



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

## Summer Village of Norris Beach

**APPLICATION FOR DEVELOPMENT PERMIT  
LAND USE BYLAW NO. 73 AND AMENDMENTS THERETO**

**Permit Number  
DP NB \_\_\_\_\_**

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: _____, Norris 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 NORRIS 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 #73 on our website at [www.svofficepl.com](http://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 of construction value.  
Permit Fee enclosed is \$\_\_\_\_\_ (Minimum fee is \$125.00)

Development Permit Fee, made payable to the Summer Village of Norris 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 Norris 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 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 Norris Beach Land Use Bylaw #73, 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 \_\_\_\_\_

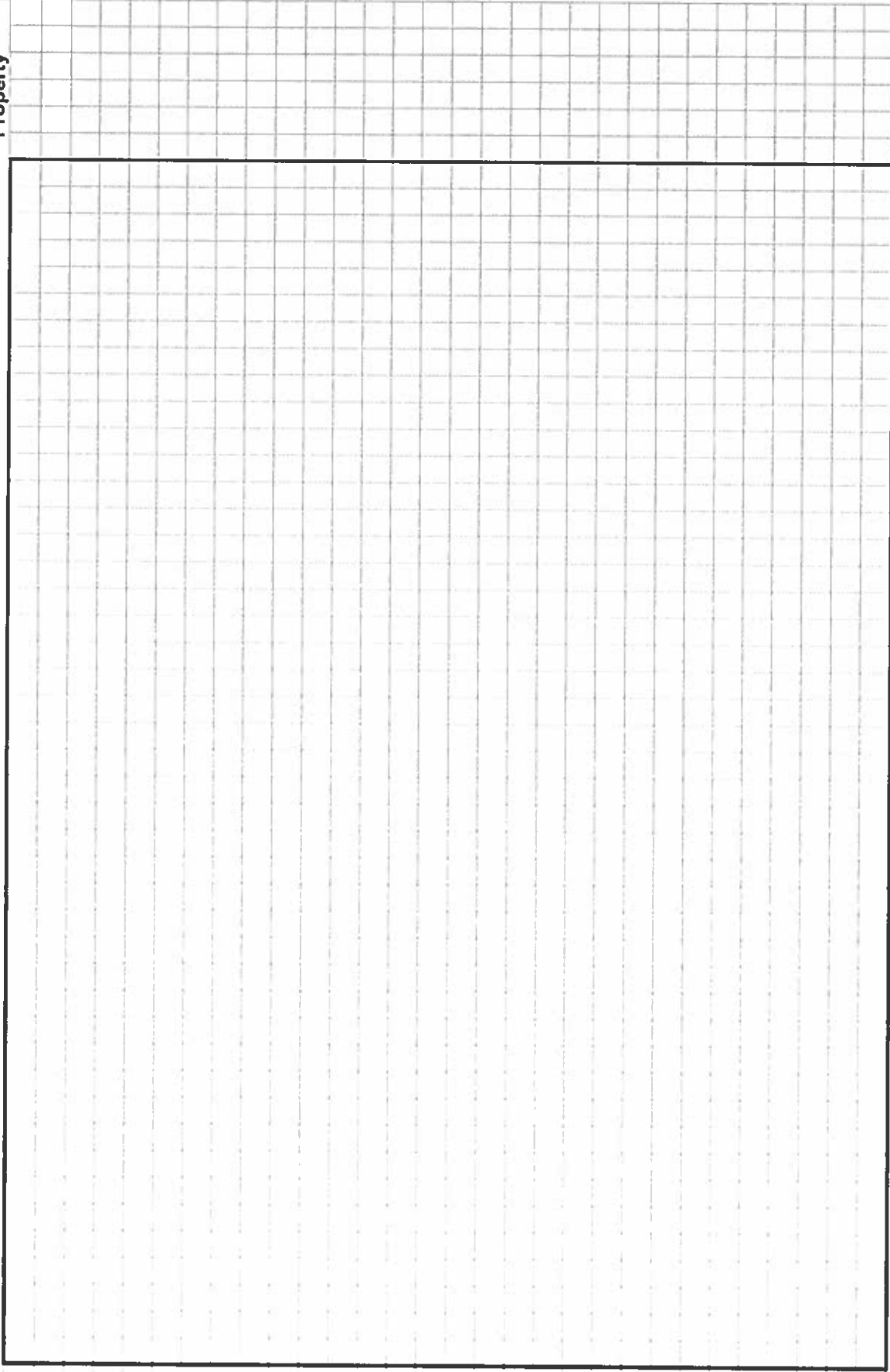
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# Summer Village of Norris Beach – Site Plan Drawing Form

Adjacent Property

Subject Property

Adjacent Property



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

COMMENTS

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Summer Village of Norris Beach

### DEVELOPMENT PERMIT BYLAW NO. 129

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

WHEREAS the Council of the Summer Village of Norris Beach deems it desirable to enact a Bylaw to provide clarification and quick reference to items included in the Land Use Bylaw, 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 Norris Beach 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, 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 perceived conflict with the LUB, the LUB shall take precedence.

