



AGENDA

REGULAR MEETING OF THE DEVELOPMENT AUTHORITY OF THE TOWN OF TABER, TO BE HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON AUGUST-16-16 AT 4:30 PM.

	<u>MOTION</u>
ITEM No. 1. CALL TO ORDER	
ITEM No. 2. ADOPTION OF THE AGENDA	X
ITEM No. 3. DELEGATIONS	
ITEM No. 4. ADOPTION OF THE MINUTES	
ITEM No. 4.a. MPC REGULAR MEETING JULY 19,2016	X
ITEM No. 5. BUSINESS ARISING FROM THE MINUTES	
ITEM No. 6. ACTION ITEMS	
ITEM No. 6.a. NEW APPLICATION FORMS	X
ITEM No. 6.b. NAPA SUBDIVISION TT16-0-006	X
ITEM No. 6.c. SUBDIVISION TT 16-0-007	X
ITEM No. 6.d. BUILDING PERMIT STATISTICS - JULY 2016	X
ITEM No. 7. MEDIA INQUIRIES	
ITEM No. 8. CLOSED SESSION	
ITEM No. 9. OPEN SESSION	
ITEM No. 10. CLOSE OF MEETING	X



Development Authority Request for Decision

Meeting Date: August 16, 2016	
Subject: MPC Regular Meeting July 19,2016	
Recommendation:	That the Municipal Planning Commission adopts the minutes of the regular Municipal Planning Commission meeting held on July 19, 2016 as presented.
Background:	N/A
Legislation / Authority:	MGA Section 208(1)(a)(c)
Strategic Plan Alignment:	N/A
Financial Implication:	N/A
Service Level / Staff Resource Implication:	N/A
Justification:	Adoption of meeting minutes is in accordance with the Municipal Government Act – Section 208.
Alternative(s):	N/A

Attachment(s):	Minutes
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APPROVALS:	
Originated By:	Emily Hembrough
Chief Administrative Officer (CAO) or Designate:	

MINUTES OF THE REGULAR MEETING OF THE DEVELOPMENT
AUTHORITY OF THE TOWN OF TABER, IN THE PROVINCE OF
ALBERTA, HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION
BUILDING, ON JULY-19-16, AT 4:30 PM.

Chairperson

Miles, Roger

Members

Garner, Mark

Levagood, Ron

Popadynetz, Rick

Strojwas, Joe

Staff

Armfelt, Cory

Hembrough, Emily

Noble, Grace

CALL TO ORDER

R. Miles called the meeting to order at 4:34pm.

ADOPTION OF THE AGENDA

Moved by Councillor Popadynetz the agenda of the July 19, 2016
Municipal Planning Commission be adopted with an amendment adding
the secondary garage (DP 16-43) to the agenda as item 6.f. and
changing the original 6.f. (building permit statistics – June 2016) to 6.g..

CARRIED UNANIMOUSLY

DELEGATIONS

None.

ADOPTION OF THE MINUTES

107/2016

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19/07/2016

Minutes of the Regular Meeting of the Development Authority

Moved by R. Levagood that the minutes of the June 20, 2016 Municipal Planning Commission meeting be adopted as presented.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES

None.

ACTION ITEMS

DP 16-44 Communication Tower

G. Noble presented the development permit application 16-44 for a 50m self –supporting Communication Tower located at 5510 58 Street. A discussion was had regarding the reasoning for the tower and was agreed that it would add value to our community.

Moved by R. Popadynetz that the Municipal Planning Commission approve Development Permit 16-44 for a 50 foot self-supporting communications tower located at 5510 58 Street with the following conditions:

1. The Communications tower is to be developed as per plans submitted,
2. The applicant is responsible to obtain any other permits, licences, or approvals required for the Communications Tower build,
3. The Communications Tower build must follow the requirements made by Industry Canada,

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4. The Planning and Economic Development department will be contacted regarding the start date of the Communications Tower prior to construction;
5. A contact who may be reached during the Communications Tower build will be provided to the Planning and Economic Development department prior to Construction.

CARRIED UNANIMOUSLY

DP 16-47 Radio Tower

G. Noble presented the development permit application 16-47 for a 55 m Self-Supporting Radio Tower located at SE 7-10-16 W4M. A discussion was had regarding the reasoning for the tower and if the surrounding residents had any issues.

Moved by R. Levagood that the Municipal Planning Commission approve Development Permit 16-47 for 55m self-supporting Radio Tower located at SE 7-10-16 W4M with the following conditions:

1. The Radio Tower is to be developed as per the maps submitted,
2. The applicant is responsible to obtain any other permits, licences or approvals required for the Radio Tower build,
3. The Radio Tower build must follow the requirements made by Industry Canada,
4. The Planning and Economic Development department will be contacted regarding the start date of the Radio Tower prior to construction;
5. A contact who may be reached during the Radio Tower build will be provided to the Planning and Economic Development department prior to Construction.

CARRIED UNANIMOUSLY

DP 16-46 Accessory Building

G. Noble presented the development permit application 16-46 for an Accessory Building located at 4710 50 Ave. G. Noble explained that the maintenance shed had been removed years ago and the applicant

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wanted to have a new shed added to the property at the back of the Taber and District Housing. A member from Harmony Home lot was present for the discussion regarding the placement and ground level issues.

Moved by M. Garner that the Municipal Planning Commission approve Development Permit 16-46 for an Accessory Building located at 4710 50 Avenue (Harmony Home) with the following conditions including the addition of condition 7:

1. The site is developed as per the site plan submitted,
2. The development conforms to the district requirements of the Institutional/Recreation (IR) district,
3. The applicant must obtain a Building Permit to ensure the development complies with the Alberta Fire Code and Alberta Building Code. It shall be the responsibility of the applicant to obtain the necessary Building, Plumbing, Electrical and Gas permits required,
4. The applicant must ensure that the contractor commissioned for the construction has a valid business licence for the Town of Taber,
5. All outstanding taxes, if any, are paid to the Town of Taber prior to proceeding with development,
6. Prior to occupancy, the applicant will provide a Real Property Report to the Town of Taber;
7. The applicant will enter into a Servicing Agreement with the Town of Taber prior to installing the water and sanitary sewer connections.

CARRIED UNANIMOUSLY

DP 16-50 Move On Row House

G. Noble presented the development permit application 16-50 for a Move on Row House (4 Units) located at 5203 56 Street. The applicant & owner were present for the discussion on the conditions.

Moved by R. Levagood that the Municipal Planning Commission approve development permit 16-50 for a Move on Row House located

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at 5203 56 Street with the following conditions including an amendment to condition 15:

1. Pursuant to Section 2(12)(a)(i) of the Land Use Bylaw No.4-2016, as amended, a front yard setback waiver from 3m to 2.79m is granted,
2. Pursuant to Section 2(12)(a)(i) of the Land Use Bylaw No. 4-2016, as amended , a rear yard setback waiver from 5m to 2.62m is granted,
3. The site is development as per the site plan submitted, to the satisfaction of the development officer,
4. The applicant must obtain a Building Permit to ensure the development complies with the Alberta Fire Code and Alberta Building Code. It shall be the responsibility of the applicant to obtain the necessary Building, Plumbing, Electrical and Gas permits,
5. If sprinkler permits are require under the Alberta Building Code, a separate building permit application must be made in conjunction with the permit for the building, and a copy provided to the Town of Taber,
6. The applicant must ensure that the contractor commissioned has a valid business licence for the Town of Taber,
7. A lot drainage (grade) plan illustrating water will not accumulate on the property and will create positive drainage has been submitted and the foundation must be staked by a qualified professional,
8. During construction, the site shall be maintained in a neat and orderly manner so as to ensure that neighbours are not directly impacted by construction activity. This includes fences, driveways, or landscaping that occurs due to this construction shall be repaired. Erosion shall be controlled so that soil and dust is not conveyed off site. Standing water on the site shall also be controlled by the applicant. (Non – Compliance of these items are subject to fines as indicated under Bylaw 4-2016). In addition, the addressing of the home is to remain clearly visible through all stages of construction.
9. In accordance with policy 68C08/21/00, a \$2500.00 damage

deposit shall be forwarded to the Town office (Planning and Economic Development Department) prior to construction. Any damages to public streets, sidewalks, or services as a result of construction of this dwelling shall be restored to Town standards at the applicant's expense prior to the issuance of an occupancy permit,

10. The applicant will be required to submit a servicing plan to the satisfaction of the Town of Taber prior to entering into a Servicing Agreement with the Town of Taber.
11. The applicant will enter into a servicing agreement with the Town of Taber to ensure new sanitary sewer and water lines are in accordance with Town standards,
12. The applicant will be responsible for ensuring all servicing work is completed by a qualified professional. If the applicant does not secure a qualified professional, the Town of Taber will provide pricing for the servicing,
13. The water curb stop shall be set at finished grade elevation to ensure accessibility by Public Services prior to installation of the water meter access Town water. Public services shall determine if the water curb stop is acceptable and so advise the Town office prior to occupancy of the dwelling. As per Bylaw 1-2010 5.29, temporary water service for a maximum of 60 days must be arranged through the Town office.
14. The applicant will be responsible for ensuring each unit has its own garbage, recycling, and compostable material Bylaw 4-2016.
15. 8 parking stalls are to be developed to the satisfaction of the Development Officer,
16. The applicant will be required to submit a plan for the exterior finish of the building to the satisfaction of the Municipal Planning Commission;
17. Prior to Occupancy, the applicant will provide a Real Property Report to the Town of Taber.

CARRIED UNANIMOUSLY

112/2016

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Home Occupation Application HO-16-11

G. Noble presented the Home Occupation permit application 16-11 for a Massage Therapy business located at 6215 46A Street. A discussion was had about advertising and sending out letters to neighbours.

Moved by M. Garner that the Municipal Planning Commission approve Home Occupation Permit 16-11 for a Massage Therapy Business locate at 6215 46A Street with the following conditions:

1. The development shall conform to the district requirements of the Low Density Residential (LR-1) District, the Home Occupation condition in Town of Taber Land Use Bylaw 4-2006 and the Town of Taber Business License Bylaw 8-2006,
2. Must conform to the health standards of Alberta Health Services. Applicant shall contact Alberta Health Services for more information:

Health Inspector – Theron White
Address – 4326 50 Ave, Taber, AB T1G 1N9
Phone – (403) 223-7211

3. The applicant is allowed to have up to 5 client visits per day to the residence, one at the time and no other employees working from the residence, (Operating hours are not to be past 10pm),
4. The approval shall be applicable only for the period of time the property is occupied by the applicant or such approved use;
5. Subject to Town of Taber licensing requirements.

CARRIED UNANIMOUSLY

DP 16-43 Secondary Garage

G. Noble Presented the Development Permit application 16-43 for a secondary garage located at 5603 54 Street. G. Noble explained that this project had already come to the MPC in the previous meeting and now the owner wishes to move the garage so there was no need to advertise. A discussion was had concerning the need to re-advertise or not.

Moved by R.Levagood that the Municipal Planning Commission approve Development Permit 16-43 for a Secondary Garage located at 5603 54 Street with the following conditions:

1. The site be developed as per the site plan submitted,
2. Pursuant to section 2(12)(a)(i) of the Land Use Bylaw No. 4-2006 an exterior side yard setback waiver reducing the distance from 3m to 1.5m between the south property line and the proposed carport is granted,
3. The applicant must obtain a Building Permit to ensure the development complies with the Alberta Fire Code and Alberta Building Code. It shall be the responsibility of the applicant to obtain the necessary building, plumbing, electrical and gas permits,
4. The exterior finish of the detached garage and attached carport shall be professionally manufactured and complimentary to the finishing of the neighbouring properties subject to the dwelling,
5. The detached garage must be accessed from the lane,
6. During construction, the site shall be maintained in a neat and orderly manner so as to ensure that neighbours are not directly impacted by construction activity. This includes parking of construction vehicles and storage of construction vehicles and storage of construction materials, debris and top soil. Any damage to the neighbour's' property, including fences, driveways, or landscaping that occurs due to the construction shall be repaired. Erosion shall be controlled so that soil and dust is not conveyed off site. Standing water on the site shall also be controlled by the applicant. (Non-compliance of these items are subject to fines as indicated under Bylaw 4-2008),
7. All outstanding taxes, if any, are paid to the Town of Taber prior to proceeding with development,
8. Prior to occupancy, the applicant will provide an updated Real Property Report to the Town of Taber.

CARRIED UNANIMOUSLY

Building Permit Statistics - June 2016

114/2016

Meeting Date
19/07/2016

Moved by R. Levagood that the Municipal Planning Commission accept the report on the June 2016 Building Statistics as information.

CARRIED UNANIMOUSLY

MEDIA INQUIRIES

None.

CLOSED SESSION

None.

OPEN SESSION

N/A.

CLOSE OF MEETING

Moved by R. Levagood that the Municipal Planning Commission meeting be closed at 5:28pm.

CARRIED UNANIMOUSLY

CHAIRPERSON



Development Authority Request for Decision

Meeting Date: August 16, 2016	
Subject: New Application Forms	
Recommendation:	That the Municipal Planning Commission approves the new layout of the; residential, demolition, sign, home occupation, commercial/industrial, extension, subdivision and appeal application forms.
Background:	The application forms for any permitting in the Planning Department are out of date, and reference the previous Bylaw.
Legislation / Authority:	Bylaw 6-2016 states that all forms must pass through the development authority.
Strategic Plan Alignment:	N/A
Financial Implication:	No cost other than Council and staff time.
Service Level / Staff Resource Implication:	Staff is required to update all existing forms and create new forms.
Justification:	Updated forms will provide better records, more concise questions, and reference the appropriate Bylaw.
Alternative(s):	<ul style="list-style-type: none"> (a) Council could approve the updated forms with conditions or changes. (b) Council could hold a public hearing on September 12, 2016.

Attachment(s):	Compliance Certificate Request Form Demolition Permit Request Form Commercial / Industrial Permit Application Form
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	Residential Permit Application Form Home Occupation Permit Application Form LUB Amendment Application Form Notice of Appeal Form Request for Extension Form Signs Application Form Subdivision Appeal Application Form Subdivision Application Form
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APPROVALS:	
Originated By:	Emily Hembrough
Chief Administrative Officer (CAO) or Designate:	



Request for Compliance Certificate

Planning and Economic Development

A-4900 50th St.
 Taber, Alberta T1G 1T1
 Phone: 403-223-6009
 Fax: 403-223-5530

Office Use Only		
Land Use District:	Roll No:	Application Received:
Compliance Certificate Fee:	Total Fees: \$	

- Please attach the following:
 - One original copy of the Real Property Report (RPR)
 - If the RPR is older than 1 year, a Statutory Declaration indicating no changes have taken place
 - The required fee
- I am aware that the Town of Taber will keep one original copy of the RPR/Surveyor's Certificate. No spliced, faxed, or altered copies will be accepted.

I hereby request a Certificate of Compliance from the Town of Taber for the below noted property.			
Municipal Address of Property Requiring Certificate			
Legal Description of Property:	Lot (Parcel):	Block:	Plan:
Applicant:	Name:		
	Municipal Address:		
	Town:	Postal Code:	
	Phone Res:	Phone Cell:	
	Email:		
	Mailing Address, if different than above:		
	Town:	Postal Code:	
Delivery Method:	Mail <input type="checkbox"/> Pick-Up <input type="checkbox"/>		

Signed: _____
 Applicant

Date: _____

The personal information requested on this form is being collected for a request for compliance certificate and is protected by the Freedom of Information and Protection of Privacy (FOIP) Act. If you have questions about the collection, contact our FOIP Coordinator at (403) 223-5500.



