



# NOTICE OF DECISION

NOTICE is hereby given that the Development Officer or the Municipal Planning Commission of the Summer Village of Birchcliff has approved the issuing of a development permit for the following lakeside escarpment variance request:

***Lakeside Stairs  
Development Permit #261302  
73 Birchcliff Road (Lot 1 Block 4 Plan 4486AX)***

AND FURTHER TAKE NOTICE THAT you may appeal Permitted Uses, Discretionary Uses or Variance approvals to the Subdivision and Development Appeal Board, as provided for in Part 17, of the Municipal Government Act. You may not appeal a Permitted Use unless it involves a relaxation, variation, or misinterpretation of the Land Use Bylaw. Written statements relevant to the development and reasons for the appeal, along with a \$400 appeal fee should be submitted to the Summer Village of Birchcliff, Subdivision and Development Appeal Board, #2 Erickson Drive, Sylvan Lake, AB T4S 1P5 within 21 days following the date of this notice.

For further information please contact the Development Department at 403-887-2822 or [development@sylvansummervillages.ca](mailto:development@sylvansummervillages.ca). Documents regarding this development are attached.

Dated this 22<sup>nd</sup> day of April 2026.

A handwritten signature in blue ink, appearing to read "KH", is written over a faint circular stamp.

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Kara Hubbard, Development Officer



Summer Village of Birchcliff  
#2 Erickson Drive  
Sylvan Lake, AB T4S 1P5

## DEVELOPMENT PERMIT

Permit Number: 261302

Municipal Address: 73 Birchcliff Road

Lot: 1 Block: 4 Plan: 4486AX

Applicant: [REDACTED]

On Behalf Of: [REDACTED]

The Development Involving: *Lakeside Stairs*

### Approved Subject to the Following Conditions:

- 1) The development commences and continues in the manner applied for and that all development complies with the regulations and specifications of the Land Use By-Law under which this permit was issued.
- 2) The construction shall be completed within 12 months and the landscaping shall be completed within 2 years of the date of permit issuance.
- 3) Any damage to public roads or carriageways due to the construction shall be repaired immediately at the expense of the permit holder.
- 4) All road bans to be followed that are implemented by Roadata and the administration office.
- 5) All applicable Superior Safety Codes permits to be completed and submitted to the administration office.
- 6) The amount required by the Development Authority shall be:
  - A) A completions deposit of \$10,000.00 and may be in the form of an irrevocable letter of credit; and
  - B) A condition of the security shall be that the landscaping shall be completed in accordance with this Bylaw and the landscaping and drainage plan(s) within 1 growing season after the completion of the development. If the landscaping does not survive a 2-year maintenance period, the amount shall be paid to the Summer Village to complete the landscaping. The amount shall serve as a security for the fulfillment of development permit conditions and may be drawn upon in the event of non-compliance, delays, or failure to complete the required work within the specified timeline.
- 7) Final as built real property report or site sketch from an Alberta Land Surveyor may be required at the completion of construction. Minimum 80% of the escarpment area to be covered by native, deep rooting plants or trees planted in grass or topsoil (no gravel, mulch or turf). No hard landscaping will be permitted.
- 8) No heavy machinery is to be used on the escarpment.
- 9) New landscaping to be completed as proposed, existing landscaping to remain, and native plantings to be selected from the Summer Village native plantings list provided.
- 10) Landscaping in the form of coco mat or equivalent to be used where the blocks have been removed or any other vegetation is removed for stabilization, quick vegetation growth and moisture retention until the roots can take hold.
- 11) Proper drainage must be maintained in order to maintain the stability of the slope.
- 12) Prior to construction, the applicant must provide a detailed stair design from the manufacturer. Should the need for any revision to the proposed design, any substantive changes require further approval by the Municipal Planning Commission.
- 13) Land located below the top of bank/land with slope areas of gradient of 15% or more area to retain in natural state. Variance granted by the Municipal Planning Commission that land is to be left in a natural state, and all areas to remain as is, but removal of existing concrete steps and installation of replacement stairs can be constructed.
- 14) This approval does not include the existing lower deck as it is out of the jurisdiction of the Summer Village of Birchcliff and requires provincial approval.