#### Section 2 – DEFINITIONS

In this Bylaw, unless the context otherwise requires:

“**Major Works of Renovation**” means internal or external building related renovations, including basement development or the addition of new siding to a building, valued at more than \$10,000 regardless of actual costs to the homeowner.

“**Structural Renovations**” means addition or removal of a building’s support (bearing) walls or the addition or removal of square footage (area of the building) or new attachments or removals of attachments to adjoining buildings.

Additional terms used in this Bylaw remain as defined by the Summer Village's Land Use Bylaw.

### **Section 3 – INTERPRETATIONS**

#### **Developments Requiring a Development Permit**

- 3.1 No development other than that designated below shall be undertaken within the Municipality unless an application for it has been approved and a Development Permit has been issued. *(See Land Use Bylaw #73, Section 8.1)*
- 3.2 For the purposes of this section, signs, posters and billboards are deemed to be developments and require a development permit. *(See Land Use Bylaw #73, Section 8.3)*
- 3.3 Demolition and/or removal of main buildings or accessory buildings require a development permit, but no fee shall be charged. *(See Land Use Bylaw #73, Section 8.2)*
- 3.4 Developments requiring a permit include the installation of driveways and culverts on municipal lands including road allowances. *(See Land Use Bylaw #73, Section 8.2 and Residential Driveway and Culverts Bylaw #131)*
- 3.5 Major Works of Renovation or Structural Renovations as defined in Section 2 of this Bylaw.
- 3.6 Excavations are deemed to be developments. This includes the installation of a sewer system. Note that the sewer system itself is governed by provincial legislation. *(See Land Use Bylaw #73, Section 8.4 and Wastewater Bylaw #123)*
- 3.7 Digging a well is considered to be a development although there will be no development permit fee.
- 3.8 A development permit and approvals from senior governments is required for any proposed changes to the shoreline of Pigeon Lake. Note: excavation related to shoreline development also requires a permit. *(See Land Use Bylaw #73, Section 8.5)*

#### **Development Not Requiring a Development Permit**

- 3.9 No development permit is required for:
  - a) work in, on, or under a road or utility lot or right-of-way by a government or by a franchised utility company; *(See Land Use Bylaw #73, Section 9.1)*
  - b) the completion and subsequent use of a development which was lawfully under construction at the date this bylaw comes into effect; *(See Land Use Bylaw #73, Section 9.2)*
  - c) the continuation of a lawful use of building or land which was in effect at the date this Bylaw comes into effect (but any conditions attached to a development permit issued under a former bylaw continue to apply under this bylaw and the LUB); *(See Land Use Bylaw #73, Section 9.3)*
  - d) the normal maintenance of or repair to any building or structure provided that such work does not include *Structural Alterations* or *Major Works of Renovation*, or alterations to the exterior appearance of a building. However, be aware that other permits such as a *building permit* may be required for alterations to plumbing, electrical, heating or mechanical systems; *(See Land Use Bylaw #73, Section 9.4)*
  - e) the construction and maintenance of gates, fences, walls or other means of enclosure less than 1.5 metres (5 feet) in height in front yards and 2 metres (7 feet) in height elsewhere as allowed by the Land Use Bylaw; *(See Land Use Bylaw #73, Section 9.5 and Schedule C, Section 1.2.3)*

