



Summer Village of Grandview

P.O. Box 100 (605 - 2nd Avenue)
Ma-Me-O Beach, Alberta T0C 1X0
Phone: (780) 586-2494 Fax: (780) 586-3567 E-mail: information@svofficepl.com

SERVING THE SUMMER VILLAGES OF:
ARGENTIA BEACH, CRYSTAL SPRINGS, GOLDEN DAYS, GRANDVIEW,
MA-ME-O BEACH, NORRIS BEACH & POPLAR BAY

Understanding the Development Process

Making changes to the structures, landscaping, or shoreline at your Grandview property?

Before you begin the development there are several steps that must be completed:

- You must fill out and submit a Development Permit Application (see below).
- The Summer Village Office will review and either approve (with or without conditions) or refuse your Development Permit Application based on the requirements of the Land Use Bylaw.
- If the application includes changes to the shoreline, after it is approved by the Summer Village Office, you will have to contact Alberta Environment for additional approvals.
- Once the appropriate Development approvals are in place, you will have to post your placard and wait at least 14 days before beginning your work.
- Your Development Permit approval letter will be forwarded to our Safety Codes Officers at Superior Safety Codes.
- It is your responsibility to contact them and obtain all necessary Building Permits before construction begins.

Development Permit Application:

- Please ensure that all of the required information has been provided and that the application has been signed by the landowner(s) on title.
- Fees are charged as shown on Schedule A of the Development Permit Bylaw and vary depending on the type of development you are planning.
- Site plans and construction drawings as required as shown on page 2 of the application. Please ensure that all plans and drawings are legible and clearly show all dimensions.
- For new building construction, you will be required to provide 3 sets of building plans with the Development Permit Application. Two of these will be returned to you when the Development Permit Application review has been completed.
- The Land Use Bylaw (posted on our website) sets out the requirements for development in the Summer Village. Some of the setback requirements are shown at the top of the Site Plan Drawing Form attached to the Development Permit Application. Note that if there is any discrepancy between this form and the Land Use Bylaw, the Land Use Bylaw will apply.

During Construction

- The Development Authority or designate may inspect any building for which a Development Permit has been issued during construction, and may require that a Real Property Report (*from an Alberta Land Surveyor*) showing the location of the footings of any new building be provided before continuing with construction above the footing.

Questions? Contact us by phone, fax, or e-mail as shown above.



Summer Village Office
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Email: information@svofficepl.com website: www.svofficepl.com

Summer Village of Grandview

APPLICATION FOR DEVELOPMENT PERMIT **Permit Number**
LAND USE BYLAW NO. 291 AND AMENDMENTS THERETO **DP GV _____**

I / We hereby make application for a Development Permit for the use noted below:

Name of Applicant: _____	Phone: _____
Interest of the Applicant: _____	Fax: _____
Email: _____	
Mailing Address of Applicant: _____	
<small>Street</small>	

<small>City, Province, Postal Code</small>	

Owner of the Land to be developed: <input type="checkbox"/> same as applicant	
or _____	
<small>Owner</small>	
Mailing Address of Owner: _____	Phone: _____
<small>Street</small>	

<small>City, Province, Postal Code</small>	Fax: _____
Email: _____	

Legal Description of Property to be developed: Lot ____, Block ____, Plan _____ Roll # _____
Municipal Address: _____, Grandview, Alberta
<small>Cottage Number</small>

Proposed Development / Demolition: _____
(For example – addition to existing dwelling, new cottage, new garage, etc.)

****Please note that a permit can only be used for one purpose, separate permits are required for each project you wish to undertake****

Construction Value: \$ _____

Construction Value – means the estimated full cost of construction including site preparation, excavation, all materials, labour and finishing for the house or accessory building identified in this development application.

Construction Value does not include the land, utility installations, appliances or specialized installations. The Construction Values submitted by applicants are confirmed by the development authority and may result in an adjustment to the development application fee.

