

# MUNICIPAL PLANNING COMMISSION

## AGENDA

February 9, 2023

8:30 A.M. – TOWN OFFICE – UPSTAIRS MEETING ROOM

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1. Call to Order
2. Additions to the Agenda
3. Approval of Agenda
4. Confirmation of the December 13, 2022 MPC Meeting Minutes
5. Business Arising from the Minutes
6. **Development Application:** 3333-2022  
**Applicant:** Easy Street Shed Co. c/o Joel Boese  
**Legal:** Lot 1-2, Block 72, Plan 3781KS  
**Municipal:** 4511 – 59 Street  
**Proposed Development:** Change in Use
7. **Development Application:** 3425-2023  
**Applicant:** Alicia Ott  
**Legal:** Lot 42, Block 3, Plan 7823014  
**Municipal:** 4307 – 46 Avenue  
**Proposed Development:** Change in Use
8. Adjournment

**MINUTES OF THE MUNICIPAL PLANNING COMMISSION MEETING  
DECEMBER 13, 2022**

**Present:**

Councillors Cheryl Barros, Wayne Smith, Scott Pfeiffer, Gord Lawlor, Travis Randell and Kurt Baker, Director of Planning and Development Leann Graham and Planning & Operations Clerk Angela Stormeon

1. **Call to Order:** Chairman Cheryl Barros called the meeting to order at 8:33 a.m.

2. **Additions to Agenda**

None.

3. **Approval of Agenda**

Moved by Gord Lawlor to accept the agenda as presented.

MOTION CARRIED

Unanimous

4. **Confirmation of the October 13, 2022 MPC Meeting Minutes**

Moved by Councillor Wayne Smith that the Minutes of the October 13, 2022 MPC meeting be approved as presented.

MOTION CARRIED

Unanimous

5. **Business Arising**

None.

6. **Development Application:** 3419-2022

**Applicant:** Chesla Enterprise Ltd.

**Legal:** Lot Pt of H, Block 10, Plan 5583MC

**Municipal:** 5807 – 50 Avenue

**Proposed Development:** New Office Building

Leann Graham Director of Planning and Development read a report that follow:

**General:**

The applicant is proposing development of an approximate 2300 square foot office building at 5807 – 50 Avenue. The development is proposed in Land Use District C2: Highway Commercial District and needs to meet the regulations set out in the Commercial and Industrial Design Guidelines.

Further the applicant is requesting a side yard setback variance of 2.3 meters (77%) on the east side of the property. The primary reason for the variance is to optimize the number of parking stalls to the west side of the building where the front doors will be located and allow proper access to and from the parcel off of Highway 12.

The applicant is aware the proposed setback will include specific fire rating requirements as set out in the Alberta Building Code.

**Development Review:**

Land Use District – C2: Commercial Highway  
Existing Land Use – Commercial Business

**Legislation and Policy:**

Staff has assessed this application against the provisions outlined in the Town of Stettler Land Use Bylaw.

**Recommendation:**

That the Municipal Planning Commission approves this application subject to the following conditions:

1. That the owner/applicant receives a side yard variance on the East Side of 2.3 meters (77%) to accommodate the proposed office building;
2. The owner/applicant must comply with all the provisions of the Town of Stettler Land Use Bylaw #2060-15;
3. The owner/applicant shall meet the regulations set out in the Commercial and Industrial Design Guidelines;
4. Compliance with the provisions of Land Use Bylaw #2060-15 does not exempt the applicant from compliance with any provincial, federal, or other municipal legislation;
5. The owner/applicant is responsible for the cost and repair of any damage to public property or works located thereon that may occur as a result of undertaking work regulated by the Alberta Building Code;
6. The proposed development (New Office Building) shall be located in accordance with the approved plan, and all improvements as indicated on the submitted plans shall be constructed as shown unless otherwise stated in these conditions or approved hereafter by the Town of Stettler's Development Authority;
7. The owner/applicant must submit any revisions of the blueprints or access changes to the Town of Stettler Development Authority for approval;
8. The owner/applicant shall ensure that all water, sanitary, and storm connections are approved by the Town of Stettler's Director of Operational Services;
9. It is the owner/applicant's responsibility to ensure that lot grading and drainage are compliant with Section 51 of the Town of Stettler Land Use Bylaw #2060-15;

