



**TOWN OF BLACK DIAMOND**  
**Land Use Bylaw No. 98-14**  
**CHANGE OF USE – DEVELOPMENT PERMIT**

(Application for any Change of Use to currently existing developments)  
If the change consists only of a change in ownership (no structural, usage or signage changes) no fee will apply.

I/We hereby make application for a Development Permit under the provisions of the Land Use Bylaw in accordance with the plans and supporting information submitted herewith which form part of this application.

DP # \_\_\_\_\_ Roll # \_\_\_\_\_ Date Received: \_\_\_\_\_  
DP Fee: \$ \_\_\_\_\_ Security Deposit: \$ \_\_\_\_\_  
Water Meter: \$ n/a Refuse Container: \$ n/a Zoning: \_\_\_\_\_

**Applicant Name** (Please Print): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/Town, Prov. \_\_\_\_\_ Postal Code: \_\_\_\_\_

Tel. No. \_\_\_\_\_ Fax. No. \_\_\_\_\_ e-mail: \_\_\_\_\_

Name of **Registered Owner** of Land: \_\_\_\_\_

(If the applicant is NOT the Registered Owner, the Registered Owner must sign on Page 2)

Mailing Address: \_\_\_\_\_

City/Town, Prov. \_\_\_\_\_ Postal Code: \_\_\_\_\_

Tel. No. \_\_\_\_\_ Fax. No. \_\_\_\_\_ e-mail: \_\_\_\_\_

**Civic/Street Address of Property:** \_\_\_\_\_

Lot(s) \_\_\_\_\_ Block \_\_\_\_\_ Plan No. (Quarter Section) \_\_\_\_\_

Existing use of Land or Building: \_\_\_\_\_

Proposed Development or Use: \_\_\_\_\_

Estimated Commencement Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

Other Supporting Material Attached (site plan, building plans): \_\_\_\_\_

Upon receipt of this completed application, fee and any required background or accompanying material, the Development Authority has up to 40 days to process the application, during which time the Development Authority may refer to other agencies and may exercise their discretion to either approve or refuse the application.

**NOTE: This is NOT a building permit; any/all applicable building, gas, electrical, and plumbing permits must be obtained prior to commencing any renovations or new construction.**

**This is NOT a Business License. All businesses operating within the Town of Black Diamond must hold a current and valid Business License.**

**The Applicant represents and warrants to the Town of Black Diamond that the information contained in this application and the dimensions shown on the plans submitted with this application are true and correct.**

\_\_\_\_\_ Applicant Signature \_\_\_\_\_ Date

I, (print name) \_\_\_\_\_ do hereby certify that I am the Registered Owner of the property in question and that I give my approval for the development as outlined in this application.

Registered Owner \_\_\_\_\_ Date \_\_\_\_\_  
(Signature)

**Right of Entry Signature**

In accordance with the Municipal Government Act, I hereby authorize the Designated Officers of the Town of Black Diamond to enter upon the land for the purpose of conducting a site inspection in connection with my development permit application.

\_\_\_\_\_  
Registered Owner's Signature Applicant's Signature

**Freedom of Information**

I understand that this application and accompanying information is public record that is accessible by the public. Upon request to the Town this application and file documentation will be made available for viewing.

\_\_\_\_\_  
Registered Owner's Signature Applicant's Signature

**DECISION**

Date of Decision \_\_\_\_\_ Notice Date (If Applicable) \_\_\_\_\_

Approved without condition(s)       Approved Subject to attached conditions(s).       Refused for the attached reason(s).

Date of Issuance of Development Permit \_\_\_\_\_

Designated Officer \_\_\_\_\_

**NOTE: Upon issuance of this Development Permit, the approved development must commence within 1 year and must be completed within 2 years from the date of issuance, unless a time extension is applied for and granted.**



# TOWN OF BLACK DIAMOND DEVELOPMENT PERMIT APPLICATION REQUIREMENTS

An application for a Development Permit shall be completed and submitted to the Development Authority on the prescribed form, signed by the Registered Property Owner or authorized agent, and accompanied by the following **minimum** information:

1. Four (4) sets of plans, preferably drawn to scale or fully dimensioned, on letter or tabloid (11 x 17) size paper, showing:
  - (a) Legal description of the site and north pointing arrow;
  - (b) Dimensions of the site;
  - (c) Floor plans, elevation (building) views, and exterior finishing material;
  - (d) Utilities, site drainage, existing and proposed site grades, in relation to the top of curb or sidewalk and lot corners;
  - (e) The height, dimensions, and relationship to property lines of all existing and proposed buildings and structures including retaining walls, trees, landscaping, curbs, gutters, sidewalks and other physical features;
  - (f) On applications for multi-family, commercial, industrial, recreational and institutional uses:
    - Loading and parking provisions
    - Access locations to and from the site
    - Garbage and storage areas and the fencing and screening proposed for same
    - Location and approximate dimensions of all existing and proposed trees, shrubs, parks, playgrounds, etc.
    - Information describing any noxious, toxic, radioactive, flammable or explosive materials proposed
  
2. On applications for signs, a replica of the proposed sign drawn to scale or measurements provided, along with the prescribed Sign Application form, and any fees as required.
  
3. Copy of title and encumbrances (other than mortgages) registered on property such as covenants and rights of way or easement agreements.

### Sample Site Plan:

