

DEVELOPMENT APPLICATION SUBMISSION PROCESS AND REQUIREMENTS

NEW PRINCIPAL STRUCTURES

At the Town of Magrath, we strive to make the application process for development straightforward and easy to understand. Most applications for principal structures without variances (such as new homes) generally take about 3 days. This processing time is delayed significantly when applications are missing information.

In general, the permitting process is as follows:

1. Complete application documents are submitted to the Town of Magrath Development Officer.
2. All fees are paid in full.
3. Application is reviewed for completeness.
4. Drainage Plan is reviewed by engineers for compliance with Town of Magrath regulations and cross-referenced to any pre-existing neighbourhood drainage plan(s).
5. Development Permit is issued. For discretionary use applications only, the issued Development Permit is subject to a 21-day appeal period. If the developer wishes to commence work before the appeal period has expired, they may sign a Voluntary Waiver of Claim form. This allows them to commence work before the specified appeal deadline, with the understanding that any work would cease if an appeal is made. In addition, if a permit were appealed and the application is denied upon a successful appeal, any improvements would have to be removed at the applicant's expense.
6. Notice is sent to the applicant and the Engineer on file that approval has been given to commence staking the development site.
7. The applicant then applies for all the safety code permits (Building, Electrical, Gas, Plumbing) through **The Inspections Group Inc.** (587-787-4143).

Before you move into your new building, you must:

1. Arrange with The Inspections Group Inc. for all final inspections.
2. Apply to the Town of Magrath for a Construction Compliance Certificate at least 10 working days before you intend to move in. Please include the dates that final inspections were **passed**, as well as provide photos of the water meter installed, downspouts, and permanent house numbers affixed to the exterior that are required for this permit.

The Municipal Government Act (MGA) requires all municipalities to note when an application is “complete”. As such, we have compiled a list of items that should accompany any development permit application.

This is not an exhaustive list, and the Development Authority may request additional information that is required to assess the application.

- One 11” x 17” copy of an **Engineered Site and Drainage Plan**, which shall provide the following information:
 - ☐ Legal description and municipal address of the subject property.
 - ☐ Scale and North Arrow.
 - ☐ Adjacent roadways and lanes.
 - ☐ Lot dimensions, lot areas, and percentage of lot coverage for all structures.
 - ☐ Proposed building with dimensions of foundation and projections, including decks.
 - ☐ The proposed distances from the foundation of the building to the front, sides, and rear property lines.
 - ☐ Location of any registered utility rights-of-way or easements.
 - ☐ Location of driveway, including dimensions.
 - ☐ Elevations.
 - ☐ Downspout placement.
 - ☐ Arrows showing the direction of water flow.
 - ☐ Adequately addresses all stormwater requirements for the lot.
 - ☐ (Commercial/Industrial Only) Proposed locations on the proposed development that would be used for the commercial/industrial business such as customer parking, employee parking, parking of company vehicles/equipment, proposed signage, outdoor storage, etc.)
 - ☐ (Commercial/Industrial Only) Additional supporting documentation (where applicable – such as stormwater management plan, documentation from other government authorities, proposed business, operation hours, etc.)
- One 11” x 17” copy of your **Building Plans/Construction Drawings**, which shall provide the following information:
 - ☐ Scale and dimensions of exterior walls and interior rooms.

- ☐ Floor plans of all living spaces proposed to be developed.
 - ☐ Building elevations, including building height (from finished grade), roofing material, and roof pitch.
 - ☐ Any other proper construction details and drawings.
- Engineering completed for the **Sewer and Water Connection to the Main Line** (if the lot is not pre-serviced).
- Access and Landscaping plan submitted.
- Copy of the **Home Warranty Proof of Coverage or Exemption** (see www.homewarranty.alberta.ca) or call Municipal Affairs at 1-866-421-6929.
- Any other proper construction details and drawings.
- Application fees payable to the **Town of Magrath** (***please note that ALL fees must be paid before the application is considered complete***).

Average Costs for a Single Detached Dwelling (permitted Use):

Development Permit	\$100
Water/Sewer Hook-up Fees	\$2,450

- A refundable Development Bond of **\$3,000** is required to be paid at the time of application. This fee will be refunded once all exterior finishes, landscaping, and any other conditions of the development are completed and within the permit/extension time line.

Please note that the completion of landscaping includes grass on a minimum of 25% of the front yard (eco-scape, zero-scape, or other alternative landscaping design greater than 75% requires Town of Magrath approval).

