



TOURIST HOME DEVELOPMENT APPLICATION PACKAGE

Please review the Land Use Bylaw (LUB) 123/13 for the regulations pertaining to your development.

DEVELOPMENT PERMIT INFORMATION:

- Tourist Home means a discretionary use wherein a dwelling unit is offered for rent to guests. The maximum length of stay shall be no less than 30 days in the peak season between May (15) until September (15) and 3 days minimum during off season.
- The Development Authority may refuse to accept an application if the required information has not been provided or if the quality of the information is insufficient to properly evaluate the Development Permit application.
- The applicant will be notified in writing within twenty (20) days of submission whether the application is deemed complete or incomplete. If the application is incomplete, the notice will identify the missing information and provide a timeline for submission. Once an application is deemed complete, the Development Authority has an additional forty (40) days to issue a decision on the Development Permit.
- A Development Permit is required to operate a Tourist Home. Tourist Home permits shall be issued for a period of twelve (12) months. A registered owner shall not operate more than one (1) Tourist Home within the R1 - Residential District. Registered owners are responsible for reapplying should they wish to continue operating a Tourist Home beyond the permit term.
- An issued Development Permit is subject to a twenty-one (21) day appeal period, beginning on the date the permit is issued.
- The operation of a Tourist Home is listed as a discretionary use; the application will be presented to the Municipal Planning Commission (MPC) for a decision. MPC meetings are scheduled as required and are open to the public. Applicants are encouraged to attend in case the Commission has questions regarding the proposal.
- Notwithstanding the issuance of a development permit, the Village does not assume responsibility that the plans and specifications as filed comply with the Safety Codes Act and Regulations. The granting of this permit does not relieve the owner or contractor from complying with the requirements of the Safety Codes Act, applicable regulations, Village bylaws, or any relevant Provincial or Federal statutes.
- Planning and development related documents can be found at:
<http://www.sylvansummervillages.ca/hmb-planning--development.html>

APPLICATION FOR TOURIST HOME DEVELOPMENT PERMIT



#2 Erickson Drive
Sylvan Lake, Alberta T4S 1P5
(403) 887-2822
Email: development@sylvansummervillages.ca
www.sylvansummervillages.ca

FOR OFFICE USE ONLY

Date Received: _____

I hereby make application under the provisions of the Summer Village of Half Moon Bay Land Use Bylaw 123-13 for a Development Permit in accordance with the plans and supporting information submitted herewith in which forms part of this application.

APPLICANT INFORMATION

Applicant/Registered Owner(s): _____

Phone: _____ Cell: _____

Full Mailing Address: _____

Email: _____

Civic Address of tourist home property: _____

Lot: _____ Block: _____ Plan: _____

Proposed maximum amount of people: _____

The operator of a tourist home shall provide the Summer Village Office with the name and phone number(s) of at least one person (adult) that is authorized to act on the owner/operator's absence. The owner/operator is responsible for informing the Summer Village Office of any changes in this information.

Name: _____

Phone: _____

Email: _____

This information on this form is collected under the authority of section 4(c) of the Alberta Protection of Privacy Act. This information will be used to apply for a Development Permit with the Summer Village of Half Moon Bay. If you have any questions about the collection of your personal information, you may contact: information@sylvansummervillages.ca.

BY SUBMITTING AN APPLICATION, I HEREBY ALLOW RIGHT OF ENTRY FOR INSPECTION PURPOSES. 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.

Signature of Registered Owner(s)

Signature of Registered Owner(s)

Date:

Application Checklist *(To be submitted with Application)*

Application for development shall be accompanied by the following:

- A non-refundable application fee of \$500.00.
This fee includes the additional discretionary use fee.
- A complete application with signatures of all registered landowners.
- Scaled floor plans (11x17 or smaller), including room locations, size, and uses.
- Parking plan on the property, showing a minimum of one stall per bedroom. Parking shall not be in the ditches or road right of way.
- A Letter of Intent outlining the request for a Tourist Home operation, and shall also include firepit details, docking facilities plan and smoke detector/fire safety plan.
- A current copy of the Certificate of Title indicating ownership and any registered encumbrances.

Any other information that the Development Authority may require.

Please Note:

- 1) The Development Authority may refuse to accept an application for Development Permit where the information required by Part Two, 2.3 has not been supplied or where, in the opinion of the Development Authority, the quality of the material supplied is inadequate to properly evaluate the application.
- 2) The Development Authority may deal with an application and make a decision without all of the information required by Part Two, 2.3 if it is the opinion of the Development Authority that a decision on the application can be properly made without such information.
- 3) In addition to meeting the requirements of the Land Use Bylaw, it is the responsibility of the applicant to ensure and obtain other required provincial and federal approvals, permits and/or licenses.
- 4) Further, in addition to meeting the requirements of this Bylaw, it is the responsibility of the applicant to ensure that their development is consistent with the conditions of any registered easements or covenants which affect the subject site.
- 5) Communications regarding development permits will be done via email address provided on the application.

Applicant's Initials: _____

ASPEN PLACE

SYLVAN LAKE

NE 1/4 SEC 11, 39-2-5

- LAND USE DISTRICTS
- R - Residential
 - EOS - Environmental Open Space

SUMMER VILLAGE OF
HALF MOON BAY
 SCHEDULE 'A'
 LAND USE DISTRICT MAP
 MARCH 2013
 1:2,000
 PARKLAND COMMUNITY PLANNING SERVICES

