



## Development Permit Notification

<b>Procedure No.:</b> PLN-5	<b>Council Resolution No.:</b> N/A
<b>Department:</b> Planning and Economic Development	<b>Authority:</b> CAO
<b>Effective Date:</b> November 15, 2021	<b>Revision Date:</b>
<b>Review Date:</b> November 2024	<b>Repealed Date:</b>
<b>Supersedes:</b> N/A	
<b>Related Policy No.:</b>	
<b>Related Policy Name:</b>	

### Purpose

The purpose of this procedure is to ensure clear and consistent notification of discretionary permits and non-compliant permitted use permits (a permitted use requiring a variance of more than 10%) within the Town of Taber.

### Definitions

“Adjacent property” – means land that is contiguous to the lot that is the subject of an application for subdivision, re-designation or development and includes land or a portion of land that would be contiguous if not for a public road, railway, reserve land, utility right-of-way, river or stream. Please see example in Schedule A.

“Adjoining property” - means a property which shares a direct property line with the application property. Please see example in Schedule A.

### Operating Guidelines

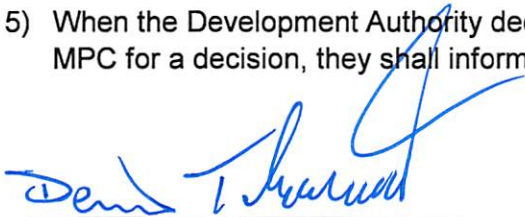
- 1) All discretionary permits or non-compliant permitted use permits will be advertised following their conditional approval in the following manner:
  - a. In the local newspaper for two consecutive weeks;
  - b. On the Town’s website under the Planning and Economic Development page; and,
  - c. Via a letter to the landowners deemed to be affected by the development.



- 2) For all permits requiring notification the following shall be deemed as the minimum prescribed notification area. The Development Authority can increase the notification area if they believe that the application will have an impact on a larger area:
- a. For all Discretionary Uses: The affected properties shall include at a minimum all adjacent properties. The Development Authority shall take into consideration the following for Discretionary Uses:
    - i. Any excessive nuisance factors such as, noise, odor, dust, electronic interference, smoke, traffic, or anything of offensive or objectionable nature, which is detectable to normal sensory perception, outside of the building containing the use, the minimum notification area shall then be **60 metres**.
    - ii. For Neighbourhood Commercial Uses a minimum notification area of **60 metres** shall be used.
  - b. For a Non-Compliant Permitted Use: The Development Authority can increase the notification area of any non-compliant permitted use if they believe that the application warrants it:
    - i. Where the variance request is for the relaxation of a setback, the affected properties shall include at a minimum the adjacent properties.
    - ii. Where the variance request asks for an increase to the allowable height of any building, the affected properties shall include at a minimum the adjacent properties.
    - iii. Where the variance request asks for an increase to the allowable height of any deck, the affected properties shall include at a minimum the adjoining properties and properties adjacent to the rear.
    - iv. Where the variance request asks for an increase to the maximum driveway width as prescribed in the current Land Use Bylaw, the affected properties shall include at a minimum the adjoining properties and properties adjacent to the front yard.
    - v. Where the variance request is for an increase to the maximum allowable square footage of a building the affected properties shall include at a minimum the adjacent properties.
    - vi. Where the variance request is for an increase to the allowable lot coverage, the affected properties shall include at a minimum the adjacent properties.
    - vii. Where the variance request is for a reduction in parking, the affected properties shall include at a minimum the adjoining properties and properties adjacent to the front yard.
      - 1. For any request for a reduction to parking located within a cul-de-sac, all the properties in the cul-de-sac shall be notified.
    - viii. Notification for any other type of variance request shall be at the Development Authorities discretion, with them notifying a minimum of the adjacent properties.



- 3) The Development Authority will maintain a record of all notifications sent out for each application it receives in accordance with Schedule A of Records Retention Bylaw 10-99.
- 4) The Designated Officer, in accordance with Part 1, Section 5 of the Subdivision and Development Authority and MPC Bylaw 10-2018, may notify the Municipal Planning Commission (MPC) if they have determined that an application warrants an increase to the notification area prescribed, when the application is presented for a decision.
- 5) When the Development Authority deems it necessary to bring a permitted use to the MPC for a decision, they shall inform the MPC of the intended notification area.