Application for Demolition

Planning and Economic Development

A-4900 50th St.
 Taber, Alberta T1G 1T1
 Phone:403-223-6009
 Fax: 403-223-5530

Office Use Only			
Use: <input type="checkbox"/> Permitted <input type="checkbox"/> Discretionary <input type="checkbox"/> Prohibited		Land Use District:	Roll No:
Building Permit No:	BP Fee: \$ (Minimum \$100.00)	SCC Levy: \$ (minimum \$4.50)	Security Deposit: \$
Application Received:	Date Advertised:	Permit Effective:	Total Fees: \$

- **A building permit application must be submitted in addition to the demolition permit.**
- **A minimum \$2,500 deposit will be held to ensure the site remains in a safe condition and for the repair of any Town property that is damaged during demolition.**
- **Prior to commencement of construction, please contact the Town office to schedule a pre-inspection of the property.**
- **It is the applicant's responsibility to request a refund of the deposit after the completion of the project and post inspection by Public Services.**
- **It is the owner's responsibility to have the Utility Department (403-223-5500) inspect the proper termination of service lines, once the lot becomes vacant to have the utility account terminated.**
- **Please submit the following:**
 - Site Plan (3 copies)
 - Building Permit Application
 - Damage Deposit
 - Demolition Permit Fee

I / We hereby make application under the provisions of Land Use Bylaw No. ## for a Demolition Permit in accordance with the plans and supporting information submitted herewith and which forms part of this application.

Municipal Address:			
Legal Description of property to be developed:	Lot (Parcel):	Block:	Plan:
Applicant:	Name:		Email:
	Address:		
	Town:		Postal Code:
	Phone Res:		Phone Cell:
	Business License#:		
	Interest in the proposed demolition, if not the registered owner: <input type="checkbox"/> Agent <input type="checkbox"/> Contractor <input type="checkbox"/> Tenant <input type="checkbox"/> Other explain:		
Registered Owner: (if different from applicant)	Name:		Email:
	Address:		
	Town:		Postal Code:
	Phone Res:		Phone Cell:
Dates of Demolition:			

Signed: _____
 Applicant

Date: _____

Signed: _____
 Registered Owner (if different than applicant)

Date: _____

Signed: _____
 Development Officer

Date: _____

The personal information requested on this form is being collected for a demolition permit and is protected by the Freedom of Information and Protection of Privacy (FOIP) Act. If you have questions about the collection, contact our FOIP Coordinator at (403) 223-5500.

Applicants must contact affected utilities and services to ensure they are aware of the demolition, once they have been called the applicant should sign-off to confirm completion. **A permit will not be issued until this form has been returned to the Planning and Economic Development Department with all parts signed-off.**

<input type="checkbox"/> Water: EPCOR	Water may need to be shut off; meter removed, etc. 403-310-4300	Signed: _____ Applicant
<input type="checkbox"/> Gas: ATCO	Local Office: 403-223-9632 General Tel: 403-310-5678	Signed: _____ Applicant
<input type="checkbox"/> Power: Fortis	You will have to call your power billing company first. 403-310-9473	Signed: _____ Applicant
<input type="checkbox"/> Other Underground Utilities:	Alberta One-Call: 1-900-242-3447	Signed: _____ Applicant
<input type="checkbox"/> Site Inspection/consultation:	Site inspection/consultation before and after with Town of Taber Public Services. 403-308-4448	Signed: _____ Public Services Manager
<input type="checkbox"/> Waste Transfer Site	Confirm fees and compliance with transfer site requirements. Larger structures may have additional requirements and/or costs. 403-223-5569	Signed: _____ Applicant

Deposits

A number of permits related to building construction, development and renovation work in the Town of Taber require the applicant to provide performance bonds, damage deposits and/or good faith deposits at the minimum amount of \$2,500.00. These deposits are used for permanent or temporary repairs to public property, caused by construction and/or development activity and to ensure compliance with conditions of landscaping, facade completion and building completion.

To ensure the return of these deposits, you must make every effort to keep your site in a safe condition. You should be aware that these deposits could be used for repairs or cleanup without notice. Prior to commencement of construction, please contact the Town office to schedule a pre-inspection of the property.

Responsibility for Damage

The person who takes out the permit is responsible for the cost of all repairs to Town property, whether or not he/she causes the damage directly. Please note that you will be held responsible for any damage caused by your sub-trades, etc.

Prior to Construction - Demolition, Excavation and/or Moved In Dwelling and Manufactured Home Siting.

Since these phases of construction cause the majority of damage to Town property, you should ensure the following:

- Do not allow your demolition equipment to travel on Town streets, lanes, curbs, sidewalks, curb stops, etc. transport directly into site on a rubber-tired carrier or ensure the cleats are covered. Planking on Town property is usually necessary to avoid damaging pavements, curbs, sidewalks, curb stops, etc.
- Ensure that adjacent streets and lanes are kept clear of excavation material, as well as building material.

During Construction

- Storage of material on developed Town property (boulevards, parks, curbs, gutters, sidewalks, etc.) is prohibited unless the appropriate approvals and related permits are obtained in advance from the Planning and Economic Development Department and any unauthorized stored material may be removed at your expense without further notice. Boulevard trees cannot be pruned or removed without Town approval. Any damage to Town trees will be billed to your deposit and billing includes replacement, as well as aesthetic loss to the community, (potentially several thousand dollars).

Upon Completion

- Before you request a refund of your deposit, ensure all work is completed, including any necessary repairs to Town property. If you would like Town staff to complete your repairs, please contact 403-223-5508 and you will be directed to the appropriate authority. If you want to perform related work yourself, you must take out a permit, use an approved contractor, and contact our office for inspection.

NOTE: Residential lane repairs must be restored to original or better condition and residential boulevards must be restored in grass. For details/comments on this process, you can telephone 403-223-5508.

Refund requests can be made by calling 223-5504. Refunds will not accumulate or bear interest.

The personal information requested on this form is being collected for a demolition permit and is protected by the Freedom of Information and Protection of Privacy (FOIP) Act. If you have questions about the collection, contact our FOIP Coordinator at (403) 223-5500.

The personal information requested on this form is being collected for a demolition permit and is protected by the Freedom of Information and Protection of Privacy (FOIP) Act. If you have questions about the collection, contact our FOIP Coordinator at (403) 223-5500.



**Application for Commercial/Industrial/
Public & Institutional Development**

Planning and Economic Development

A-4900 50th St.

Taber, Alberta T1G 1T1

Phone: 403-223-6009

Fax: 403-223-5530

Office Use Only			
Use: <input type="checkbox"/> Permitted <input type="checkbox"/> Discretionary <input type="checkbox"/> Prohibited		Land Use District:	Roll No:
Development Permit No:	DP Fee:	Off-Site Levy:	Security Deposit:
Building Permit No:	BP Fee:	SCC Levy:	Total Fees:
Application Received:	Date Advertised:	Permit Effective:	

- **Development Permit** – ensures the use, setbacks, and size of your project comply with the *Land Use Bylaw*.
- **Building Permit** – ensures that your project is completed safely and is a requirement of the *Safety Codes Act*.
- **It is recommended you review *Land Use Bylaw* requirements prior to submitting an application.**
- **A building permit is required for most major construction projects and an application should be submitted with your development permit when applicable.**
- **Electrical, gas, and plumbing permits can be obtained through Superior Safety Codes (403-320-0734).**
- **During construction it is your responsibility to contact the building inspector for required inspections.**
- **After the building inspector has reviewed your plans and issued a building permit you can begin construction.**
- **At the completion of the project, you will be required to update your *Real Property Report* to verify the project has been constructed in the correct location.**
- **Please attach the following:**
 - Site Plan (3 copies)
 - Plot Plan (3 copies)
 - Internal circulation/parking plan (3 copies)
 - Building Plan (3 copies)
 - Building Permit Application
 - Security Deposit (if applicable)
- **Please indicate if you will be applying for:**
 - Building Permit Application
 - Business License

I/We hereby make application for a commercial/industrial/public & institutional development permit under the provisions of Land Use Bylaw 14-2016 in accordance with the plans and supporting information submitted herewith and which forms part of this application.			
Municipal Address:			
Legal Description of property to be developed:			
Lot (Parcel):		Block:	Plan:
Applicant:	Name:		Email:
	Address:		
	Town:		Postal Code:
	Phone Res:		Phone Cell:
	Business License#:		
	Interest in the proposed development, if not the registered owner: <input type="checkbox"/> Agent <input type="checkbox"/> Contractor <input type="checkbox"/> Tenant <input type="checkbox"/> Other explain:		
Registered Owner: (if different than applicant)	Name:		Email:
	Address:		
	Town:		Postal Code:
	Phone Res:		Phone Cell:
Type of Development Proposed: <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Public and Institutional			
<input type="checkbox"/> New Construction <input type="checkbox"/> Waiver <input type="checkbox"/> Change of Use <input type="checkbox"/> Addition <input type="checkbox"/> Renovation <input type="checkbox"/> Moved in Building <input type="checkbox"/> Other explain:			
Adjacent to Highway: <input type="checkbox"/> Yes <input type="checkbox"/> No		Estimated Cost of Development:	
Lot Dimensions		Width:	Depth:
		Area:	
Lot Coverage		By proposed build (%):	Total site coverage (%):
		Landscaped open space (%):	
Proposed setback from property lines:		Front:	Side 1:
		Side 2:	Rear:
Additional Information		Number of Units:	
		Number of Loading Spaces:	
		Number of Off-Street Parking Spaces:	
		Driveway Width:	

The personal information requested on this form is being collected for a development permit and is protected by the Freedom of Information and Protection of Privacy (FOIP) Act. If you have questions about the collection, contact our FOIP Coordinator at (403) 223-5500.

Business Information	On-Site Off-Site/Mobile	<input type="checkbox"/>	Proposed Signs: (Identify on site plan)	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Outdoor Storage: (Identify on site plan)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Proposed Outdoor Lighting: (Identify on site plan)	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Flammable or Hazardous material on site:	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, attach a list of all materials and estimated quantities.	
	Potential environmental impacts or nuisance effects:	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, attach a description of potential impacts and their proposed mitigation plan	

Access:		Existing	Proposed	N/A
Provincial Highway # _____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Municipal Road		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internal Subdivision Road		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Undeveloped Road Allowance		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Private Road (i.e. Condominium)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify): _____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Services:				
Water Supply	Municipally owned and operated piped water system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other (specify): _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sewage Disposal	Municipally owned and operated sanitary sewer system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other (specify): _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Storm Drainage	Municipal sewers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ditches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Swales	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If development is temporary, state for what period: _____

Existing Use of Site:
List existing buildings, structures and use(s) of the land and whether any are to be removed or relocated.

Proposed Use of Site:
Describe in detail - attach additional information if necessary.

Present Use of Adjacent Properties

Describe how vehicles will access the site:
(submit an internal circulation/parking plan)

Describe the use, number, and size of all commercial vehicles accessing the site:

Signed: _____
Applicant

Date: _____

Signed: _____
Registered Owner (If different than applicant)

Date: _____

Signed: _____
Development Officer

Date: _____



**Application for Residential Development
Planning and Economic Development**

A-4900 50th St.
Taber, Alberta T1G 1T1
Phone: 403-223-6009
Fax: 403-223-5530

Office Use Only			
Use: <input type="checkbox"/> Permitted <input type="checkbox"/> Discretionary <input type="checkbox"/> Prohibited		Land Use District:	Roll No:
Development Permit No:	DP Fee: \$	Off-Site Levy: \$	Security Deposit: \$
Building Permit No:	BP Fee: \$ (Minimum \$100.00)	SCC Levy: \$ (minimum \$4.50)	Total Fees: \$
Application Received:	Date Advertised:	Permit Effective:	

Development Permit – ensures the use, setbacks, and size of your project comply with the *Land Use Bylaw*.
Building Permit – ensures that your project is completed safely and is a requirement of the *Safety Codes Act*.
It is recommended you review *Land Use Bylaw* requirements prior to submitting an application.
Electrical, gas, and plumbing permits can be obtained through Superior Safety Codes (403-320-0734).
If you are buying a garage package, please include those documents.
During construction it is your responsibility to contact the building inspector for required inspections.
After the building inspector has reviewed and approved your plans you can begin construction.
At the completion of the project, you will be required to update your *Real Property Report* to verify the project has been constructed in the correct location.

Please attach the following:

- | | | | |
|---|--------------------------|---|--------------------------|
| Site Plan (3 copies) | <input type="checkbox"/> | New Home Warranty Documentation (if applicable) | <input type="checkbox"/> |
| Building Plan (3 copies) | <input type="checkbox"/> | Security Deposit (if applicable) | <input type="checkbox"/> |
| Elevation/ Drainage/ plot Plan (3 copies) | <input type="checkbox"/> | Architect Controls Approval | <input type="checkbox"/> |

I / We hereby make application under the provisions of Land Use Bylaw No. 14-2016 for a Development Permit in accordance with the plans and supporting information submitted herewith and which forms part of this application.

Municipal Address:			
Legal Description of property to be developed:	Lot (Parcel):	Block:	Plan:
Applicant:	Name:		Email:
	Address:		
	Town:		Postal Code:
	Phone Res:		Phone Cell:
	Business License#:		
	Interest in the proposed development, if not the registered owner: <input type="checkbox"/> Agent <input type="checkbox"/> Contractor <input type="checkbox"/> Tenant <input type="checkbox"/> Other explain:		
Registered Owner: (if different from applicant)	Name:		Email:
	Address:		
	Town:		Postal Code:
	Phone Res:		Phone Cell:
Type of Development Proposed:			
<input type="checkbox"/> New Construction <input type="checkbox"/> Waiver <input type="checkbox"/> Change of Use <input type="checkbox"/> Discretionary Use <input type="checkbox"/> Renovation <input type="checkbox"/> Moved in Building <input type="checkbox"/> Addition <input type="checkbox"/> Other explain:			

The personal information requested on this form is being collected for a development permit and is protected by the Freedom of Information and Protection of Privacy (FOIP) Act. If you have questions about the collection, contact our FOIP Coordinator at (403) 223-5500.

Lot Dimensions	Width:	Depth:	Area:	
Lot Coverage	By proposed build (%):	Total site coverage (%):	Landscaped open space (%):	
Proposed setback from property lines:	Front:	Side 1:	Side 2:	Rear:
Additional Information:	Number of Units:			
	Number of Off Street Parking Spaces:			
	Driveway Width:			
Adjacent to Highway:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Estimated Cost of Development:		
If development is temporary, state for what period:	_____			
Existing Use of Site: List existing buildings, structures and use(s) of the land and whether any are to be removed or relocated.	_____			
Proposed Use of Site: Describe in detail - attach additional information if necessary.	_____			
Services:		Existing	Proposed	N/A
Water Supply	Municipally owned and operated piped water system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other (Specify):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sewage Disposal	Municipally owned & operated sanitary sewer system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other (specify):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Storm Drainage	Ditches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Swales	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signed: _____
Applicant

Date: _____

Signed: _____
Registered Owner (If different than applicant)

Date: _____

Signed: _____
Development Officer

Date: _____

The personal information requested on this form is being collected for a development permit and is protected by the Freedom of Information and Protection of Privacy (FOIP) Act. If you have questions about the collection, contact our FOIP Coordinator at (403) 223-5500.



