



Non-Residential Shipping Container

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

DEFINITIONS

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.

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 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.

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.

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 6

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

STEP 1

Review The Guidelines

The Guidelines section provides you with an overview of the LUB and sections that apply to non-residential shipping containers. It is important to understand the requirements of a shipping containers when you start to plan your project.

What is a shipping container?



A shipping container is any container that was used to transport goods by means of rail, truck, or sea. They are typically rectangular and made of metal. When a shipping container is used for storage purposes and not for transportation it is considered a structure.

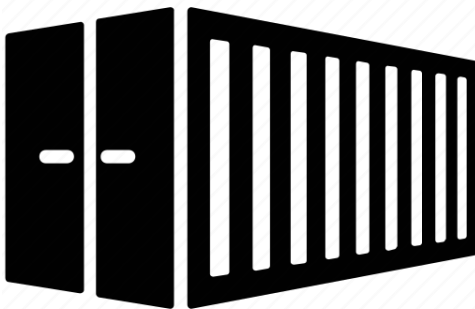
What is Permitted?

Use Type	Main Street Commercial Land Use District (C1)	Commercial Land Use District (C2)	Industrial (I)
Shipping Container, Permanent	Discretionary	Discretionary	Permitted
Shipping Container, Temporary	Discretionary	Discretionary	Permitted

- A permit application must be submitted to the Development Officer for approval for all permitted uses.
- A permit application must be submitted to the Development Officer for consideration for all discretionary uses. A discretionary use application may be approved with or without conditions, refused with reasoning, or referred to the Municipal Planning Commission (MPC) who may approve or disapprove it.

General Requirements

- There must be a legal primary use on the property that the shipping container is proposed.
- Shipping containers are permitted to be used for storage only and must not be used as a building or as construction material.
- The Development Authority may regulate the maximum number of shipping containers permitted on a lot and the maximum height of shipping containers.
- The Development Authority may require as a condition of the permit that a shipping container be screened from view or landscaped to make it aesthetically pleasing.
- The Development Authority may require as a condition of the permit that any shipping container be sandblasted and/or painted a neutral or complementary color to match the existing buildings on the property.
- The Development Authority may regulate the period for which a development permit for a shipping container is valid through the issuance of a temporary permit.
- Removal of a shipping container 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 security guaranteeing the removal of the container and/ or compliance with the conditions of the permit



STEP 2—Draft Permit

SITE PLAN—Standards

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

01

Begin by preparing a site plan. A site plan is a simple sketch of your property. It is a one-dimensional drawing that shows where all the structures on your property are located, and where you plan to locate your shipping container.

02

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

Use Type	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, & PR	0	0	0	0	3	10	7.6	25
Maximum Front Setback	1.5	5	N/A					
Land Use Type: C2 & I								
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

03

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.

Use Type	Minimum Floor Area		Maximum Site Coverage	Maximum Height	
	m	ft	%	m	ft
Land use District: C1, C2, & I					
All Uses	N/A		50 ¹	10.7	3.5
<i>¹Combined site coverage of principal and accessory structure.</i>					

Temporary Shipping Containers:

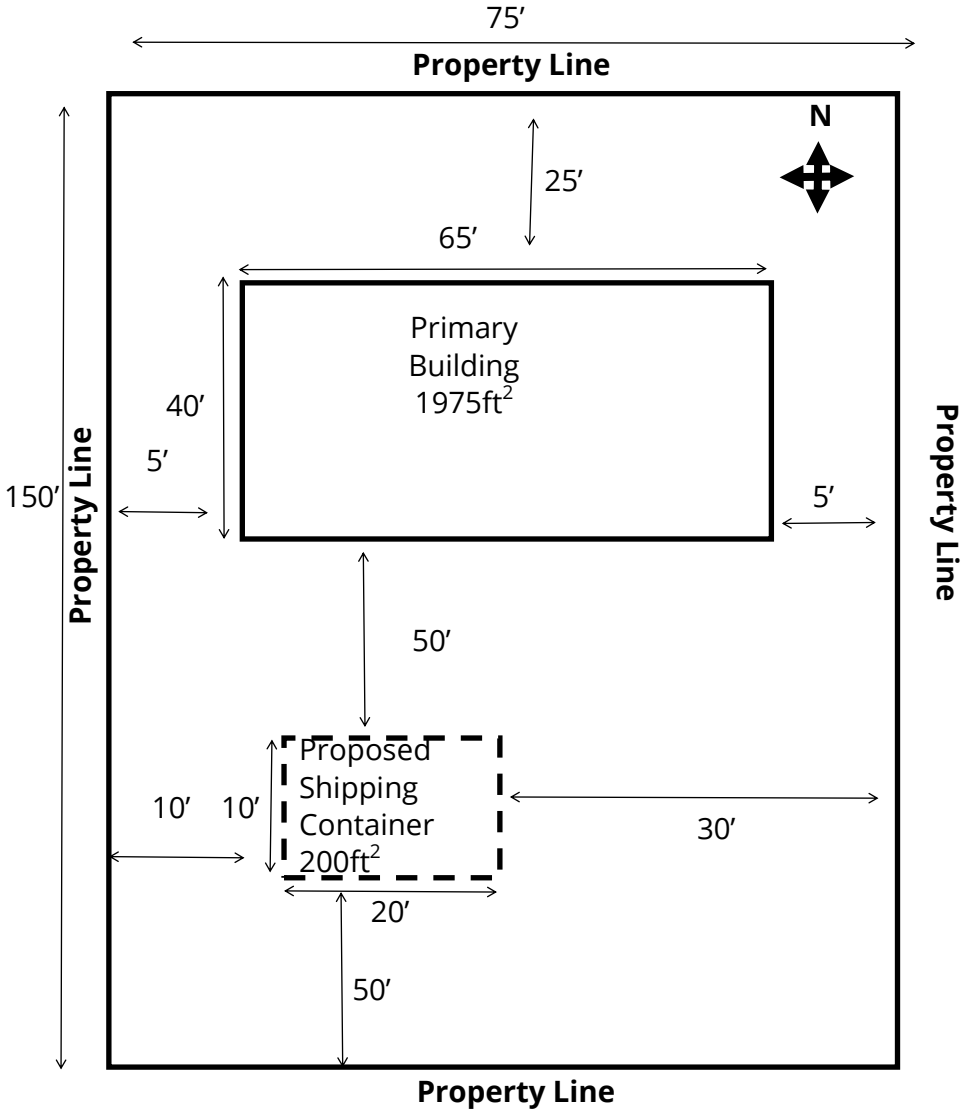
- May be placed on a construction site for the period of construction,
- the construction site must be active and setbacks will be determined by the Development Officer.
- The Development Authority may determine the maximum amount of time a shipping container is permitted on the lot
- the shipping container must be removed immediately upon completion of construction or sooner.

Permanent Shipping Containers:

- Use the maximum lot coverage and setback requirements of accessory structure.
- Are only permitted in the secondary front, rear and side yards in permitted land use districts.
- Shall not display advertising, company logos, names or other markings without a sign permit

Example Site Plan

100—100 St.—Example Site Plan



WRITTEN DESCRIPTION— Standards

In addition to the site plan, you must explain in writing your development plans. More specifically, you need to describe the exterior finish of the shipping container, include pictures of each side, describe its intended use, including all dimensions (height and width), and identify the timeline of the shipping container (e.g. permanent or temporary).



There is a small section on the permit application labeled *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.

What Happens if I Cannot Meet the Guidelines and Setbacks?

There are times when you may need to apply for a variance because your proposed development does not meet minimum bylaw requirements. 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.

STEP 3

Meet with the Development Officer

To set you up for success, after you fill in your draft development permit application for a shipping container, contact the Town Office to set up a meeting with the Development Office to review the application.

The Development Officer will complete a preliminary review of your draft application to ensure it meets the minimum bylaw requirements and advise of any required changes. If no changes are needed, you can submit the final submission with the applicable permit fee.

STEP 4

Final Submission

PERMITTED USE

Define the type of shipping container you are applying for (temporary or permanent) 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 a written description. The site plan must be one-dimensional and include:

- A civic address and north arrow
- All buildings and structures (existing and proposed) on the property, including sizes of the buildings and structures, plus the number of shipping containers.
- The distance between all buildings and structures from the front, side, and rear property line
- The proposed location of the shipping container, dimensions, exterior finish, and pictures of each side

PERMITTED USE

DOCUMENT CHECKLIST

	Fill out the permit application for a deck
	Complete a site plan that addresses the principal building and accessory structures (including the distance from the front, side and rear property lines plus distance between structures)
	Provide details on the site plan regarding the exterior finish of the shipping container and include color photos of each side of the container
	Provide details on all dimensions of the shipping container (length, width, and height)
	Provide details on the site plan regarding the primary use of the site and the intended use of the shipping container.
	Fill out a sign permit application in its entirety (if applicable)
12	Submit your permit application with the applicable fee to the Town's Development Officer for processing

