



Development Application Package

Please review the Land Use Bylaw (LUB) 208/13 for the regulations pertaining to your development.

Common Developments - For your convenience, the following developments have been listed with their corresponding page number in the Land Use Bylaw. If your development is not listed below, please contact us and we will provide you with the required information.

- Accessory Buildings – Page 18, 31, 34
- Decks – Page 6, 17, 35
- Demolitions – Page 34
- Detached Garages (Accessory Building) – Page 37, 38
- Driveways – Page 37, 41
- Dwelling Units (District Dependant) – Page 8, 21, 37
- Fences – Page 39
- Guest Houses (Accessory Building) – Page 34, 43, 45
- Home Occupations – Page 38
- Hot Tubs/ Pools/ Ponds – Page 39
- Landscaping – Page 41
- Manufactured Dwelling Units – Page 43, 45
- Mechanized Excavation, Stripping and Grading – Page 40
- Retaining Walls – Page 40

Permitted Uses - If your development complies with the LUB and other planning documents, and is listed as a permitted use, then our development department is obligated to issue you a development permit.

Variance Requests/Discretionary Uses - If your development does not comply with the LUB or is listed as a discretionary use, then it will be presented to the Municipal Planning Commission (MPC) for approval or denial.

MPC Hearings – Are scheduled as needed and are open to the public. We recommend you attend to discuss why your development should be approved.

How Long Does it Take to Receive a Development Permit? - The Municipal Government Act provides for a maximum of 20 days to determine if your development application is deemed complete, then an additional 40 days to approve/deny your development application.

Other Permits Are Required – Building, Gas, Plumbing, Electrical, Sewage permits are required and must be obtained from Superior Safety Codes, after the approval of the development permit. They have their own fee schedule and procedures that must be followed before any development can commence. Please contact them directly at: Phone 403-358-5545, Toll Free 1-888-358-5545, www.superiorsafetycodes.com, #3 6264 67A Street Red Deer, AB T4P 3E8.

Alberta Builders Licence is Now Required – As of December 1, 2017 all residential home builders are required to have a licence. Builder licensing applies to the new construction of new homes to which the *New Home Buyer Protection Act* applies. For more information, visit www.builderlicensing.alberta.ca.

Documents Included in this Package:

- Application Form
- Application Checklist
- District Map
- Residential Crossings (Driveway Culverts)
- Side Yard Setbacks (FOR BUILDING PERMITS)
- Building Permit Checklist (FOR BUILDING PERMITS)

Completed Development - Please contact our development department once your development is complete to schedule a final site inspection and start the completions deposit refund process. Note: all conditions on the development permit must be met as well as development must be 100% complete including landscaping. Re-inspection fees are \$25 and will be deducted from the deposit if required.

Clean Runoff Action Guide – Approaches and practices to direct, slow and clean water runoff before it enters the lake. Includes landscaping, green roofs, rainwater harvesting, rain gardens, trenches and soakaways, and permeable pavements. Please visit <http://www.plwmp.ca/clean-runoff-guide-2/> for more information.

APPLICATION FOR DEVELOPMENT PERMIT



Bay 8, 14 Thevenaz Industrial Trail
Sylvan Lake, Alberta T4S 2J5
Phone: (403)887-2822 Fax: (403)887-2897
Email: information@sylvansummervillages.ca
www.sylvansummervillages.ca

FOR OFFICE USE ONLY

Date Received: _____

I hereby make application under the provisions of the Summer Village of Norglenwold Land Use Bylaw 208/13 for a Development Permit in accordance with the plans and supporting information submitted herewith in which forms part of this application.

APPLICANT INFORMATION

Applicant: _____ Phone: _____ Cell: _____
Full Mailing Address: _____ Email: _____
Civic Address of property to be developed: _____ Lot: _____ Block: _____ Plan: _____
Registered Owner: _____ Full Mailing Address: _____
Phone: _____ Email: _____

DEVELOPMENT INFORMATION

Proposed Development: _____ Existing Development: _____
Parcel Type: Interior _____ Corner _____ Lakefront _____ Proposed Sewage Disposal System: _____
Setbacks for Proposed Development: Front Yard: _____ Side Yard: _____ Rear Yard: _____
Parcel's Total Area: _____ Total Parcel Coverage (%) (as per "Parcel Coverage" Definition): _____
Height of Building (as per "Grade" Definition): _____ Driveway Width: _____ Culvert Required: _____
Proposed Footprint: _____ Proposed Floor Area: _____ Exterior Finish: _____
Proposed Landscaping: _____ Sight Triangle Calculation (Corner Lots Only): _____
Number of Trees to be Removed: _____ Estimated Project Costs: _____
Builder/Contractor: _____ Phone: _____
Full Mailing Address: _____ Email: _____
Estimated Start Date: _____ Estimated Completion Date: _____

