



Summer Village Office
P.O. Box 100
605 – 2nd Avenue, Ma-Me-O Beach, Alberta T0C 1X0
(780) 586-2494 Fax: (780) 586-3567
Email: information@svofficepl.com website: www.svofficepl.com

Summer Village of Crystal Springs

APPLICATION FOR DEVELOPMENT PERMIT Permit Number
LAND USE BYLAW NO. 208 AND AMENDMENTS THERETO DP CS _____

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

Legal Description of Property to be developed: Lot ____, Block ____, Plan _____ Roll # _____
Municipal Address: _____, Crystal Springs, 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.SUPERIORESAFETYCODES.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 CRYSTAL SPRINGS. ... 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 #208 on our website at www.svofficepl.com. If you have any questions about this collection, please contact the 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.

- Development Permit Fee** Fee is \$10.00 per \$10,000.00 of construction value.
Permit Fee enclosed is \$ _____ (Minimum fee is \$125.00)

Development Permit Fee, made payable to the Summer Village of Crystal Springs, 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 Crystal Springs.

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I / We hereby authorize the Development Authority or designate to enter on to the property during construction to ensure that all development is in accordance with the Land Use Bylaw.

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 Crystal Springs Land Use Bylaw #184, 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 _____

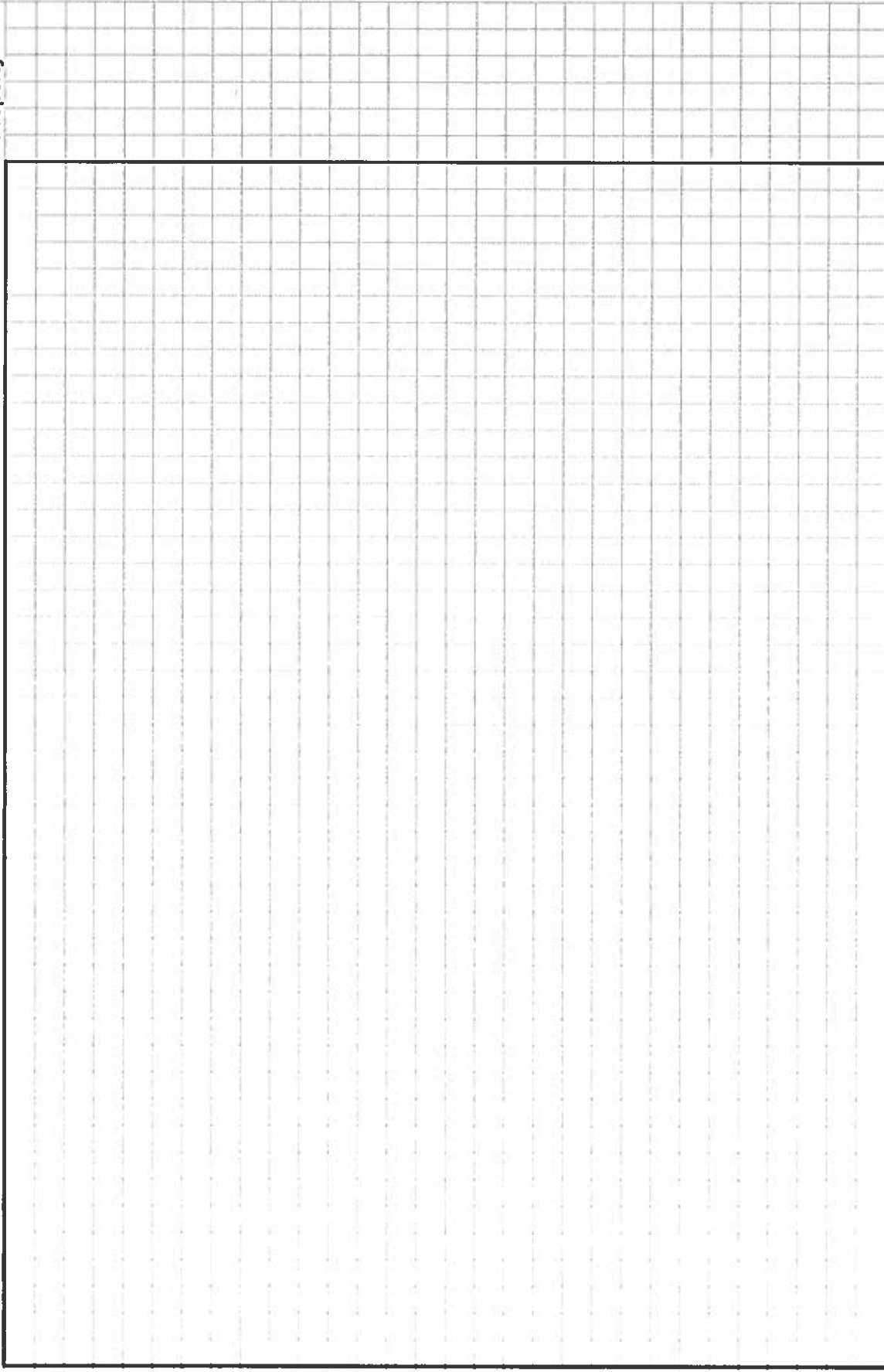
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Summer Village of Crystal Springs – Site Plan Drawing Form

