

CONTACTS

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 Amanda Davis
Development Officer
 403-641-3788
 cao@bassano.ca

 Superior Safety Codes
 1-888-717-2344
 www.superiorsafetycodes.ab.ca



CONTRACTORS & CONSTRUCTION

Bassano Building Centre Ltd.
403-641-4000

Chance Built Ltd.
403-376-0765

Hillside Excavating Inc.
403-641-2198

Rob Woodstock
403-835-2924

RyBar Contracting
403-501-9265

ELECTRICAL, GAS, PLUMBING & HEAT

Bassano Plumbing and Heating
403-641-3602

Matrix Electric
403-641-4645

Ric's Electric
403-641-3563

SSM Heating and Air Conditioning Ltd.
403-641-3179

FINANCE

ATB Financial
403-641-3041

Connect First Credit Union
403-641-0002

RETAIL SALES

Creaky Floor Hardware Store
403-641-3783

Non-Residential Development

Permit Guide



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Disclaimer

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 Land Use Bylaw #921/21 that may impact your development.

Variance and Discretionary Use Applications ONLY

Some discretionary use applications are referred to the Municipal Planning Commission (MPC) for consideration. The MPC may approve a development permit with or without conditions, or it may refuse to approve the development permit, stating reasons.

Receive Notice of Decision

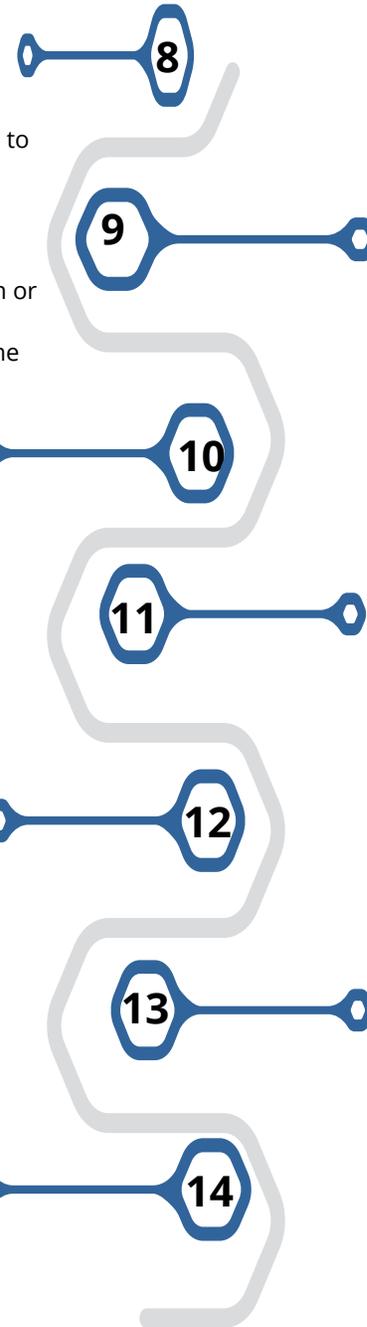
A Notice of Decision indicates that the permit has been approved and will include an outline of any permit conditions.

14 Day Appeal Period Begins

Residents of the Town may appeal the Notice of Decision within 14 days of it being publicly posted

Permit Expiry Date

Your Permit will expire 12 months after the approval date.



Application Processed

The application will be processed by the Development Officer for approval.

Discipline Permits

Prepare discipline permits and submit to Superior Safety Codes.

Notice of Commencement

21 days after the Notice of Decision is publicly posted the applicant will receive a Notice of Commencement indicating the development may commence.

DEFINITIONS

TIMELINE

START

Get your ideas on paper!

1

Prepare

Prepare for your meeting with the Development Officer by gathering questions, concerns, and details about your development.

2

Plan

Set a meeting with the Development Officer.

3

Gather

Gather documents requested in the meeting by the Development Officer.

4

Collaborate

Meet with the Development Officer and discuss your development plans.

5

Receive Notice of Completeness (NOC)

The Development Office shall send the NOC within 20 days of receiving the application. If you receive a Notice of Deficiencies your application was not complete and cannot be processed.

6

Complete & Submit

Complete and submit a permit application along with fees owing.

7

Land Use Bylaw (LUB) #921/21

A Town bylaw that regulates the use, conservation and development of land, habitat, buildings, and signs in pursuit of the objectives of the Town's statutory plans.

Max Site Coverage

The maximum area of lot that is permitted to be covered by structures and hard surfaces in accordance with the applicable zoning district.