TERMS:

1. Subject to the provisions of the Land Use Bylaw of the Town of Magrath, the term "Development" includes the making of any change in the use of buildings or land.
2. Although the Development Officer is in a position to advise on the principle or details of any proposals, such advice must not be taken in any way as official consent and is without prejudice to the decision in connection with the formal application. It must be clearly understood that any action taken before a Development Permit is received, is at the applicant's own risk.

3. If a decision is not made within 40 days from the date the application is deemed complete, or within such longer period as the applicant may approve in writing, the application shall be deemed to be refused and the applicant may exercise his right of appeal as though he had been mailed a refusal at the end of the 40-day period.
4. Construction undertaken subsequent to approval of this Development Permit application may be regulated by the provincial building requirements.
5. Any development carried out prior to the effective date of the appropriate Development Permit is done solely at the risk of the applicant and/or landowner.

ADDITIONAL INFORMATION:

In addition to the above requirements, the Development Officer may also require:

1. Proof of ownership or rights to the land in question and may require a current Real Property Report as proof of the location of development on said land.
2. Landscape information and/or plans.

Please Note: Review of a Development proposal may be delayed if the form and/or additional information provided is incomplete.

POPA Notification: Your name, phone number, address and postal code are collected under the authority of Section 4(c) of the Protection of Privacy Act.



P.O. Box 520
6 North 1 Street West
Magrath, Alberta T0K 1J0

Phone: 403-758-3212
Email: info@magrath.ca
Website: www.magrath.ca

NEW HOME / PRINCIPAL BUILDING DEVELOPMENT PERMIT APPLICATION

Date of Application: _____

Estimated Start Date: _____

Estimated Value
of Construction: \$ _____

For Office Use	
Development Permit Application #:	
Date Application Complete:	
Development Application Fee:	
Date Fee Paid:	
Tax Roll #:	

IMPORTANT NOTICE: This application **does not** permit you to commence construction until such time as a permit has been issued by the Development Authority. If approval has not been received within 40 days from the date the application is deemed complete, you have the right to file an appeal to the Subdivision and Development Appeal Board.

**THIS DOES NOT CONSTITUTE A BUILDING PERMIT.
A SEPARATE BUILDING PERMIT MUST BE OBTAINED BEFORE CONSTRUCTION BEGINS.**

APPLICANT INFORMATION

Applicant's Name: _____ Phone: _____

Mailing Address: _____

City/Town: _____ Postal Code: _____

Email: _____

☐ Check this box if you would like to receive documents through email.

Is the applicant the owner of the property? ☐ Yes ☐ No If "NO" please complete the information below ↓

Owner's Name: _____	Applicant's Interest in the property:
Mailing Address: _____	☐ Agent
Owner Signature: _____	☐ Contractor
	☐ Tenant
	☐ Other _____

CONTRACTOR INFORMATION

Contracting Company: _____ Contact Name: _____

Mailing Address: _____

City/Town: _____ Postal Code: _____

Email: _____ Phone: _____

ENGINEERING INFORMATION

All new homes / principal buildings require engineered drainage and site plans, and the development site must be marked and laid out by a certified engineer.

Engineering Company: _____ **Contact Name:** _____

Mailing Address: _____

City/Town _____ **Postal Code:** _____

Email: _____ **Phone:** _____

PROPERTY INFORMATION

Municipal Address: _____

Legal Description: Lot(s) _____ Block _____ Plan _____

Lot Size: Width _____ m ft Length _____ m ft Area _____ m² ft²

Land Use District: _____ **Existing Use:** _____

Describe the Proposed Development: _____

DEVELOPMENT INFORMATION

The purpose of this application is to: (check all that apply)

- ☐ Construct a new

☐ Single-detached Dwelling

☐ 2-Unit Dwelling

☐ Multi-Unit – Please specify the number of units - _____

☐ Commercial / Industrial Principal Building

☐ Other _____

BUILDING REQUIREMENTS

	Principal Building	Accessory Building / Addition / Deck	Office Use
Square Footage	m ² ft ²	m ² ft ²	
Height	m ft	m ft	
Proposed Setbacks from Property Lines			
Front	m ft	m ft	
Secondary Front	m ft	m ft	
Rear	m ft	m ft	
Side – Left	m ft	m ft	
Side – Right	m ft	m ft	
Parcel Type: ☐ Interior Lot ☐ Corner Lot			

Total Square Meter/Feet of Principal Structure: _____

Total Square Meter/Feet of Accessory Structures: _____ (all accessory structures combined)

Total % of lot occupied by Principal Structure: _____ %
(Principal Structure Area / Lot Area)

Total % of lot occupied by Accessory Structures (combined): _____ %
(Combined Accessory Area / Lot Area)

Exterior Finish, Fencing & Landscaping

Describe generally the types, colours, and materials, as applicable, of:

- Exterior Finishes of the proposed building(s): _____
- Proposed fencing and height: _____
- Proposed landscaping: _____

Moved-in dwelling: Describe any proposed improvements to the exterior of the dwelling

Services

Indicate whether the proposed sewer system and potable water supply are existing or required.