Application for Home Occupation
Planning and Economic Development
 A-4900 50th St.
 Taber, Alberta T1G 1T1
 Phone:403-223-6009
 Fax: 403-223-5530

Office Use Only			
Use: <input type="checkbox"/> Permitted <input type="checkbox"/> Discretionary <input type="checkbox"/> Prohibited		Land Use District:	Roll No:
Home Occupation No:	HO Fee:	Application Received:	Permit Effective:
Business License No:	Date Advertised:	Total Fees:	

- It is recommended you review *Land Use Bylaw* requirements prior to submitting an application.
- You may attach additional details if you require more space than what is provided.
- Please attach the following:
 - Site plan or floor plan

I/We hereby make application for a home occupation development permit under the provisions of Land Use Bylaw 14-2016 in accordance with the plans and supporting information submitted herewith and which forms part of this application.				
Municipal Address:				
Legal Description of Property:		Lot (Parcel):	Block: Plan:	
Applicant:	Name:		Email:	
	Address:			
	Town:		Postal Code:	
	Phone Res:		Phone Cell:	
Registered Owner: (if different from applicant)	Name:		Email:	
	Address:			
	Town:		Postal Code:	
	Phone Res:		Phone Cell:	
Business:	Name:		Business License#:	
	On-Site <input type="checkbox"/>	Hours of operation:		
	Off-Site/Mobile <input type="checkbox"/>			
	Will there be clients coming to your home?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, how many? How often?
	Will there be deliveries to your home?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, what type? How often?
	Do you employ anyone else, other than family?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, where will they work from?
	Are any signs proposed for the business?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Specify number, type, and size and indicate on site plan:
Have you made your neighbors aware of your proposed Home Occupation?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
		How much off-street parking is provided?		
Describe in detail what the business entails: <hr/> <hr/> <hr/> <hr/>				

The personal information requested on this form is being collected for a home occupation permit and is protected by the Freedom of Information and Protection of Privacy (FOIP) Act. If you have questions about the collection, contact our FOIP Coordinator at (403) 223-5500.

<p>What work will be done on the premises and where? (attach additional details if necessary)</p>	<hr/> <hr/> <hr/>
<p>List the types and size of any vehicles, trailers, etc. that are used in the business and where they are stored/ parked:</p>	<hr/> <hr/> <hr/>
<p>Will there be any external indication to the public of this Home Occupation? (noise, dust, odours, traffic, etc.)</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>If yes, please provide details:</p> <hr/> <hr/> <hr/> <hr/>
<p>Will stock, goods, materials, and/or equipment be stored inside the home?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>If yes, what will be stored and where will it be stored?</p> <hr/> <hr/> <hr/> <hr/>
<p>Will stock, goods, materials, and/or equipment be stored outside the home?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>If yes, what will be stored and where will it be stored?</p> <hr/> <hr/> <hr/> <hr/>
<p>Will there be any flammable and/or hazardous materials on the premises for the business? (paint thinners, special cleaners, etc.)</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>If yes, what material, how much is being kept on the premises, and where is it stored?</p> <hr/> <hr/> <hr/> <hr/>

Signed: _____
Applicant

Date: _____

Signed: _____
Registered Owner (if different than applicant)

Date: _____

Signed: _____
Development Officer

Date: _____

The personal information requested on this form is being collected for a home occupation permit and is protected by the Freedom of Information and Protection of Privacy (FOIP) Act. If you have questions about the collection, contact our FOIP Coordinator at (403) 223-5500.



Application for Land Use Bylaw Amendment

Planning and Economic Development

A-4900 50th St.
 Taber, Alberta T1G 1T1
 Phone:403-223-6009
 Fax: 403-223-5530

Office Use Only			
Application No:	Roll No:	Bylaw No:	Land Use District:
Application Fee:	Application Received:	Date Advertised:	Effective:

- **Section 1.7 of Land Use Bylaw 14-2016 establishes the procedure for Land Use Bylaw amendments, applicants are encouraged to review this section to familiarize themselves with the process The Town of Taber will follow to review and make a decision on your application.**
- **By signing this application form the registered owner and/or the applicant gives their consent to allow Council or a person appointed by Council the right to enter the above land with respect to this application only.**
- **Please attach the following:**
 - Application fee
 - **The Planning and Economic Development Department could ask for any of the following:**
 - A current certificate of title for the subject lands
 - Site map showing the lands proposed to be rezoned/amended
 - Documentation of easement, utility right-of-way, restrictive covenant, or other legal document registered on the land

I / We hereby make application under the provisions of Land Use Bylaw No. 14-2016 for a Land Use Bylaw Amendment in accordance with the plans and supporting information submitted herewith and which forms part of this application.

Municipal Address of property subject to amendment:			
Legal Description of property subject to amendment:	Lot (Parcel):	Block:	Plan:
Applicant:	Name:		
	Address:		
	Town:		Postal Code:
	Phone Res:		Phone Cell:
	Email:		
	Business License#:		
	Interest in the property subject to amendment, if not the registered owner: <input type="checkbox"/> Agent <input type="checkbox"/> Contractor <input type="checkbox"/> Tenant <input type="checkbox"/> Other explain:		
Registered Owner: (if different from applicant)	Name:		
	Address:		
	Town:		Postal Code:
	Phone Res:		Phone Cell:
	Email:		
Proposed Amendment:	Type of amendment(s) requested: <input type="checkbox"/> Zoning amendment <input type="checkbox"/> Text amendment		
	Existing Land Use District: <input type="checkbox"/> R-1 <input type="checkbox"/> R-2 <input type="checkbox"/> R-3 <input type="checkbox"/> R-4 <input type="checkbox"/> RMH <input type="checkbox"/> DT <input type="checkbox"/> CC <input type="checkbox"/> M-1 <input type="checkbox"/> M-2 <input type="checkbox"/> M-3 <input type="checkbox"/> IR <input type="checkbox"/> UR <input type="checkbox"/> DC <input type="checkbox"/> DC-1 <input type="checkbox"/> DC-2 <input type="checkbox"/> DC-3		
	Proposed Land Use District, if applicable: <input type="checkbox"/> R-1 <input type="checkbox"/> R-2 <input type="checkbox"/> R-3 <input type="checkbox"/> R-4 <input type="checkbox"/> RMH <input type="checkbox"/> DT <input type="checkbox"/> CC <input type="checkbox"/> M-1 <input type="checkbox"/> M-2 <input type="checkbox"/> M-3 <input type="checkbox"/> IR <input type="checkbox"/> UR <input type="checkbox"/> DC <input type="checkbox"/> DC-1 <input type="checkbox"/> DC-2 <input type="checkbox"/> DC-3		

The personal information requested on this form is being collected for a Land Use Bylaw amendment and is protected by the Freedom of Information and Protection of Privacy (FOIP) Act. If you have questions about the collection, contact our FOIP Coordinator at (403) 223-5500.



**Application for Land Use Bylaw Amendment
Form C**

Planning and Economic Development

A-4900 50th St.
Taber, Alberta T1G 1T1
Phone: 403-223-6009
Fax: 403-223-5530

<p>If applying for a text amendment, provide the proposed text, the relevant section, if any, and an explanation of the proposed amendment:</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>Rationale for Application: Provide your reasoning for requesting the proposed amendment. Attach additional information if necessary.</p>	<hr/> <hr/> <hr/> <hr/> <hr/>
<p>Additional Information: Indicate everything which is presently built on the land, and any use or development proposed for the land. Provide maps, diagrams, and text you feel necessary.</p>	<hr/> <hr/> <hr/> <hr/> <hr/>

I (we), _____ hereby certify that I am (we are)
Print full name(s)

- the registered owner(s)
- authorized to act on behalf of the registered owner(s)

of the land that is subject to this application, and that the information given on the form is full and complete, and is, to the best of my (our) knowledge, a true statement of the facts relating to this Amendment application. I (We) hereby give my (our) consent to allow Council or a person appointed by it the right to enter the above land with respect to this application only.

Signed: _____ **Date:** _____
Applicant

Authorization to Act on Behalf of the Registered Owner (if applicable):

I(we) hereby authorize _____
Print full name(s)

to act on my (our) behalf on matters pertaining to this Amendment Application.

Signed: _____ **Date:** _____
Registered Owner

The personal information requested on this form is being collected for a Land Use Bylaw amendment and is protected by the Freedom of Information and Protection of Privacy (FOIP) Act. If you have questions about the collection, contact our FOIP Coordinator at (403) 223-5500.



Notice for Appeal

Planning and Economic Development
 A-4900 50th St.
 Taber, Alberta T1G 1T1
 Phone:403-223-6009
 Fax: 403-223-5530

Office Use Only			
Date Received:	Land Use District:	Use: <input type="checkbox"/> Permitted <input type="checkbox"/> Discretionary <input type="checkbox"/> Prohibited	
Building Permit No:	Development Permit No:	Subdivision File No:	Roll No:
Appeal No:	Final Date of Appeal:	Hearing Date:	Date Applicant Notified:
<ul style="list-style-type: none"> • Division 10 of the <i>Municipal Government Act</i> establishes the requirements and procedure for Appeals. • The Notice of Appeal must be received by the Subdivision and Development Appeal Board, no later than the final date for appeal, as specified in the <i>Municipal Government Act</i>. Otherwise, the appeal will not be processed. <ul style="list-style-type: none"> ○ In most cases, this is 14 days from the date the notice of decision was mailed. • Any decision of the Municipal Planning Commission or Development Officer can be appealed. • The Subdivision and Development Board will give a minimum of 5 days written notice of the hearing to all affected parties, this includes the applicant, the authority who made the decision, and anyone else that received a notice of the application such as neighbors and external agencies. • The decision of the Subdivision and Development Appeal Board is final. 			
Municipal Address Subject to Appeal:			
Legal Description of property to be appealed:	Lot (Parcel):	Block:	Plan:
Appellant:	Name:		
	Address:		
	Town:		Postal Code:
	Phone Res:		Phone Cell:
	Email:		
Agent: (if different from appellant)	Name:		
	Address:		
	Town:		Postal Code:
	Phone Res:		Phone Cell:
	Email:		
Appeal Commenced By:	Interest in the property subject to appeal: <input type="checkbox"/> Applicant of the development permit or subdivision <input type="checkbox"/> A school authority <input type="checkbox"/> A government department <input type="checkbox"/> Agency identify: <input type="checkbox"/> Other explain:		
Reason(s) for the Appeal:	<input type="checkbox"/> Development Permit - Approval of the permit <input type="checkbox"/> Development Permit - Refusal of the permit <input type="checkbox"/> Development Permit – Conditions of Approval imposed on the permit <input type="checkbox"/> Subdivision – Approval of the subdivision <input type="checkbox"/> Subdivision – Refusal of the subdivision <input type="checkbox"/> Subdivision – Conditions of approval imposed on the subdivision Details must be provided on the next page.		

The personal information requested on this form is being collected for a Notice of Appeal and is protected by the Freedom of Information and Protection of Privacy (FOIP) Act. If you have questions about the collection, contact our FOIP Coordinator at (403) 223-5500.



Request for Extension
Planning and Economic Development
 A-4900 50th St.
 Taber, Alberta T1G 1T1
 Phone:403-223-6009
 Fax: 403-223-5530

Office Use Only		
Use: <input type="checkbox"/> Permitted <input type="checkbox"/> Discretionary <input type="checkbox"/> Prohibited	Land Use District:	Roll No:
Development Permit No:	Subdivision/ permit expired:	Application Received:
Building Permit No:	Subdivision/Permit Approved:	Total Fees: \$

- **A request for extension for a development permit should be made if:**
 - a) The development has not begun within one year from the date of approval.
 - b) The development has not been completed within two years from the date of approval.
- **A request for extension for a building permit should be made if:**
 - a) The project has not begun within 90 days of the date of approval.
 - b) The project has not been completed within one year of the date of approval.
- **A request for extension for a subdivision should be made if:**
 - a) The applicant and/or registered owner of the Subdivision has failed to meet the conditions of approval and submit the plans for endorsement within one year from approval.
 - b) The applicant and/or registered owner has not registered the subdivision with Alberta Land Titles within one year from endorsement.
- **Please attach the follow:**
 - Application fee

I/We hereby make application for a Subdivision Extension in accordance with the requirements of the Municipal Government Act and the Subdivision and Development Regulations.	
Applicant:	Name: _____ Email: _____
	Address: _____
	Town: _____ Postal Code: _____
	Phone Res: _____ Phone Cell: _____
	Business License#: _____
	Interest in the proposed subdivision, if not the registered owner: <input type="checkbox"/> Agent <input type="checkbox"/> Contractor <input type="checkbox"/> Tenant <input type="checkbox"/> Other explain: _____
Registered Owner: (if different from applicant)	Name: _____ Email: _____
	Address: _____
	Town: _____ Postal Code: _____
	Phone Res: _____ Phone Cell: _____
Reason for Extension:	<input type="checkbox"/> Development Permit – Work has not commenced within time frame. <input type="checkbox"/> Development Permit – Work has not been completed within time frame. <input type="checkbox"/> Building Permit – Work has not commenced within time frame <input type="checkbox"/> Building Permit – Work has not been completed within time frame <input type="checkbox"/> Subdivision - Conditions of approval have not been met within time frame <input type="checkbox"/> Subdivision - Not registered with Alberta Land Titles within time frame <input type="checkbox"/> Other – explain: _____
	Please provide details on the next page

The personal information requested on this form is being collected for a Request for Extension and is protected by the Freedom of Information and Protection of Privacy (FOIP) Act. If you have questions about the collection, contact our FOIP Coordinator at (403) 223-5500.



**Application for Signs
Planning and Economic Development**

A-4900 50th St.
Taber, Alberta T1G 1T1
Phone: 403-223-6009
Fax: 403-223-5530

Office Use Only			
Use: <input type="checkbox"/> Permitted <input type="checkbox"/> Discretionary <input type="checkbox"/> Prohibited		Land Use District:	Roll No:
Development Permit No:	DP Fee: \$	Off-Site Levy: \$	Security Deposit: \$
Building Permit No:	BP Fee: \$ (Minimum \$100.00)	SCC Levy: \$ (minimum \$4.50)	Total Fees: \$
Application Received:	Date Advertised:	Permit Effective:	

- Unless specifically exempt from the requirement to obtain a development permit in Section 2.6.2 of the *Land Use Bylaw*, all structures for signs and any enlargement, relocation, erection, construction or alteration of a sign, require a development permit. This form must be completed in addition to development permit Form A.
- When necessary, a building permit application must be submitted with the development permit.
- If there is an electrical component, an electric permit will also be required. Applicants or their agents are advised to contact Superior Safety Codes to confirm the details needed for the electrical permit.
- If the sign is considered a Discretionary Use in your Land Use District the sign must go through an appeal period.
- Please submit the following:
 - Site Plan (3 copies)
 - Identify proposed and existing signs
 - Building Permit Application (if applicable)
 - Damage Deposit (if applicable)
 - Development Permit Fee

I / We hereby make application for a sign permit under the provisions of Land Use Bylaw No. ## in accordance with the plans and supporting information submitted herewith and which forms part of this application.			
Address of Sign:			
Legal Description:		Lot (Parcel):	Block: Plan:
Sign Owner:	Name:		Email:
	Address:		
	Town:		Postal Code:
	Phone Res:		Phone Cell:
	Business License#:		
Property Owner: (if different than Sign Owner)	Name:		Email:
	Address:		
	Town:		Postal Code:
	Phone Res:		Phone Cell:
Type of Sign Proposed:			
CLASS A <input type="checkbox"/> Address Sign <input type="checkbox"/> Election Sign <input type="checkbox"/> Pedestrian Sign <input type="checkbox"/> Real Estate Sign <input type="checkbox"/> Window Sign <input type="checkbox"/> Folding (Sandwich) Sign	CLASS B <input type="checkbox"/> Banner Sign <input type="checkbox"/> Fascia Sign <input type="checkbox"/> Canopy Sign <input type="checkbox"/> Projection Sign	CLASS C <input type="checkbox"/> Projecting Sign <input type="checkbox"/> Roof Sign <input type="checkbox"/> Inflatable Sign	CLASS D <input type="checkbox"/> Billboard Sign <input type="checkbox"/> Portable Sign

The personal information requested on this form is being collected for a sign permit and is protected by the Freedom of Information and Protection of Privacy (FOIP) Act. If you have questions about the collection, contact our FOIP Coordinator at (403) 223-5500.

