

- ☐ 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 dimension
  - ☐ site coverage 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
- ☐ 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
- ☐ 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
- ☐ 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 will require the submission of an [Abandoned Well Declaration](#).
- ☐ 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 + \$1.00m2 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 (each submission).....	\$100.00
Change in Use (Permitted Use) .....	\$250.00
Change in Use (Discretionary Use).....	\$500.00
Development deposit (refundable) New building.....	\$2,000.00

### 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 issuance, 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.

I hereby make application under the provisions of the Town of Sylvan Lake Land Use By-Law #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: \_\_\_\_\_

Registered Land Owner (if different from above): \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

I agree to receive electronic notification: ☐ Yes ☐ No

### PART 2 DEVELOPMENT

a) Proposed Development ☐ New construction ☐ Addition ☐ Second Floor Development ☐ Accessory Building ☐ Temporary Building (Duration Required)

b) Proposed Use: \_\_\_\_\_

c) Variance Request (please specify) \_\_\_\_\_

d) Civic Address: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_

e) What exists on this property: ☐ Vacant ☐ Shop ☐ Storage Sheds ☐ Other, please specify: \_\_\_\_\_

f) Hazardous Materials on Site (specify): \_\_\_\_\_ ☐ Outdoor Storage

g) Parcel Coverage: \_\_\_\_\_ % Must Specify (Structures & Hard Surfacing) Landscaped area: \_\_\_\_\_ % (Must Specify)

h) Overall Area of Building or Addition: ☐ 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>

i) Number of Bays: \_\_\_\_\_ Overall Height to Peak from grade: ☐ ft ☐ m Number of Parking Stalls Provided: \_\_\_\_\_

j) Structure Type: \_\_\_\_\_ Exterior Finish: \_\_\_\_\_ Colors: \_\_\_\_\_ Roofing Materials: \_\_\_\_\_

k) Estimated Commencement Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

l) Value of Project (exclusive of land and servicing): \_\_\_\_\_

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: \_\_\_\_\_ Discretionary Use: \_\_\_\_\_

PRINT NAME(if different from applicant): \_\_\_\_\_ Date: \_\_\_\_\_

### OFFICE USE ONLY

TSLB: \_\_\_\_\_ Permit Number: \_\_\_\_\_ Date Received: \_\_\_\_\_

Date Received Completed: \_\_\_\_\_ Fees Submitted: \_\_\_\_\_

Receipt No.: \_\_\_\_\_ Land Use District: \_\_\_\_\_

Tax Roll No.: \_\_\_\_\_ ☐ Permitted Use ☐ Discretionary Use

# 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

Please note that a Development Deposit will be collected on all building permit applications. Upon completion of the requirements herein listed, the deposit will be returned after inspection by the Public Works Department. **PUBLIC WORKS DEPARTMENT | T 403 887 2800**

#### 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 THE FOLLOWING\*\*\*\*

#### 9. INSTALLATION OF LOW FLOW PLUMBING FIXTURES:

(Bylaw #1492/2009) –Must be complete prior to OCCUPANCY

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

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