Sewer System: ☐ Existing ☐ Required **Water Supply:** ☐ Existing ☐ Required

Parking and Access

The number of all existing and proposed off-street parking spaces is _____, and driveways on site _____ (or N/A if not applicable). (Indicate locations of driveways on a scaled site plan.)

Waivers

Is a waiver (variance) to one or more standards in the Land Use Bylaw being requested? ☐ Yes ☐ No

If yes, please specify: _____

Architectural Controls

Are there any Architectural Controls for the proposed development? ☐ Yes ☐ No

If yes, attach evidence demonstrating compliance with the applicable Architectural Controls.

Other

☐ Are any of the following within 300 m of the proposed development?

☐ Provincial Highway

☐ Waste transfer station or landfill

☐ Is the development located in proximity to a creek bank/break/slope? ☐ Yes ☐ No

If yes, please provide details on the building site's setback distance from the front edge of the escarpment rim: _____

*I hereby understand that to develop a principal building or dwelling, I must apply for and receive a Construction Compliance Certificate **BEFORE** occupancy (including moving in belongings). Failure to do so will result in a \$500.00 late application fee and a possible order to vacate the home. _____ (please initial)*

I hereby certify that the information contained in this application, including any further information contained in attached materials, is full and complete and is, to the best of my knowledge, a true statement of the facts in relation to the application for a Development Permit. I further certify that the owner of the land described above is aware of this application and that I will not commence this development until a valid development permit is issued.

Signature of Applicant: _____

Date: _____

Signature of Registered Owner: _____
(if different than the applicant)

Date: _____

Privacy Notice

The personal information collected on this form is collected by the Town of Magrath under section 4(c) of the Protection of Privacy Act. The information is collected for the purpose of administering and providing municipal programs, services, and activities and relates directly to and is necessary for an operating program or activity of the Town.

If you have questions about the collection of this information, please contact our Privacy Officer: Phone: 403-758-3212

NEW HOME / PRINCIPAL BUILDING PERMIT APPLICATION CHECKLIST

- ☐ All Development Permit Fees Paid
 - See “New Home Permit Application Worksheet – Fee Schedule”
- ☐ Completed Development Permit Application Form
- ☐ One 11” x 17” copy of an **Engineered Drainage Plan and Site Plan**, or digital equivalent.
- ☐ One 11” x 17” copy of your final **Building Plans/Construction Drawings**, or digital equivalent.
- ☐ One 11” x 17” copy of a servicing, access and landscaping plan for the property, or digital equivalent.
- ☐ New Home Warranty Proof of Coverage or Exemption
- ☐ Construction Compliance Certificate
 - Top portion to be completed at the time of the Development Permit
 - Bottom portion to be completed **ten (10) working days** before desired occupancy
- ☐ Other Information (where applicable, not exhaustive list)
 - Architectural Controls signed off
 - Waiver Request (include a written explanation and rationale for the waiver request)
 - Slope Stability evaluation report (required for developments in proximity of a creek bank, break or slope)
 - Additional supporting documentation (i.e. previously occupied residences require photos of the exterior and interior, and documentation of proposed upgrades)

Received by: _____

Date: _____

NEW HOME / PRINCIPAL BUILDING PERMIT APPLICATION WORKSHEET FEE SCHEDULE

ITEM	DESCRIPTION	FEE – OFFICE USE
A	Development Permit Application ¹	
B	Water/Sewer Hook-up Fees ²	
C	100% Refundable Development Bond ³	\$3,000.00
D	Other / Adjustments (+,-) ⁴	
	TOTAL DUE⁵	

NOTES:

1. If a Municipal Planning Commission (MPC) decision is required for the development, there will be additional fees to take the application to the MPC for a decision (for example, a requested waiver to the minimum setbacks outlined in the Land Use Bylaw No. 1284).
2. Hook-up fees – Sewer - \$1,225.00 and Water - \$1,225.00 (These rates are the current rate for 2026. If the hook-up is not completed this year, the prevailing rate will be applied.)
3. The refundable Development Bond will be held in trust by the Town of Magrath and is repayable to the applicant upon completion of the conditions required as outlined in the Development Permit and Construction Compliance Certificate and within the permit/extension time frame.
4. Any adjustments necessary are to be calculated by a Town of Magrath representative.
5. Total Due will be the summation of Items A - D to be calculated by the Town of Magrath Representative.

