



Summer Village Office  
P.O. Box 100  
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(780) 586-2494 Fax: (780) 586-3567  
Email: [development@svofficepl.com](mailto:development@svofficepl.com) website: [www.svofficepl.com](http://www.svofficepl.com)

## Summer Village of Ma-Me-O Beach

**APPLICATION FOR DEVELOPMENT PERMIT** **Permit Number**  
**LAND USE BYLAW NO. 273 AND AMENDMENTS THERETO** **DP MMO** \_\_\_\_\_

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: _____	

<b>Legal Description of Property to be developed:</b> Lot ____, Block ____, Plan _____ Roll # _____
Municipal Address: _____, Ma-Me-O Beach, 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](http://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 MA-ME-O BEACH. ... 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 #273 on our website at [www.svofficepl.com](http://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.

**Water Wells and Septic Tanks**

Water drainage, septic and water wells must be identified. Show distances from neighbour's holding tanks and well sites.

**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 and/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.

**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 \$75 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 Ma-Me-O Beach, 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](http://www.svofficepl.com) and click on Ma-Me-O Beach.

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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 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 Ma-Me-O Beach Land Use Bylaw #273, 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 \_\_\_\_\_

Signature of Development Officer: \_\_\_\_\_ Date \_\_\_\_\_

### Summer Village of Ma-Me-O Beach – Site Plan Drawing Form

Permit #: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Civic Add: \_\_\_\_\_  
 Lot: \_\_\_\_\_ Block: \_\_\_\_\_  
 Plan: \_\_\_\_\_

Helpful Statistics from Land Use Bylaw & Provincial Guidelines				
Setbacks	Front	Back	Side	Other Guidelines
<b>Primary Building (and guest houses)</b>	20 feet	20 feet	5 feet	-see Land Use Bylaw #273 for height regulations -building separation 10 feet -combined ground coverage not to exceed 50% of lot
<b>Accessory Building (and decks higher than 1 ft above grade)</b>	not allowed	2 feet	2 feet	- building separation 10 feet, max height 16 feet -combined ground coverage not to exceed 700 square feet on 33 foot lot; 1,400 square feet on 66 foot lot, and not to exceed 50% of the lot
<b>Septic</b> (water tight holding tank)	1 meter or 3.25 feet	1 meter or 3.25 feet	1 meter or 3.25 feet	-must follow provincial guidelines -9 meters or 30 feet from any water source/course
<b>Water Well</b>	1 meter or 3.25 feet	1 meter or 3.25 feet	1 meter or 3.25 feet	-must follow provincial guidelines -10 meters (33 feet) from water tight septic tank

Adjacent Property	Subject Property	Adjacent Property