10. Landscaping must be completed by the end of the first growing season following the date of approval;
11. The owner/applicant will be required to install curbing around all parking and landscaped areas.
12. The owner/applicant shall obtain an agreement with the owner of the balance of lot H for a single access off highway 12 and shall be a maximum of 15 meters wide;
13. The owner/applicant shall delineate the shared access by installing curb and gutter and landscaping along the remainder of the boundary along Hwy 12;
14. The owner/applicant will ensure that the driving surfaces on the proposed development site consist of a pavement top.
15. The owner/applicant shall ensure any access changes are approved by the Town of Stettler's Director of Operational Services and will be at the cost of the landowner;
16. All outdoor storage areas and garbage areas will be screened from neighboring residential properties, 50 Street and Highway 12.
17. Any signage will require approval from the Town of Stettler's Planning and Development Officer prior to installation.
18. The owner/applicant shall arrange for and obtain approval for compliance with the current Alberta Building Code;
19. The owner/applicant shall arrange for and obtain approval from the Municipal Fire Department to confirm compliance with the Provincial Fire Code.
20. The owner/applicant must obtain a building permit for each unit of this development following the mandatory 21 day appeal period. (In order to obtain a building permit all proper documentation, plans, and fees must be in place). If construction commences prior to a building permit being obtained the building permit fee shall be doubled in accordance with Town of Stettler Policy IV-1.

### **Alternatives:**

- Approve the application with additional conditions
- Defeat the application stating reasons

### **Discussion**

Councillor Gord Lawlor questioned if the adjacent landowner is in agreeance with the shared access off Hwy 12. Director of Planning and Development Leann Graham mentioned the access agreement is the responsibility of the applicant and would benefit both landowners as the adjacent landowner would also be sharing the access off 50 Avenue with the applicant.

Councillor Wayne Smith questioned if there are any unintended consequences for Municipal Planning Commission to allow this setback and if the church has any concerns. Director of Planning and Development Leann Graham stated due to the long narrow shape of the lot, any development would require a variance. Furthermore, the church will have an opportunity to submit any

concerns during the 21-day appeal period if Municipal Planning Commission decides to approve the application.

Councillor Scott Pfeiffer questioned if the access off Hwy 12 would be wide enough to accommodate the traffic for two businesses. Director of Planning and Development Leann Graham mentioned the Land Use Bylaw allowable driveway width is 10 meters and we are allowing 15 meters for this development which is a common width for commercial development, and this one in particular will be a right in and right out only due to the meridian on the Hwy. Furthermore, the possibility for a second approach would be denied by Alberta Transportation as past conversations with Alberta Transportation have mentioned.

Moved by Councillor Gord Lawlor to approve the application as presented.  
MOTION CARRIED

7. The meeting adjourned at 8:41 am on a motion by Councillor Wayne Smith



## Request For Decision

### Issue:

Development Permit Application: 3333-2022  
Applicant: Easy Street Shed Co. c/o Joel Boese  
Proposed Location: Lots 1-2, Block 72, Plan 3781KS  
Municipal: 4511 – 59 Street  
Development: Change in Use

### **BACKGROUND**

#### General:

The applicant is proposing a continue in the change in use which was previously approved by Municipal Planning Commission on January 24, 2022, for a one-year time period. With the original permit approval reaching expiry the applicant is now requesting an extension the permit.

The original application was for the placement and sale of portable sheds along the west boundary of 4511 – 59 Street (Super 8 Large Truck Parking Lot). The portable sheds are currently located on the west boundary of the lot and are replaced as they sell. The remaining portion of the lot remains a large truck parking lot. The applicant currently has a two-month renewable lease with Super 8 to allow the storage and sale of the sheds.

Under the current zoning of C2: Commercial Highway District, the use of “Parking Facility” and “Similar Use” are Discretionary Uses. We would consider this applicant a “Similar Use” to:

- “Farm Supply Store”
- “Handicraft Business”
- “Temporary Mobile Commercial Sales”

#### Development Review:

Land Use District – C2: Commercial Highway District  
Existing Land Use – Parking Facility  
Proposed Use – Parking Facility & Similar Use

#### **DEFINITIONS:**

**“PARKING FACILITY”** means an area of land providing for the parking of motor vehicles. When identified as a specific use in a land use district, this use is contemplated as an exclusive use of a land parcel. Otherwise, parking lots are to be developed in association with other permitted and discretionary uses and in accordance with the regulations found in Part 8 of this Bylaw.

