

# Summer Village of Sunset Point

## APPLICATION FOR DEVELOPMENT PERMIT

**DEVELOPMENT PERMITS MUST BE DEEMED COMPLETE WITHIN 20 DAYS OF RECEIPT (FEE MUST BE INCLUDED) - DECISION 40 DAYS - COMPLETE**

I HEREBY MAKE APPLICATION UNDER THE PROVISIONS OF THE LAND USE BYLAW FOR A DEVELOPMENT PERMIT, IN ACCORDANCE WITH THE PLANS AND SUPPORTING INFORMATION SUBMITTED HEREWITH AND WHICH FORM PART OF THIS APPLICATION.

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone @ Work: \_\_\_\_\_ Home: \_\_\_\_\_ Fax: \_\_\_\_\_

email address: \_\_\_\_\_

Registered Owner: \_\_\_\_\_

Mailing Address (*if different from above*): \_\_\_\_\_  
\_\_\_\_\_

Interest of Applicant (*if not the registered owner*): \_\_\_\_\_

Legal Description:

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_

Municipal Address: \_\_\_\_\_

**Description of proposed development:** \_\_\_\_\_  
\_\_\_\_\_

Estimated cost of development: \_\_\_\_\_

Estimated commencement date: \_\_\_\_\_

Estimated completion date: \_\_\_\_\_

Lot Width: \_\_\_\_\_ Lot Length: \_\_\_\_\_

Area of Site: \_\_\_\_\_ Area of existing development: \_\_\_\_\_

Area of proposed development: \_\_\_\_\_ Total % of Site Coverage: \_\_\_\_\_

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(Maximum 40%)

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<u>Principal Building/Addition:</u>	<u>Proposed</u>	<u>Bylaw Requirements</u>	<u>Conforms</u> ( <u>Yes or No</u> )
Front Yard Setback:	_____	> or = 8.0 M	_____
Lake Front Yard Setback:	_____	> or = 8.0 M	_____
Rear Yard Setback:	_____	> or = 1.5 M	_____
Side Yard Setback:	_____	> or = 1.5 M	_____
Side Yard Setback:	_____	> or = 1.5 M	_____
Floor Area:	_____	> or = 93.9 M <sup>2</sup> (1000 Ft <sup>2</sup> )	_____
Height of Building:	_____	< or = 10.0 M (33')	_____
No. of Off-Street Parking Stalls:	_____	> or = 2 stalls	_____
<u>Accessory Building:</u>	<u>Proposed</u>	<u>Bylaw Requirements</u>	<u>Conforms</u> ( <u>Yes or No</u> )
Shed or Boat House			
Front Yard Setback:	_____	> or = 8.0 M	_____
Rear Yard Setback:	_____	> or = 1.0 M	_____
Side Yard Setback:	_____	> or = 1.0 M	_____
Side Yard Setback:	_____	> or = 1.0 M	_____
Separation from other structure:	_____	> or = 1.2 M	_____
Floor Area:	_____	< or = 93 M <sup>2</sup> (all buildings)	_____
Height (shed):	_____	1 storey (< or = 4.6 M)	_____
Height (boat house):	_____	1 storey (< or = 3.7 M)	_____
<u>Garage:</u>	<u>Proposed</u>	<u>Bylaw Requirements</u>	<u>Conforms</u> ( <u>Yes or No</u> )
Detached Garage			
Front Yard Setback:	_____	> or = 8.0 M	_____
Rear Yard Setback:	_____	> or = 1.0 M	_____
Side Yard Setback:	_____	> or = 1.0 M	_____
Side Yard Setback:	_____	> or = 1.0 M	_____
Separation from other structure:	_____	> or = 1.2 M	_____
Floor Area:	_____	< or = 93 M <sup>2</sup> (all buildings)	_____
Height (shed):	_____	1 storey (no taller than house)	_____