You are hereby authorized to proceed with the development specified, provided that any stated conditions are complied with, that the development is in accordance with any approved plans and applications, and that construction conforms with any provincial and federal requirements relative to this development. Any development commenced prior to the 21-day appeal period, is at the applicant's own risk.

Date of Issuance of Development Permit: April 22, 2026

  
Development Authority

### Note:

- 1) This permit is valid for a period of 12 months from the date of its issue, or the date of the decision of the Council confirming it. If at the expiry of this period, the development has not been commenced or carried out with reasonable diligence as determined by the development officer, this permit shall be null and void, unless an extension to this period, being no longer than an additional 12 months, has been previously granted.
- 2) Development Authority may carry out on-site inspections of the development at any time.

Summer Village of Birchcliff  
Municipal Planning Commission  
Birchcliff, Alberta  
Re: Letter of Intent – Replacement of Escarpment Stairs  
Property Address: 73 Birchcliff Road

## DEVELOPMENT PERMIT

NO: 261302

**CONDITIONALLY APPROVED**

ON: APR 22 2026

BY:   
(Approving Authority & Signature)

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Dear Municipal Planning Commission,

Please accept this letter as formal notice of intent to remove and replace the existing concrete stair system located on the escarpment at 73 Birchcliff Road.

The current owners have recently purchased the property and have identified that the existing concrete stairs are in a deteriorated condition. The steps are irregular in height and no longer provide a consistent or safe means of access between the upper and lower portions of the property. Due to these conditions, the owners wish to remove the existing concrete stair structure and replace it with a safer and more appropriate access system.

The proposed replacement will consist of a fabricated aluminum stair stringer system with wood treads and decking surfaces. The stairs will span from the top of the escarpment to the existing mid-landing deck and then continue from that landing down to the existing lower deck.

The design allows the stair system to bridge between the existing deck structures while minimizing disturbance to the escarpment slope. The goal of the installation is for the stair system to span between these points without additional support within the bank. However, if required for structural support, small screw piles may be installed at the midpoint of the stair runs and at the top of the escarpment to secure the stair structure.

If required, these screw piles will be installed manually without the use of heavy equipment in order to minimize disturbance to the escarpment and surrounding vegetation. The piles would have a very small footprint and would not involve excavation or grading of the slope.

No grading of the escarpment is proposed, and the natural bank will remain largely undisturbed. Vegetation will continue to grow beneath the stair system.

This proposal is limited strictly to replacing the existing stair access and resurfacing the existing decks; no expansion of structures or additional development on the escarpment is proposed.

The existing decks will also be resurfaced due to rotting deck boards. The footprint, size, and location of the decks will remain unchanged. Only the surface boards will be replaced in order to restore the decks to a safe condition.

An important benefit of this project is the removal of the existing concrete stair system. Once removed, this disturbed portion of the escarpment will be reclaimed and re-vegetated with native vegetation.

Currently, approximately 69% of the escarpment face is vegetated. Following removal of the concrete stairs and re-vegetation of that area, the vegetated portion of the bank will increase to approximately 83%. Areas beneath the existing mid-deck and beneath the proposed stair system are, and will remain, vegetated.

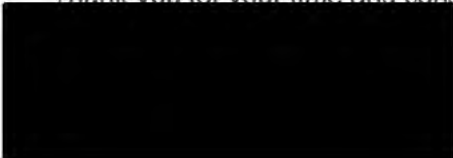
The resulting 83% vegetation coverage exceeds the 80% vegetation requirement for escarpment areas, resulting in improved compliance with the Summer Village's escarpment protection objectives.

Overall, the proposed work results in a net improvement to the escarpment by removing existing hardscape and increasing the amount of native vegetation on the slope.

