

## **Development Permit Process:**

An application for a Development Permit shall be submitted to the Development Officer in writing on the application provided by Flagstaff County.

The Development Officer will review the application and make the following decision:

Approved with conditions; or Refused; or Deferred with a decision on pending further investigation or information.

A permit is valid for twelve (12) months from the date of issue.

A permit granted for a discretionary use does not become valid until fourteen (14) days after the date the Development Permit notice is issued in the local newspaper. If an appeal is made within that fourteen (14) day period, a development permit which has been granted shall not come into effect until the appeal has been determined and the permit confirmed, modified or nullified by the Subdivision and Development Appeal Board.

An application for development permit shall, at the option of the applicant, be deemed to be refused when the Development Officer thereon does not make a decision on it within forty (40) days after receipt of the application in its complete and final form. The person claiming to be affected may appeal in writing as though he had received refusal at the end of the period specified in this clause.

If an applicant is refused, the applicant may exercise the right of appeal. Written notice of appeal must be submitted to the Secretary of the Subdivision and Development Appeal Board of Flagstaff County within twenty-one (21) days after the notice of decision is given. Council has established a fee that must accompany the appeal.

The Subdivision and Development Appeal Board will then give reasonable notice of the appeal hearing to the appellant and those who, in the opinion of the Secretary of the Subdivision and Development Appeal Board, may be affected.

A decision of the Subdivision and Development Appeal Board is final and binding on all parties, and all persons subject to the provisions of Part 17 of the Municipal Government Act, Statutes of Alberta, 2000, Chapter M-26 as amended.

If further information is required, contact Rosemary Hoyland, Development Officer, at 780-384-4102 or by email at [rhoyland@flagstaff.ab.ca](mailto:rhoyland@flagstaff.ab.ca).