Notice of Commencement

Receiving a notice of commencement means you may now start your development.

Notice of Completeness (NOC)

Receiving a NOC means your permit application is complete and will be processed.

Notice of Decision (NOD)

Receiving a NOD means your permit has been approved.

Notice of Deficiencies

Receiving a notice of deficiencies means your permit application was not complete and cannot be processed.

Permitted Use

Allowed activities defined by the LUB.

Principal Building

A building which is the primary use of the lot.

Secondary Front

The street frontage on a corner lot, which is not the yard the entrance to the primary building is on.

Variance Use

Activities that deviate from allowed activities outlined in the LUB.



WELCOME

Lets Get Started on Your Permit!

This guide will help you prepare your permit application. Keep in mind, this is a general permit guide – additional information may be required based on your specific needs.

WHY DO I NEED A DEVELOPMENT PERMIT?

The permit process focuses on making certain that new developments align with the rules and regulations set out in the LUB. The permit process is implemented to ensure the **safety and health** of our community, as well as to aid in creating **meaningful and highly valued spaces**.

All land in Bassano is divided into districts (also referred to as zones). Each district has its own set of development rules. The LUB lists these rules, which were established in part to ensure that everyone has an opportunity to seek approval for a development project or to express concerns about a project. A permit confirms that all rules and planning policies have been considered.

IMPORTANT FACTS



Permits are valid for 12-months from the date of issue. Please plan your development accordingly to prevent the need to reapply for your permit and to save on additional permit fees.



KEEP IT LOCAL

Do you need help financing your development plans? Our Local Banks are here to help!

Our local banking institutions are happy to assist with financing options related to your development plans. Contact the local ATB Financial or Connect First Credit Union to get started on your development plans today!

There are many reputable tradespeople in Bassano that can assist you with your development. Check out the business directory at www.bassano.ca or the Contacts page more information.

All your building supply needs can be purchased right here in Bassano—prices are competitive. Stop in at the Bassano Building Centre and the Creaky Floor Hardware Store to get started today!

BUSINESS LICENCES



- If you are Operating a business in the Bassano, you must obtain a business license from the Town and pay the applicable fee to operate. Business licenses 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 license from the Town prior to the commencement of any work.

WE ARE HERE TO HELP



Our goal is to help you obtain the permits you need as quickly and efficiently as possible. We strive to ensure your permit needs are met and that we are available to help you with any development questions we can. Call or visit us today and we will help you get the information you need!

STEPS

STEP 1

Review the Permit Guide.

STEP 2

Prepare your draft permit application (fill out the application form, draw your site plan, and explain in writing all the facts about your development). Know your land use district. This package is for the non-residential district only.

STEP 3

Set up a meeting with the Development Officer to review your draft application. We invite you to contact the Town Office if you have questions while you are working through your draft application (403-641-3788).

STEP 4

After the Development Officer reviews your draft application, they will provide a checklist if additional information is required. If everything is complete, you will pay the permit fee and the Development Officer will process your application.

STEP 5

After the Development Officer reviews your draft application, they will provide a checklist if additional information is required. If everything is complete, you will pay the permit fee and the Development Officer will process your application.

STEP 6

Once you have your permits, you can begin your development.

WHY CHOOSE BASSANO?

✓ Access to
Resources

✓ Municipal
Services

✓ Transport
System

✓ Affordability

✓ Education
and Training

✓ Access to
Markets and
Major Urban
Cities

✓ Labor Pool

✓ Community
Pride

Development Permit Fees

	Permitted Use	Discretionary Use
Change of Use	\$200.00	\$300.00
All Other Development	\$300.00	\$400.00

Please note that additional fees for commencement of a development without a permit are applicable

- A civic address is required on the front and rear of all properties in accordance with the Town's Fire Bylaw. A civic address is also required on the side of a corner lot.
- A fire permit must be obtained from the Town in accordance with the Fire Bylaw (#885/19) if a firepit is planned for at the development.

KEY FACTS



You Need to Know!

- Non-residential developments may be affected by other statutory plans as a result of their proposed location to include (but not limited to) 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.

- All construction sites must be secured. Excavation 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.

WHAT YOU CAN EXPECT FROM THE



Innovation

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
- Inter-Municipal Development Plan
- Beautification Plan
- Economic Enrichment Strategy

Fairness

We treat all developers and inventors fairly and respectfully

Responsiveness

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

Helpfulness

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

STEP 1

Guidelines

The Guidelines section provides you with a breakdown and simplification of the LUB sections that apply to developments. It is important to understand the requirements of a development in the planning phase to ensure your development meets the requirements and that your permit will be approved as quickly as possible.