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## APPLICATION FOR DEVELOPMENT PERMIT - **IMPORTANT NOTES**

1. February 1, 2014 the Province's "New Home Buyer Protection Act" requires that ALL new homes constructed require warranty coverage. This includes homes constructed by property owners for themselves. [www.municipalaffairs.alberta.ca/NHBP](http://www.municipalaffairs.alberta.ca/NHBP) for info.
2. All storage sheds and small accessory buildings must be located in the rear half of the property, regardless of the size (or requirement to secure Development Permit approvals).
3. The front yard of the property is the yard adjacent to the road except in the case of lake front properties where the front yard faces the lake. Where the front yard faces two roads, the front yard is the property adjacent to the road on which all adjacent properties are located.
4. Where the development requires a driveway or entrance, the owner must provide and install a culvert in the size and shape that is approved by the municipality.
5. In addition to completing this application in its entirety, an Application for a Development Permit shall be accompanied by the following information and documents, where relevant:
  - a) a lot plan at scale to the satisfaction of the Development Officer showing the size and shape of the lot, the front, rear and side yards, and provisions for off-street parking, access to the site, and the location of public utilities, water bodies and treed areas;
  - b) a scaled floor plan and elevations where construction is proposed together with a street scene elevation of all new buildings in relation to adjoining properties clearly demonstrating height and amenity;
  - c) at the discretion of the Development Officer, an acceptable Real Property Report as proof of location of existing development, before the Development Permit is issued;
  - d) at the discretion of the Development Officer, a Real Property Report as proof of location of the proposed development, after construction is complete;
  - e) a copy of the Duplicate Certificate of Title indicating ownership and encumbrances;
  - f) if the applicant is not the registered owner, a written statement, signed by the registered owner approving the applicant as the agent for the registered owner.
6. Where a decision on this application is not made within twenty (20) days of the date of acceptance and validation (FEE must be included) upon receiving all required plans and documents you may:
  - a) Consider this development application to be REFUSED by the Development Officer and appeal this decision to the Development Appeal Board within twenty-one (21) days of the date of refusal by contacting([office@sunsetpoint.ca](mailto:office@sunsetpoint.ca)); or
  - b) Obtain and complete an extension agreement available from the Development Officer to extend the twenty (20) day decision period specified to allow the Development Officer additional time to reach a decision.

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### 7. NEW HOME CONSTRUCTION – requirements of “New Home Buyer Protection Act”

- a) Is this an application seeking to construct a new home? YES \_\_\_\_\_ NO \_\_\_\_\_
- b) If YES, please provide details of the builders’ (either contractor or property owner) new home warranty coverage as required by the Province of Alberta \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- c) If the property owner is electing to proceed with construction – without the required new home warranty coverage – please ensure that the required waiver from the Province of Alberta ([www.municipalaffairs.alberta.ca/NHBP](http://www.municipalaffairs.alberta.ca/NHBP)) is forwarded with this application.
- d) Failure to provide this information to the satisfaction of the Development Officer will result in an immediate denial of the Development Permit application for any new home.

### 8. FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT NOTICE

Please be advised that the Development Authority gathers the information contained in this application for the purpose of rendering a decision on your application. For this purpose, your application may be forwarded to the following people / organizations,

- Adjacent Landowners
- Municipal Assessment Services for Assessment purposes
- Utility Companies
- Adjacent Municipalities Municipal Offices (*if applicable*)
- Government Departments
- Statistics Canada
- Other organizations as determined by the Development Officer
- Local newspapers for public advertisement

Under the authority of sections 606, 640(1), 653(4) of the Municipal Government Act Chapter M26.1, RSA2000, and the Subdivision and Development Regulation 212/95

I/we \_\_\_\_\_ have no objections to the above stated procedures being used in the review and decision-making process for this application.

Signature(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

**For information contact: Matthew Ferris, RPP MCIP, FOIP Administrator, PO Box 596 Alberta Beach, AB, T0E 0A0** [office@sunsetpoint.ca](mailto:office@sunsetpoint.ca)

# **Summer Village of Sunset Point**

## **APPLICATION FOR DEVELOPMENT PERMIT**

**9.** Every Application for a Development Permit shall be accompanied by a non-returnable processing fee (**please make payment out to “Summer Village of Sunset Point”**);

### **PERMIT FEES DOUBLE IF CONSTRUCTION STARTS PRIOR TO APPROVAL**

Development Permits – Major – Main Buildings	\$ 450.00
Development Permits – Commercial	\$ 400.00
Development Permits – Minor - Accessory Buildings or additions	\$ 200.00
Home Occupation, Signs, Decks, Fences, Cistern	\$ 185.00
Demolition Permits	\$ 175.00

**10. AUTHORIZATION AND RIGHT OF ENTRY:**

I/we, \_\_\_\_\_ am/are the registered owner, or the agent for the registered owner, authorized to act on behalf of the registered owner, and the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts in relation to this application for a Development Permit.

I also consent to an authorized person(s), designated by the Municipality, to enter upon the subject land and buildings for the purpose of an inspection during the processing of this application and completion of the proposed development.

Signature(s): \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_