Sign Dimensions:	Length:	Width:	Height from ground:	Square footage:
Sign Materials:				
Will the sign be illuminated or animated?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are there any exiting signs on the lot?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, describe the type of illumination or animation:				
If Portable:	Date sign will be displayed:		Date sign will be removed:	
	Area sign will be located:	<input type="checkbox"/> Commercial <input type="checkbox"/> Residential	<input type="checkbox"/> Industrial <input type="checkbox"/> Town-owned Land	
	Will the sign be advertising a community event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Name of event:	
Town of Taber Land Use Bylaw Section 2.6.3 General Sign Rules				
<ol style="list-style-type: none"> 1) No person shall erect or place a sign, so that it would be a traffic hazard or obstruct the vision of pedestrian or vehicular traffic. 2) Signs with flashing lights shall not be permitted in any District. 3) All applications for signs abutting a highway right-of-way shall be referred to Alberta Transportation to ensure that provincial requirements and regulations are respected in the approval process. 4) A sign, or part of a sign, shall not be placed on or project over Town property or right-of-ways, unless written approval has been granted by the Town. 5) No sign, other than a community notice board erected by the Town or an approved Sign – Class D, may display third party advertising. 6) The owner of a sign shall maintain the sign in a proper state of repair and shall ensure that all sign supports, structural elements, and/or guy wires are properly attached and that the area around the sign structure is kept clean and free of overgrown vegetation, and free from refuse material. 7) The Development Officer may require the removal of any sign which in the opinion of the Development Officer: <ol style="list-style-type: none"> a) Is in such a state of disrepair that it is unsightly or constitutes a hazard; b) Is no longer related to a business, event, product or commodity located on the same parcel as the sign. 8) No sign for advertisement shall be allowed that is attached to fences, trees or any object in a public street or place. 				
<p>I have read the conditions listed on this form, and I am fully aware that any permit approved and issued is subject to revocation at any time. Where any portable sign is found to be in contravention of any one of the provisions of the conditions, the development officer shall:</p> <ol style="list-style-type: none"> a) Give notice in writing to the sign owner or owner of the parcel of land upon which the sign is located directing rectification of the contravention. b) Have removed the said sign in the event the sign continues to contravene the provisions of the conditions 24 hours after receipt of the notification. Costs for sign removal shall be borne by the sign owner. <p>The Town shall not be liable nor responsible in any way for any loss of, or damage or injury to, any property belonging to the Grantee, or to any Agent, or Employee of the Grantee, or to any person, nor shall the Town be liable nor responsible in any way, for any personal injury or death that may be suffered or sustained by the Grantee, or any Agent or Employee of the Grantee, or any other person who may be or come upon the said lands. The Grantee shall indemnify and save harmless the Town of and from all liabilities, fines, suits, claims, demands and actions of any kind or nature which may be brought against the Town, its Agents or Employees, arising from this permit whether arising by reason of any breach, violation or non-performance by the Grantee of any of the covenants, terms or provisions hereof, or arising by reason of the act or neglect of either the grantee, it's this permit, notwithstanding anything herein contained to the contrary.</p>				

Signed: _____
Applicant

Date: _____

Signed: _____
Registered Owner (If different than applicant)

Date: _____

Signed: _____
Development Officer

Date: _____

The personal information requested on this form is being collected for a sign permit and is protected by the Freedom of Information and Protection of Privacy (FOIP) Act. If you have questions about the collection, contact our FOIP Coordinator at (403) 223-5500.



Notice of Subdivision Appeal

Planning and Economic Development

A-4900 50th St.
 Taber, Alberta T1G 1T1
 Phone:403-223-6009
 Fax: 403-223-5530

Office Use Only	
Subdivision File No:	Appeal Received:
Subdivision Applicant:	Application Received:

- **Division 10 of the Municipal Government Act establishes the requirements and procedure for Subdivision Appeals, applicants are encouraged to review this section to familiarize themselves with the process The Town of Taber will follow to review and make a decision on your appeal.**
- **Notices of Appeal from the public must be received within 14 days from the mailing date of the decision letter.**
- **Notices of Appeal from external agencies must be received within 19 days from the mailing date of the decision letter.**
- **The Subdivision and Development Board will give a minimum of 5 days written notice of the hearing to all affected parties, this includes the applicant, the authority who made the decision, and anyone else that received a notice of the application such as neighbors and external agencies.**
- **Please attach the following:**
 - Application fee

I/We hereby make application under the provisions of the Municipal Government Act for a Subdivision Appeal in accordance with the plans and supporting information submitted herewith and which forms part of this application.			
Municipal Address of Property Subject to the Appeal:			
Legal Description of Property Subject to the Appeal:		Lot (Parcel):	Block:
			Plan:
Appellant:	Name:		
	Address:		
	Town:		Postal Code:
	Phone Res:		Phone Cell:
	Email:		
	Business License#:		
Agent: (if different from appellant)	Name:		
	Address:		
	Town:		Postal Code:
	Phone Res:		Phone Cell:
	Email:		
Appeal Commenced By:	Interest in the property subject to the appeal, if not the registered owner:		
	<input type="checkbox"/> The applicant for subdivision		
	<input type="checkbox"/> The school authority		
	<input type="checkbox"/> A government department		
Reason(s) for the Appeal:	<input type="checkbox"/> The decision of the subdivision application		
	<input type="checkbox"/> The conditions imposed in the approval of the subdivision		

The personal information requested on this form is being collected for a Subdivision Appeal and is protected by the Freedom of Information and Protection of Privacy (FOIP) Act. If you have questions about the collection, contact our FOIP Coordinator at (403) 223-5500.



Application for Subdivision Approval

Planning and Economic Development

A-4900 50th St.
 Taber, Alberta T1G 1T1
 Phone: 403-223-6009
 Fax: 403-223-5530

Office Use Only			
Use: <input type="checkbox"/> Permitted <input type="checkbox"/> Discretionary <input type="checkbox"/> Prohibited		Land Use District:	Roll No:
Subdivision No:	Subdivision Fee \$	Off-Site Levy: \$	Security Deposit: \$
Application Received:	Date Advertised:	Permit Effective:	Total Fees: \$

- **The issuance of building permits cannot take place until certain conditions outlined by the subdivision approval process, including the requirements outlined by the Subdivision Servicing Agreement, have taken place.**
- **The parcel will not officially be subdivided until Land Titles registers the plan and creates the new *Certificate of Title*. It is the land owner's responsibility to initiate registration with Land Titles.**
- **Please attach the follow:**
 - Application fee
 - Servicing Agreement (3 copies)
 - Current Copy of Certificate of Title
 - Tentative Plan of Subdivision prepared by an Alberta Land Surveyor (include a digital copy)

I/We hereby make application for Subdivision in accordance with the requirements of the Municipal Government Act and the Subdivision and Development Regulations.

Applicant:	Name:		
	Address:		
	Town:	Postal Code:	
	Phone Res:	Phone Cell:	
	Email:		
	Business License#:		
	Interest in the proposed subdivision, if not the registered owner: <input type="checkbox"/> Agent <input type="checkbox"/> Contractor <input type="checkbox"/> Tenant <input type="checkbox"/> Other explain:		
Registered Owner: (if different from applicant)	Name:		
	Address:		
	Town:	Postal Code:	
	Phone Res:	Phone Cell:	
	Email:		
Legal Description of Land to be Subdivided:	All/Part of the ____ ¼ of Section ____ Township ____ Range ____ W4M		
	Being all/part of: Lot/Unit ____ Block ____ Plan ____		
	Municipal Address (if applicable):		
Location of Land to be Subdivided:	The land is situated in the Municipality of:		
	Is the land situated immediately adjacent to the municipal boundary?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, name of Municipality:
	Is the land situated within 0.8 kilometers of the right-of-way of a Highway?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, Highway No:
	Does the proposed parcel contain or it is bounded by a river, stream, lake, or other body of water, or by a drainage ditch or canal?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, name:
	Is the proposed parcel within 1.5 kilometers of a sour gas facility?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Use of Land to be Subdivided:	Total Number of lots to be created:		Size of Lot(s) or range:
	Describe the existing use of the land:		
	Describe the proposed use of the land:		
	Current land use designation:		
	Proposed land use designation:		
Characteristics of the Land to be Subdivided	Describe any existing buildings:		
	Will any structures be demolished or moved?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, explain:

The personal information requested on this form is being collected for a Subdivision application and is protected by the Freedom of Information and Protection of Privacy (FOIP) Act. If you have questions about the collection, contact our FOIP Coordinator at (403) 223-5500.



**Application for Subdivision Approval
Form E
Planning and Economic Development**
A-4900 50th St.
Taber, Alberta T1G 1T1
Phone:403-223-6009
Fax: 403-223-5530

Describe the nature of the topography of the land (flat, rolling, steep, mixed, etc.):	
Describe the nature of the vegetation and water on the land (brush, shrubs, trees, woodlots, sloughs, creeks, etc.):	
Type of soil (sand, loam, clay, etc.):	
Describe the manner of providing water and sewage services:	

I (we), _____ hereby certify that I am (we are)
Print full name(s)

- the registered owner(s)
 authorized to act on behalf of the registered owner(s)

And that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application for subdivision.

Signed: _____	Date: _____
<small>Applicant</small>	
Signed: _____	Date: _____
<small>Registered Owner (If different than applicant)</small>	
Signed: _____	Date: _____
<small>Development Officer</small>	

To be completed by the registered owner(s):
<p>Right of Entry:</p> <p>I, _____, hereby authorize representatives of the Town of Taber to enter my land for the purpose of conducting a site inspection in connection with my application for subdivision.</p> <p>This right is granted pursuant to Section 653(2) of the <i>Municipal Government Act</i>.</p> <p align="center">Signed: _____ Date: _____</p> <p align="center"><small>Registered Owner</small></p>



Development Authority Request for Decision

Meeting Date: August 16, 2016

Subject: Napa Subdivision TT16-0-006

Recommendation:

That the Municipal Planning Commission recommends the Subdivision Authority approves the NAPA Subdivision TT 16-0-006, Lots 15-19, Block 3, Plan 5638L at 5219 47 Avenue with the following conditions:

1. That approval shall apply lots 15-19, Block 3, Plan 5638L,
2. Pursuant to Section 654(1)(d) if the Municipal Government Act, all outstanding property taxes, if any, shall be paid to the Town of Taber prior to endorsement.
3. The subdivision shall be registered in a manner satisfactory to the Land Titles Office,
4. Easements or rights of way shall be registered against the land for the provision of gas, power and electrical utilities, all municipal services, and waste management facilities, plus any other service considerations as required. The developer is responsible for making suitable arrangements with the relevant utility companies and/or town for the provision of services prior to the final endorsement of the plan.
5. A detailed servicing plan shall be submitted and approved by the Director of Public Works prior to construction. These plans shall include items such as drainage requirements, access, grading, sewer and water servicing, proposed service connection,
6. The applicant will enter into a servicing agreement with the Town of Taber prior to installing the water and sanitary sewer connections, and
7. In the event the applicant does not meet the municipal servicing requirements prior to seeking endorsement, the applicant shall enter into a development agreement with the Town, to be registered on the title by caveat and post security to be determined by the Director of Planning and Economic Development.

Background:

The NAPA lots were 4 narrow lots beside each other. In order to build the addition NAPA is proposing, a new division of the lots would have to be made.



Legislation / Authority:	Section 2.2.1 of the Town of Taber Land Use Bylaw 6-2016.
Strategic Plan Alignment:	Create conditions for business success and economic development.
Financial Implication:	The applicant has already paid the appropriate charges for a subdivision as well as a demolition, development and building permitting costs.
Service Level / Staff Resource Implication:	Staff time is required to advertise and circulate the subdivision application.
Justification:	The approval of the NAPA subdivision would be beneficial for the growth of business in Taber.
Alternative(s):	<p>Alternative 1: The Municipal Planning Commission approves the Subdivision TT16-0-006 for the NAPA Subdivision with amendments to the conditions.</p> <p>Alternative 2: The Municipal Planning Commission does not approve the Subdivision TT16-0-006 for the NAPA Subdivision with reasons.</p>

Attachment(s):	<p>Application Existing Lot Lines Plan Internal Comments External Comments</p>
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APPROVALS:	
Originated By:	Emily Hembrough



Chief Administrative Officer (CAO) or Designate:	
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APPLICATION FOR SUBDIVISION

FOR OFFICIAL USE ONLY

DATE of receipt of completed Form 1:	FEES submitted:	FILE No.
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THIS FORM IS TO BE COMPLETED IN FULL WHEREVER APPLICABLE BY THE REGISTERED OWNER OF THE LAND THE SUBJECT OF THE APPLICATION OR BY AN AUTHORIZED PERSON ACTING ON HIS BEHALF.

1. Name of registered owner of land to be subdivided
 1031172 ALBERTA LTD.
 Address and phone No.
 5219 - 47 AVENUE, TABER T1G 1R5

Name in block capitals
 2. Name of agent (person authorized to act on behalf of
 registered owner, if any DAVID J. AMANTEA
 Address and Phone No.
 Box 655, Lethbridge, Alberta T1J 3Z4 329-4688
 Name in block capitals

3. LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED
 Part of the NW¼ section 32 township 9 range 16 west of 4th meridian
 Being all parts of lots 15-19 block 3 Reg. Plan No. 5638 L
 C.O.T.No. 161 119 113, 111 194 802, 151 030 014+1, 151 030 014
 Area of the above parcel of land to be subdivided 0.144 Hectares
 Municipal address (if applicable) 5219 - 47 Avenue, Taber

4. LOCATION OF LAND TO BE SUBDIVIDED
- a. The land is situated in the municipality of
 - b. Is the land situated immediately adjacent to the municipal boundary? Yes No X
 if "yes", the adjoining municipality is
 - c. Is the land situated within 0.8 kilometres of the right-of-way of a Highway? Yes X No
 if "yes", the Highway is No. 3
 - d. Does the proposed parcel contain or is it bounded by a river, stream,
 lake or other body or by a drainage ditch or canal? Yes No X
 if "yes", state its name
 - e. Is the proposed parcel within 1.5 kilometres of a sour gas facility? Yes No X

