



## DEVELOPMENT PERMIT INFORMATION COMMERCIAL / INDUSTRIAL / INSTITUTIONAL

### **A COMPLETED DEVELOPMENT PERMIT APPLICATION REQUIRES:**

1. A completed application form;
2. A completed Building Permit Application Form;
3. A completed site plan, showing **ALL** buildings and sheds;
4. Three complete copies of the building or construction plans;
5. Non-refundable application fee;
6. signature of ALL landowners;
7. Appropriate technical reports or testing, at the discretion of the Development Authority';
8. Any additional information requested by the Development Authority;
9. A current copy of the Certificate of Title searched and dated not more than 30 days.
10. 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

New Development, Additions or Renovations involving an increase in gross floor area .....	\$500.00 + \$1.00 m <sup>2</sup> of gross floor area
Variance Requests .....	\$750.00
Accessory Buildings .....	\$300.00
Review of revised plans submitted in response to a deficiency letter issued by this Department.....	\$100.00 each submission
Change in Use (Permitted Use) .....	\$250.00
Change in Use (Discretionary Use).....	\$500.00
Development Deposit (Refundable) (For all new construction) .....	\$600.00

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

**APPLICATION FOR DEVELOPMENT PERMIT**  
**Commercial/Industrial/Institutional**



FOR OFFICE USE ONLY	
TSLB _____	Permit Number: _____
Date Received: _____	Date Received Completed: _____
Fees Submitted: _____	Receipt No.: _____
Land Use District: _____	Tax Roll: _____
<input type="checkbox"/> Permitted Use	<input type="checkbox"/> 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 Development or Use: \_\_\_\_\_
- b) Civic Address: \_\_\_\_\_ Plan: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_
- c) What exists on this property:  shop  storage sheds  other, please specify: \_\_\_\_\_
- d) Parcel Coverage: \_\_\_\_% (must be specified) (Structures & Hard Surfacing) Landscaped area \_\_\_\_% (must be specified)
- e) Overall Area: Shop: \_\_\_\_\_  ft<sup>2</sup>  m<sup>2</sup> Office: \_\_\_\_\_  ft<sup>2</sup>  m<sup>2</sup> Upper Level: \_\_\_\_\_  ft<sup>2</sup>  m<sup>2</sup>
- f) Number of Bays: \_\_\_\_ Overall Height, from grade level: \_\_\_\_\_  ft  m Water Meter Size Required: \_\_\_\_
- g) Structure Type: \_\_\_\_\_ Exterior Finish: \_\_\_\_\_ Color: \_\_\_\_\_ Roofing Materials: \_\_\_\_\_
- h) Estimated Commencement Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_
- i) Value of Project (exclusive of land and servicing) \_\_\_\_\_

**BY SUBMITTING AN APPLICATION I HEREBY ALLOW RIGHT OF ENTRY FOR INSPECTION PURPOSES. I HEREBY CERTIFY THAT 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 Registered Owner(s)

\_\_\_\_\_  
 Signature of Person Acting on Behalf of Registered Owner(s) (Agent)

\_\_\_\_\_  
 Signature of Registered Owner(s)

\_\_\_\_\_  
 Signature of Person Acting on Behalf of Registered Owner(s) (Agent)

\_\_\_\_\_  
 Date

**CALL BEFORE YOU DIG**  
**“Alberta One Call”**  
**1-800-242-3477**

**Utility Department Requirements (887-2141)**

A temporary civic address must be displayed during construction. A water/sewer permit may be required prior to connecting to Town Utilities. Contact Public Works for further information (403-887-2800).

Damage incurred to the municipal owned and maintained infrastructure is the financial responsibility of the homeowner/contractor. Public Works recommends that a pre-construction inspection be completed to identify infrastructure damage. This will remove financial responsibility from the homeowner/contractor for the damage not incurred during construction. Contact Public Works (403-887-2800).

Service calls are available 7 days a week, exclusive of statutory holidays. Appointments may be made by contacting Public Works. Public Works offers 24 emergency services at 887-2800.

No person, other than those authorized by Public Works, may operate a curb stop.

It is the responsibility of the consumer to make application for utilities. Failure to do so will result in services being disconnected.

**Utility Construction Information.**

All components of public/private utility system must be installed as per current by-laws. Any breach of the provisions of the water/sewer inspection is required on all utility connections prior to back filling. Contact the Utilities Department at 887-2141. *Please note: 24 hours in advance is required.*

**Development Deposit Requirements (887-2800)**

**Please note that a \$600.00 Development Deposit will be collected on all building permit applications. Upon completion of the requirements herein listed, the deposit will be returned. PLEASE CONTACT THE PUBLIC WORKS DEPARTMENT**

**1. Landscaping:**

- Top soil installed to final grade, and ready for landscaping, on front and sides of property unless property is serviced from the rear (in accordance with building grade certificate).
- Driveway hard surfaced (asphalt/concrete) in accordance with current by-law.

**2. Sump Pump:**

The builder may be required to install a sump pit and pump attached with hard plumbing to the exterior and directed onto the property as shown on the approved plans. Sump pumps must be inspected prior to occupancy.

**3. Construction Debris:**

The area must be generally clear and free of construction debris.

**4. Water Meter/Remote**

The developer/builder is responsible for contacting the Town Utilities Department (887-2800) for first time turn on and the installation of the water meter and remote. *Please note: 24 hours in advance is required.*

**5. Civic Address**

A permanent civic address must be suitably affixed to the structure (minimum size 15.24 cm (6”)) and **must contrast to the colour of the dwelling.**

**6. Sidewalk/Curbs**

All dirt, snow and debris must be removed from the sidewalk/curb prior to inspection. There must be no damage to the sidewalk/curb or other components of the infrastructure.

**7. Curb Cock (Water Shut Off Valve)**

The curb valve box must be at surface and operate to the standards required by the Public Works Department. The valve box is to be encased in a 10.16 cm (4”) sleeve and installed around the valve box in such a way that the cap may be removed if required.

**8. Lot Grading:**

The final lot grading to be completed in accordance with the building grade certificate.

Provide a minimum of two (2) parking stalls.

- If accessed from a lane, stalls may be graveled.
- If accessed from street, or paved road, stalls must be hard surfaced.

**When all of the above conditions (Conditions 1 through 8) are met, please call the Public Works at 403-887-2800 to apply for a refund of your development deposit.**

**Please note all other requirements of the Development Permit must be met.**

**\*\*\*\* PLEASE NOTE THE FOLLOWING\*\*\*\***

**9. INSTALLATION OF LOW FLOW PLUMBING FIXTURES: (Bylaw #1492/2009) –Must be complete prior to OCCUPANCY**

- Toilet having total water usage of n greater than 6.0 liters per flush
- Urinals having a total water usage of no great than 3.8 liters per flush.
- Showerheads having a rate of water flow no great than 9.5 liters per minute.
- Sink faucets having a rate of no great than 1.8 liters per minute.
- PLEASE REFER TO BYLAW FOR MORE INFORMATION.