Commencement Date: _____ Completion Date: _____

THIS IS NOT A BUILDING PERMIT. YOU ARE REQUIRED TO APPLY TO SUPERIOR SAFETY CODES INC. AT 1.888.358.5545
WWW.SUPERIORSAFETYCODES.COM WHO HAS BEEN AUTHORIZED TO ISSUE PERMITS AND PROVIDE COMPLIANCE
MONITORING FOR PERMITS REQUIRED IN THE BUILDING, ELECTRICAL, PLUMBING OR GAS DISCIPLINES IN THE SUMMER
VILLAGE OF GRANDVIEW. ... Continue next page

The personal information contained on this form is collected pursuant to Section 32c of the Freedom of Information and Protection Privacy Act, Part 17 of the Municipal Government Act, and will be used for the purpose of application review and analysis and may include notification to various County or Provincial Departments or agencies; and adjacent landowners and/or municipalities in which the application and/or related correspondence is copied and circulated. The application process can be viewed in our Land Use Bylaw #291 on our website at www.svofficepl.com. If you have any questions about this collection, please contact the Planning and Development Department, Summer Village Office at 780.586.2494.

The following plans, specifications and documents must be submitted with the application:

Site Plan

A site plan to scale, showing:

Yards, Building, Parking

The proposed front, rear and side yards, locations of all existing building, and any provisions for off-street loading and vehicle parking and access and egress points to the site.

Water Wells and Septic Tanks

Show distances from neighbor's pump-outs and well sites. Water drainage, septic and water wells must be identified.

Grading and Drainage

An application for a new building shall contain drainage and grading plan.

Construction Drawings - Three (3) Copies

Floor plans, elevations and sections, including all height and horizontal dimensions. In the case of a dwelling, an architect's rendering of the finished building and the buildings on adjacent lots.

Construction Drawings must also include **elevation drawings**, which show the viewpoint of the lot from the lake or road, with the proposed building in relation to the existing buildings on the subject and neighbouring lots. All elevations are to be shown relative to grade as defined in the Land Use Bylaw.

Distances from **neighbor's pump outs and water wells** must be shown.

Requirements for **Cantilevered extensions, bay windows, chimneys, eaves and other extending features** must conform with the Land Use Bylaw.

Real Property Report (Surveyor's Certificate)

A real Property Report or a Building Location Certificate prepared by an Alberta Land Surveyor when renovations or additions are being added to an existing property, OR when an existing building(s) are totally removed or demolished.

Accuracy of Building Placement

If the proposed development is for a new building, you may be required to submit a Real Property Report, prepared by an Alberta Land Surveyor, after the footings have been installed, but before any flooring or framing work has commenced, certifying the building under construction meets the yard and setback requirements of the Land Use Bylaw and the Alberta Building Code.

Signed Copy of the Environmental Protection

This is important information about lake lot development and needs to be signed. Information is excerpts from the Land Use Bylaw.

- Development Permit Fee** Fee is \$10.00 per \$10,000 of construction value
Permit Fee enclosed is \$ _____ (Minimum fee is \$125.00)

Development Permit Fee, made payable to the Summer Village of Grandview, must accompany the application. If you have specific questions regarding your proposed development, contact the Development Authority at (780) 586-2494 or visit our website: www.svofficepl.com and click on Grandview.

Note: The undersigned property owner acknowledges that the public at large may view their development permit file including private blueprints.

Signature of Applicant: _____ Date: _____

Signature of Titled Property Owners: _____ Date: _____
_____ Date: _____
_____ Date: _____

For Office Use Only

The above application has been examined as to its compliance with the Summer Village of Grandview Land Use Bylaw #291, as amended and is

_____ **APPROVED** subject to the conditions as noted on the attached notice of decision.

Effective Date: _____
(This permit is void unless attached to the Notice of Decision)

Where an appeal on a development permit can be considered by the Subdivision and Development Appeal Board, the permit does not come into effect until fifteen days after the date of decision, and any development proceeded with, prior to the effective date of the permit, is done solely at the risk of the applicant.

_____ **REFUSED** for the following reason. _____

Signature of Development Officer: _____ Date _____

ENVIRONMENTAL PROTECTION

3. Site drainage and Land Clearing

- 3.1 No land shall be cleared, filled or raised, and no grading or drainage work or modifications to ditches on property owned by the Municipality shall be undertaken, unless a Development Permit has been issued.
- 3.2 Land shall be graded so that excess water flows towards the lake, a soakaway, or a street or lane. Water shall not be diverted to flow from a property onto a neighbouring property. Where a natural watercourse exists for runoff from spring melting or rainstorms, the development plan must account for these runoff volumes without diverting the water to neighboring lots. Rain water from eaves shall not be piped directly into the lake.
- 3.3 A private driveway across a boulevard or ditch shall be constructed so as not to interfere with the natural flow or absorption of water, and if there is any flow of water in the roadside ditch, a culvert shall be installed to the specifications of the Municipality. The roadside ditch on property owned by the Municipality must be preserved in its pre-Development state for at least two thirds of the width of the Lot.
- 3.4 A Development application for a new Building shall include a grading and drainage plan. This plan must show both the pre-Development and proposed Grades.