What is a Development ?



A Development is:

- A building, an addition to a building, the replacement or repair of building, the construction of a building, or the placement of a building
- A change of use of land or building

- A change in the intensity of use of land or building
- An excavation or stockpile



STEP 6



Once your permits are approved you may begin your development.

STEP 5

Building Permit



Superior Safety Codes Permits

Once you have received an approved Permit from the Town, you are required to submit **discipline permits application 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. All discipline permits have associated fees. A copy of the Superior Safety Codes building permit application will be provided to you by the Development Officer in your pre-application meeting. The building permit fee will be directed by and payable to Superior Safety Codes

You must address each of the following:



What is Permitted?

Main Street Commercial (C1)



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, and Public
- Restaurant
- Retail Cannabis Store
- Sign—Class A and B
- Specialty Manufacturing
- Tourist information

Discretionary Uses:

- Building and Trade Contractor
- Child Care Facility
- Club or Fraternity
- 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

Checklist



	Fill out the development permit application
	General site plan for the development
	Provide details on the site plan regarding the exterior finish of the principal and accessory structures
	Include a land sustainability report—geotechnical report if applicable
	Provide a grading and stormwater management plan
	Provide a parking and loading area site plan
	Provide a site lighting plan (if applicable)
	Provide details on the site plan regarding refuse storage
	Provide engineered plans for utility services (water and wastewater) as well as an engineered remediation plan
	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, odor, 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
	Submit your sign permit application with the applicable fee to the Town of Bassano's Development Officer for processing (if applicable)

STEP 4

Final Submission

Define the type of development you are applying for and verify the LUB requirements with the Development Officer. Once verified, complete a non-residential permit application. Include a site plan of the proposed development and written description. Various site plans may be required.

- All buildings and structures on the property, the size of the buildings must be listed (i.e., 40' x 20' shop)
- The distances between all buildings and structures from the front, side, and rear property lines
- A site access plan
- Exterior finish plan
- Land sustainability assessment
- Grading and storm water management plan
- Parking and loading dock plan
- Site lighting plan
- Refuse collection plan
- Utility servicing plan
- Landscaping plan
- Fencing plan
- Outdoor display and storage plan
- Noise, odor, vibration, and air quality plan
- Sign plan
- State variances being sought if any
- A civic address and north arrow



What is Permitted?

Commercial (C2)

Permitted Uses:

- Accessory Structure
- Accessory Use
- Alternative Energy, Individual
- Animal Care Services, Small
- Auto and Equipment Sale and Service
- Bar/Lounge
- Building and Trade Contractor
- Bulk Fuel Station
- Club or Fraternity
- 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
- Office
- Personal Services
- Restaurant
- Retail Cannabis Store
- Service Station
- Specialty Manufacturing
- Sign—Class A
- Tourist Information
- Transportation/ Delivery Services
- Transportation Dispatch/Depot

Discretionary Uses:

- Animal Care Services Large
- Campground, Private or Public
- Cannabis Production Facility
- Car Wash
- Entertainment Establishment
- Essential Utility
- Mini Storage
- Moved-in Building
- Outdoor Storage
- Parking Lot Processing
- Recreation, Private
- Security Suite
- Shipping Container, Permanent and Temporary
- Sign—Class B and C
- Truck Wash
- Urban Farming/ Horticulture Operation
- Warehouse

Discretionary Uses (MPC):

- Auctioneering Facility
- Bulk Fertilizer Storage and Sales
- Heavy Industrial
- Kennel
- Recycling Facility

What is Permitted?

Industrial (I)



Permitted Uses:

- Accessory Structure
- Accessory Use
- Alternative Energy, Individual
- Auto and Equipment Sale and Service
- Building and Trade Contractor
- Bulk Fuel Station
- Cannabis Production Facility
- Essential Utility
- General Contractor
- Grain Elevator/Seed Cleaning
- Heavy Industrial
- Light Industrial
- Liquor Store
- Mini Storage
- Outdoor Storage
- Processing
- Shipping Container, Permanent and Temporary
- Sign—Class A, B, and C
- Transportation/ Delivery Services
- Transportation Dispatch/Depot
- Truck Stop
- Truck Wash
- Warehouse

Discretionary Uses:

- 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 Station
- Specialty Manufacturing
- Urban Farm/Horticulture
- Operation

Discretionary Uses (MPC):

- Railway and Related Uses
- Recycling Facility

What Happens if I Cannot Meet the Guidelines and Setbacks?

There are times when you may need to apply for a variance because you have a building that is too close to the property line or for a variety of other reasons. If this is the case, you must describe the variance request in the Written Description section on the permit application form. You must also indicate the variance request on the site plan.

The Development Officer will review the variance request with you in advance.

STEP 3

Draft Application

It is highly recommended that you prepare a draft application and set up a meeting with the Development Officer to review.



WRITTEN DESCRIPTION— Standards

It is important that you explain in writing your development plans. More specifically, you need to describe what the structure looks like, the exterior materials (i.e. siding and roof), the proposed size of the structure, if you will include parking stalls, and what the structure will be used for.



There is a small section on the permit application labelled *Description*. If you do not have enough space to explain your development plans, add a separate sheet.

Fill in all the blanks on the development permit application form that you know.

General Requirements



Access

- All new Developments must have legal and physical access for motorized vehicles and active modes of transportation such as: pedestrians, cyclists, and personal and commercial automobiles.
- You must show the location of the access to your development from a public roadway.
- The following do not require a site access plan:
 - Developments internal to a condominium plan containing a private street
 - Where the Subdivision or Development Authority has allowed legal access to be provided by an easement

Flooding

- If, in the opinion of the Development Authority, the land the development is proposed to be on 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.

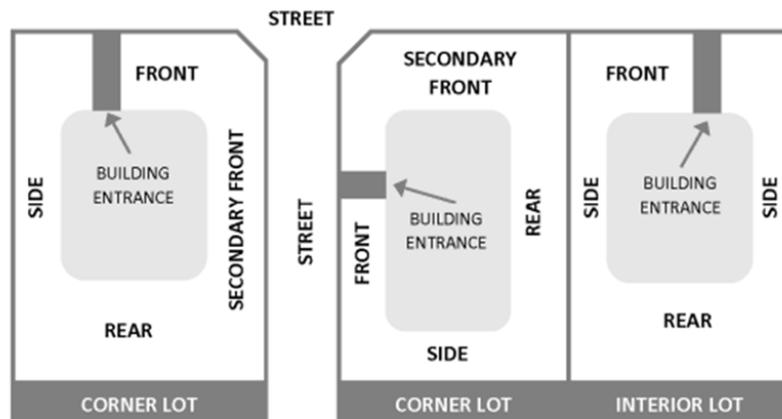


Corner Lots

When a lot has more than one front yard the following rules apply:

- The front yard must be the yard that the entrance to the principal building is, and the secondary front yard must be facing the street, unless otherwise allowed by the Development Officer
- The side yard must be the yard that is parallel to the secondary front yard
- The rear yard must be the yard that is parallel to the front yard
- If the lot orientation, layout, or dimensions are such that determination of the yard assignment does not meet the requirements set out in the LUB the yard assignments will be to the discretion of the Development Officer

ILLUSTRATION OF YARDS AND SETBACK AREAS



As you prepare your site plan, it is important to ensure you remain within the maximum allowable site coverage and that you do not exceed the maximum allowable height of the structure. Refer to the site coverage and structure height table below:

03

Use	Maximum Floor Area		Maximum Site Coverage	Maximum Height	
	m ²	ft ²	%	m	ft
Land Use District: C1, C2 & I					
All Uses	N/A		50 ¹	10.7	35
¹ Combined site coverage of principal and accessory structures					

Breakdown: Site coverage of 50% means:

- Total lot coverage of the principal structure and all accessory structure cannot exceed 50%

STEP 2

Site Plan—Standards

The Site Plan section provides you with specific requirements from the LUB that apply to non-residential developments regarding specific site standards.

01

Begin by preparing a site plan. Depending on the scope and scale of your development, a simple sketch of your property may be sufficient. In other instances, engineered drawing may be required.

02

As you prepare your site plan, it is important to ensure you are following the minimum setback requirements. If your property is a corner lot, please follow the secondary front setback requirements—this means you have two front yards. Setbacks can be shown in feet or meters. Refer to the setback table below.