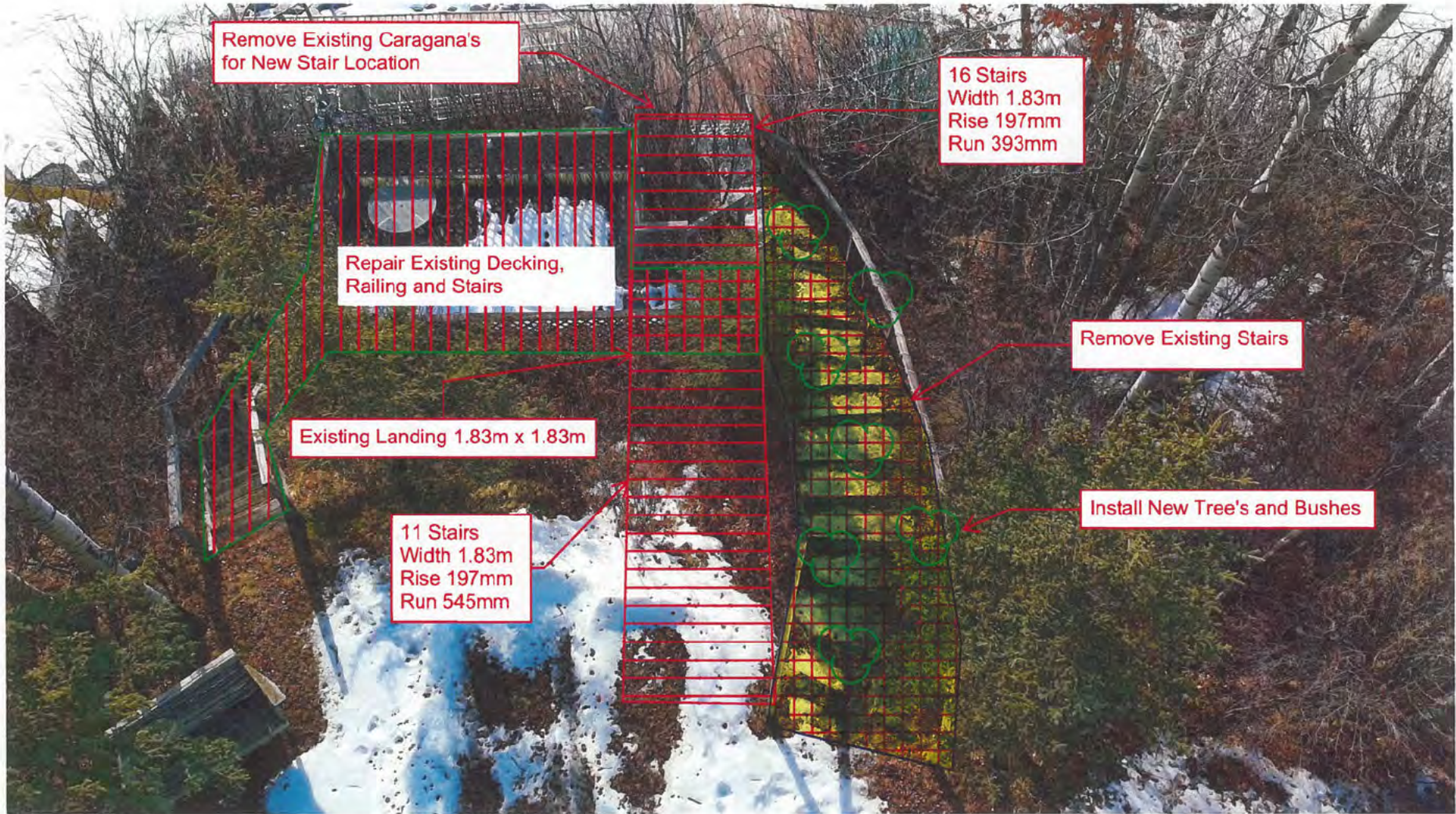
The overall goal of this project is to improve safety while reducing the visual and physical impact on the escarpment. Replacing the existing concrete stairs with a lighter stair system and restoring vegetation will help maintain the natural character of the slope and aligns with the Summer Village of Birchcliff's objective of protecting and preserving the escarpment environment.