CONSTRUCTION COMPLIANCE CERTIFICATE APPLICATION

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For Off Use Only	
Development Permit #	
Roll #	

The Applicant will complete the top portion of this form before issuance of a Development Permit:

I/We understand that failure to receive a signed Construction Compliance Certificate before occupancy may result in a **\$500.00 late application fee** and possible order to vacate the home.

I have read this form in its entirety and understand my obligations therewithin.

Initial Signature _____ Date _____

The Applicant is to complete the bottom portion of this form before Occupancy.

Date of Application: _____

Planned Occupancy Date: _____

(It is recommended that you submit this application a minimum of 10 working days before occupancy to ensure enough time to complete the final review of the development.)

APPLICANT INFORMATION

Applicant's Name: _____ Phone: _____

Street Address: _____ Box #: _____

Email Address: _____ Postal Code: _____

Legal Description: Lot(s) _____ Block _____ Plan _____

SUBMITTAL INFORMATION

- ☐ Final inspection complete (date): _____
- ☐ Compliant permit services report (from The Inspections Group Inc.)
 - ☐ Building (attach final report)
 - ☐ Electrical (attach final report)
 - ☐ Gas (attach final report)
 - ☐ Plumbing (attach final report)
- ☐ House numbers permanently affixed (attach photo)
- ☐ Downspouts attached according to submitted drainage plan (attach photo)
- ☐ Proof of adherence to the approved drainage plan (engineer verification)
- ☐ Water meter installed RF# _____
- ☐ Water turned on by Town Staff Date: _____
- ☐ Wastewater inspection chamber installed
- ☐ New utility account established Account # _____
- ☐ Garbage bin Serial # _____
- ☐ Landscaping completed (attach photos)

I/We hereby make this application for Occupancy of the above-named property. I/We hereby certify that the information contained in this application, including any information contained in attached materials, is, to the best of my knowledge, true.

I/We understand that failure to receive a signed Construction Compliance Certificate before occupancy may result in a \$500.00 late application fee and possible order to vacate the home. I have read this form in its entirety and understand my obligations therewith.

Final Signature: _____ Date: _____

APPROVED

OCCUPANCY PERMIT ISSUED

Development Permit Application #: _____

Date: _____

Authorized Signature: _____



Town of Magrath Excavation Application

Excavation Overview

An Excavation Application is required for any excavation in Town-owned Right-of-Way (ROW) or Utility ROW to a depth of 0.3m or more. The guidelines ensure proper restoration, safety, and efficient ROW use. Contractors must also complete the pre-qualification checklist for new installations or re-alignments.

Application Process

Please submit this form **at least 3 business days before** starting work:

Item	Details
Contractor's Name:	
Site Supervisor's Name:	
Property Owner's Name:	
Detailed Work Plan (Description, Dates, Locations):	
Proof of Insurance (minimum \$2M coverage): Please provide proof of insurance with a minimum coverage of \$2 million. This proof must be submitted along with the application to ensure compliance with the Town of Magrath requirements before the commencement of excavation work.	
Valid Town Business License:	Yes / No
Traffic Accommodation Plan (if applicable):	Yes / No
WCB Coverage in Place:	Yes / No Policy#: _____

Submit to: Operations Manager - trevor@magrath.ca or 587-220-1095

A copy of the detailed work plan and proof of insurance must be submitted to the Operations Manager with the application. Please notify Trevor before any excavation work begins to ensure proper coordination and approval. Any repairs required by the Town of Magrath due to work performed by the contractor will be the contractor's responsibility and charged accordingly. The contractor must rectify any deficiencies or damage caused during their work, and all associated repair costs will be billed directly to the contractor.

Safety Overview

- Utility Location: Use Utility Safety Partners
- Work Zone Safety: Maintain traffic safety barriers
- Safety Plan: Must be discussed with and approved by the Town of Magrath.

Project Completion

- The Town of Magrath must sign off on all work before any backfilling is started.
- Must be backfilled to the original grade.
- Warranty & Remedial Work
- Warranty: 2 years on excavation and repairs; inspections required for installations >100m.
- Remedial Work: Complete within 30 days if identified by Town policies.

General Conditions

- Notify relevant public services before work begins.
- Contractors must list all subcontractors.
- Maintain unrestricted access to businesses/residences unless approved otherwise.

Company Acknowledgment

By signing below, the undersigned confirms that they have read, understood, and agree to the terms of this contractor agreement on behalf of the contractor and their employees. The undersigned is responsible for ensuring compliance by all employees, agents, and subcontractors.