DISCRETIONARY USE

A discretionary use application differs from the permitted use applications as a variance must be requested. Complete a permit application and include a written description and a detailed site plan of the proposed development clearly outlining the requested variance. The site plan must be one-dimensional and include:

- A civic address and north arrow
- All buildings and structures (existing and proposed) on the property, including sizes of the buildings and structures, plus the number of shipping containers.
- The distance between all buildings and structures from the front, side, and rear property line
- The proposed location of the shipping container, dimensions, exterior finish, and pictures of each side
The variance being sought

DISCRETIONARY USE

Document Checklist

	Fill out a permit application
	Complete a site plan that addresses all buildings and structures (including distances from the front, side, and rear property lines plus distances between structures)
	Provide details on the site plan regarding the exterior finish of the shipping container and include color photos of each side of the container
	Provide details on all dimensions of the shipping container (length, width, and height)
	Provide details on the site plan regarding the primary use of the site and the intended use of the shipping container
	State the variance being sought
	Fill out a sign permit application in its entirety (if applicable)
	Submit your permit application(s) with the applicable fee to the Town of Bassano's Development Officer for processing

STEP 5—Begin

Once your permit(s) are approved you may begin your development. **Shipping containers shall not be placed on the property until you receive your development permit from the Town.**



Development Permit Fees

	Permitted Use
All Development	\$300.00
<i>Please note that additional fees for commencement of a development without a permit are applicable</i>	



KEEP IT LOCAL

Do you need help financing your home improvement plans? Have you considered the use of local tradespeople and suppliers? Our local banks, building stores, and tradespeople are here to help. We have everything you need.

Check out the business directory at www.bassano.ca or the Contacts page for more information.

Business Licenses



A business license is required to operate a business in Bassano.

- In-town \$70/annum
- Out-of-town \$120/annum

All contractors and subcontractors are required to obtain a business license from the Town prior to the commencement of any work.

IMPORTANT FACTS



A civic address is required on the front and rear of all properties per the fire bylaw (#885/19). A civic address is also required on the side of a corner lot.



**WE ARE
HERE TO
HELP**

**Call or visit the Town of Bassano
Today!**



TIMELINE

START

Get your ideas on paper!

1

Plan

Set a meeting with the Development Officer.

2

Prepare

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

3

Collaborate

Meet with the Development Officer and discuss your development plans.

4

Gather

Gather documents requested in the meeting by the Development Officer.

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

Variance and Discretionary Use Applications ONLY

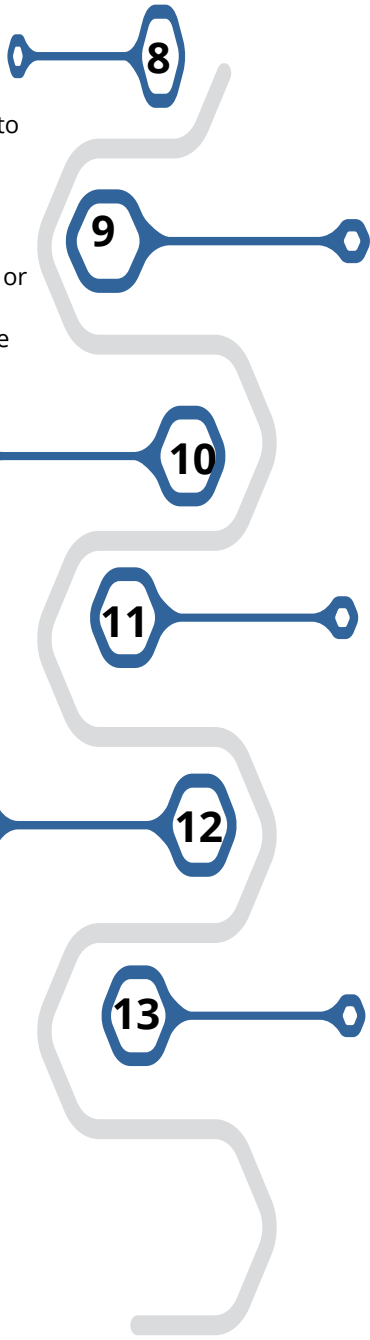
Some discretionary use applications are referred to the Municipal Planning Commission (MPC) for consideration. The MPC may approve a development permit with or without conditions, or it may refuse to approve the development permit, stating reasons.

Receive Notice of Decision

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

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.



Application Processed

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

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.

CONTACTS



Town of Bassano



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