information

Town of Bassano

Attention: Amanda Davis

502 – 2<sup>nd</sup> Avenue

P.O. Box 299

Bassano, AB T0J 0B0

P. 403-641-3788

E. [cao@bassano.ca](mailto:cao@bassano.ca)

W. [www.bassano.ca](http://www.bassano.ca)

R. Land Use Bylaw (LUB) 845/13

“Our vision is to be the most attractive and affordable urban community under 2,500 in Alberta where industry leaders want to invest, where tourists come for a new experience, and where people choose to live, work and play.”