



Summer Village Office

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

Development Permit Application Information Requirements and Helpful Tips

To assist Administration with processing your Development Permits in a timely and accurate manner the following information and accompanying material is required.

Development Permit Application:

- Please review your Development Permit to ensure all information areas have been completed. Also note that the Development Permit must be signed by the registered landowner(s) on title.
- Incomplete applications will be returned to the applicant delaying the permit application process.

Fees:

- The Development Permit process will not proceed until all applicable fees are received at the Summer Village Office.

Drawings:

- The minimum size requirement for site plans is 8.5" x 11". White paper is preferred as plans on colored paper do not copy well and details are obscured. Drawings are to include a north arrow.
- Drawings shall be drawn to scale with the scale legend indicated on the drawing. If using approximate renderings, all dimensions must be shown; please use a ruler or straight edge when completing your drawings.
- Lot dimensions are required. Please include location, identification, and dimensions of all existing and **proposed** buildings, structures, parking pads, driveways, water wells, holding tanks, and their setbacks from all property boundaries. A Current Real Property Report, that is less than 5 years old, is an excellent base for the plot plan in showing additions, accessory buildings, driveways, holding tanks, water wells, etc.
- All elevations are to be shown relative to grade. Please note that Grade shall be as defined in the applicable Summer Village Land Use Bylaw (available on the website).
- Please ensure your drawings are legible. Unreadable and illegible plot plans / drawings will require clarification and result in delays to the development application approval.

Building Plans:

- Three (3) sets of building plans including floor plans and elevations are to accompany the Development Permit. Two (2) sets will be returned to applicant when approved by Development Officer. One (1) set to be kept on file at the Summer Villages Office.
- New construction drawings should be 24" x 30" sized drawings if possible. Please do not reduce plans and construction drawings to 8.5" x 11" size as they become illegible.



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Summer Village of Poplar Bay

APPLICATION FOR DEVELOPMENT PERMIT **Permit Number**
LAND USE BYLAW NO. 161 AND AMENDMENTS THERETO **DP PB** _____

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: _____, Poplar Bay, 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 POPLAR BAY. ... 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 #161 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** Basic Fee is \$75.00 plus \$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 Poplar Bay, 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 Poplar Bay.

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 #161 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.

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 Poplar Bay Land Use Bylaw #161, 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 Poplar Bay – Site Plan Drawing Form – www.svpoplarbay.com

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

Helpful Statistics from Land Use Bylaw & Provincial Guidelines			
Setbacks	Front	Rear	Side
Main Building & Guest House	20 feet or 6 meters	20 feet or 6 meters	5 feet or 1.5 meters
Accessory Building	26 feet or 8 meters	26 feet or 8 meters	5 feet or 1.5 meters
Septic (water tight holding tank)	1 meter or 3.25 feet	1 meter or 3.25 feet	1 meter or 3.25 feet
Water Well	1 meter or 3.25 feet	1 meter or 3.25 feet	1 meter or 3.25 feet

Other Guidelines

- see Land Use Bylaw #161 for more details, no building shall exceed 30 feet or 9 meters
- all buildings shall be separated by a clear space of at least 10 feet or 3 meters
- the combined ground coverage of all buildings on a lot shall not exceed 35% of the area of the lot
- no accessory building shall be located in a front yard
- yard and setback requirements apply to decks constructed 12 inches 9500 mm) or more above grade, but not to steps or patios
- the combined ground coverage of all accessory buildings shall not exceed 1075 square feet or 100 square meters
- must follow provincial guidelines
- 9 meters or 30 feet from any water source/course
- 10 meters (33 feet) from water tight septic tank

Adjacent Property	Subject Property	Adjacent Property

SUMMER VILLAGE OF POPLAR BAY

BYLAW #240 DEVELOPMENT PERMIT BYLAW

A BYLAW OF THE SUMMER VILLAGE OF POPLAR BAY 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 Poplar Bay 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 Poplar Bay 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

"Major Works of Renovation" means internal or external building related renovations, including basement development or the addition of new siding to a building, costing more than \$10,000.

"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) Demolition or removal of a building or accessory building
- b) Waste water disposal systems
- c) Any work done on or adjacent to the lake shore property line of a lake front lot
- d) Posters, billboards and signs

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:

- e) work in or on a road or utility lot or right-of-way by a government or by a franchised utility company;
- f) the maintenance of or repair to any building or structure provided that such work does not include *Structural Alterations* or *Major Works of Renovation*. Note that other permits such as a *building permit* may be required for alterations to plumbing, electrical, or heating systems;
- g) gates, fences, walls or other means of enclosure less than 5 feet high
- h) exterior steps;
- i) 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;
- j) the erection of campaign signs for federal, provincial, municipal or school board elections on private properties in accordance with the "Land-Use Bylaw";
- k) 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;
- l) one sign on internal lots or two signs on corner lots, advertising the land for sale or rent provided that such signs are a maximum of 32 square feet in size;
- m) name and address signs; and
- n) developments exempted under sections 618 or 619 of the Municipal Government Act;

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 current address of the project and the 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 – REPEAL OF BYLAWS

- 7.1 As of the effective date of this Bylaw the establishment of the fees listed in Schedule A rescinds the fees for the same item or purpose listed in other earlier bylaws that may exist.
- 7.2 As of the effective date of this Bylaw the establishment of the penalties listed in Schedule B rescinds the penalties for the same offense in other earlier bylaws that may exist.

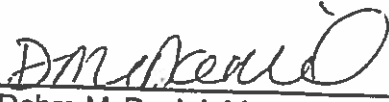
SECTION 8 – EFFECTIVE DATE

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

READ a first time this 27th Day of March, 2015

READ a second time 27th Day of March, 2015

READ a third time and finally passed this 17th Day of April, 2015



Debra McDaniel, Mayor
Summer Village of Poplar Bay



Sylvia Foy, CAO
Summer Village of Poplar Bay