**“SIMILAR USE”** means a development that is similar, in the opinion of the Municipal Planning Commission Any use that is similar to either a listed permitted and discretionary use within a Land Use District.

- **“FARM SUPPLY STORE”** means establishments which sell their products to the farm industry, and general public. (Permitted Use)

- **“HANDICRAFT BUSINESS”** means the production and selling of handicrafts on a commercial basis. (Permitted Use)
- **“TEMPORARY MOBILE COMMERCIAL SALES”** means the sale of goods from a vehicle or stand for a period not exceeding 180 days per year in the Central Commercial and Highway Commercial Districts. (Discretionary Use)

**Legislation and Policy:**

Staff has assessed this application against the provisions outlined in the Town of Stettler Land Use Bylaw 2060-15.

**RECOMMENDATION**

**Recommendation:**

That the Municipal Planning Commission approve this application subject to the following conditions:

1. The permit is only valid for a one-year period from the date of its approval. After which time the permit must be brought before Municipal Planning Commission for renewal.
2. The owner/applicant must ensure the sheds are limited to a single row along the west property boundary.
3. The owner/applicant shall ensure the area of the proposed development is well maintained including the removal of any garbage/refuse.
4. The owner/applicant must comply with all the provisions of the Town of Stettler Land Use Bylaw #2060-15;
5. The owner/applicant is responsible for the cost and repair of any damage to public property or works located thereon that may occur as a result of undertaking work regulated by the Alberta Building Code;
6. Compliance with the provisions of Land Use Bylaw #2060-15 does not exempt the applicant from compliance with any provincial, federal, or other municipal legislation.

**Alternatives:**

- Approve the application with additional conditions
- Defeat the application stating reasons.

**Author:**

Angela Stormoen for Leann Graham, Director of Planning and Development

DEVELOPMENT PERMIT APPLICATION FORM  
TOWN OF STETTLER LAND USE BYLAW NO. 2060-15

APPLICATION # 3333-2022 TAX ROLL # \_\_\_\_\_

APPLICATION TYPE: COMMERCIAL:  INDUSTRIAL:  INSTITUTIONAL:  RESIDENTIAL:  OTHER: \_\_\_\_\_

PROJECT TYPE: NEW CONSTRUCTION:  RENOVATION:  DEMOLITION:  CHANGE IN USE:  OTHER: \_\_\_\_\_

APPLICANT: Easy Street Shed Co. % Joel Boese ADDRESS: Box 1091

CITY: Stettler PROV: AB POSTAL CODE: T0C 2L0

PHONE: 780 608 8032 FAX: \_\_\_\_\_ EMAIL: easy street shed company@gmail.com

REGISTERED OWNER: Joel Super 8 Stettler ADDRESS: \_\_\_\_\_

ADDRESS OF PROPERTY TO BE DEVELOPED: 4511 - 595+ Stettler AB

LOT: 1-2 BLOCK: 72 REGISTERED PLAN: 381K5

EXISTING USE: \_\_\_\_\_ LAND USE DISTRICT: \_\_\_\_\_

MAIN USE OF LAND AND OR BUILDINGS EITHER EXISTING OR PROPOSED: Storage + Sales of Portable Sheds

BUILDING OCCUPANCY CLASSIFICATION **NEW or CHANGE:** \_\_\_\_\_  
*\*See Reverse for Major Occupancy Classifications and STETTLER REGIONAL FIRE DEPARTMENT REVIEW FORM*

PARCEL TYPE: INTERIOR  CORNER  PARCEL AREA: \_\_\_\_\_

SETBACKS OF EITHER EXISTING OR PROPOSED BUILDINGS: \_\_\_\_\_

FRONT YARD: \_\_\_\_\_ SIDE YARDS: \_\_\_\_\_ and \_\_\_\_\_  
*\*Refer to Alberta Building Code High Intensity Residential Fire Standards if applicable*