The stair access will remain under 20% of the lot width, in compliance with allowable access requirements.

Thank you for your time and consideration.



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- \* Existing area of escarpment vegetated = 69%
- \* Proposed area of escarpment to be vegetated - 83%

**DEVELOPMENT PERMIT**

NO: 261302

**CONDITIONALLY APPROVED**

ON: APR 22 2026

BY: 

(Approving Authority & Signature)

**Alberta Land Surveyor's Real Property Report**

CLIENT: [REDACTED]

LEGAL DESCRIPTION: [REDACTED]

SECTION & NOTES: [REDACTED]

TITLE INFORMATION: [REDACTED]

**DEVELOPMENT PERMIT**  
**NO: 261302**

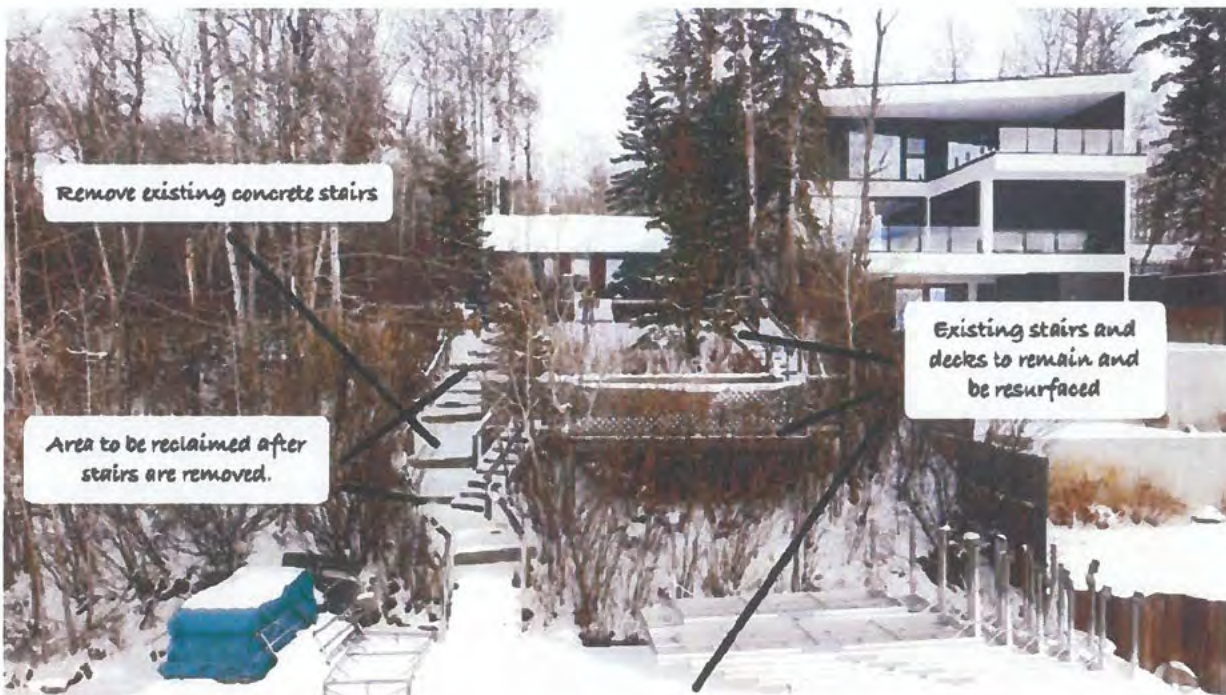
**CONDITIONALLY APPROVED**  
**ON: APR 22 2026**

**BY:** [Signature]

(Approving Authority & Signature)

NOTE: The General Location of the base of the stairs shall, upon any change, remain the substantial boundary of this parcel.