BY SUBMITTING AN APPLICATION I HEREBY ALLOW RIGHT OF ENTRY FOR INSPECTION PURPOSES. I HEREBY CRETIFY 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 Person Acting on Behalf of Registered Owner(s)

Signature of Registered Owner(s)

Date:

Application Checklist *(Include with Application)*

Application for development shall be accompanied by the following:

- Proposed development complies with the following planning documents:
 - Land Use Bylaw *(One of the Purposes is to protect the shoreline and water quality of the Lake)*
 - Municipal Development Plan
 - Sylvan Lake Management Plan 2000 Update (including Caring for Shoreline Properties)
- A non-refundable fee of \$200.00.
- A complete Application with signatures.
- A refundable completions deposit of up to \$5,000.00 will be required when the development permit is issued. The deposit shall be refunded after completion of the construction including landscaping as per permit subject to the following:
 - a) The development must be completed as required under the permit, including landscaping.
 - b) If the Summer Village is required to repair damage to its lands and works, including but not necessarily confined to roads, drainage courses, trees and fences, the costs thereof shall be deducted from the deposit.
 - c) An Alberta Land Survey Site Plan submitted for site setback compliance shall be submitted at the time the foundation is constructed.
 - d) The fee for re-inspection shall be \$25 and will be deducted from the deposit.
- A surveyor's certificate specifying the location of any buildings on the parcel or, in the case of undeveloped parcels, indicating the posting of the parcel boundaries.
- Two (2) scaled site plans (11x17 or smaller), showing the treatment of landscaped areas; areas of vegetation to be removed, if any (boulevard shall be included); the legal description; the front yard, rear yard and side yard setbacks; provisions for off street loading and vehicle parking; access and egress points to the parcel with driveway width; total parcel coverage; storm water disposal plans; water supply details; and sewage treatment plans. Two or more site plans can be submitted to achieve the above.
- A statement of existing and proposed uses.
- If the proposed development is for demolition, include a statement/plan which indicates:
 - How the operation will be carried out so as to create a minimum of dust or other nuisances; and
 - The final reclamation of the parcel.
- If the proposed development will involve the removal of trees and/or shrubs, the application shall include:
 - A plan showing the existing trees and/or shrubs, identification of the trees and/or shrubs to be removed, and a statement or plan showing proposed replacement trees and/or shrubs;
 - A statement on why the trees and/or shrubs are proposed to be removed;
 - Details outlining the measures that will be taken to ensure the integrity of trees and/or shrubs adjacent to those proposed to be removed is not compromised; and
 - A statement may be required, at the discretion of the Development Officer, from a qualified environmental specialist or another qualified professional assessing the implications of the removal of trees and/or shrubs will have on Sylvan Lake water quality, habitat and slope stability if applicable.

**Existing trees and/or shrubs to be conserved to the maximum extent possible and escarpments shall be left in their natural state.*

- Two (2) scaled floor plans (11x17 or smaller), including room locations and uses, elevations building sections, and existing and proposed grade elevations. Proposed type of finish and use of building materials on all elevations and the roof, the roof pitch and width of the eaves, as well as the building height must be included.
*Please indicate if Manufactured Dwelling Unit.
- Confirmation from the Energy Resources Conservation Board (ERCB) identifying the presence or absence of abandoned oil/gas wells within the parcel, on which a building of 506 sq. ft. or greater, will be constructed.
- A Letter of Intent is required if requesting a variance or making an application for a discretionary use.
- A current copy of the Certificate of Title (30 days or less) indicating ownership and encumbrances.
- A geotechnical report may be required. *(Typically requested for shoreline lots, vacant lots or lots with 10% or more slope).*
- A visual impact assessment report may be required. *(Assesses the impact of new development on view corridors and provides mitigation steps).*
- An environmental report may be required. *(Assesses the sensitivity of the lands, adverse impacts during and after construction).*
- Proof of Warranty Coverage.
- Plan for garbage removal from site during construction.
- Any other information that the Development Authority may require.