REAR YARD: \_\_\_\_\_ FLOOR AREA: \_\_\_\_\_ PARCEL COVERAGE: \_\_\_\_\_ %

HEIGHT OF MAIN BUILDING: \_\_\_\_\_ NO. OF OFF-STREET PARKING STALLS: \_\_\_\_\_

EXISTING: \_\_\_\_\_ PROPOSED: \_\_\_\_\_ SIZE OF OFF-STREET LOADING SPACE: \_\_\_\_\_

RTM OR MOBILE HOME MAKE OF UNIT \_\_\_\_\_ YEAR BUILT \_\_\_\_\_

PROPOSED ACCESSORY USE OF LAND AND OR BUILDINGS (garages, etc.) \_\_\_\_\_

SIZE OF ACCESSORY BUILDING: \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ IN HEIGHT

DISTANCE FROM REAR PARCEL BOUNDARY: \_\_\_\_\_ DRIVEWAY LENGTH: \_\_\_\_\_

DISTANCE FROM SIDE PARCEL BOUNDARY: \_\_\_\_\_ PARCEL COVERAGE: \_\_\_\_\_ %

ESTIMATED COST OF THE PROJECT OR CONTRACT PRICE: \_\_\_\_\_

ESTIMATED DATES OF COMMENCEMENT AND COMPLETION: \_\_\_\_\_

DATE OF APPLICATION: January 6, 21 SIGNATURE OF APPLICANT: Joel Boese

- APPLICATIONS SHALL BE ACCOMPANIED BY THE FOLLOWING:
- (1) A **NON-RETURNABLE PROCESSING FEE** (SEE POLICY IV-1 – BUILDING AND DEVELOPMENT PERMIT FEE SCHEDULE)
  - (2) A **SCALED SITE PLAN** IN DUPLICATE SHOWING THE TREATMENT OF LANDSCAPED AREAS, IF REQUIRED, THE LEGAL DESCRIPTION, THE FRONT, REAR AND SIDE YARDS, IF ANY, ANY PROVISION OF OFF-STREET LOADING AND VEHICLE PARKING, AND ACCESS AND EGRESS POINTS TO THE PARCEL.
  - (3) **SCALED FLOOR PLANS, ELEVATIONS AND BUILDING SECTIONS** IN DUPLICATE.
  - (4) FURTHER INFORMATION MAY ALSO BE REQUIRED.

- NOTE:
- 1. THE DEVELOPMENT OFFICER MAY REFUSE TO ACCEPT AN APPLICATION FOR A DEVELOPMENT PERMIT WHERE THE REQUIRED INFORMATION IS NOT SUPPLIED OR WHERE, IN HIS/HER OPINION, THE QUALITY OF THE MATERIAL SUPPLIED IS INADEQUATE TO PROPERLY EVALUATE THE APPLICATION.
  - 2. THE DEVELOPMENT OFFICER MAY DEAL WITH AN APPLICATION WITHOUT ALL OF THE INFORMATION REQUIRED, IF HE/SHE IS OF THE OPINION THAT A DECISION ON THE APPLICATION CAN BE PROPERLY MADE WITHOUT SUCH INFORMATION.