Snell & Osland



Steps to be removed

**DEVELOPMENT PERMIT**

NO: 261302

**CONDITIONALLY APPROVED**

ON: APR 22 2026

BY: [Signature]  
(Approving Authority)

# Proposed Stair Concept



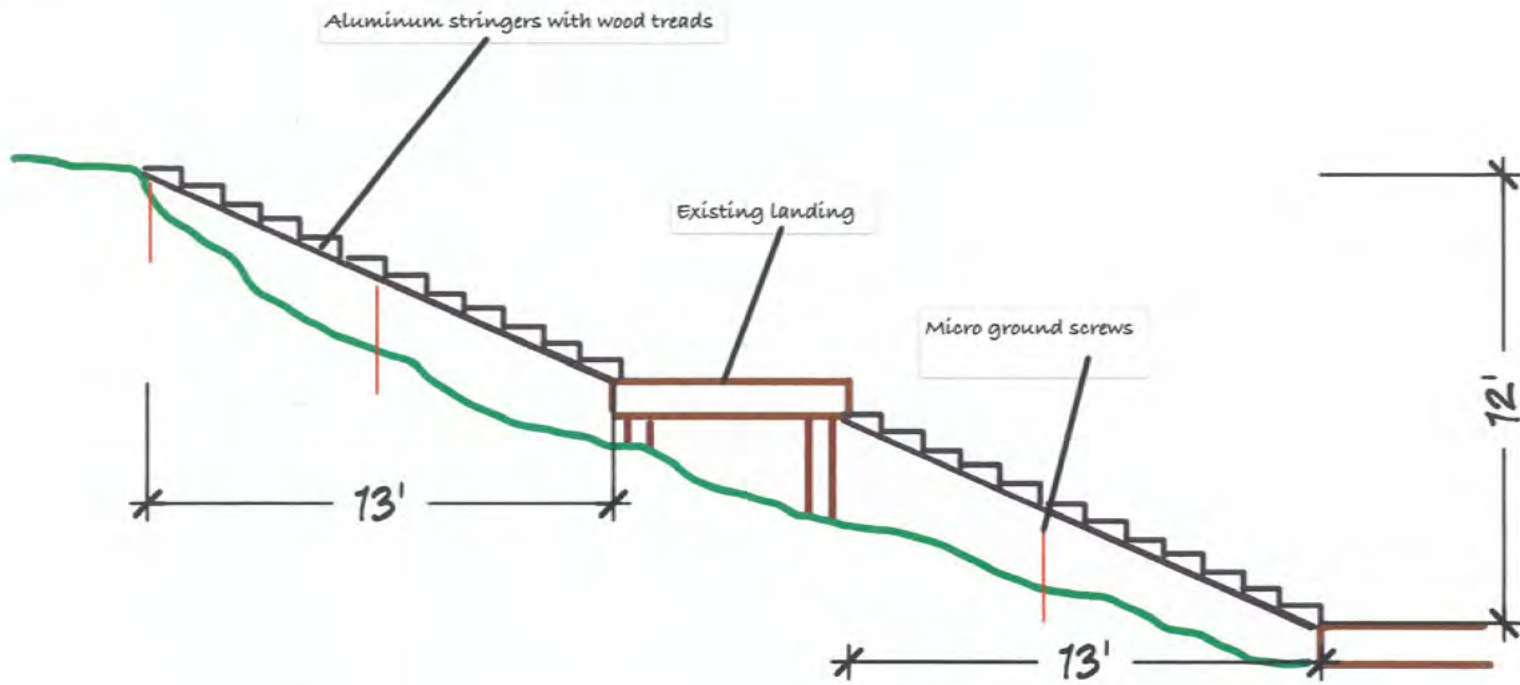
CONDITIONALLY APPROVED

ON: APR 22 2026

BY: 

Signature of Author & Signatory

Stair cross section



**DEVELOPMENT PERMIT**

NO: 261302

**CONDITIONALLY APPROVED**

ON: APR 22 2026

BY: 