Please Note:

- 1) The Development Authority may refuse to accept an application for a development permit where the required information is not supplied or where, in the Development Authority's opinion, the quality of material supplied is inadequate to properly evaluate the application.
- 2) The Development Authority may deal without all the information required, if the Development Authority is of the opinion that a decision on the application can be properly made without such information.
- 3) After approval, permits are subject to a 21 day appeal period. Any construction commenced within the appeal period, is at the applicants own risk.
- 4) Permit application information collected by the Summer Village will be used for the purpose to processing the permit application. This information may also be used for other purposes related to the operation of the municipality.
- 5) If the development is not completed within the time set out in the development permit, extensions may be granted with the development permit application fee deducted from the deposit.
- 6) Communications regarding development permits will be done via email address provided on the application.

Applicant's Initials: _____

SUMMER VILLAGE OF NORGLNWOLD

SCHEDULE 'A' LAND USE DISTRICT MAP

MARCH 2013

1110 000 (11x17) 15000 (24X36)

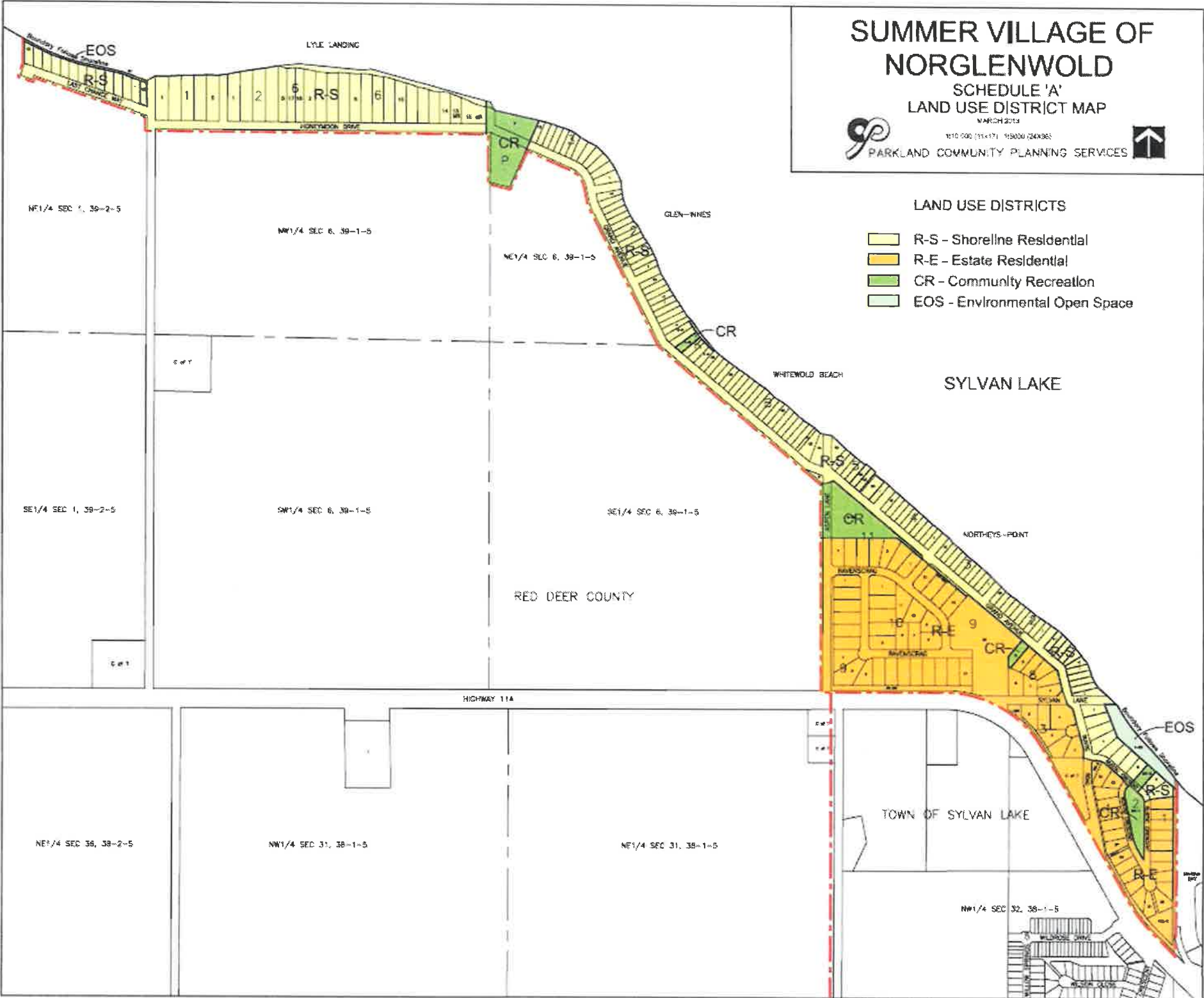


PARKLAND COMMUNITY PLANNING SERVICES



LAND USE DISTRICTS

- R-S - Shoreline Residential
- R-E - Estate Residential
- CR - Community Recreation
- EOS - Environmental Open Space



