

# Summer Village of Island Lake

## APPLICATION FOR DEVELOPMENT PERMIT

**DEVELOPMENT OFFICER MAY REQUIRE UP TO 40 DAYS TO PROCESS**

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: \_\_\_\_\_

(Maximum 40%)

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<u>Principal Building/Addition:</u> <u>Proposed</u>	<u>Bylaw Requirements</u>	<u>Conforms</u> <i>(Yes or No)</i>
Front Yard Setback: _____	> or = 6.1 M (20 Feet)	_____
Lake Front Yard Setback: _____	> or = 8 M (26.2 Feet)	_____
Rear Yard Setback: _____	> or = 1.5 M (5 Feet)	_____
Side Yard Setback: _____	> or = 1.5 M (5 Feet)	_____
Side Yard Setback: _____	> or = 1.5 M (5 Feet)	_____
Floor Area: _____	> or = 75 M2 (800 Ft2)	_____
Height of Building: _____	< or = 8.2 M (27 Feet)	_____
No. of Off-Street Parking Stalls: _____	> or = 2 stalls	_____

<u>Accessory Building:</u> <u>Proposed</u>	<u>Bylaw Requirements</u>	<u>Conforms</u> <i>(Yes or No)</i>
<u>Garage or shed</u>		
Front Yard Setback: _____	> or = 6.1 M (20 Feet)	_____
Rear Yard Setback: _____	> or = 1.0 M (3.3 Feet)	_____
Side Yard Setback: _____	> or = 1.0 M (3.3 Feet)	_____
Side Yard Setback: _____	> or = 1.0 M (3.3 Feet)	_____
Separation from other structure: _____	> or = 1.0 M (3.3 Feet)	_____
Floor Area: _____	< or = 93 M2 (1000 Ft2)	_____
Height of Building: _____	< or = 4.6 M (15 Feet)	_____

<u>Well or Sewage System:</u> <u>Proposed</u>	<u>Bylaw Requirements</u>	<u>Conforms</u> <i>(Yes or No)</i>
<i>(Holding Tank)</i>		
Front Yard Setback: _____	> or = 1.8 M (6 Feet)	_____
Rear Yard Setback: _____	> or = 1.0 M (3.3 Feet)	_____
Side Yard Setback: _____	> or = 1.0 M (3.3 Feet)	_____
Side Yard Setback: _____	> or = 1.0 M (3.3 Feet)	_____
Setback to Prin. Bldg.: _____	> or = 1.0 M (3.3 Feet)	_____
Setback to Acc. Bldg.: _____	> or = 1.0 M (3.3 Feet)	_____
Type of Water System: _____	Well, Cistern or other	_____
Setback to any Water System: _____	> or = 10.0 M (30 Feet)	_____
Setback to any Water Source: _____	> or = 10.0 M (30 Feet)	_____
Size of Holding Tank: _____	> or = 1800 L (475 Gallons)	_____

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### **IMPORTANT NOTES**

1. All storage sheds and small accessory buildings must be located in the rear half of the property, regardless of the size.
2. The front yard of the property is considered to be 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 other adjacent properties are located.
3. 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.
4. 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 any provisions for off-street loading and vehicle 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;
  - 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 consenting to the application and approving the applicant as the agent for the registered owner.
5. Where a decision on this application is not made within forty (40) days of the date of acceptance you may;
  - a) Consider this development application to be REFUSED by the Development Officer and appeal this decision to the Development Appeal Board within fourteen (14) days of the date of refusal by contacting (780) 431-9712; or
  - b) Obtain and complete an extension agreement available from the Development Officer (SV Planning and Development) to extend the forty (40) day decision period specified to allow the Development Office additional time to reach a decision.

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### 6. 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
- Inspections Group for Safety Codes Act Compliance
- Municipal Assessment Services for Assessment purposes
- Utility Companies
- Statistics Canada
- Other organizations as determined by the Development Officer

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:** Garth Bancroft, 10511 – 109 st. Westlock, Alberta, T7P 1A9  
Telephone: (780) 349-3651 Email: gmbancroft@shaw.ca

7. Every Application for a Development Permit shall be accompanied by a non-returnable processing fee as follows (**please make payment out to “Summer Village of Island Lake”**);

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

Development Permit Fees	Examples:	Submit this form to:
\$4.00 per thousand of the cost of development as estimated by the Development Officer, with a <b>minimum fee of \$40.00</b>	10,000	\$40.00
	20,000	\$80.00
	30,000	\$120.00
	40,000	\$160.00
	50,000	\$200.00
	100,000	\$400.00
		SV Island Lake: Garth Bancroft 10511 – 109 St. Westlock, AB T7P 1A9

Compliance Certificates - Standard (10 business days)

\$75.00

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- Rush (3 business days)

\$150.00

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### 8. 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: \_\_\_\_\_

The application process can be viewed in the Land Use Bylaw #03-2012 on the website at [www.islandlake.ca/](http://www.islandlake.ca/). If you have any questions about this collection, please contact the Planning and Development Department, Summer Village Office at 780-431-9712.