Adjacent
Property

Subject Property

Adjacent
Property



Permit #: _____
Name: _____
Civic Addr: _____
Lot: _____ Block: _____
Plant: _____

COMMENTS

SUMMER VILLAGE OF CRYSTAL SPRINGS

BYLAW #215 DEVELOPMENT PERMIT BYLAW

A BYLAW OF THE SUMMER VILLAGE OF CRYSTAL SPRINGS IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF CHARGING FEES FOR THE ISSUANCE OF DEVELOPMENT PERMITS

WHEREAS the Council of the Summer Village of Crystal Springs deems it desirable to enact a Bylaw to establish reasonable development permit fees and penalties that are comparable with the similar fees in other municipalities, and

WHEREAS the Municipal Government Act, R.S.A. 2000, c.M-26 as amended or repealed and replaced from time to time provides that a Council may pass bylaws pertaining to planning and development.

NOW THEREFORE, the Council of the Summer Village of Crystal Springs pursuant to the authority conferred upon it by the Province of Alberta enacts as follows:

SECTION 1 – TITLE, PURPOSE and SCOPE

- 1.1 This Bylaw shall be known as the "*Development Permit Bylaw*".
- 1.2 The purpose of this Bylaw is to:
 - (a) clarify when development permits are required;
 - (b) ensure equitable fees are charged, as compared to other jurisdictions, for reviewing plans and specifications for developments and the issuance of development permits;
 - (c) set out penalties for the failure to obtain a development permit and for failure to adhere to the requirements of a development permit.
- 1.3 This Bylaw shall not conflict with the Land Use Bylaw (LUB). In the event of a perceived conflict with the LUB, the LUB shall take precedence.

SECTION 2 – DEFINITIONS

"**Structural Renovations**" means addition to, modification of, and/or removal of a building's support (bearing) walls and/or the addition or removal of square footage (area of the building) and/or new attachments or removals of attachments to adjoining buildings.

Additional terms used in this Bylaw remain as defined by the Summer Village LUB.

SECTION 3 – INTERPRETATIONS

This section is provided as clarification and quick reference to items included in the Land Use Bylaw.

Developments Requiring a Development Permit

3.1 No development other than that designated as **Not Requiring a Development Permit** (below) shall be undertaken in the Summer Village unless an application for it has been approved and a development permit has been issued.

Examples of Developments requiring a Permit include, but are not limited to:

- a) Installation of driveways and culverts on municipal lands including road allowances;
- b) Installation or modification of a waste water disposal system;
- c) Structural Renovations as defined in Section 2 of this Bylaw;
- d) Changes to the shoreline of the lake;
- e) Signs not specifically excluded below.

Development Not Requiring a Development Permit

3.2 No development other than that designated below shall be undertaken within the Summer Village unless an application for it has been approved and a development permit has been issued.

No development permit is required for:

- f) work in or on a road or utility lot or right-of-way by a government or by a franchised utility company;
- g) the maintenance of or repair to any building or structure provided that such work does not include *Structural Alterations*. Note that other permits such as a *building permit* may be required for alterations to plumbing, electrical, or heating systems;
- h) roof repairs such as replacement of shingles or their underlay;
- i) mechanical and electrical work providing the use of the building and the number of dwelling units within the building or on the site do not change. Note that other permits such as a *building permit* may be required.
- j) exterior steps;
- k) a temporary building or sign, the sole purpose of which is incidental to the erection or alteration of a building for which a development permit has been issued under this Bylaw;
- l) the erection of campaign signs for federal, provincial, municipal or school board elections on private properties in accordance with the "Land-Use Bylaw".
- m) landscaping where the land is not filled or raised and no grading or drainage changes are undertaken and where the proposed grades will not adversely affect the subject or adjacent properties
- n) developments exempted under sections 618 or 619 of the Municipal Government Act;
- o) storage sheds covering less than 10 square meters in area, subject to yard and setback requirements applying to accessory buildings
- p) patios and decks less than 60 cm (2 feet) above the ground level of the main building of that lot.
- q) the demolition of a building or accessory building.

3.3 When a development permit is issued it shall be accompanied by a placard to be visibly posted by the Owner on the property. The placard shall be displayed throughout the construction process. The current address of the project and the Summer Village's permit number must be displayed in such a fashion as to be clearly legible from the street. Failure to display this information in the manner outlined is an offense under this bylaw.