Tagish Engineering Ltd.
Residential Crossing Specification

1. RESIDENTIAL CROSSINGS

.1 Definition

“Residential Crossing” means the driveway to a property from a Summer Village roadway having drainage ditches.

.2 Residential Crossing Agreement

A “Residential Crossing Agreement” between the Summer Village and the property owner shall be obtained and executed prior to any work being performed.

.3 General

All residential crossings shall be constructed to conform to the following minimum Specifications and Standard Drawings unless prior, written approval is obtained from the Summer Village’s Engineer or his representatives or appointee, for construction to alternate standards.

- a) The Residential crossing shall be constructed at right angles to the tangent of the Summer Village road;
- b) A minimum grade of minus 10 percent and a maximum of plus 10 percent shall be maintained along the residential crossing from the shoulder edge of the intersecting Summer Village road to the property line;
- c) The Applicant shall be responsible for all utility locations and any costs for repair and/or relocation of utilities arising out of the construction of the residential crossing.
- d) The minimum requirements for culverts, where they are required to be installed, shall be:
 - i) 450 mm diameter
 - ii) galvanized corrugated metal pipe with 3:1 tapered ends for local roads and 4:1 tapered ends for collector and/or major roads
 - iii) 1.6 mm wall thickness

NOTE: A CORRUGATED POLYETHYLENE PIPE OF EQUIVALENT STRENGTH MAY BE USED ON APPROVAL FROM THE SUMMER VILLAGE'S ENGINEER.

Culverts shall be installed along the Summer Village ditch bottom in such manner that the existing drainage along the ditch is maintained. A larger diameter culvert may be required when drainage conditions dictate as determined by the Summer Village's Engineer.

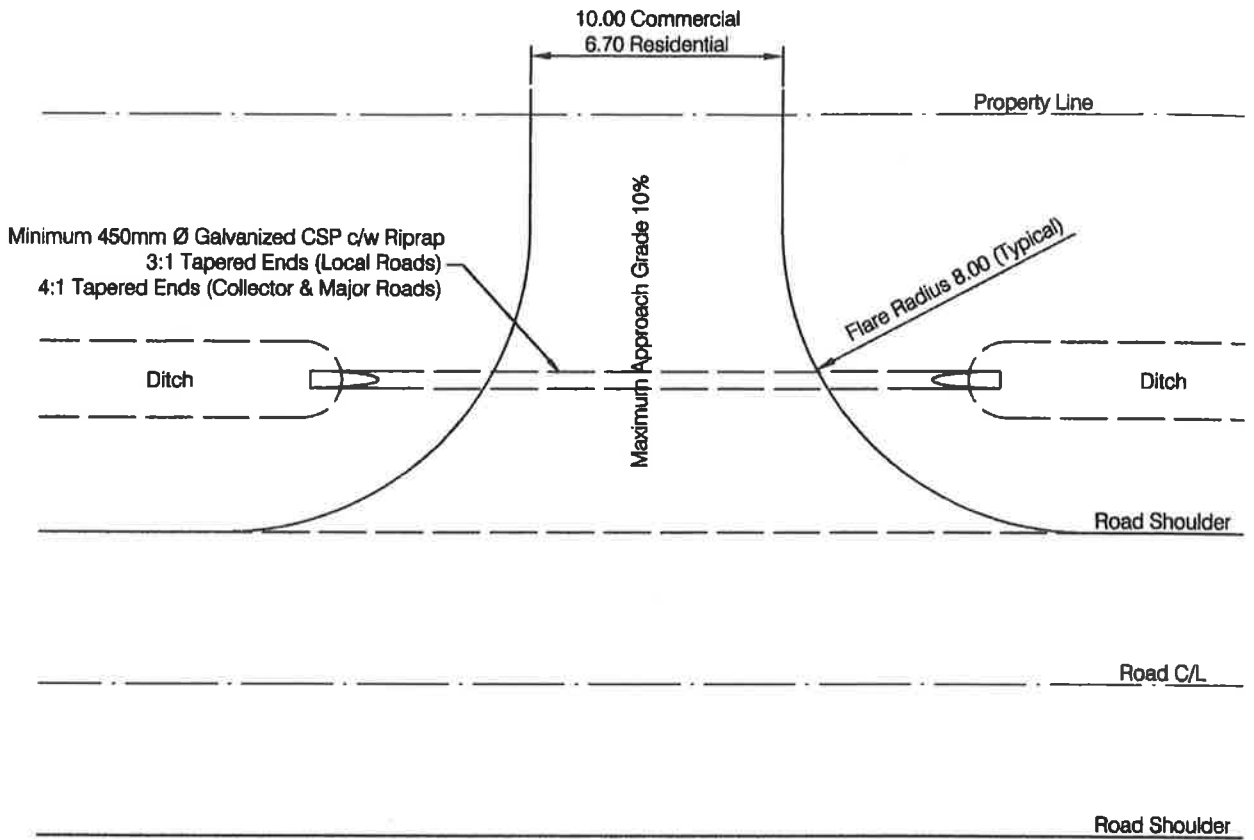
- e) There shall be a minimum cover equal to the diameter of the culvert over the culvert;
- f) The residential crossing sideslopes shall be 4:1 on local roads and 5:1 on collector and/or major roads
- g) Prior to any fill material being placed for the new residential crossing, all organic or otherwise deleterious materials shall be removed. The fill used for construction of the residential crossing shall not contain any organic, frozen or otherwise deleterious materials and shall be compacted to a minimum of 95% of Standard Proctor Density;
- h) The finished traveling surface of the residential crossing shall be crowned and shall be a minimum of 6.7 metres in width;
- i) The full width of the residential crossing, from the shoulder of the Summer Village Road to the property line, shall be constructed to be equivalent to, or better than the standard of the abutting road;
- j) Any damage to Summer Village property, including utilities and road surface shall be repaired at the expense of the applicant;
- k) Any disturbed areas in the ditch shall be reclaimed including seeding and removal of rocks larger than 75 millimetres.