Failure to comply with the agreement may result in removal from the job site. The contractor agrees to hold the company harmless from any claims, demands, liabilities, losses, expenses, lawsuits, or actions (including attorney fees) arising from the contractor's actions or those of their representatives.

Company Name: _____

Date: _____

Name/Title: _____

Signature: _____

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For Office Use Only:

Date: _____

Approved By: _____

Signature: _____

INSTRUCTIONS FOR A NEW HOME CONSTRUCTION

1) Water & Sewer – Options for connecting to the Main line

- a) You may contract a **Town-approved private company** to install your water and sewer service connection lines from the main line location to your home. This is typically coordinated with the excavation of the foundation.

(NO CONTRACTOR OR PRIVATE COMPANY MAY TAMPER WITH THE MAIN LINE OR SERVICES IN ANY WAY UPSTREAM OF THE WATER SHUT OFF (CURB STOP) OR DOWNSTREAM OF THE SEWER INSPECTION CHAMBER, RESPECTIVELY)

- b) You may request that town crews quote and install your water and sewer service connection lines from the main line location to your property line and have your contractor dig in from the property line to the house. However, due to the volume of work and the timely deadline for digging the foundation, it is recommended that Option a) be utilized in most cases.

NOTE: It will be the responsibility of the applicant's plumber to tie the service lines into the structure's plumbing, regardless of which option above is chosen.

2) Water Meter – you will be required to install a 5/8" dia. radio frequency Neptune Water Meter. This can be picked up at the Town of Magrath Public Works Shop at 258 North Centre Street for your contracted plumber to install according to the Alberta Building Code and any manufacturer's recommendations.

NOTE: Please contact the Town Office at 403-758-3212 to ensure a utility account is set up when you pick up your water meter, and that the unique registered meter ID is assigned to the newly created utility account.

3) Excavation – When excavating for the development, all material must be contained within the boundaries of the development property. No fill may be placed on an adjacent lot, even if the lot is vacant.

When it is necessary to excavate into an existing road or Town Right-of-Way, an **EXCAVATION APPLICATION** must be submitted to the Operations Manager and approval received before any excavation begins.

4) Water Activation – Only Town of Magrath Public Works staff may turn on the water to your new home. Your plumber will be responsible for installing your Water Meter. Once the Water Meter is physically installed, you may schedule a time with the Public Works for your water to be turned on.

To have your water activated, you must contact the Town of Magrath Administration Office. Once your request is received, you will be put in touch with Public Works to arrange to have your water turned on and activated. Once your water is turned on, your water account will commence billing.

NOTE: The Town of Magrath Public Works will not activate your water without the following:

- a) Your home's heating source is fully activated and functional.
- b) Someone is present and available on-site (preferably your plumber).

- 5) **Water Use in Drywalling** – Please note that you are responsible for ensuring your drywallers are not cleaning their tools in sinks or allowing the drywall mud and mess to go down your drain or sewer line, as you will be responsible for any sewer clogging or backup that results from it.
- 6) **Safety Code Permits & Fees** – In building a new home, you are responsible for ensuring the proper permits and inspections are obtained at the appropriate stages of construction (i.e. Building, Electrical, Gas, & Plumbing). The costs of these permits vary according to the size and complexity of the project and will be calculated upon submission of the completed permit applications. The costs of these permits cover all inspection costs related to the project, as conducted by The Inspections Group Inc.
- 7) **The Inspections Group Inc.** – Is employed by the Town of Magrath to enforce the Alberta Safety Code. Therefore, your safety inspections must be scheduled with The Inspections Group Inc., starting with your foundation inspection through to final inspections. Further, all safety code questions should be directed to The Inspections Group Inc., as they are the safety code specialists. To ask a safety code question or to schedule an inspection, please contact The Inspections Group Inc. directly at 587-787-4143.
- 8) **Home Occupancy** – You may **NOT** occupy your completed home until you have acquired a *HOME OCCUPANCY PERMIT*. Included with this letter is a copy of your original *CONSTRUCTION COMPLIANCE CERTIFICATE*. The bottom portion of this form must be submitted and approved for you to obtain a *HOME OCCUPANCY PERMIT* before occupying the home. The cost of this permit is **FREE**. However, should you occupy your new home (including moving in possessions) before receiving this permit, you may be assessed a **LATE APPLICATION FEE** of **\$500.00**.

NOTE: It is recommended that you submit the bottom portion of the *CONSTRUCTION COMPLIANCE CERTIFICATE* a minimum of ten (10) working days before your planned occupancy date to allow sufficient time for the Occupancy permit to be approved by the Town of Magrath.