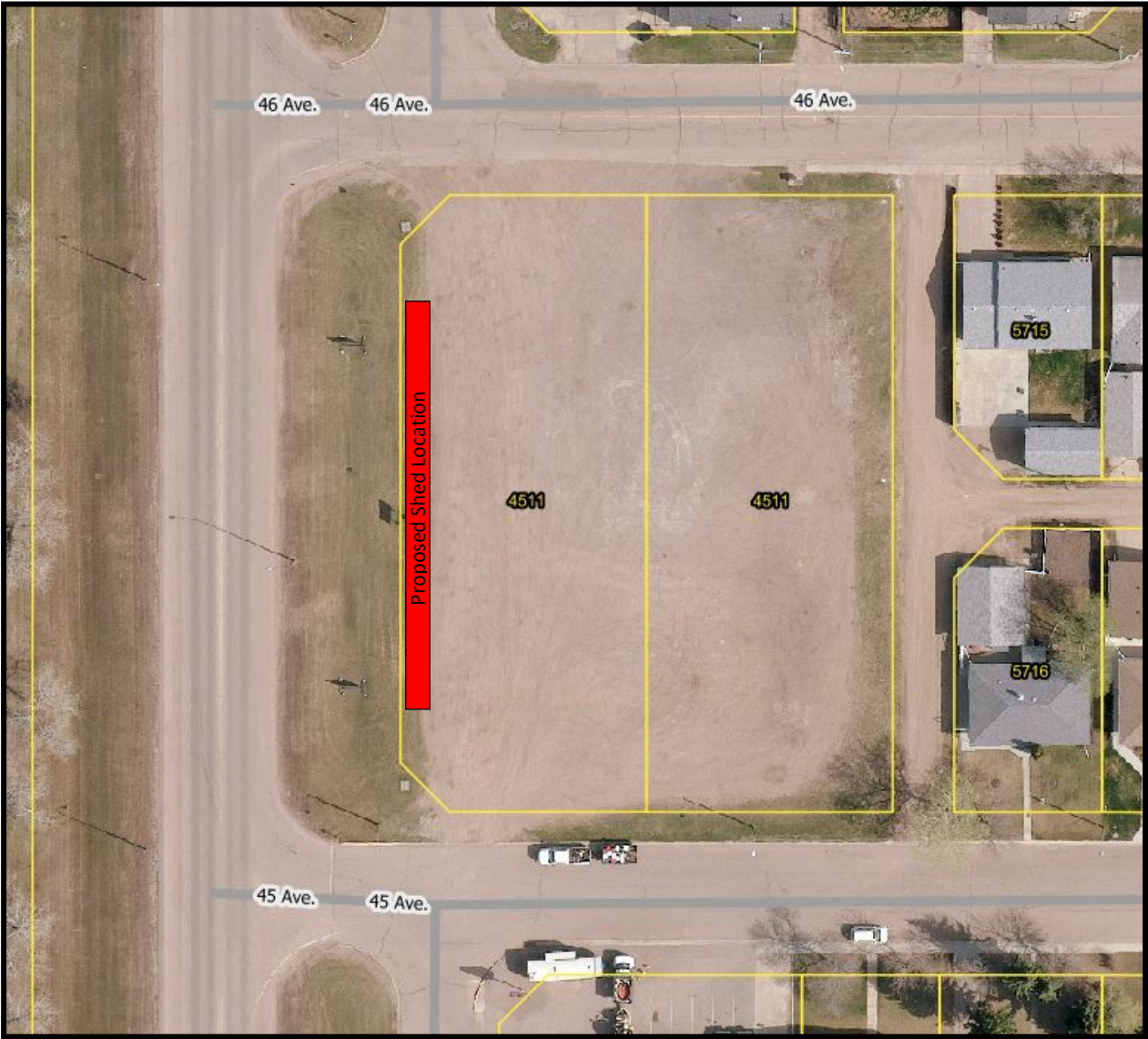
The personal information on this form is collected under the authority of Section 32 of the Alberta Freedom of Information and Protection of Privacy Act. The information will enable us to process your application and is necessary for municipal operations.

**TOWN OF STETTLER OFFICE USE ONLY:**

Building Permit Required: <input type="checkbox"/>	MPC Required: <input type="checkbox"/> MPC Date: _____ MPC Approval: _____
Business License Required: <input type="checkbox"/>	Alberta Transportation Review (adjacent to Hwy 12 or 56): <input type="checkbox"/>
County Referral Required: <input type="checkbox"/>	Alberta Environment Review (adjacent to Red Willow Creek or Cold Lake): <input type="checkbox"/>
Fire Department Review: <input type="checkbox"/>	Advertisement Date: _____ Permit Issue Date: _____
Engineering Review: <input type="checkbox"/>	Application Accepted By: _____
Water: <input type="checkbox"/> Transportation: <input type="checkbox"/>	Application Approved By: _____



Aerial View of 4511 – 59 Street





## Request For Decision

### **Issue:**

Development Permit Application: 3425-2023  
Applicant: Alicia Ott  
Proposed Location: 4307 – 46 Avenue  
Municipal: Lot 42, Block 3, Plan 7823014  
Development: Change of Use – Recreational Facility

### **BACKGROUND**

#### **General:**

The applicant is proposing to move her current business RACC Spin Bar to 4307 – 46 Avenue. The proposed location is in the Industrial District where “Recreation Facility” is a discretionary use falling under “All those listed as either permitted or discretionary uses with the C1 & C2 Districts” and requires Municipal Planning Commission approval.

