



CHANGE IN USE OF PROPERTY

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)
- ☐ Site Plan, drawn to scale, 11"x 17" in size, shall include:
 - ☐ north arrow and scale of plan
 - ☐ legal description of the property
 - ☐ property lines shown
 - ☐ location of all existing and proposed buildings/structures
 - ☐ location of all registered utility easements and right-of-ways
- ☐ Parking plan showing delineated stalls with dimensions
- ☐ Relaxation letter requesting the relaxation, stating reasons for the relaxation, and hardships incurred if the relaxation is not granted, if applicable
- ☐ One (1) copy of building elevations and floor plans indicating:
 - ☐ total area of the building
 - ☐ total area of occupied space
 - ☐ proposed use and dimensions of each room of occupied space
- ☐ A current copy of the Certificate of Title dated within the last 30 days
- ☐ Signatures of ALL landowners registered on title
- ☐ Any additional information requested by the Development Authority

FEES (Non Refundable)

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

Permitted Uses	\$250.00
Discretionary Uses	\$500.00
Review of revised plans submitted in response to a deficiency in the review of revised plans submitted (each submission)	\$100.00

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.



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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) Land Use District of Property: _____ Date to be occupied (m/d/y): _____
c) Existing Use: _____
d) Proposed Use: _____
e) Number of Parking Stalls: _____
f) Value of Renovations: \$ _____
g) Details of renovations (if applicable): _____

PART 3 PROPOSED USE - DETAILS

a) How will the space be used? (Inside of building and outside of building including any open yard space on the parcel)
(ex. construction company with '#' offices, warehouse for storage, or massage with '#' rooms, reception desk & waiting area, or restaurant with '#' of seats & takeout, etc)

b) Provide a description of the daily business operations. Please include hours of operation, days of operation, number of clients (if applicable), etc.

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