1.13 Other Requirements

- 1.13.1 No material impregnated with creosote shall be used in any construction or landscaping.
- 1.13.2 For those areas of the Municipality where, in the opinion of the Development Authority, a steep bank exists adjacent to the lake, any Development must be done in consideration of protecting this bank with excavations minimized. The Development Authority may require a special study by a qualified engineer prior to approving a Development in this area.
- 1.13.3 All Lake Yard Developments and Building placements must consider ice heaves and ice damage.
- 1.13.4 Before any Development occurs, all boundaries which may be infringed by that Development must be clearly marked. Encroachments on adjoining properties including property owned by the Municipality are not permitted.
- 1.13.5 Excavations in the Lake Yard must be re-vegetated with natural indigenous species or other vegetation if approved by the Development Authority as soon as possible after exposure to prevent sediments and nutrients from entering the lake.

- 1.13.6 The Development Authority will require low-impact development strategies to be used for all Developments within the Municipality as a means of reducing runoff laden with sediment and nutrients from entering the lake.
- 1.13.7 All excavated material other than material needed for an approved Grading of the Lot must be removed from the Development area.
- 1.13.8 Tree cover and natural indigenous vegetation greatly contribute to the character of the Municipality and the protection of the water quality in the lake. Development Permits may contain conditions that require protection of tree cover and natural indigenous vegetation, and replacement of indigenous tree species proposed to be removed during construction and Development or which have previously been removed. For existing developments, any removal of existing tree cover and indigenous vegetation, other than as provided in Section 11 xiv, requires a development permit.
- 1.13.9 Every lot with development requires a sign showing the residential street address number with characters large enough to be easily readable from the street.
- 1.13.10 To encourage a dark-sky environment, all outdoor spotlights and yard lights should be either switched off or regulated by motion sensors whenever artificial light is not needed for outdoor activities.

Any person who violates any provision of this Bylaw is guilty of an offence and liable on summary conviction to a fine of not more than \$1000.00 and in default of payment to imprisonment for not more than 30 days.

I have read the above and fully adhere to the requirements of this development permit application.

Signature of Applicant: _____ Date: _____

Signature of Titled Property Owners: _____ Date: _____
 _____ Date: _____
 _____ Date: _____

Summer Village of Grandview

Helpful Specifications from Land Use Bylaw & Provincial Regulations

Setbacks	Lake	Road	Side	Other Guidelines
Main Building	10 m from *Legal Bank but not closer to Legal Bank than average setback of adjacent residences.	6 m from property line	1.5 m from property line	Maximum height: 8.5 m from Building Height Baseline (BHB). BHB is the average of the pre-development grade at the two highest corners of the building foundation <u>before</u> any grade changes have occurred.
Boat House (not permitted in lake yard)	Not Applicable	0.6 m from property line	0.6 m from property line	Maximum 5.5 m above Building Height Baseline. Please check the Alberta Building Code as it may require a separation of 3 m between buildings unless fire rated materials are added to those walls.
Other Accessory Buildings	3 m from *Legal Bank	0.6 m from property line	0.6 m from property line	Accessory buildings in lake yard limited in area to 9 square m and in height to 3.5 m above Building Height Baseline. In other yards, maximum height is 5.5 m above Building Height Baseline.
Garages	Not Applicable	6 m from property line (see LUB for exceptions)	0.6 m from property line	Maximum 5.5 m above Building Height Baseline except garage with guest house above, which can have a maximum height of 7.5 m above Building Height Baseline.
Definition:				
*Legal Bank is the demarcation line between the bed and shore of the lake and the upland as determined by an Alberta Land Surveyor.				
The following two developments are under Provincial jurisdiction and are therefore subject to change.				
Wastewater (watertight holding tank)	1 m from property line	1 m from property line	1 m from property line	Must follow provincial guidelines. Minimum 10 m from any water source/course.
Water Well	1 m from property line	1 m from property line	1 m from property line	Must follow provincial guidelines. Minimum 10 m from septic tank.