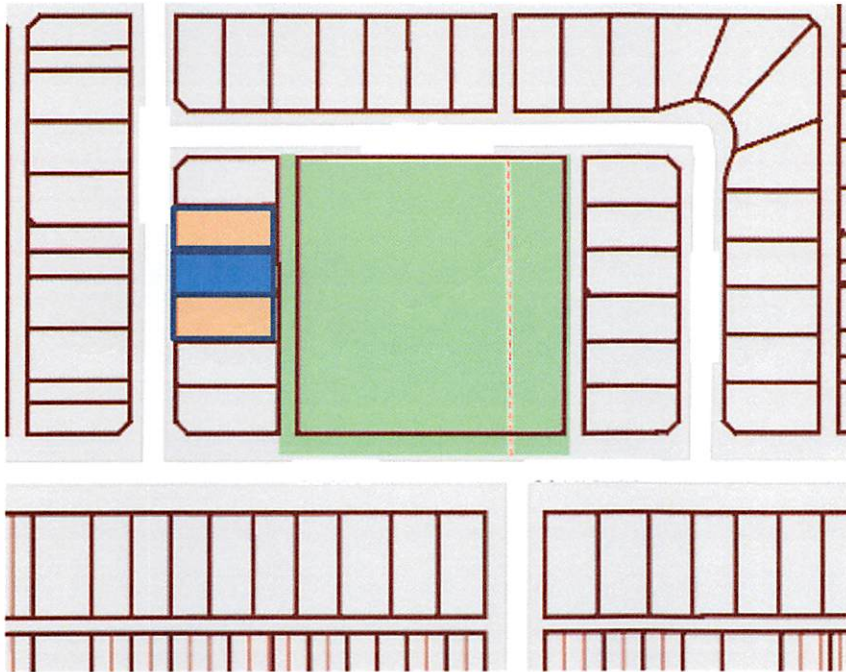
  
CHIEF ADMINISTRATIVE OFFICER

Nov. 25/21  
DATE

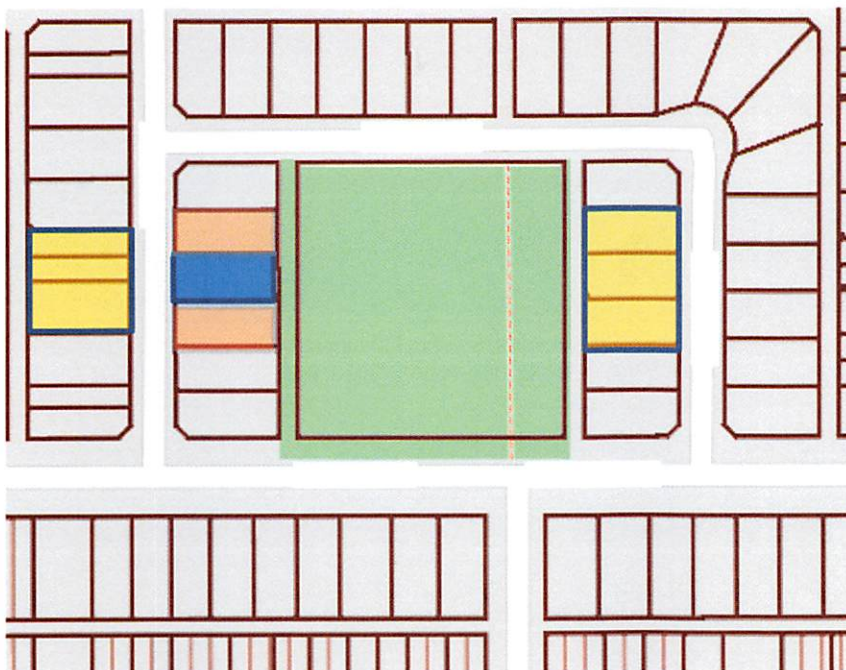


**"Schedule A"**





Adjoining Example



Adjacent Example



Legend

-  Development Property
-  Adjoining Property
-  Adjacent Property
-  Park or Greenspace