.2 Inspection

The Summer Village Administration office shall be notified within 72 hours of the completion of the residential crossing. An inspection will then be conducted to ensure compliance with these specifications.

.3 Maintenance

The construction of a residential crossing is for the sole benefit of the applicant. The applicant is therefore responsible for the maintenance of the residential crossing including the maintenance and cleaning of the culvert.



1 Plan
1 1:200



2 Typical Cross Section
1 1:200

NOTE: All dimensions are metres unless otherwise noted.

Tagish Engineering Ltd.

Environmental • Municipal • Water Resource • Land Development
5205A - 54 Avenue, RED DEER, AB
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Client
Summer Village

Project
TYPICAL RURAL CROSSING

PLAN & CROSS SECTION

Drawn: DJO	Scale: As Shown
Designed:	Date:
Checked:	File No.:
Approved:	Project No.:

1
1

Construction Standard Guidelines for the Province of Alberta where firefighting response time is more than 10 minutes. Please be advised that this is just a guide, and the Safety Codes Officer will review and make decisions on all building permit applications.

Type of Structure	Proposed Sideyard Setback --distance from property line to the building face	Regulations	Notes
Houses & Secondary Suites in a detached accessory structure	2.4m and greater [7'10½"]	-No new regulations to be implemented, construction can occur as it has for the last number of years.	
	0 - 2.4 m [0 - 7' 10½"]	-Side windows not allowed unless the house is sprinklered.	
	1.2m -2.4m [3'11¼" – 7'10½"]	-Side walls must have 45 minute fire rating (<i>treated OSB does not meet this standard</i>). -Soffits must be protected and must be placed .45m or greater from the property line. -Non-combustible cladding required. (<i>If vinyl siding is used instead of stucco, it must be placed over exterior grade gypsum, masonry or approved intumescent coated sheathing.</i>)	Wall Assembly must be tested and meet ULC S134 standard. Other regulations apply pertaining to combustible enclosed projections.
Accessory Buildings (<i>detached garages, sheds</i>)	0m to 1.2m [0' - 3'11¼"]	-Side walls must have 45 minute fire rating (<i>treated OSB does not meet this standard</i>). -No side windows unless building sprinklered. -Soffits must be protected and must be placed .45m [17 ¾"] or greater from the property line.	Wall Assembly must be tested and meet ULC S134 standard. Other regulations apply pertaining to combustible enclosed projections.

