



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.**

Reminder: Click (www.utilitysafety.ca) or call (1.800.242.3447) before you dig

- ☐ 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 with dimensions
 - ☐ site coverage calculation (%)
 - ☐ landscaped area calculation (%)
 - ☐ location of all existing and proposed buildings/structures with dimensions from property lines
 - ☐ proposed front, side and rear yard setback distances shown with dimensions
 - ☐ location of all registered utility easements and right-of-ways
 - ☐ proposed improvements to all portions of the site including loading facilities, parking, fences, retaining walls, storage areas and garbage facilities
- ☐ Parking plan showing delineated stalls with dimensions
- ☐ Architectural control approval, if applicable
- ☐ Appropriate technical reports or testing, building grade certificate and drainage plan
- ☐ 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 preliminary drawings (drawn to scale) indicating:
 - ☐ floor plans showing proposed use and dimensions of each room
 - ☐ building elevations showing all sides of the building, indicating height, finishing materials and colours
 - ☐ colored renderings of exterior elevations
- ☐ 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
- ☐ [Abandoned Well Declaration](#) if a new building larger than 47 square meters (506 square feet) or any addition or alteration of an existing building that will result in the building being larger than 47 square meters.
- ☐ Landscaping Plan along with estimated cost of landscaping project submitted by a qualified professional if required.
- ☐ Signage required for this use is reviewed under a separate permit application.

FEES (Non Refundable)

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

New Development, Additions or Renovations involving an increase in gross floor area	\$500.00 + \$1.00m ² of gross floor area
Discretionary New Development/Relaxations	\$750.00+ \$1.00m ² of gross floor area
Accessory Buildings	\$300.00
Review of revised plans (each submission)	\$100.00
Change in Use (Permitted Use)	\$250.00
Change in Use (Discretionary Use)	\$500.00

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.



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) Proposed Development
☐ New Construction ☐ Addition ☐ Second Floor Development ☐ Accessory Building ☐ Temporary Building (Duration Required)
☐ Relaxation Request ([stating reasons for the relaxation and hardships incurred if the relaxation is not granted](#)): _____
c) Proposed Use: _____
d) Overall Area of Building or Addition: _____ ☐ ft² ☐ m² Number of Bays: _____
e) Office: _____ ☐ ft² ☐ m² Upper Level: _____ ☐ ft² ☐ m²
f) Overall Height to Peak from grade: _____ ☐ ft ☐ m
g) Structure Type: _____
h) Exterior Finish: _____ Colors: _____ Roofing Materials: _____
i) Number of Parking Stalls Provided: _____
j) Hazardous Materials on Site (specify): _____
k) Parcel Coverage (%) : _____ (incl. all buildings, hard surfacing, storage areas & display areas)
l) Landscaped Area (%) : _____ (does not include areas occupied by garbage containers, storage, parking lots, or driveways)
m) Value of Project (exclusive of land and servicing): \$ _____
n) 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

Utility Department Requirements

A temporary civic address must be displayed during construction. A water/sewer permit will 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. It is strongly suggested to take a photo or video record of existing infrastructure condition prior to your project start up. 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 hour emergency services at 403.887.2800.

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

The developer/builder is responsible for contacting the Town Utilities Department (403.887.2800) for first time turn on and the installation of the water meter and remote. Please note: 24 hours in advance is required. It is the responsibility of the property owner 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 (403.887.2800). Please note: 24 hours in advance is required.

DEVELOPMENT DEPOSIT REQUIREMENTS

Please note that a Development Deposit will be collected on all building permit applications. The deposit will be refunded upon passing a final inspection of all the requirements listed (see below).

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.

3. Construction Debris:

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

4. Civic Address

- a) A permanent civic address must be suitably affixed to the structure (minimum size 15.24 cm or 6") and must contrast to the colour of the dwelling.
- b) Secondary Suites/Garage Suites require an additional permanent civic address (house number and B) be suitably affixed to the front of the dwelling (minimum size 15.24 cm or 6") and at the entrance of the suite and must contrast to the colour of the dwelling.

5. 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.

6. 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. The valve MUST remain accessible.

7. Lot Grading:

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

8. Accessory Buildings:

Siding and eaves must be installed on all accessory buildings (over 240sqft. in size) in addition to the applicable requirements listed above.

9. Parking:

Provide a minimum of two (2) on-site parking stalls.

- If accessed from a lane, stalls may be graveled.
- If accessed from street, or paved road, stalls must be hard surfaced.
- Suites must provide three (3) on-site, hard surfaced parking stalls.

10. Water Meter

The developer/builder is responsible for contacting the Town Utilities Department (403.887.2800) for first time turn on and the installation of the water meter. Please note: 24 hours in advance is required.

11. Installation of Low Flow Plumbing Fixtures:

Must be complete prior to occupancy.

- Toilet having total water usage no greater than 6.0 liters per flush
- Urinals designed for total water usage of no greater than 3.8 liters per flush.
- Shower-heads designed for water flow no greater than 9.5 liters per minute.
- Sink faucets with water flow rate no greater than 1.8 liters per minute.

Please note:

All other requirements of the Development Permit must be met.

When all of the above conditions (Conditions 1 through 9) are met, please call Public Works at 403.887.2800 to arrange for a site inspection to apply for a refund of your development deposit.

DEMOLITION DEPOSIT REQUIREMENTS

Please note that a Development Deposit will be collected on all Demolition Permit Applications. The deposit will be refunded upon passing a final inspection of all the requirements listed (see below).

1. Lot Grading:

Lot must be graded to ensure water runoff is directed to storm drainage system and does not impede adjacent properties.

2. Demolition/Construction Debris:

The area must be generally clear and free of demolition/construction debris. If demolition materials were intended for re-use, said materials must be stockpiled (stored) in a safe and reliable manner so as not to pose harm to the public, public property, adjacent properties of the environment.

3. Sidewalks/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. It is highly recommended to take a photo or video record of existing infrastructure prior to project start up.

4. Curb Cock (Water Shut Off Valve)

The curb cock (water shut off) must be at surface, accessible, in good condition, and disengaged services confirmed.

5. Sanitary Service Lines

The sanitary service line locations must be marked, a GPS depth recorded and the line must be capped. Please contact Public Works at 403.887.2800 to arrange the GPS requirement.

Please note:

All other requirements of the Development Permit must be met.

When all of the above conditions (Conditions 1 through 5) are met, please call Public Works at 403.887.2800 to arrange for a site inspection to apply for a refund of your development deposit.