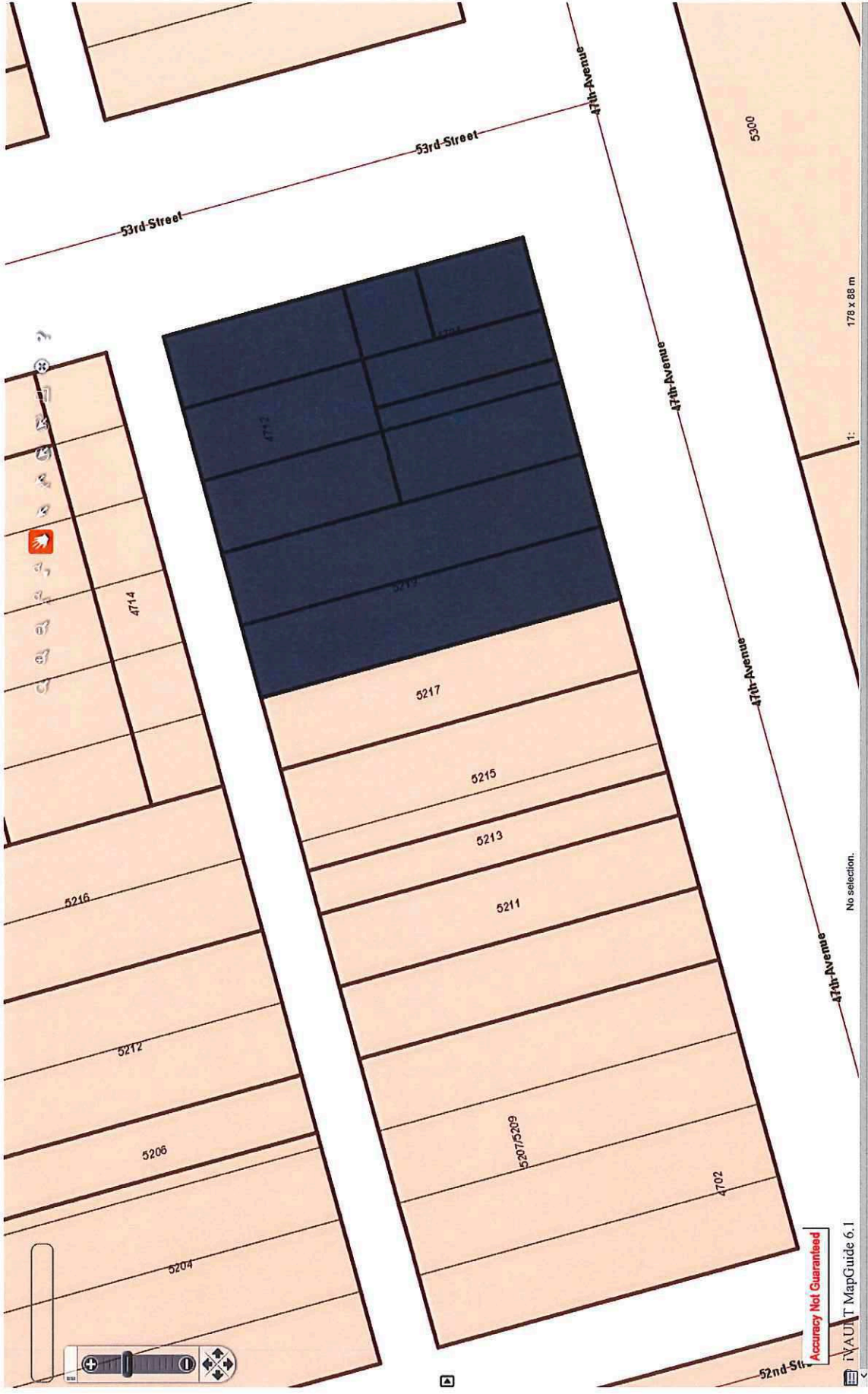
5. EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED
 Describe:
 a. Existing use of the land COMMERCIAL PROPERTY
 b. Proposed use of the land NO CHANGE - PROPERTY LINE ADJUSTMENT
 c. The designated use of the land as classified under a land use bylaw -

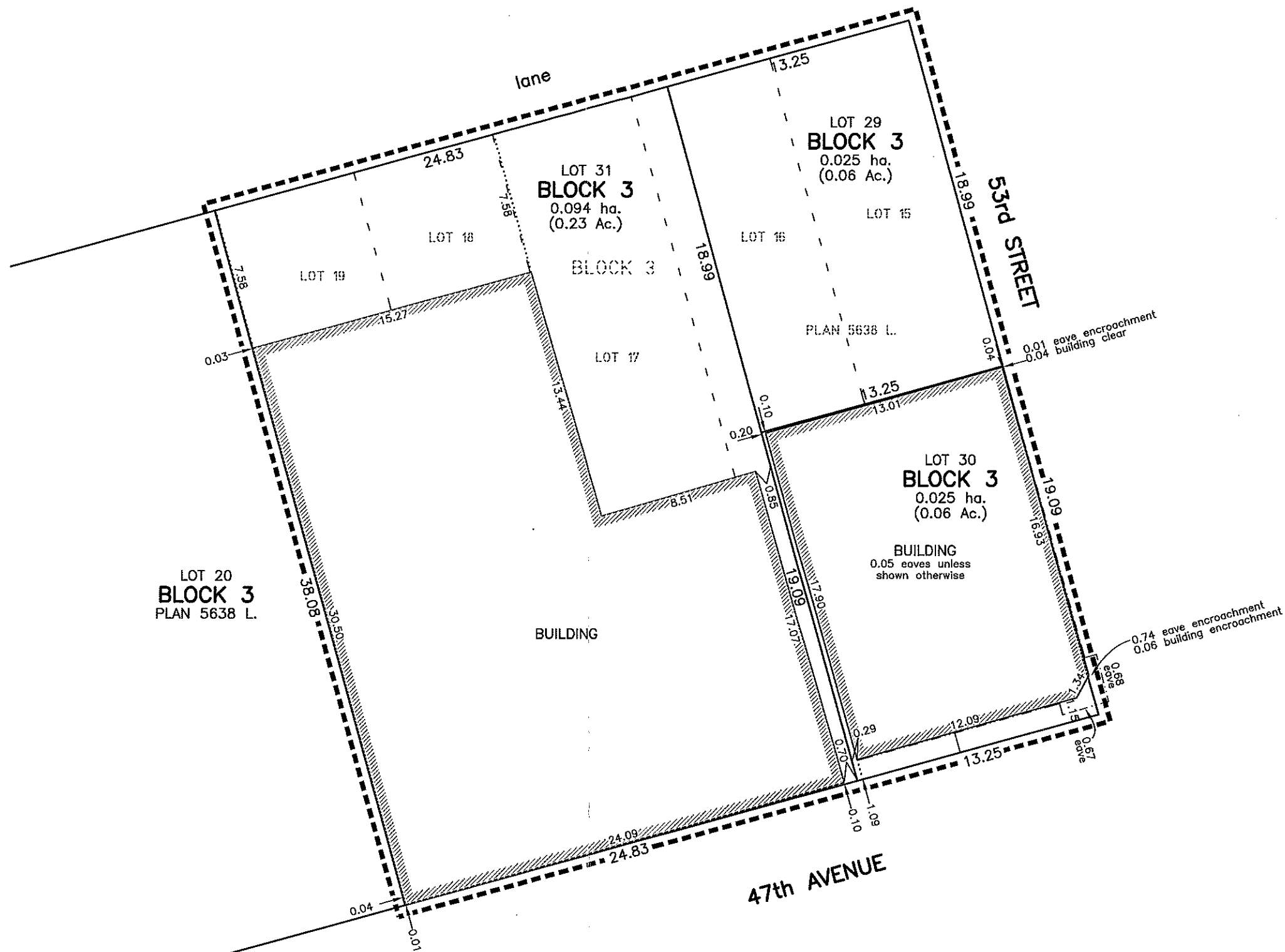
6. PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED (where appropriate)
 a. Describe the nature of the topography of the land: FLAT
 b. Describe the nature of the vegetation and water on the land: GRASS
 c. Describe the kind of soil on the land: UNKNOWN

7. EXISTING BUILDINGS ON THE LAND PROPOSED TO BE SUBDIVIDED
 Describe any buildings and any structures on the land and whether they are to be demolished or removed or moved
 SEE SKETCH

8. WATER AND SEWER SERVICES
 If the proposed subdivision is to be served to other than a water distribution system and a wastewater collection system,
 describe the manner of providing water and sewage disposal - TOWN

9. REGISTERED OWNER OR PERSON ACTING ON HIS BEHALF
 I, DAVID J. AMANTEA hereby certify that I am the registered owner, or





NO.	REVISION	DATE	BY

Improvements shown were surveyed between May 11th & June 23rd, 2016

NOTE : Portion to be approved is outlined thus **-----** and contains approximately 0.144 ha. Distances are in metres and decimal parts thereof. Distances and areas are approximate and are subject to change upon final survey.

1031172 ALBERTA LTD.

TENTATIVE PLAN SHOWING SUBDIVISION
of all of
LOTS 15 TO 19 INCLUSIVE; BLOCK 3; PLAN 5638 L.
within
N.W.1/4 SEC. 32; TWP. 9; RGE. 16; W.4 M.
TOWN OF TABER



brown okamura & associates ltd.

Professional Surveyors
514 Stafford Drive, Lethbridge, Alberta

APPROVED D. J. Amantea, A.L.S.	DRAWN CJB	DATE JUNE 29/16
	CHECKED DJA	JOB 16-13254
	SCALE 1:250	DRAWING 16-13254T

July 19, 2016



File: TT16-0-006

INTERNAL REFERRAL FOR PROPOSED SUBDIVISION

Agent: Brown Okamura & Associates Ltd.

Subject: SUBDIVISION APPLICATION
WITHIN NW ¼ 32-9-16 W 4th M
LOTS 15-19 INCLUSIVE, BLOCK 3, PLAN 5638L
Taber, AB.

Proposed Subdivision: Brown Okamura & Associates Ltd. proposes as follows: an application intended to subdivide the above noted property into 3 commercial lots.

Preliminary Stage:

Application Submitted:

Greg Birch, CAO
 Devon Wannop, DF
 Aline Holmen, DR
 Superior Safety Codes

Gary Scherer/Ramin Lahiji, Public Works
 Chris Zuidhof, Epcor
 Steve Munshaw, Fire Chief
 Graham Abela, Chief of Police

Your Comments:

NO OBJECTION TO THE SUBDIVISION PROPOSAL.
TWO COMMENTS :

- 1) IF A NEW LOT 29 IS BEING CREATED,
IT SHOULD BE SERVICED WITH WATER AND
SEWER LINES AT TIME OF SUBDIVISION
- 2) HOW WILL THIS AFFECT DOWNTOWN
PARKING? THIS IS A DEVELOPMENT PERMIT
ISSUE BUT IT WOULD SEEM THAT NORMAL
PARKING SPACE REQUIREMENTS MAY BE
HARDER TO MEET POST-SUBDIVISION. PERHAPS

Please return comments to Planning Department by August 3, 2016 A REVIEW
cc: Tax & Utility Clerk OF

OFF-SITE PARKING LEVY MAY
BE IN ORDER. GREG BIRCH

July 19, 2016



File: TT16-0-006

INTERNAL REFERRAL FOR PROPOSED SUBDIVISION

Agent: Brown Okamura & Associates Ltd.

Subject: SUBDIVISION APPLICATION
WITHIN NW ¼ 32-9-16 W 4th M
LOTS 15-19 INCLUSIVE, BLOCK 3, PLAN 5638L
Taber, AB.

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Greg Birch, CAO
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 Superior Safety Codes

Gary Scherer/Ramin Lahiji, Public Works
 Chris Zuidhof, Epcor
 Steve Munshaw, Fire Chief
 Graham Abela, Chief of Police

Your Comments:

- Need to ensure that property taxes + utility accounts are adjusted appropriately based on the items that are going in the new subdivided land.

Please return comments to Planning Department by August 3, 2016

cc: Tax & Utility Clerk

July 19, 2016



File: TT16-0-006

INTERNAL REFERRAL FOR PROPOSED SUBDIVISION

Agent: Brown Okamura & Associates Ltd.

Subject: SUBDIVISION APPLICATION
WITHIN NW ¼ 32-9-16 W 4th M
LOTS 15-19 INCLUSIVE, BLOCK 3, PLAN 5638L
Taber, AB.

Proposed Subdivision: Brown Okamura & Associates Ltd. proposes as follows: an application intended to subdivide the above noted property into 3 commercial lots.

Preliminary Stage:

Application Submitted:

Greg Birch, CAO
 Devon Wannop, DF
 Aline Holmen, DR
 Superior Safety Codes

Gary Scherer/Ramin Lahiji, Public Works
 Chris Zuidhof, Epcor
 Steve Munshaw, Fire Chief
 Graham Abela, Chief of Police

Your Comments:

- HIRE REQ APPLY
- WATERFLOW REQ MAY APPLY.
- ABC 2014 APPLY.

Please return comments to Planning Department by August 3, 2016

cc: Tax & Utility Clerk

July 19, 2016



File: TT16-0-006

INTERNAL REFERRAL FOR PROPOSED SUBDIVISION

Agent: Brown Okamura & Associates Ltd.

Subject: SUBDIVISION APPLICATION
WITHIN NW 1/4 32-9-16 W 4th M
LOTS 15-19 INCLUSIVE, BLOCK 3, PLAN 5638L
Taber, AB.

Proposed Subdivision: Brown Okamura & Associates Ltd. proposes as follows: an application intended to subdivide the above noted property into 3 commercial lots.

Preliminary Stage:

Application Submitted:

Greg Birch, CAO
 Devon Wannop, DF
 Aline Holmen, DR
 Superior Safety Codes

Gary Scherer/Ramin Lahiji, Public Works
 Chris Zuidhof, Epcor
 Steve Munshaw, Fire Chief
 Graham Abela, Chief of Police

Your Comments:

Please insure each lot has its own utility contract.
Ramin

Will parking for lot 30 be provided on lot 29? G.P.

Please return comments to Planning Department by August 3, 2016

cc: Tax & Utility Clerk

July 19, 2016



File: TT16-0-006

INTERNAL REFERRAL FOR PROPOSED SUBDIVISION

Agent: Brown Okamura & Associates Ltd.

Subject: SUBDIVISION APPLICATION
WITHIN NW ¼ 32-9-16 W 4th M
LOTS 15-19 INCLUSIVE, BLOCK 3, PLAN 5638L
Taber, AB.

Proposed Subdivision: Brown Okamura & Associates Ltd. proposes as follows: an application intended to subdivide the above noted property into 3 commercial lots.

Preliminary Stage:

Application Submitted:

Greg Birch, CAO
 Devon Wannop, DF
 Aline Holmen, DR
 Superior Safety Codes

Gary Scherer/Ramin Lahiji, Public Works
 Chris Zuidhof, Epcor
 Steve Munshaw, Fire Chief
 Graham Abela, Chief of Police

Your Comments:

No concerns with the re zoning

July 27/2016

Please return comments to Planning Department by August 3, 2016

cc: Tax & Utility Clerk

July 19, 2016



File: TT16-0-006

INTERNAL REFERRAL FOR PROPOSED SUBDIVISION

Agent: Brown Okamura & Associates Ltd.

Subject: SUBDIVISION APPLICATION
WITHIN NW ¼ 32-9-16 W 4th M
LOTS 15-19 INCLUSIVE, BLOCK 3, PLAN 5638L
Taber, AB.

Proposed Subdivision: Brown Okamura & Associates Ltd. proposes as follows: an application intended to subdivide the above noted property into 3 commercial lots.

Preliminary Stage:

Application Submitted:

Greg Birch, CAO
 Devon Wannop, DF
 Aline Holmen, DR
 Superior Safety Codes

Gary Scherer/Ramin Lahiji, Public Works
 Chris Zuidhof, Epcor
 Steve Munshaw, Fire Chief
 Graham Abela, Chief of Police

Your Comments:

Police have no concerns.

[Signature] 10/07/19

Please return comments to Planning Department by August 3, 2016

cc: Tax & Utility Clerk



DATE: July 29, 2016

Town of Taber
Attention: Katie Tyo, Development Officer
Fax: (403) 223-5530

RE: **Your File: TT16-0-006**
Legal Description: Within NW ¼ 32-9-16 W4M
Lots 15-19 Inclusive, Block 3, Plan 5638L
Taber, AB.

