



WATER ACCESS PLATFORM

Depending on the type of development you are applying for, some requirements and information may not apply. All application requirements are as per the [Town of Sylvan Lake Land Use Bylaw #1695/2015](#). **Failure to complete the application form or supply the required information, plans or fees, may cause delays in application processing.** Hard copies of applications to be mailed, couriered, or dropped off at the Municipal Government Building.

- ☐ A completed development permit application form with non-refundable fee(s)
- ☐ A completed site plan showing location of the water access platform and existing buildings
- ☐ A letter of support from the Marina Bay Homeowner's Association, stating they support the development permit application
- ☐ Building or construction plans showing the platform design:
 - ☐ dimensions showing size of water access platform
 - ☐ materials
 - ☐ proposed method of stabilization
 - ☐ proposed method of accessing the platform (ie. stairs or ramp if applicable)
- ☐ A current copy of the Certificate of Title dated within the last 30 days
- ☐ Any additional information requested by the Development Authority.

FEES (Non Refundable)

PLEASE NOTE: Building Permit fees are NOT included in the schedule below

Water Access Platform.....	\$75.00
Relaxation Request.....	\$300.00

PERMIT INFORMATION:

- Failure to complete the application form 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 inadequate to properly evaluate the Development Permit application.
- The applicant will be notified in writing if their application is complete or incomplete within twenty (20) days of submitting an application. Incomplete application notices will list the missing information with a timeline to submit any outstanding information.
- The applicant will be notified of a decision in writing.
- Development permit may not be considered valid until a twenty-one (21) day appeal period has lapsed.

- If the development authorized by a permit is not commenced within twelve months from the date of its decision or the date of the decision of the Subdivision and Development Appeal Board upon appeal, nor carried out with reasonable diligence as determined by the Development Authority, the permit ceases to be effective, unless an extension to this period, being no longer than an additional twelve months, 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.



Development Permit Application for

WATER ACCESS PLATFORM

Planning and Development Department | 5012 48 Avenue | Sylvan Lake, AB T4S 1G6 | T: 403.864.5557 | E: planning@sylvanlake.ca

I hereby make application under the provisions of the [Town of Sylvan Lake Land Use Bylaw #1695/2015](#) 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: _____
Mailing Address: _____ City: _____ Province: _____ Postal Code: _____
Email Address: _____ I agree to receive electronic notification: ☐ Yes ☐ No
Registered Land Owner: _____ Telephone: _____
Mailing Address: _____ City: _____ Province: _____ Postal Code: _____

PART 2 DEVELOPMENT

a) Civic Address: _____ Lot: _____ Block: _____ Plan: _____
b) Platform Size: _____ ☐ ft ☐ m
c) Method of accessing the platform: ☐ Stairs ☐ Ramp Width of stairs or ramp: _____ ☐ ft ☐ m
d) Method of stabilizing platform and stairs/ramp: _____
e) Relaxation Request (please specify if required): _____
f) Value of Project: _____
g) Estimated Commencement Date (m/d/y): _____ Estimated Completion Date (m/d/y): _____

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

Applicant (Print): _____ Signature: _____ Date: _____
Registered Owner (Print): _____ Signature: _____ Date: _____
Registered Owner (Print): _____ Signature: _____ Date: _____

OFFICE USE ONLY

Dev. Permit No.: _____ Fees Submitted: _____ Receipt No.: _____ Date Received: _____
Tax Roll No.: _____ Land Use District: _____ ☐ Permitted ☐ Permitted w/Relaxation ☐ Discretionary