Use	Minimum Setbacks							
	Front		Secondary Front		Side		Rear	
	m	ft	m	ft	m	ft	m	ft
Land Use District: C1								
All Uses	0	0	0	0	0	0	7.6	25
All uses where adjacent to R1, R2, R3, RM and PR	0	0	0	0	3	10	7.6	25
Land Use District: C2								
All Uses	7.6	25	3.8	12.5	3	10	7.6	25
All uses where adjacent to R1, R2, R3, RM and PR	7.6	25	3.8	12.5	6.1	20	7.6	25
Land Use District: I								
All Uses	7.6	25	3.8	12.5	3	10	7.6	25
All uses where adjacent to R1, R2, R3, RM and PR	7.6	25	7.6	25	6.1	20	7.6	25



Design and Orientation of Buildings, Structures and Signs

- The design, character and appearance of buildings, structures or signs must be consistent with the intent of the land use district and compatible with other buildings in the vicinity
- The Development Authority may regulate the exterior finish of buildings, structures, or signs to improve the quality of any proposed development
- The Development Authority may require that specific finishing materials and color tones be utilized to maintain the compatibility of any:
 - proposed development with surrounding or adjacent developments
 - proposed additions or ancillary structures with existing buildings on the same lot.
- Subject to the requirements of the Safety Codes, the Development Authority may require that buildings be physically accessible to persons with disabilities

Commercial/ Industrial Design Standards

- All principal buildings must have a straight wall, commercial type construction and must be placed on a permanent foundation
- Exterior finishing of principal buildings must be wood, masonry, painted concrete block, painted metal siding or other materials that are to the satisfactory of the Development Officer
- The total floor area of all buildings on site cannot be less than 10% of the total lot area
- If, in the opinion of the Development Authority, a development has potential to create negative impacts on adjacent properties or nearby residential areas in the form of noise, odor, vibration, and/or air quality applicants may be required to submit a mitigation plan demonstrating how impacts will be mitigated prior to a decision being made
- 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

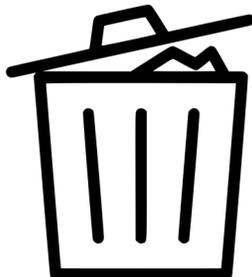
Fences

- 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.
- The use of barbed wire below a height of 1.8 m (6 ft) is not permitted.
- The use of razor wire is not permitted.
- 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.
- 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.
- Where a permit is required for fencing, the Development Authority may regulate the material types and colors used for the fence.



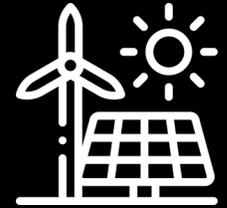
Refuse Collection and Storage

- Refuse and garbage must be kept in a suitably sized enclosure for each use within each land use district.
- Refuse and garbage areas must be screened until collection and disposal is possible.
- All refuse on a construction site must be properly screened or placed in an approved enclosure until removed for disposal.



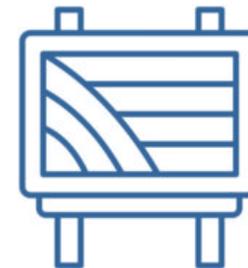
Alternative Energy

- The Development Authority may issue a development permit for alternative energy sources such as, but not limited to:
 - Solar panels
 - Heat exchange systems
 - Generators
 - Turbines
- All additional approvals or standards required at the municipal, provincial, and/or federal levels must be met or exceeded before the Development Authority will authorize a permit for an alternative energy source.



Signage

- Different types of signs are permitted and discretionary in a different land use districts. Please refer to the "What is Permitted" section for specific details on what is permitted where. If you require a permit, please pick up a Non-Residential Sign Permit Guide from the Town Office.



Accessory Structures

- An accessory structure is allowed on a lot with an approved principal building or an approved use
- Accessory structures must be located at least 3.0 (10ft) from the principal building
- Accessory structures must be located at least 1.0m (3.28ft) from any other accessory structure, measured from the outmost extent of the accessory structure
- Accessory structures must be constructed such that eaves must be no closer than 1.5m (5ft) 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
- Accessory structures must not be in the front yard in relation to the principal building
- Quonset, Quonset style buildings or semicircular metal structures are permitted in non-residential land use districts
- Accessory structures in commercial and industrial land use districts may be constructed with the use of alternate materials and design at the discretion of the Development Authority

Noise, Odor, Vibration, and Air Quality

- The applicant may be required to provide professional reports to the satisfactory of the Development Authority related to any noise, odor, vibration, and air quality. You will be required to describe your development and ensure it does not cause negative adverse affects.