In reference to the above noted subdivision application, please be advised of the following:

- ATCO Gas has no objections to the proposed subdivision.
- ATCO Gas has no objections to the proposed subdivision as our existing gas lines are covered by easement.
- ATCO Gas requires an easement to cover our unprotected gas line as shown hi-lighted on the attached plan. Please contact our Land department in Lethbridge at (403) 380-5417 to arrange to have our documents signed.
- ATCO Gas requires a Utility Right of Way as shown hi-lighted on the attached plan. The Utility Right of Way should be 3.5 meters in width if they are solely for the use of ATCO Gas and 3.5 meters in width if the easement is to be shared with other utilities. All easements are to be registered as a general Utility Right of Way granted to the Town of Taber and are to be registered concurrently with the legal plan of subdivision. No structures or portions thereof may be erected within the Right of Way without prior written consent from the company.
- ATCO Gas requires that the existing Utility Right of Way as shown hi-lighted on the attached plan should be maintained to provide future service. Trusting the above condition is met we have no further objections.
- The developer must determine the exact location of the existing service line(s). This can be done by contacting Alberta 1st Call at 1-800-242-3447 to arrange for an in-field location. If any part of the service line is not located wholly within the parcel it will serve as a result of the proposed subdivision, the service line will have to be relocated at the developer's expense. Alternatively an easement of a size and specification satisfactory to ATCO Gas may be registered to protect the portion of service line not wholly located within the lot or parcel it serves. Please contact our Land department at (403) 380-5417 with any inquiries concerning obtaining an easement.
- Please be aware of our existing gas main(s) located within the proposed subdivision. Should the existing gas main(s) need to be relocated, any and all costs associated with the relocation will be borne by the developer. Please contact our Engineering department in our Lethbridge office at (403) 380-5475 to discuss relocation options.
- Our conditions have been met and we have no further objections to the application.

Sincerely,

Wendy Saruwatari
ATCO Gas Engineering Department

August 08, 2016

TELUS FILE: C2016-1064S
YOUR FILE: TT16-0-006

Town of Taber

Email: grace.noble@taber.ca

RE: TELUS COMMUNICATIONS INC ('TELUS')
SUBDIVISION REPLY
LEGAL LAND: NW 32-9-16 W4M – LOTS 15-19, BLK 3, PLAN 5638L

We understand that application has been made for a subdivision over the abovementioned land.

Please accept this letter advising TELUS Communications Inc. has **no objections** to the current land owner proceeding with this application.

It is the land owner's responsibility to ensure they contact Alberta One-Call to ensure no facilities will be disrupted. If at any time TELUS facilities are disrupted, it will be at the sole cost of the land owner.

If you have any questions or concerns, please contact the undersigned.

Yours truly,

Jody DeSutter
Property/Land Administrator
Rights of Way Alberta
Real Estate Department



TABER IRRIGATION DISTRICT
Responsible Water Management

4420 - 44th Street, Taber, Alberta T1G 2J6
p 403-223-2148 | f 403-223-2924

tid@taberirrigationdistrict.ca
www.taberirrigationdistrict.ca

August 04, 2016

**Grace Noble,
Assistant Development Officer
Town of Taber
A – 4900 50 St.
TABER, Alberta
T1G 1T1**

**Re: Subdivision Application within NW ¼ 32-09-16-W4M
Lots 15-19 Inclusive, Block 3, Plan 5638L
Taber, AB
Your File: TT16-0-006**

Dear Grace;

The Taber Irrigation District (TID) has reviewed the above-referenced application and tentative subdivision plan Dwg. No. 16-13254T. TID has no objection to the proposed subdivision.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Chris Gallagher', is written over a light blue and green wavy graphic element.

**Christopher W. Gallagher, P. Eng.
District Manager**

cc: K. Ross, T. Wikkerink

Alberta Health Services

4326 50 Avenue Taber, AB T1G 1N9

Phone Number: 403-223-7230 Fax Number: 403-223-8733

LAND USE INSPECTION REPORT

Mail To: A - 4900 50 Street Taber, AB T1G 1T1	Our File Number: 541-0005069-40 Inspection Date: August 8, 2016 Report Date: August 8, 2016
Attention: Town of Taber	
Facility Inspected: Town of Taber Facility Contact: Town of Taber Site Phone: 403-223-5500 Site Fax: 403-223-5530	Site Address: A - 4900 50 Street Taber, AB T1G 1T1
Facility Category: Land Use, Development Inspection Type: Demand Inspection: Subdivision Action(s) Taken: No Objection Delivery Method: Email	

TT16-0-006; NW 32-9-16 W4M Lots 15-19 inclusive, Block 3, Plan 5638L; Town of Taber

Attn: Grace Noble

After a review of the information provided and an on site visit, this office has no objections to the proposed subdivision provided that all regulations, standards and bylaws are met.

Should you have any questions regarding this report, please do not hesitate to contact me at 403-223-7230.



Theron White
Executive Officer



Development Authority Request for Decision

Meeting Date: 16/08/2016

Subject: Subdivision TT 16-0-007

Recommendation:

That the Municipal Planning Commission recommends the Subdivision Authority approves subdivision application TT 16-0-007, Portion of Lot 2, Block 100, Plan 1012068 with the following conditions:

1. That this approval shall apply to a residential subdivision plan for the south portion of Lot 2, Block 100, Plan 1012068,
2. That pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to the Town of Taber,
3. Easements or rights of way shall be registered against the land for the provision of storm, drainage, gas, power and other utilities as required,
4. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the Developer shall enter into a Development Agreement with the Town of Taber, with careful attention being paid to the applicant installing or paying for municipal services, road improvements, and the installation of public utilities that are necessary to service the subdivision. This will be registered on all forthcoming titles,
5. The Developer will be obligated to post security, in the amount and form approved by Procedure PLN-2 Appendix B, Section 14.3(b)(ii) at 30% of all estimated construction costs,
6. The Developer shall be required to pay any outstanding offsite levies owing required by the Town of Taber Off-Site Levy Bylaw and as per PLN-2 Appendix B, Schedule E with regards to the attainable housing strategy,
7. That detailed servicing plans be submitted and approved by the Director of Public Works prior to signing a Development Agreement and prior to endorsement. These plans shall include items such as drainage requirements, grading, sewer and water servicing, proposed service connections to each lot, detailed road design, landscaping, street lights and signage,
8. That lot numbering be submitted and approved by the Director of Planning and Economic Development,

	<p>9. That the subdivision plan be registered in a manner satisfactory to the Land Titles Office,</p> <p>10. The Developer shall be responsible for keeping the development area in a neat and tidy fashion, particularly, as it pertains to blowing debris and weeds during development of the subdivision through to the Final Acceptance Certificate (FAC) stage. This issue shall be addressed in the Development Agreement,</p> <p>11. All multifamily lots are to be granted a front yard setback waiver from 6 meters to 3 meters to allow for rear parking accessed via the lane,</p> <p>12. Duplex lots will be granted a lot width waiver to 7.5 meters;</p> <p>13. Architectural controls regarding parking located in the rear of the lot be registered on titles for all lots with land access.</p>
<p>Background:</p>	<p>Administration has received a reapplication of a subdivision that was previously approved by the Subdivision Authority. The owner is hoping to receive a relaxation on the offsite levy fees. Administration had received advice on offsite levy infrastructure in relation to medium density developments and this was brought to Council. Council has directed Administration to amend the Development and Subdivision Procedure PLN-2 to allow for relaxation in offsite levy fees in relation to attainable housing. The owner wishes to reapply for the subdivision under this new strategy found in PLN-2 Appendix B, Schedule E (see attached).</p>
<p>Legislation / Authority:</p>	<p>Bylaw A-356, Sec. 4 and Sec. 13(b)(c)</p>
<p>Strategic Plan Alignment:</p>	<p>Strategic Family/Community Goal #1: Build a community that is affordable and attractive.</p>
<p>Financial Implication:</p>	<p>The applicant has already paid the subdivision fees.</p>
<p>Service Level / Staff Resource Implication:</p>	<p>Administration's time was required to process the subdivision application, advertise and circulate to neighbours.</p>
<p>Justification:</p>	<p>The subdivision would allow for more affordable housing that is still attractive for the community.</p>



Alternative(s):	<p>Alternative #1: That the Municipal Planning Commission recommends the Subdivision Authority approve application TT 16-0-007, Portion of Lot 2, Block 100, Plan 1012068 with amendments to the conditions.</p> <p>Alternative #2: That the Municipal Planning Commission recommends the Subdivision Authority not approve application TT 16-0-007, Portions of Lot 2, Block 100, Plan 1012068 with reasons.</p>
------------------------	---

Attachment(s):	<p>Application Form Subdivision Plan Offsite Levy Infrastructure Information RES.359/2016 Motion PLN-2 Appendix B, Schedule E</p>
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APPROVALS:	
Originated By:	Grace Noble
Chief Administrative Officer (CAO) or Designate:	

APPLICATION FOR SUBDIVISION

FOR OFFICIAL USE ONLY

DATE of receipt of completed Form 1:

FEES submitted:

FILE No.

THIS FORM IS TO BE COMPLETED IN FULL WHEREVER APPLICABLE BY THE REGISTERED OWNER OF THE LAND THE SUBJECT OF THE APPLICATION OR BY AN AUTHORIZED PERSON ACTING ON HIS BEHALF.

1. Name of registered owner of land to be subdivided Address and phone No.
 SOUTH ALTA TRADING CO. LTD. 4801 - 46 AVENUE TABER TIG 2A4 403-915-8023

Name in block capitals

2. Name of agent (person authorized to act on behalf of registered owner, if any) Address and Phone No.
 DAVID J. AMANTEA Box 655, Lethbridge, Alberta TIJ 3Z4 329-4688

Name in block capitals

3. LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED
 Part of the NW¼ section 6 township 10 range 16 west of 4th meridian
 Being part of lot 2 block 100 Reg. Plan No. 1012068 C.O.T.No. 141 180 093
 Area of the above parcel of land to be subdivided 3.836 Hectares **1.41 HA.**
 Municipal address (if applicable) 43rd STREET

4. LOCATION OF LAND TO BE SUBDIVIDED
 a. The land is situated in the municipality of
 b. Is the land situated immediately adjacent to the municipal boundary? Yes No X
 If "yes", the adjoining municipality is
 c. Is the land situated within 0.8 kilometres of the right-of-way of a Highway? Yes No X
 If "yes", the Highway is No.
 d. Does the proposed parcel contain or is it bounded by a river, stream, lake or other body or by a drainage ditch or canal? Yes No X
 If "yes", state its name
 e. Is the proposed parcel within 1.5 kilometres of a sour gas facility? Yes No X

5. EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED
 Describe:
 a. Existing use of the land VACANT LAND
 b. Proposed use of the land RESIDENTIAL SUBDIVISION
 c. The designated use of the land as classified under a land use bylaw -

6. PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED (where appropriate)
 a. Describe the nature of the topography of the land: FLAT
 b. Describe the nature of the vegetation and water on the land: GRASS
 c. Describe the kind of soil on the land: MIXED

7. EXISTING BUILDINGS ON THE LAND PROPOSED TO BE SUBDIVIDED
 Describe any buildings and any structures on the land and whether they are to be demolished or removed or moved
 NONE

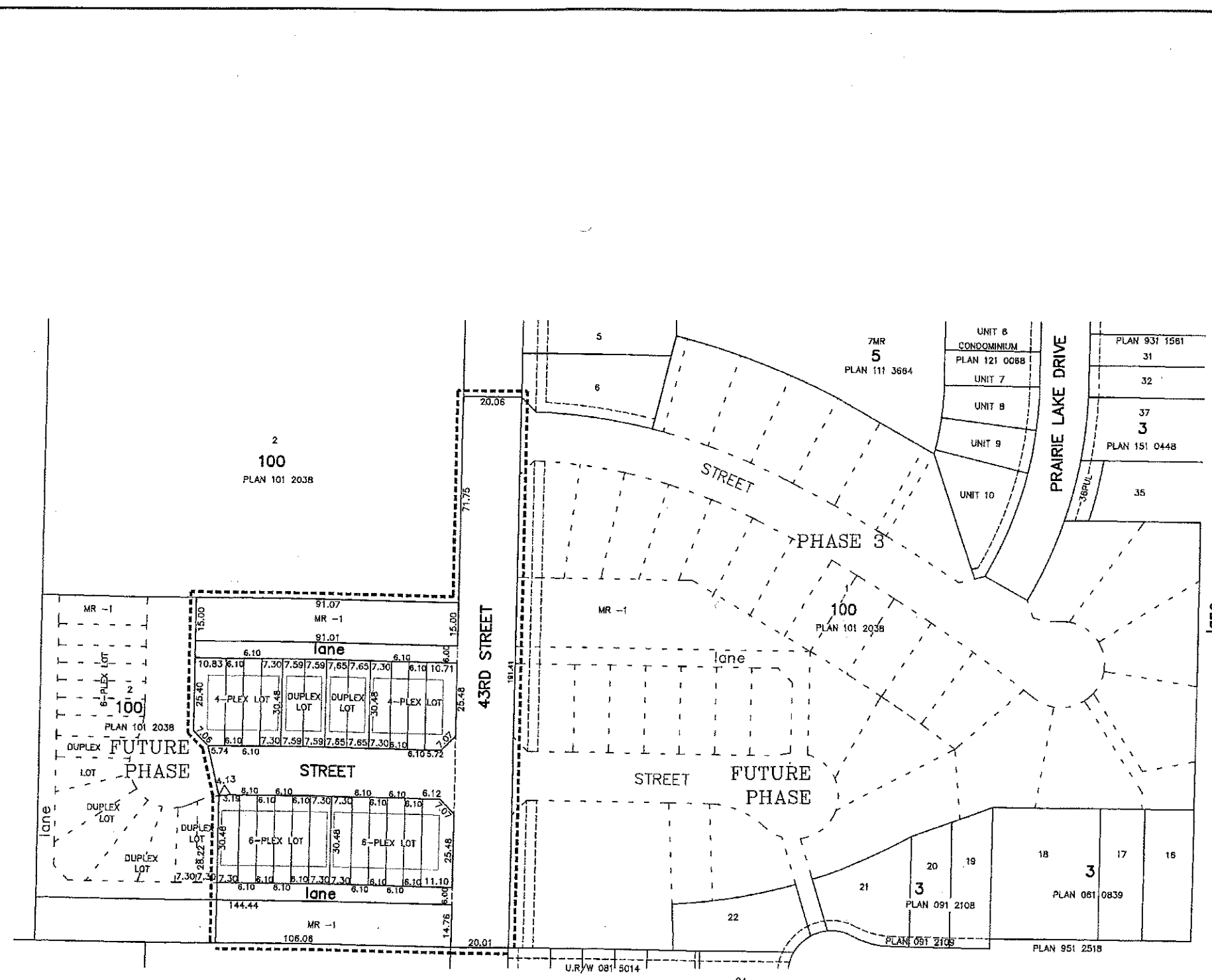
8. WATER AND SEWER SERVICES
 If the proposed subdivision is to be served to other than a water distribution system and a wastewater collection system, describe the manner of providing water and sewage disposal TOWN

9. REGISTERED OWNER OR PERSON ACTING ON HIS BEHALF
 I, DAVID J. AMANTEA hereby certify that I am the registered owner, or I am the agent authorized to act on behalf of the registered owner and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application for subdivision.

Address: Box 655, Lethbridge, Alberta, TIJ 3Z4
 Phone No. 403 329-4688

(Signed) 

Date December 11, 2015



PRAIRIE LAKE ESTATES
PHASE 2

boa brown okamura & associates ltd.
Survey Engineering Consultants
514 Stefford Drive, Lethbridge, Alberta

SOUTH ALTA TRADING CO. LTD.

TENTATIVE PLAN SHOWING SUBDIVISION
of part of
LOT 2, BLOCK 100, PLAN 101 2068
within
N.W.1/4 SEC. 6; TWP. 10; RGE. 16; W.4 M.