The proposed change in use would only apply to the office portion of the building (the west portion as outlined on the attached map) where the shop portion of the building would remain at its current use.

The applicant has advised minor leasehold improvements will be required but have been approved by the landowner.

#### **Development Review:**

Land Use District: I: Industrial  
Existing Land Use: Industrial  
Proposed Use: Recreation Facility

#### **DEFINITIONS:**

“**RECREATION FACILITY**” means development that provides facilities for sports and active recreation. Typical facilities would include athletic clubs, bicycle/pedestrian trails, billiard or pool halls, bowling alleys, campsites, driving ranges, golf course, health and fitness clubs, curling, indoor golf facilities, indoor soccer facilities, roller-skating and hockey rinks, rifle and pistol ranges, sports fields, tennis courts and swimming pools. The intended application is for both private and public facilities.

#### **Legislation and Policy:**

Staff has assessed this application against the provisions outlined in the Town of Stettler Land Use Bylaw 2060-15.

### **RECOMMENDATION**

#### **Recommendation:**

That the Municipal Planning Commission approve this application subject to the following conditions:

1. The owner/applicant must comply with all provisions of the Town of Stettler Land Use Bylaw #2060-15;

2. The owner/applicant is responsible for the cost and repair of any damage to public property or works located thereon that may occur as a result of undertaking work regulated by the Alberta Building Code;
3. Compliance with the provisions of the Land Use Bylaw #2060-15 does not exempt the applicant from compliance with any provincial, federal, or other municipal legislation;
4. The proposed development (Change of Use – Recreational Facility) shall be located in accordance with the approved plan; any changes to the plan must be approved by the Town of Stettler;
5. The owner/applicant must supply any sign details and obtain approval from the Town of Stettler’s Development Authority prior to installation;
6. The owner/applicant shall arrange for and obtain approval for compliance with the current Alberta Building Code;
7. The owner/applicant shall arrange for and obtain approval for compliance with the current Alberta Building Code;
8. The owner/applicant must obtain a building permit for each dwelling unit of this development following the mandatory 21 day appeal period. (In order to obtain a building permit all proper documentation, plans, and fees must be in place). If construction commences prior to a building permit being obtained the building permit fee shall be doubled in accordance with Town of Stettler Policy IV-1.

**Alternatives:**

- Approve the application with additional conditions.
- Defeat the application stating reasons.

**Author:**

Angela Stormoen for Leann Graham, Director of Planning and Development

DEVELOPMENT PERMIT APPLICATION FORM  
TOWN OF STETTLER LAND USE BYLAW NO. 2060-15

APPLICATION # 3425-2023

TAX ROLL # 404228000

APPLICATION TYPE: COMMERCIAL:  INDUSTRIAL: \_\_\_\_\_ INSTITUTIONAL: \_\_\_\_\_ RESIDENTIAL: \_\_\_\_\_ OTHER: \_\_\_\_\_

PROJECT TYPE: NEW CONSTRUCTION: \_\_\_\_\_ RENOVATION:  DEMOLITION: \_\_\_\_\_ CHANGE IN USE: \_\_\_\_\_ OTHER: \_\_\_\_\_

APPLICANT: Alicia Ott MAILING ADDRESS: 4003 66st Close

CITY: Stettler PROV: Alberta POSTAL CODE: T0C 2L1

PHONE: 4035061776 FAX: \_\_\_\_\_ EMAIL: alicia.ott14@hotmail.com

REGISTERED OWNER: Lorisa Brower ADDRESS: \_\_\_\_\_

ADDRESS OF PROPERTY TO BE DEVELOPED: 4307 46th Ave Stettler

LOT: 42 BLOCK: 3 REGISTERED PLAN: 78 23014

EXISTING USE: Empty office Space LAND USE DISTRICT: \_\_\_\_\_

MAIN USE OF LAND AND OR BUILDINGS EITHER EXISTING OR PROPOSED: Spin and Fitness Studio