BUILDING PERMIT INFORMATION & CHECKLIST REQUIREMENTS

APPLICATION REQUIREMENTS – Along with your approved development permit from the Municipality, ensure the listed supporting documentation is included with the completed building permit application, or delays may occur with regards to issuing the building permit.

NEW HOME BUYERS PROTECTION ACT – When constructing a new home, cabin, garage with living quarters or moving in a new manufactured home you must provide the New Home Warranty Certificate at time of application.

BUILDERS' LICENSE – Effective December 1, 2017, new requirements are in effect for residential builders in Alberta. All residential builders are required to have a builder licence in order to construct new homes

NATIONAL ENERGY CODE (NEC) – The NEC came into effect November 1, 2016. Ensure the attached 9.36 Compliance Report is completed and submitted with the building permit applications and documentation.

<p>CONSTRUCTION OF NEW HOMES & ADDITIONS</p> <ul style="list-style-type: none"> <input type="checkbox"/> site plan <input type="checkbox"/> floor plan(s) <input type="checkbox"/> foundation plan <input type="checkbox"/> elevation views <input type="checkbox"/> building cross sections <input type="checkbox"/> roof truss layouts <input type="checkbox"/> manufactured floor joist layouts (Layouts can be on site at the framing stage) <input type="checkbox"/> engineered stamped drawings for attached garage if it is pile and grade beam <input type="checkbox"/> Preserved Wood Foundations require plans designed by an Engineer, registered in the Province of Alberta. (unless designed to the CAN/CSA S406-16 (R2003)) <input type="checkbox"/> Hydronic Heating design information and designer certification 	<p>MANUFACTURED , MODULAR, MOBILE HOMES</p> <ul style="list-style-type: none"> <input type="checkbox"/> site plan <input type="checkbox"/> floor plan <input type="checkbox"/> foundation plan** <input type="checkbox"/> CSA, QAI or Intertek # <input type="checkbox"/> Serial # <input type="checkbox"/> AMA # <input type="checkbox"/> square footage <input type="checkbox"/> year of manufacture <p>ONE ROOM ADDITIONS & MANUFACTURED SUNROOMS</p> <ul style="list-style-type: none"> <input type="checkbox"/> site plan <input type="checkbox"/> floor plan <input type="checkbox"/> foundation plan** <input type="checkbox"/> cross section view <input type="checkbox"/> if manufactured sunroom, supplier's full product information is required or an engineer's approval <p style="text-align: center;">** NOTE: Pile foundations require engineering</p>
<p>STORAGE BUILDINGS / GARAGES / SHEDS</p> <ul style="list-style-type: none"> <input type="checkbox"/> site plan <input type="checkbox"/> floor plan <input type="checkbox"/> elevation views <input type="checkbox"/> building cross sections <input type="checkbox"/> roof truss and beam design information <input type="checkbox"/> Hydronic Heating design information and designer certification (if applicable) <input type="checkbox"/> pole buildings <u>require</u> engineering <p><u>Foundation Requirements:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> 4 foot frost wall and strip footing <input type="checkbox"/> concrete slab over 55 sq. meters (592 sq.ft) must be engineered <input type="checkbox"/> engineered grade beam and pile <input type="checkbox"/> any other foundation will require a structural engineered stamped plan <p><u>Wall Requirements:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> walls up to 3.6 m in height are acceptable <input type="checkbox"/> walls over 3.6 m will require an <u>engineered</u> stamped plan <i>unless built to Standata 14-BCV-002R1.</i> 	<p>BASEMENT DEVELOPMENTS AND MINOR RENOVATIONS</p> <ul style="list-style-type: none"> <input type="checkbox"/> floor plan showing layout of new walls, bathrooms, bedrooms, windows and doors <p>HOT TUBS / SWIMMING POOLS</p> <ul style="list-style-type: none"> <input type="checkbox"/> site plan with dimensions of tub / pool <input type="checkbox"/> fence information <p>DECKS</p> <ul style="list-style-type: none"> <input type="checkbox"/> site plan <input type="checkbox"/> floor layout <input type="checkbox"/> cross section view or example plan with dimensions filled in <p>WOOD STOVES (including fireplaces, pellet and coal stoves)</p> <ul style="list-style-type: none"> <input type="checkbox"/> floor plan <input type="checkbox"/> manufacturers installation instructions <input type="checkbox"/> references to certification listing <p>NOTE: Pile foundations require engineering</p>

Construction checklists for decks, garages, mobile homes and wood stoves are also available.

If you require any information regarding building permits or plans that are required, please contact Superior Safety Codes.