APPROVED	DRAWN	MJ	DATE	NOV 11/15
	CHECKED	DJA	JOB	15-12837
	DESIGN		SHEET	
	TRACED		DRAWING	15-12837T-PHASE2
	SCALE		ISSUE	
	1:1000			
D.J. Amanteo, A.L.S.				



B R O W N L E E
L L P
B a r r i s t e r s & S o l l i c i t o r s

Suite 2200, Commerce Place
10155 - 102 Street
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Our File No.: 71396-0124/LIR

June 22, 2016

Sent by email: cory.armfelt@taber.ca

Town of Taber
4900A – 50 Street
Taber, AB T1G 1T1

Attention: Cory Armfelt
Director of Planning and Economic Development

Dear Sir,

Re: Offsite Levy Infrastructure – Medium Density Developments

The Town of Taber (the “Municipality”) is considering ways in which the Municipality can encourage the subdivision and servicing of land within the Municipality in support of “attainable” housing. The objective is to reduce the cost of land development in order that Developers/builders will be able to develop and sell medium density residential dwellings at an “attainable” unit cost while still achieving an acceptable return on their investment.

The Municipality has asked our office to consider if and how the Municipality can achieve this objective through the waiver or forgiveness of off-site levies. It is thought that if the burden of off-site levies can be reduced, it will be possible for Developers/builders to develop and sell medium density residential dwellings at an “attainable” unit cost while still achieving an acceptable return on their investment.

This opinion has been prepared to assist Council in its deliberations. We recommend that Council consider this opinion *in camera* in accordance with s. 24(1)(a) and s. 27(1) of the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25.

In preparing this opinion we have considered the following issues:

1. Is it possible to waive or forgive off-site levies?
2. What are the consequences for the Municipality if it waives or forgives off-site levies?
3. How can a waiver or forgiveness program be structured so as to achieve the Municipality’s objectives?

A. EXECUTIVE SUMMARY

It is possible to implement a policy or program that would allow for the deferral or forgiveness of off-site levies with the object of encouraging landowners/land developers (“Developers”) and builders to develop and sell medium density residential dwellings at an “attainable” unit cost while still achieving an acceptable return on their investment. Council can adopt a policy setting out the parameters when off-site levies can be forgiven and either directly approves the Development Agreements that include a forgiveness of off-site levies or Council can delegate that authority to the Chief Administrative Officer, which authority would be exercised based on the policy approved by Council. Approving a policy or program that would allow for off-site levies to be forgiven will require that the Municipality include, within its budget, amounts that can be paid to the off-site levy fund in place of the off-site levies that were not collected. It is recommended that the money be transferred to the special off-site levy fund in order that interest on the money will accumulate to the benefit of the off-site levy fund.

Whatever method of implementation the Municipality chooses, it is our opinion that such a policy or program will be difficult to administer and there is no certainty that “attainable housing” will result. Because there is no way for the Municipality to influence both Developers and builders with the same program, the Municipality will have to elect whether the benefit of the forgiven off-site levies flows to the Developer or builder. If the benefit flows to the Developer, there is at least the possibility that land will be available for purchase by builders or individuals at prices that could support development of “attainable housing”. Even if the off-site levies for Developers are forgiven with the expectation that land prices will be reduced, the ultimate goal of “attainable” housing may not be achieved because control of the per unit sale cost rests with the builder and to some extent with the buyer of the unit. The Municipality cannot control the market place and there is no certainty that land prices will be reduced to reflect the fact that the Developer did not have to pay the off-site levies. Further, that reduced pricing may not translate to “attainable housing” units. A first sale may occur at an “attainable” price point but there is no way to ensure that the prices at the time of resale can be controlled (so there is the possibility of “attainable” housing being flipped for profit). The forgiveness of off-site levies will not create or sustain “attainable housing” over time though it may encourage a Developer to develop land for medium density residential use and can create the possibility for there to be less expensive units available in the market place.

B. ANALYSIS

This opinion focusses on the specific questions set out above. This opinion does not include a review of Off-Site Levy Bylaw No. 19-2015, as amended (the “Bylaw”).

1 Is it possible to waive or forgive off-site levies?

Conclusion: Yes. Council can establish a program or adopt a policy setting out the parameters as to when off-site levies can be forgiven and Council can either directly approve Development Agreements that include a forgiveness of off-site levies or delegate the authority to the Chief Administrative Officer to approve Development Agreements that include the forgiveness of off-site levies based on the policy approved by Council.

Discussion

a) New West Partnership Trade Agreement

In coming to our conclusion that it is possible for a Municipality to forgive off-site levies we considered the New West Partnership Trade Agreement (“NWPTA”) to determine if the action of forgiving off-site levies would be considered a “business subsidy” and thus be contrary to the NWPTA.

The NWPTA defines a business subsidy in the following way:

business subsidy means a financial contribution by a Party, namely:

- (a) cash grants, loans, debt guarantees or an equity injection, made on preferential terms;*
- (b) a reduction in taxation and other forms of revenue generation, including royalties and mark-ups, or government levies otherwise payable, but does not include a reduction resulting from a provision of general application of a tax law, royalties, or other forms of a Party’s revenue generation; or*
- (c) any form of income or price support that results directly or indirectly in a draw on the public purse*

that confers a benefit on a specific non-government entity, whether organized as one legal entity or as a group of legal entities, but does not include generally available infrastructure, assistance to provide generally available infrastructure, or subsidies defined as non-actionable under Article 8 of the World Trade Organization Agreement on Subsidies and Countervailing Measures.

A business subsidy does not include a financial contribution made available to entities within a particular industry or group of industries where the measure pursuant to which the financial contribution is made available establishes objective criteria or conditions governing eligibility that are not structured, in law or in fact, so as to make the financial contribution uniquely available to one single entity, whether that entity is structured as one legal entity or a group of legal entities;

It is our opinion that although a program or policy that allows for the waiver of off-site levies could be a business incentive pursuant to subparagraph (b) of the definition, so long as the opportunity to apply for and be qualified for the waiver of off-sites levies is available to the general population of land Developers operating within the Municipality, and not intended to provide a benefit to a single entity, the program or policy would not be contrary to the NWTPA.

b) Municipal Government Act

Our conclusion takes into account the provisions of the *Municipal Government Act*, RSA 2000, c. M-26 (“MGA”). The MGA is silent on the issue of whether off-site levies can be forgiven. Section 648(4.1) provides:

(4.1) Nothing in subsection (4) prohibits the collection of an off-site levy by instalments or otherwise over time.

It is our opinion that provided that a municipality’s off-site levy bylaw expressly allows for the forgiveness of off-site levies, the municipality can implement a program or policy that sets parameters for the forgiveness of off-site levies. So long as a provision exists in the off-site levy bylaw that provides that off-site levies might be forgiven, which provision serves as disclosure to the industry that the forgiveness or waiver of off-site levies is possible, and so long as there is full and open disclosure of when off-site levies are forgiven, the municipality would not be operating contrary to the MGA or the *Principles and Criteria for Off-Site Levies Regulation*, Alta. Reg. 48/2004.

c) Bylaw 19-2015, the Off-Site Levy Bylaw

We considered the provisions of the Bylaw in order to determine if the Bylaw would allow a program or policy to waive off-site levies to be implemented without amendments to the Bylaw.

The foundation for a program or policy that allows off-site levies to be forgiven is part of the Bylaw. The Bylaw provides as follows:

11.1 *Nothing in this Bylaw precludes the Municipality from:*

...

c) reducing or forgiving payment of the levies required pursuant to this Bylaw, or otherwise providing for credits for other Off-Site or Oversize infrastructure constructed by a Developer in calculating and/or collecting levies that become payable pursuant to this Bylaw

The power to defer Off-Site Levies has been delegated to the Chief Administrative Officer in s 9.2 of the Bylaw.

9.2 *Council delegates the authority to enforce and administer this Bylaw, including but not limited to, the authority to enter into Development Agreements on behalf of the Municipality and to defer collection of Off-Site Levies imposed pursuant to this Bylaw, to the Chief Administrative Officer;*

The power to forgive off-site levies has not been delegated to the Chief Administrative Officer. If off-site levies are to be forgiven either Council must approve the forgiveness or additional authority must be delegated to the Chief Administrative Officer to forgive off-site levies. If

additional authority is to be delegated to the Chief Administrative Officer, we recommend that the Bylaw be amended appropriately. The power of the Chief Administrative Officer to forgive off-site levies could be subject to a “Forgiveness Policy” approved by Council that would set the parameters for when the Chief Administrative Officer could exercise the authority to forgive off-site levies.

2 *What are the consequences for the municipality if it waives or forgives off-site levies?*

Conclusion: Approving a policy or program that would allow for off-site levies to be forgiven will require that the Municipality include, within its budget, amounts that can be paid to the off-site levy fund in place of the off-site levies that were not collected. The money should be transferred from the Municipality’s general revenue accounts to the special off-site levy fund in order that interest on the money will accumulate to the benefit of the off-site levy fund. The portion of the off-site levy that is not cancelled or forgiven, cannot be allocated into the off-site levy rates and collected from other benefiting lands that are subject to the Bylaw.

Discussion

Before approving a program or policy that defers or waives the payment of off-site levies, it is important to consider the financial impact such a program or policy will have on the Municipality.

When a Municipality chooses not to collect off-site levies that would be collectable under the operation of its off-site levy bylaw, the Municipality must contribute the amount not collected to the off-site levy fund. The amount that was not collected from “Developer A” cannot be considered an unpaid amount that is to be divided amongst other Developers. It would be contrary to the principle that each Developer is to pay their “fair share” if “Developer B”, “Developer C” and Developer “D” had to pay more because the Municipality forgave all or a portion of the off-site levies “Developer A” would have been otherwise obliged to pay.

The amount that the Municipality is to contribute to the off-site levy fund is therefore to be drawn from general municipal revenues. The burden of “Developer A’s” off-site levies is shared across the municipality-at-large.

The Municipality must actually contribute the off-site levy amount to the off-site levy in order to ensure that the off-site levy fund contains the money that is due to the fund and in order to ensure that interest accumulates to the credit of the off-site levy fund at the rate that the fund would have grown had “Developer A” paid the off-site levies as would have been required by the Bylaw. In this way the off-site levy fund will operate in accordance with s 648(5)(a) of the MGA.

- (5) An off-site levy collected under this section, and any interest earned from the investment of the levy,*
- (a) must be accounted for separately from other levies collected under this section,*

3 *How can a waiver or forgiveness program be structured so as to achieve the Municipality's objectives?*

Conclusion: There are a number of options for structuring a policy or program for the forgiveness of off-site levies. The various options have advantages and disadvantages. Regardless of the approach adopted by the Municipality, the fundamental difficulty with a program or policy establishing parameters for the forgiveness of off-site levies is that the program or policy needs to give the benefit to the Developer if the objective is to encourage the subdivision and servicing of land that can be developed for medium density residential dwellings at an "attainable" unit cost, but that the Developer rarely controls the construction and sale of the "final product" being the house, duplex or fourplex. Even if the off-site levies for Developers are forgiven with the expectation that land prices will be reduced, the ultimate goal of "attainable" housing may not be achieved because control of the per unit sale cost rests with the builder and to some extent with the buyer of the unit.

The Municipality has no direct relationship with builders so the Municipality cannot control the price set by the builders. Unit pricing will reflect market realities. It will be impossible for the Municipality to control the sale price placed on units.

Discussion

a) Establishing an "Attainable Housing" Price Point

The first and perhaps most critical feature of any program or policy that provides for the forgiveness of off-site levies in "exchange" for the provision of "attainable housing" will be to define what is meant by "attainable housing". While the easiest way may be to set a "price point", it must be remembered that the housing market is "open" and anyone can purchase a unit. Units may be priced at or below the "attainable housing" price point and may be bought up by purchasers who would have been able to afford housing at a higher price. Those most in need of "attainable" housing may not reap the benefits of the program.

Unless the Municipality is prepared to actively participate in the housing market, there is no way for the Municipality to be assured that those most in need of "attainable housing" will be able to even have the option of purchasing property at or below the "attainable housing" price point. Once a property is sold the first time, market forces will drive the pricing of the units accordingly. There will be no way to sustain an "attainable" price point.

The Municipality will need to continually monitor what is the "attainable housing" price point as market forces will directly impact on the price the willing seller is prepared to accept. For example, if an initial price point is set of \$250,000 but housing prices increase, the price point will likely need to be adjusted as there will be little to no incentive for the builder to sell his product at less than the market price.

b) To Whom Does the Benefit Flow

The development process starts with the Developer. Land must be districted, subdivided and serviced before residential construction can proceed. In order to encourage the Developer to

develop land for medium density housing, when single family housing will provide a larger profit, the incentive must flow to the Developer. As the off-site levy is generally collected from the Developer, it is practical for the forgiveness of the off-site levy to benefit the Developer. The difficulty with the benefit flowing to the Developer is that it is the builder that will ultimately control the price of the housing product. The Municipality has no contractual relationship with the builder at this subdivision stage. While the Land Use Bylaw may be used as a tool to limit the size of a development by prescribing the maximum size for a house at the development permit stage, a prescription as to size does not dictate price. We note that it may be possible to use the Land Use Bylaw in this way but we have not undertaken a review of the Municipality's Land Use Bylaw to assess whether these tools exist in that bylaw. To best control the price established by the builder, the Municipality would have to provide the benefit to the builder. Providing the benefit to the builder, however, does not provide an incentive to the Developer to create medium density residential lots.

Determining who is to receive the benefit is somewhat of a catch-22. If the benefit flows to the Developer, there is a greater chance that land will be subdivided and serviced for medium density residential development, but if the benefit flows to the Developer the Municipality has no control or opportunity to control the unit price for the ultimate product. Yet if the benefit flows to the builder, which would provide a greater opportunity for the municipality to control the ultimate product price, there is little to no incentive for the Developer to subdivide and service land for medium density residential development if that land could be developed for single family homes and yield greater profit for the Developer.

As "attainable housing" cannot occur unless land for that sort of development is available, we recommend that the Municipality's program or policy should provide the benefit of the forgiveness of the off-site levies to the Developer and focus first on the goal of creating medium density residential development and second on the goal of "attainable housing."

We considered 3 options for structuring the program or policy.

(i) Option 1: Collect Off-Site Levies and Reimburse After Product Delivery

This option is most favorable for the Municipality in terms of ensuring that the Municipality only forgives off-site levies if the subdivision and servicing of land leads to "attainable housing". The Developer would pay off-site levies in the normal course. The Development Agreement pursuant to which the off-site levies were paid would include a provision that would allow the Developer to apply for a reimbursement of off-site levies once the Developer could establish that "attainable housing" was built on the land. If "attainable housing" is not the result of development activity, the Developer would not be reimbursed for the off-site levies. In this way, the Municipality can be assured that off-site levies will only be forgiven in those instances where "attainable housing" is built. The Development Agreement would need to be amended to define (at a minimum):

- at what point the Developer would be able to make an application for the reimbursement;
- how the reimbursement would be calculated and paid; and
- if there was an "end date" after which the Developer could no longer apply for reimbursement.

This Option puts the onus for ensuring that “attainable housing” is provided on the Developer. The Developer would only be entitled to reimbursement if certain conditions are met. It would be up to the Developer to make sure that their builders build “attainable housing”. The Developer becomes the policeman for the program or policy. If the Developer does not “control” his builders, then the Developer will not be eligible to apply for a reimbursement. It is the obligation to police the builders and the risk that not all of the off-site levies paid will be reimbursed that makes this option less attractive for the Developer.

Another variable in the process is the home buyer. If the home buyer requests that the builder “enhance” the unit that the home buyer has purchased, that might result in the “attainable housing” target price being exceeded. The home buyer should certainly be given the opportunity to finish his unit in the manner that he wants but that freedom could impact on the Developer being rendered ineligible for the reimbursement of a portion of the levies. To try and address this “wrinkle” the policy or program may want to define how the “attainable housing” price point is to be determined. Is the “attainable housing” price point the price that is actually paid by the first purchaser for the unit or some other calculated price?