BUILDING OCCUPANCY CLASSIFICATION **NEW** or **CHANGE**: Group A Division 2

*\*See Reverse for Major Occupancy Classifications and STETTLER REGIONAL FIRE DEPARTMENT REVIEW FORM*

PARCEL TYPE: INTERIOR \_\_\_\_\_ CORNER \_\_\_\_\_ PARCEL AREA: \_\_\_\_\_

SETBACKS OF EITHER EXISTING OR PROPOSED BUILDINGS: \_\_\_\_\_

FRONT YARD: \_\_\_\_\_ SIDE YARDS: \_\_\_\_\_ and \_\_\_\_\_

*\*Refer to Alberta Building Code High Intensity Residential Fire Standards if applicable*

REAR YARD: \_\_\_\_\_ FLOOR AREA: \_\_\_\_\_ PARCEL COVERAGE: \_\_\_\_\_ %

HEIGHT OF MAIN BUILDING: \_\_\_\_\_ NO. OF OFF-STREET PARKING STALLS: \_\_\_\_\_

EXISTING: \_\_\_\_\_ PROPOSED: \_\_\_\_\_ SIZE OF OFF-STREET LOADING SPACE: \_\_\_\_\_

RTM OR MOBILE HOME MAKE OF UNIT \_\_\_\_\_ YEAR BUILT \_\_\_\_\_

PROPOSED **ACCESSORY USE OF LAND AND OR BUILDINGS** (garages, etc.) \_\_\_\_\_

SIZE OF ACCESSORY BUILDING: \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ IN HEIGHT

DISTANCE FROM REAR PARCEL BOUNDARY: \_\_\_\_\_ DRIVEWAY LENGTH: \_\_\_\_\_

DISTANCE FROM SIDE PARCEL BOUNDARY: \_\_\_\_\_ PARCEL COVERAGE: \_\_\_\_\_ %

ESTIMATED **COST OF THE PROJECT** OR CONTRACT PRICE: 3000.00

ESTIMATED **DATES OF COMMENCEMENT AND COMPLETION**: Feb 15th and March 7th.

**DATE OF APPLICATION**: Feb 7th 2023 **SIGNATURE OF APPLICANT**: 

APPLICATIONS SHALL BE ACCOMPANIED BY THE FOLLOWING:

- (1) A **NON-RETURNABLE PROCESSING FEE** (SEE POLICY IV-1 – BUILDING AND DEVELOPMENT PERMIT FEE SCHEDULE)
- (2) A **SCALED SITE PLAN** IN DUPLICATE SHOWING THE TREATMENT OF LANDSCAPED AREAS, IF REQUIRED, THE LEGAL DESCRIPTION, THE FRONT, REAR AND SIDE YARDS, IF ANY, ANY PROVISION OF OFF-STREET LOADING AND VEHICLE PARKING, AND ACCESS AND EGRESS POINTS TO THE PARCEL.
- (3) **SCALED FLOOR PLANS, ELEVATIONS AND BUILDING SECTIONS** IN DUPLICATE.
- (4) FURTHER INFORMATION MAY ALSO BE REQUIRED.

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The personal information on this form is collected under the authority of Section 32 of the Alberta Freedom of Information and Protection of Privacy Act. The information will enable us to process your application and is necessary for municipal operations.

TOWN OF STETTLER OFFICE USE ONLY:	
Building Permit Required: _____	MPC Required: _____ MPC Date: _____ MPC Approval: _____
Business License Required: _____	Alberta Transportation Review (adjacent to Hwy 12 or 56): _____
County Referral Required: _____	Alberta Environment Review (adjacent to Red Willow Creek or Cold Lake): _____
Fire Department Review: _____	Advertisement Date: _____ Permit Issue Date: _____
Engineering Review: _____	Application Accepted By: _____
Water: _____ Transportation: _____	Application Approved By: _____

MStandog@51110



4307  
46th Ave

Front  
Entry

For more information, please contact the property manager at 4307 46th Ave, Seattle, WA 98148. Phone: (206) 555-1234.

**Proposed Location 4307 – 46 Avenue**  
Development Permit 3425-2023

