



DEVELOPMENT PERMIT INFORMATION CHANGE IN USE OF PROPERTY

A COMPLETED DEVELOPMENT PERMIT APPLICATION REQUIRES:

1. A completed application form;
2. A completed site plan, showing buildings/sheds and parking area(s);
3. Non-refundable application fee;
4. Signature of ALL landowners;
5. Any additional information requested by the Development Authority;
6. Signage required for this use is reviewed under a separate permit application.

PERMIT INFORMATION:

- Failure to complete the Application or supply the required information, plans or fees may cause delays in application processing.
- The Development Authority may refuse to accept your application if the required information has not been supplied or if the quality of the information is inadequately to properly evaluate the Development Permit application.
- If the Development Permit Application is approved, the applicant will be notified in writing. The permit does not become valid until the development permit conditions have been met and there has been a fourteen (14) day appeal period in which the proposed development is advertised in the Local Newspaper (discretionary use applications only). If there are no appeals against the development at the end of the fourteen (14) day appeal period, and all the conditions have been met, the Development Permit is considered valid and development may commence.
- If the Development Permit Application is refused, the applicant will be notified in writing. The Decision will outline the specific reasons for the refusal. There is a right of appeal to anyone affected by a decision of the Development Authority, pursuant to Part 17 of the Municipal Government Act.
- If the development authorized by a permit is not commenced within twelve months from the date of its issue, the permit is deemed void, unless an extension to this period has previously been granted by the Development Authority.
- Notwithstanding the issuance of this permit, the Town does not assume responsibility that the plans and specifications as filed comply with the Safety Codes Act and Regulations, and the granting of this permit shall in no way relieve the owner of the building or the constructor thereof from complying with the requirements of the Safety Codes Act and Regulations, and any relevant Town Bylaws or Provincial or Federal Statutes or Regulations in force.

FEES (Non Refundable)

Change in Use – Non Residential	\$250.00
Permitted Use within W-DC (Waterfront Direct Control District or DC-50 (50 th Street Direct Control District)	
Discretionary Uses	\$500.00
Review of revised plans submitted in response to a deficiency in the review of revised plans submitted	\$100.00
	Each submission

PLEASE NOTE: Building Permit fees are NOT included in the above schedule and are in accordance with Bylaw 1434/2007

APPLICATION FOR DEVELOPMENT PERMIT
Change in Use of Property



FOR OFFICE USE ONLY

TSLB: _____ Permit Number: _____
Date Received: _____ Date Received Completed: _____
Fees Submitted: _____ Receipt No.: _____
Land Use District: _____ Tax Roll: _____
 Permitted Use Discretionary Use

I hereby make application under the provisions of the Town of Sylvan Lake Land Use By-Law for a Development Permit in accordance with the plans and supporting information submitted herewith and which forms part of this application.

PART 1 APPLICANT INFORMATION

Applicant: _____ Telephone: _____
Address: _____ Postal Code: _____
Email Address: _____
Registered Owner (if different from above): _____ Telephone: _____
Address: _____ Postal Code: _____

PART 2 DEVELOPMENT

- a) Proposed Use: _____
- b) Existing Use: _____
- c) Civic Address: _____ Plan: _____ Block: _____ Lot: _____
- d) Land Use District of Property: _____ Date to be occupied: _____
- e) Value of Renovations _____

By submitting an application, I hereby allow right of entry for inspection purposes. 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 development approval.

Signature of Applicant: _____ **PRINT NAME:** _____

Signature of Registered Owner: _____ **PRINT NAME:** _____
(If different from applicant)

Date of Application: _____