There are many questions that would have to be considered with this option. For example, what happens if the Developer sells land that was intended for medium density housing but the purchaser develops the land for some other use? Is the Developer penalized or able to seek reimbursement? Should the selling price for the lot be considered in determining if the Developer has subdivided and serviced land that could be used for medium density development? Should a trigger for reimbursement be issuance of a development permit?

(ii) Option 2: Delay payment of Off-Site Levies until after Final Acceptance Certificates are issued (or later) and Require the Developer to Pay Off-Site Levies for those Lots not Developed with Attainable Housing.

This Option gives the Developer immediate relief from the obligation to pay off-site levies. There is no guarantee that the Municipality will see “attainable housing” as the end product. If the Developer does not control his builders and if the end product pricing exceeds the “attainable housing” price point, the Municipality would have to collect the unpaid off-site levies.

If the Developer pays the amounts owing then the cost of the delay in payment would be the lost interest that would have accrued to the levy fund if the levies were paid earlier. The risk for the Municipality is that, when it comes time to pay the off-site levies, the Developer defaults on the payment. The Municipality would have to sue to recover the amount owing as there is no special cost recovery mechanism for unpaid off-site levies.

The Development Agreement would have to be amended to address the deferral of the payment of the off-site levies and define when the off-site levies would be payable and how the outstanding amount would be determined (i.e. at what rate). The Development Agreement could also stipulate the damages that would be due to the Municipality if the Developer defaults on the payment, which would eliminate the need to “prove” the damages. However, litigation to obtain judgment against the Developer would be lengthy and expensive. This would not be an insured loss so the Municipality would have to pay all its legal costs. Even if the Municipality is

successful in the litigation and obtains judgment, the Municipality would then have to collect on the judgment. If the Developer has no assets, the Municipality would have no way to recover on the judgment.

All of the issues identified in Option 1 would need to be addressed if the Municipality pursues the alternative of Option 2. For example, how will the amount the Developer has to pay be determined if there is some “attainable housing” product and some housing product that is priced over the “attainable housing” price point? When will the determination be made as to how much the Developer has to pay? Would that determination be made at the point of issuance of the Final Acceptance Certificates? What happens if lot sales are slow and the Developer is willing to sell the land for a price that would allow for the development of “attainable housing” but no one is buying? What happens if a land speculator comes in, buys up all the lots and then just sits on the lots with the expectation of developing the lots at some later date either for another use or for units with a higher price, thereby increasing the profit to the builder?

(iii) Option 3: Delay payment of Off-Site Levies until after Final Acceptance Certificates are issued (or later) and Require the Developer to Pay Off-Site Levies for those Lots not Developed with Attainable Housing But Hold the Security Provided Under the Development Agreement until the Off-Site Levies are Paid.

Like Option 2 this option gives the Developer immediate relief from the obligation to pay off-site levies. Unlike Option 2, this option anticipates that the security provided by the Developer under the terms of the Development Agreement would be held as security for not only the construction obligations under the Development Agreement but also stand as security for the payment of the off-site levies. Further, the amount of security required under the Development Agreement could also be increased in order to include the amount of potentially unpaid off-site levies.

In this Option, the risk for the Municipality is reduced because the Development Agreement security can be relied upon to cover the unpaid off-site levies if, when it comes time to pay the off-site levies, the Developer defaults on the payment. The level of the Municipality’s exposure would be directly related to the difference between the posted security and the amount outstanding as off-site levies. In the event that the Developer is in default of other aspects of the Development Agreement, the potential risk to the Municipality increases because the available security will be decreased if the security has been drawn upon because of other defaults (unless the security amount includes the estimated cost of construction plus the estimated off-site levy payment). The advantage of using the Development Agreement security to also cover the unpaid off-site levies is that the Developer is not required to provide additional security to cover the off-site levies. The Development Agreement would have to be amended to address the fact that the Development Agreement security could be drawn upon to cover the unpaid off-site levies as well as to include all the amendments related to the deferral of the payment of the off-site levies (as with Option 2).

C. CONCLUSION

It is possible to implement a policy or program that would allow for the deferral or forgiveness of off-site levies with the object of encouraging Developers and builders to develop and sell

medium density residential dwellings at an “attainable” unit cost while still achieving an acceptable return on their investment. Whatever method of implementation the Municipality chooses, unfortunately, such a policy or program will be difficult to administer and there is no certainty that “attainable housing” will result. Because there is no way for the Municipality to influence both Developers and builders with the same program, the Municipality will have to elect whether the benefit of the forgiven off-site levies flows to the Developer or builder. If the benefit flows to the Developer, there is at least the possibility that land will be available for purchase by builders or individuals at prices that could support development of “attainable housing”. However, the Municipality cannot control the market place and there is no certainty that even if land prices are reduced to reflect the fact that the Developer did not have to pay the off-site levies, that reduced pricing may not translate to “attainable housing” units. Even if the first sale is at an “attainable” price point, there is no way that the prices of resale can be controlled. The forgiveness of off-site levies will not create or sustain “attainable housing” over time.

We trust that this opinion will be of assistance to Council as consideration of the issue of forgiving off-site levies as a stimulus for the subdivision and servicing of medium density land goes forward. If we can be of further assistance, either by considering in greater detail the issues that will have to be addressed with the Options, drafting the policy or program guidelines or revising the standard Development Agreements used by the Municipality, please contact the writer or our senior associate, Charlotte St. Dennis. Charlotte can be reached at 780-497-4829.

Yours truly,

BROWNLEE LLP

PER:



LORNE I. RANDA

CASD/

RES.359/2016 MOVED by Councillor Popadynetz that Council directs Administration to amend the Development and Subdivision Policy PLN-2 and Development and Subdivision Procedure PLN-2 to reflect the desired approach to facilitate attainable housing, which was Option 2 recommended by the Town's lawyers, that being "Delay payment of Off-Site Levies until after Final Acceptance Certificates are issued (or later) and require the developer to pay Off-Site Levies for those Lots not developed with attainable housing".

CARRIED UNANIMOUSLY

SCHEDULE "E" - CONTRIBUTIONS, REIMBURSEMENT COSTS, LEVIES AND FEES

A. Contributions, Reimbursement Costs and/or Off-site Levies

1. **Developer Contributions** - The Developer shall pay the following as servicing contributions, pursuant to the provisions of Sections 5 and 9 of this Agreement and Section 651 and 655 of the MGA:

*[DRAFT NOTE: \$** per residential lot x ** lots = \$ INSERT TOTAL AMOUNT or \$ ** per hectare x ** hectare area = \$ INSERT TOTAL AMOUNT]*

2. **Off-Site Levies** - The Developer shall pay the following off-Off-site Levies, pursuant to the provisions of Sections 6 and 9 of this Agreement and Section 648 and 655 of the MGA:

*[DRAFT NOTE: \$** per residential lot x ** lots = \$ INSERT TOTAL AMOUNT or \$ ** per hectare x ** hectare area = \$ INSERT TOTAL AMOUNT] and With Proposed Attainable Housing: [DRAFT NOTE: \$ INTERST TOTAL AMOUNT - (\$ ** per hectare x ** hectare area of Attainable Housing) = \$ INSERT ATTAINABLE HOUSING TOTAL AMOUNT]*

Council review of Off-Site Levy fee, if Attainable Housing is Proposed: [MONTH] [DAY] 20[YR].

3. **Oversizing Reimbursements** - The Developer shall pay the following as oversizing reimbursement, pursuant to the provisions of Sections 7 and 9 of this Agreement and Sections 651 and 655 of the MGA:

*[DRAFT NOTE: \$** per residential lot x ** lots = \$ INSERT TOTAL AMOUNT or \$ ** per hectare x ** hectare area = \$ INSERT TOTAL AMOUNT]*

4. **Payment** - the Developer shall pay the amounts described in this Schedule as and when required within the above-noted Sections of this Agreement.

[DRAFT NOTE: If an alternative time for payment is preferred, insert special payment terms here. Any deferral of payments and/or contributions beyond the release of the Plan of Subdivision and/or commencement of construction should be secured, eg. by an Irrevocable Letter of Credit]

B. Approval & Inspection Fees

1. **Fees and Calculation** - the approval and inspection fees currently due and payable by the Developer pursuant to Section 10 of this Agreement are as follows:

[DRAFT NOTE: Insert Current Fees, Refer to General Fees Bylaw, or Leave Blank as Section 10 Will Apply]

2. **Payment** - the Developer shall pay the approval and inspection fees applicable to the lands contained within the Subdivision Area as and when required within Section 10 of this Agreement.

[DRAFT NOTE: Insert Special Payment Terms or Leave Blank - Any deferral of payments and/or contributions beyond the release of the Plan of Subdivision and/or commencement of construction should be secured, eg. by an Irrevocable Letter of Credit]



Development Authority Request for Decision

Meeting Date: August 16, 2016	
Subject: Building Permit Statistics - July 2016	
Recommendation:	That the Municipal Planning Commission accepts the July Building Permit Statistics as information.
Background:	Building Permit Statistics for the month of July has been compiled and are attached.
Legislation / Authority:	Bylaw 1-356(14)(j)
Strategic Plan Alignment:	N/A
Financial Implication:	N/A
Service Level / Staff Resource Implication:	The compiling of the building permit statistics is a requirement for the Planning and Economic Development Department.
Justification:	That statistical records are an important tool to monitor building activity within the Town of Taber.
Alternative(s):	Alternative #1: That the Municipal Planning Commission does not accept the Building Permit Statistics for the month of May as information.
Attachment(s):	Stats



APPROVALS:	
Originated By:	Grace Noble
Chief Administrative Officer (CAO) or Designate:	



TOWN OF TABER
BUILDING PERMIT STATISTICS
Jul-16

	2016 JULY			2015 JULY		
	No. of Permits	No. of Units	Construction Value	No. of Permits	No. of Units	Construction Value
SINGLE FAMILY DWELLINGS	3	3	696,475	1	1	233,755
2 FAMILY DWELLING						
SEMI DETACHED DWELLING						
MULTI FAMILY DWELLING						
RESIDENTIAL ADDITIONS & ACCESS.				10		171,673
GARAGES & CARPORTS				2		34,580
MANUFACTURED HOMES						
SWIMMING POOLS						
FARM & AGRICULTURE BUILDINGS						
NEW COMMERCIAL						
COMMERCIAL ADDITIONS/ALTER	1		90,383	1		1,000
NEW INDUSTRIAL						
INDUSTRIAL ADDITIONS/ALTER				1		666,315
NEW INSTITUTIONAL	1		75,000			
INSTITUTIONAL ADDITIONS/ALTER						
MOBILE HOME PARK						
DEMOLITIONS				2		10,000
OCCUPANCY/INSPECTION ONLY						
PERMANENT SIGNS						
	5	3	861,858	17	1	1,117,323

	2016 YEAR TO DATE (07 2016)			2015 YEAR TO DATE (07 2015)		
	No. of Permits	No. of Units	Construction Value	No. of Permits	No. of Units	Construction Value
SINGLE FAMILY DWELLINGS	13	13	3,667,235	14	14	2,827,830
2 FAMILY DWELLING				1	2	265,160
SEMI DETACHED DWELLING	1	2	520,000	2	2	299,890
MULTI FAMILY DWELLING	1	4	135,808	1	4	114,333
RESIDENTIAL ADDITIONS & ACCESS.	10		141,370	36		497,428
GARAGES & CARPORTS	4		79,480	11		282,960
MANUFACTURED HOMES						
SWIMMING POOLS						
FARM & AGRICULTURE BUILDINGS						
NEW COMMERCIAL						
COMMERCIAL ADDITIONS/ALTER	3		495,383	3		11,000
NEW INDUSTRIAL				2		778,900
INDUSTRIAL ADDITIONS/ALTER				7		791,043
NEW INSTITUTIONAL	3		2,537,560			
INSTITUTIONAL ADDITIONS/ALTER				5		122,600
MOBILE HOME PARK						
DEMOLITIONS	5		15,750	6		30,000
OCCUPANCY/INSPECTION ONLY						
PERMANENT SIGNS	4		100,000	2		26,000
	44	19	7,692,586	90	22	6,047,144

July 2016 Month End Approved Permits Construction Values

Permit #	Issued Date	Classification	Description	Status	Roll #	Owner	Contractor	Address		Construction Cost
140096	27/07/2016	COMM-D	COMM ADDS	Approved	6260090	732349 ALBERTA LTD.	732349 ALBERTA LTD.	6003-A	60 AVE.	90,383.00
160012	14/07/2016	INST	NEW INS	Approved	6246010	TOWN OF TABER	TOWN OF TABER		CONFEDERATION PARK	75,000.00
160026	14/07/2016	RES-D	SF DWELL	Approved	4351140	PEARCE, WILLIAM A.	PEARCE, WILLIAM A.	5125	43 AVE.	207,300.00
9160037	27/07/2016	RES	SF DWELL	Approved	5642080	YPMA, SIEBE	YPMA, SIEBE	4225	56 AVE.	233,825.00
9160038	20/07/2016	RES	SF DWELL	Approved	6101621	SOUTH ALTA TRADING CO. LTD.	BAREMAN, TRAVIS	5702	43 ST.	255,350.00

861,858.00

Town of Taber Building Permits July 2016

<i>Building Permit #</i>	<i>Issue Date</i>	<i>Owner</i>	<i>Contractor</i>	
TTB B 0096 14 MU	27-Jul-16	732349 ALBERTA LTD.	SAME	
<i>Project Site Address</i>		<i>Project Description</i>	<i>Value of Project</i>	<i>Tax Roll</i>
6003-A 60 AVE		COMMERCIAL ADDITION	\$90,383.00	6260090

<i>Building Permit #</i>	<i>Issue Date</i>	<i>Owner</i>	<i>Contractor</i>	
TTB B 0012 16 MU	14-Jul-16	TOWN OF TABER	CHAMBER OF COMMERCE	
<i>Project Site Address</i>		<i>Project Description</i>	<i>Value of Project</i>	<i>Tax Roll</i>
CONFEDERATION PARK		NEW INSTITUTIONAL - PARK STAGE	\$75,000.00	6246010

<i>Building Permit #</i>	<i>Issue Date</i>	<i>Owner</i>	<i>Contractor</i>	
TTB B 0026 16 MU	14-Jul-16	WILLIAM A. PEARCE	SAME	
<i>Project Site Address</i>		<i>Project Description</i>	<i>Value of Project</i>	<i>Tax Roll</i>
5125 43 AVE		NEW SINGLE FAMILY DWELLING	\$207,300.00	4351140

<i>Building Permit #</i>	<i>Issue Date</i>	<i>Owner</i>	<i>Contractor</i>	
TTB B 0037 16 MU	27-Jul-16	SIEBE YPMA	MK BUILDERS	
<i>Project Site Address</i>		<i>Project Description</i>	<i>Value of Project</i>	<i>Tax Roll</i>
4225 56 AVE		NEW SINGLE FAMILY DWELLING	\$233,825.00	5642080

<i>Building Permit #</i>	<i>Issue Date</i>	<i>Owner</i>	<i>Contractor</i>	
TTB B 0038 16 MU	20-Jul-16	SOUTH ALTA TRADING CO. LTD.	TRAVIS BAREMAN	
<i>Project Site Address</i>		<i>Project Description</i>	<i>Value of Project</i>	<i>Tax Roll</i>
5702 43 ST (10 PRAIRIE SUNSET AVE)		NEW SINGLE FAMILY DWELLING	\$255,350.00	6101621