Grading and Stormwater Management

- The Development Authority may require as a condition of development approval:
 - engineered grading and drainage plans for the development and legal survey demonstrating that engineered grades have been met
 - grading and other measures, as appropriate, to control surface drainage, reduce or eliminate grade difference between adjacent lots, and minimize erosion or slope instability
 - the final grades of the development must be approved by the Development Authority before the issuance of a building permit
 - The applicant is responsible for ensuring adherence to final grades
- 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 must submit to the Development Officer plans identifying the design and specifications of development for review and approval by the accredited safety codes officer.
- 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.
- When discharging, storm water connections or sump hoses must be greater than 1.8 m (6 ft) from the front property line.



Landscaping Requirements

- 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.
- 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.
- 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.
- Development along Highway 1 may be subject to enhanced landscaping standards to ensure attractive development adjacent to entryways into the community.
- Off-street parking lots shall be landscaped and/or screened to the satisfaction of the Development Authority.
- 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.



Lighting

- Where site lighting is provided to illuminate any parcel, building or site, the type, location, and orientation of the lighting must:
 - Avoid light trespass onto neighboring properties including public properties.
 - Not produce glare.
 - Not adversely affect the use, enjoyment, and privacy of any dwelling.
 - Not interfere with traffic safety on public roadways.
- Outdoor lighting should be no higher than 6.1m (20ft) above the ground, except outdoor lighting for public uses and lighting approved in conjunction with a development permit.



Outdoor Display and Storage



- 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 landscaped area or buffer.
- The Development Authority may impose conditions related to screening buffering, or landscaping of any outdoor display or storage areas.
- Outdoor storage areas shall not be permitted within the front, secondary front, or side setback.
- Outdoor storage areas adjacent to a residential lot shall be effectively screened by an opaque fence of at least 1.8m (6ft) in height or other suitable screening to the satisfaction of the Development Authority.
- Display of new or reconditioned vehicles and equipment will be permitted in landscaped areas provided that:
 - Grassed areas are mowed regularly.
 - 1.5m (5ft) setbacks are maintained between property lines, buildings, and adjoining vehicles, with 6.0 m (20ft) from street corners.
 - Vehicles are properly aligned.
 - The display vehicles are not intermixed with parked or damaged vehicles.
- Consult the Development Office for all matters related to planned outdoor storage.

- 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.
- Landscaping or screening shall consist of any combination of the following to the satisfaction of the Development Authority:
 - ground cover (e.g. large feature rocks, bark chip, field stone, crushed rock, or other similar features);
 - vegetation that has low water needs and is easy to maintain (e.g. trees, shrubs, lawn);
 - buffering (e.g. berming, terracing, paving stones, fencing)
 - outdoor amenity feature (e.g. benches, walkways, raised planters); and/or
 - innovative landscaping features, as approved by the Development Authority.
- 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.
- No cottonwood tree of any species or variety shall be planted in the municipality.



Grading and Drainage

The Development Authority may require:

- The construction of a retaining wall and submission 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.
- Engineered grading and drainage plans for the development.
- Special grading and/or paving to prevent drainage problems with neighboring lots as a condition of a development permit.

Parking Requirements

Parking plans are required with all non-residential development applications. This section is a general overview of basic parking requirements, for parking requirements to your development please contact the Development Officer.

Off-Street Parking and Loading

- In the case of expansion or enlargement of an existing building additional off-street parking may be required
- Parking areas must be accessible, designed in a manner that creates orderly parking and permits adequate drainage, snow removal, and maintenance
- Shared parking lots must be approved by the Development Officer
- All required parking spaces must be provided on the same lot as the building except where the Development Authority may permit off-site parking spaces.
- Off-street parking is not permitted on boulevards



Off-Street Parking Design Standards

- 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.
- 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
- 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.
- 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.

Non-Residential Parking Requirements

- The LUB outlines over 50 different land uses and their specific minimum required off-street parking. Please consult the Development Officer for specified minimum parking requirements for your specific development.

Barrier-Free Parking

- Barrier-free parking spaces are required for public, commercial and industrial uses. The number of barrier free-parking spaces that are required will be portion of the total number of off-street parking spaces, please see the Development Officer for specific requirements for your specific development
- Barrier-free parking must be clearly identifiable, well-lit, and distinguishable.

Loading Space Requirements

- One loading space must be required for each loading door
- Loading spaces must be 3.1m (10ft) by 9.1m (30ft) with an overhead clearance 3.9m (13ft)
- Each loading must provide a doorway into the building
- The Development Authority may require additional loading areas or doors if they deem it necessary