(Approving Authority & Signature)

Example of screw piles to support the staircase



NO:

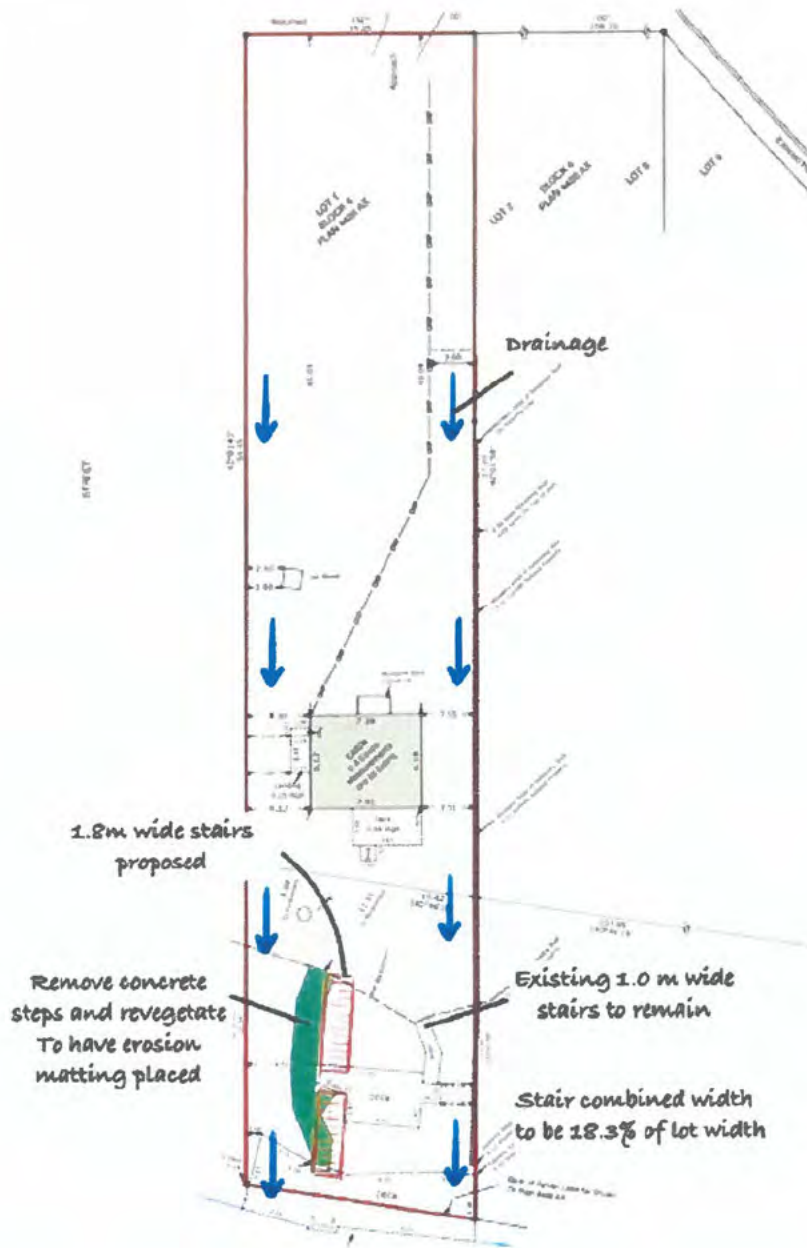
**CONDITIONALLY APPROVED**

APR 22 2026

ON: \_\_\_\_\_

BY:  \_\_\_\_\_

(Approving Authority & Signature)



**DEVELOPMENT PERMIT**

NO: 261302

**CONDITIONALLY APPROVED**

ON: APR 22 2026

BY:   
 (Approving Authority & Signature)



2 Trees to be removed

**DEVELOPMENT PERMIT**

NO: 30

CONDITION: PPR

ON: APR 27 2006

BY: [Signature]

(Approving Authority & Signature)