

## NON-RESIDENTIAL How to Apply for a Development Permit

### Step 1

Set up a meeting with the Town's development officer to review your proposed development. Bring a list of development related questions and a sketch of your proposed site plan (if available) to the meeting.

Every development is unique. It is an essential part of the development process to discuss your proposed development with the development officer. Collaboratively, the development officer and applicant can address any potential development concerns before an application is submitted. Open communication at this phase will help expedite the application process.

### Step 2

After your initial meeting with the Town's development officer, complete the non-residential development permit application. Submit the application along with the site plan(s) and permit fees to the Town's development officer.

- Be advised, after your initial meeting with the development officer, the officer will provide you, the applicant with a list of documents/plans that must be included with the development permit application.

*All development permit fees must be paid to the Town of Bassano before an application can be processed. Incomplete development permit applications will be rejected.*

### Step 3a – Permitted Use Applications

Pending the development permit application is complete, the development officer will process the application.

- The development officer shall within 20 days of receiving an application determine whether the application is complete. If the application is complete, the applicant will receive a **Notice of Completeness**. The **Notice of Completeness** means the permit application is being processed.

If the application is incomplete, the applicant will receive a written notice of the deficiencies.

- The development officer shall process all permitted use applications immediately following the submission of a **Notice of Completeness**.

- The applicant will then receive a **Notice of Decision** regarding the application, stating the reason the application has been approved and an outline of any permit conditions. Residents of the Town may appeal any **Notice of Decision** within 14 days of the notice being publicly listed. Development shall not commence until at least 21 days of the **Notice of Decision** being posted.
- The applicant will receive a **Notice of Commencement** following the 21-day process. Upon receipt of the **Notice of Commencement**, the applicant may proceed with the development in accordance with the approved permit details.
- Development permits are valid for 12-months from the date of approval.

## Step 3b – Discretionary Use Applications

Pending the development permit application is complete, the development officer will process the application.

- The development officer shall within 20 days of receiving an application determine whether the application is complete. If the application is complete, the applicant will receive a **Notice of Completeness**. The **Notice of Completeness** means the application is being processed.

If the application is incomplete, the applicant will receive a written notice of the deficiencies.

- All discretionary use applications are referred to the Municipal Planning Commission (MPC) for consideration. MPC meetings are held once per month or as required. MPC meetings are public.
  - All discretionary use applications are referred out for public comment to landowners or other persons that may be affected by the development. Public comment regarding the proposed discretionary development shall be heard by the MPC at the meeting in which the application is being considered.
  - The MPC may approve a development permit with or without conditions, or it may refuse to approve the development permit, stating reasons.
- The applicant will receive a **Notice of Decision** regarding the discretionary use application immediately following the MPC meeting, stating the reason the application has been approved/refused and an outline of any permit conditions. Residents of the Town may appeal any **Notice of Decision** within 14 days of the notice being publicly listed. Development shall not commence until at least 21 days of the **Notice of Decision** being posted.
  - The applicant will receive a **Notice of Commencement** following the 21-day process. Upon receipt of the **Notice of Commencement**, the applicant may proceed with the development in accordance with the approved permit details.
  - Development permits are valid for 12-months from the date of approval.

## Step 3c – Variance Applications

Applicants seeking to apply for a variance shall follow the steps outlined in 3b above.

### 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)