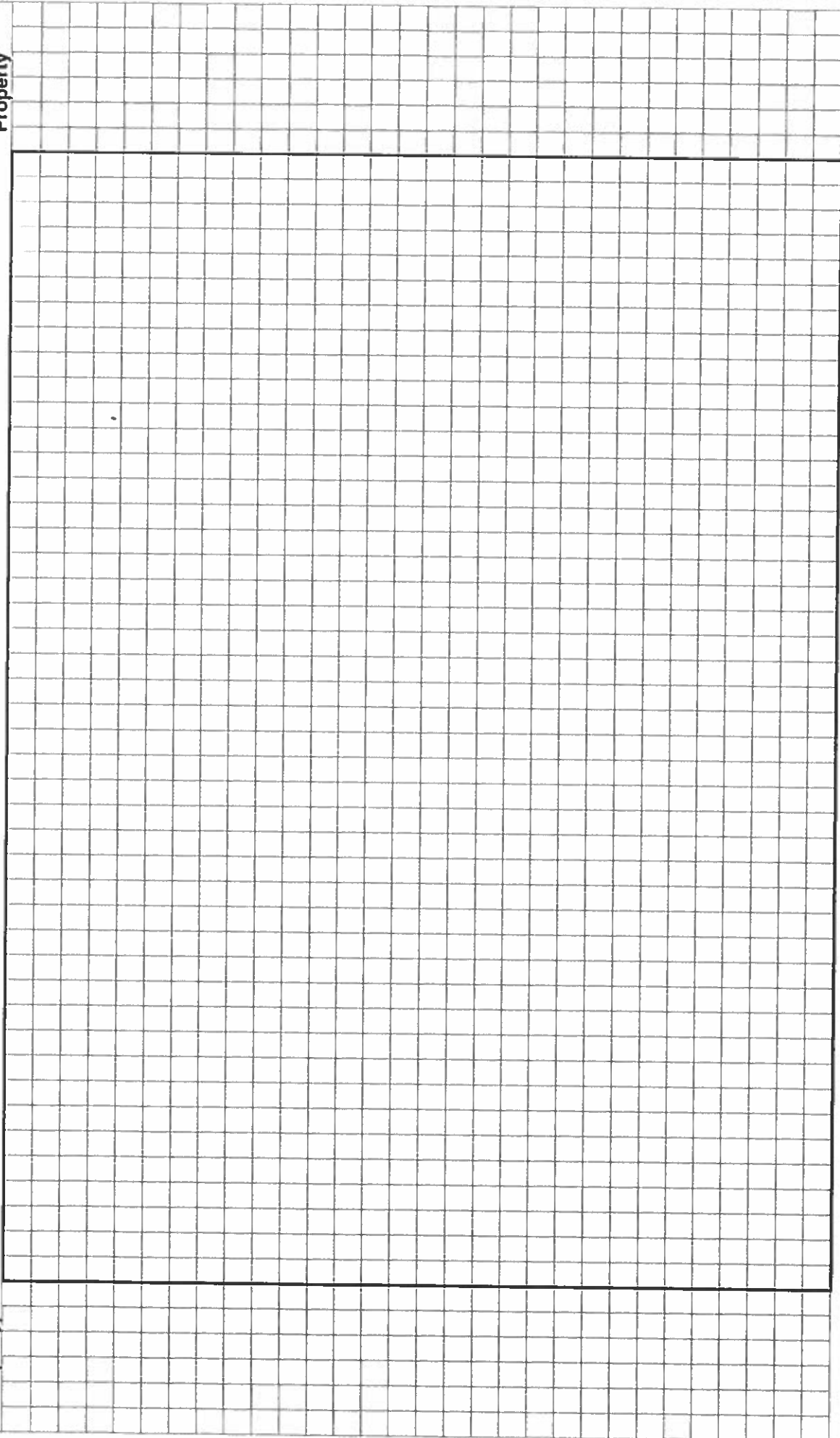
“Note: All requirements as detailed in the Land Use Bylaw must be followed unless specific exemption or relaxation is given by the Development Authority.”

Summer Village of Grandview – Site Plan Drawing Form

Adjacent
Property

Subject Property

Adjacent
Property



Permit #: _____
Name: _____
Civic Add: _____
Lot: _____ Block: _____
Plan: _____

COMMENTS