3.4 An applicant for a development permit shall submit an application in a form prescribed by the Development Authority. The application shall be signed by the Owner or a person authorized by the Owner, who may be required to submit evidence of such authority.

3.5 The Owner shall ensure that the plans and specifications upon which the issue of a development permit was based are available continuously at the project site during working hours for inspection by the Safety Code Inspectors, Development Authority or other person nominated by the Municipality.

Cost of a Development Permit

3.6 The cost of a development permit shall be in accordance with Schedule A, attached.

Term of a Development Permit

3.7 Development authorized by a development permit must commence within six (6) months from the date of issue and construction must be completed within twelve (12) months from the date of issue unless an extension to this period has previously been granted by the Development Authority.

SECTION 4 – ENFORCEMENT AND PENALTIES

- 4.1 Contraventions of this Bylaw shall be managed by the Development Authority in accordance with the contravention requirements of the LUB. Any person who contravenes any article of this Bylaw is guilty of an offence, and is subject to the penalty set out in Schedule "B" of this Bylaw.
- 4.2 Council may retain legal counsel to prosecute for offences under this Bylaw.

SECTION 5 - RESPONSIBILITY OF THE OWNER

- 5.1 The Owner shall not deviate nor authorize any deviation from the requirements of the code adopted by the Alberta Building Regulation, pursuant to the *Safety Codes Act*, as it may be amended from time.
- 5.2 The Owner shall not deviate nor authorize any deviation from the requirements of or the conditions of the development permit without first obtaining permission in writing to do so from the Development Authority.
- 5.2 In recognition of the fact that the resources of the Village are limited and that the Village is therefore unable to carry out inspections at such a level as to ensure compliance with all relevant legislative standards, neither the issue of a permit nor inspections made shall in any way relieve the Owner of a building from full responsibility for carrying out the project or having the project carried out in accordance with the requirements of the code adopted by the Alberta Building regulation pursuant to the *Safety Codes Act*, as it is amended from time to time, this Bylaw, the LUB and any other relevant legislation.

SECTION 6 - SEVERABILITY

- 6.1 Each separate provision of this Bylaw shall be deemed independent of all other provisions, and if any provisions of this Bylaw be declared invalid, all other provisions shall remain valid and enforceable.

SECTION 7 – EFFECTIVE DATE

This Bylaw comes into effect on the date of the third reading.

READ a first time this 3rd day of December, 2013.

READ a second time this 8th day of April, 2014.

READ a third time and finally passed this 20th day of May 2014.



Doris Bell, Mayor
Summer Village of Crystal Springs



Sylvia Roy, CAO
Summer Village of Crystal Springs



Bylaw #215- SCHEDULE "A"

**DEVELOPMENT PERMIT FEES
Effective Date May 20th, 2014**

1	Review of plans and issuance of development permits for permitted uses – including but not limited to: new construction or additions to: dwellings, garages, sunrooms, guest houses, decks, fireplaces	Basic fee of \$75.00 plus \$10.00 per \$10,000 of construction value. Minimum fee \$125
2	Review of plans and issuance of development permits for discretionary uses or variances.	Basic fee of \$75.00 plus \$10.00 per \$10,000 of construction value. Minimum fee \$125
3	Major Works of Renovation or Landscaping with Grade Changes	Basic Filing Fee of \$75.00
4	Excavation or Lot Grading	No fee if included in original permit. Otherwise see #3
5	Driveways and Culverts (<i>Ensure Culvert Policy is provided if applicable</i>)	No charge
6	Shoreline Development – landscaping, retaining wall, etc. NOTE: Alberta Environment approval also required	Basic fee of \$75.00
7	Application to Development Appeal Board	\$250.00
8	Request to convene Special Meeting of Council, Planning or Appeal Boards	\$500.00
9	Permit Extension prior to expiry with no revisions	No charge
10	Permit Extension with revisions	New application fees apply
11	Issuance of a Stop Work Order (Penalties May Apply)	No charge
12	Subdivisions and Area Structure Plans	<i>As per West Central Planning</i>
13	Signs – Temporary or Permanent	No charge for a Temporary Sign Basic fee of \$75.00 for a Permanent Sign
14	Compliance Certificates	As per Fees and Charges Bylaw

NOTE: Fees are for Development Only and do not include Building Permits (gas, electrical, plumbing) as required under the Alberta Safety Code.

Bylaw #215 - SCHEDULE "B"
DEVELOPMENT PERMIT FEES - PENALTIES
Effective Date May 20th, 2014

Any person who violates any provision of this Bylaw is guilty of an offence and liable upon summary conviction to a fine of not more than \$1,000 and in default of payment to imprisonment for not more than 30 days.

In lieu of being proceeded against by prosecution for a breach of this Bylaw, a person may pay to the Municipal Office the sum of \$100.00 for the first offence and \$500.00 for the second or subsequent offence.