- f) 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; and which temporary building shall be removed within thirty (30) days of the completion of construction as authorized by the Development Permit. *(See Land Use Bylaw #73, Section 9.7)*
- g) exterior steps; *(See Land Use Bylaw #73, Section 9.6)*
- h) roof repairs such as replacement of shingles or their underlay;
- i) any landscaping where the proposed grades will not adversely affect the subject or adjacent properties, or the environment, or obstruct the adjacent property's view of the adjacent environment, *(See Land Use Bylaw #73, Section 9.9)*
- j) And where the proposed grades will not result in any changes to the flow of water off the Lot, except where landscaping forms part of a development which requires a Development Permit. *(See Land Use Bylaw #73, Schedule E and various other Sections)*
- k) the erection of campaign signs for federal, provincial, municipal or school board elections on private properties for no more than thirty days, or such other time as regulated under provincial or federal legislation provided that such signs,
  - bear the name of the person responsible for the sign,
  - are removed within one day of the election date, and
  - do not obstruct or impair vision or traffic,*(See Land Use Bylaw #73, Section 9.8)*
- 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 1.0 square metre in size, *(See Land Use Bylaw #73, Section 9.10 and Sign Bylaw #104)*
- m) name and address signs *(See Land Use Bylaw #73, Section 9.11)*, and
- n) developments exempted under sections 618 or 619 of the Municipal Government Act; *(See Land Use Bylaw #73, Section 9.12)*

#### **Submission of a Development Permit**

- 3.10 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. *(See Land Use Bylaw #73, Section 11) See the Development Permit Policy for application form.*

#### **Cost of a Development Permit**

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

#### **Term of a Development Permit**

- 3.12 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. Extensions may be granted at the sole discretion of the Development Authority. *(See Land Use Bylaw #73, Section 19)*

**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 Land Use Bylaw. Any person who contravenes any article of this Bylaw or the Land Use 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 or the conditions of the development permit without first obtaining permission in writing to do so from the Development Authority.
- 5.3 When a development permit is issued it shall be accompanied by a placard to be visibly posted by the Owner on the property during the entire period of construction. 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.
- 5.4 The Owner shall ensure that the plans and specifications upon which the issuance of a development permit was based are available continuously at the project site during working hours for inspection by the Safety Code Inspectors.
- 5.5 In recognition of the fact that the resources of the Summer Village are limited and that the Summer 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 Land Use Bylaw and any other relevant legislation.

**Section 6 - SEVERABILITY**

Should any section or part of this Bylaw be found to have been improperly enacted, and/or be declared invalid, void, illegal or otherwise not enforceable, then such section or part shall be regarded as being severable from the rest of this Bylaw and the Bylaw remaining after such severance shall remain valid and enforceable as if the section or part found to be improperly enacted had not been included as part of this Bylaw.



**SCHEDULE "A"**  
**DEVELOPMENT PERMIT - FEES**  
*Effective June 8, 2013*

1.	Review of plans and issuance of development permits for new construction and additions to dwellings, garages, sunrooms, guest houses, decks, fireplaces, etc. – permitted uses.	Basic filing fee \$ 75.00 PLUS \$10.00 per \$10,000 value of construction. Total minimum charge \$125.00.
2.	Review of plans and issuance of development permits - any discretionary uses or variances.	Basic filing fee \$ 75.00 PLUS \$10.00 per \$10,000 value of construction. Total minimum charge \$175.00.
3.	Major works of renovation or landscaping	Basic filing fee \$ 75.00
4.	Excavation and/or lot grading	No fee if included in original permit. <i>Excavation for a building without a permit is considered a violation (see Schedule B-Penalties).</i>
5.	Driveways and culverts	No charge as per Land Use Bylaw #73 <i>(see Driveways &amp; Culverts Bylaw)</i>
6.	Permit extension prior to expiry, with no revisions	No charge
7.	Permit extension with revisions	New application fees apply
8.	Compliance Certificates	<i>see Fees &amp; Charges Bylaw</i>
9.	Issuance of stop work order	No charge
10.	Subdivisions – contact West Central Planning Agency	As per West Central Planning Agency
11.	Area Structure Plans	To be provided by applicant.
12.	Demolition of a Building	No charge
13.	Building relocation into or out of Summer Village – based on size, weight, complexity, and impact on public roads and infrastructure. <i>Additional travel expenses for Development Authority may apply.</i>	\$ 100.00 minimum \$ 250.00 maximum Provincial approval also required.
14.	Request for convening of Special meeting of Council, Planning or Appeal Boards	\$ 500.00
15.	Application to Development Appeal Board	\$ 250.00
16.	Shoreline Development – shoreline landscaping, retaining walls and gabion cages or baskets	Basic filing fee \$ 75.00. Approval must also be granted through Alberta Environment.
17.	Signs – Temporary or Permanent	<i>see Sign Bylaw</i>
18.	Security deposits	As per various Summer Village Bylaws or at the discretion of the Development Authority.

**Note:** Fees are for Development ONLY and do not include Building permits (gas, electrical, plumbing, or mechanical) as required by the Alberta Safety Code.

**Section 7 - REPEAL OF EXISTING BYLAW**

The enactment of this Bylaw repeals Bylaw #105

Any other Development Permit Bylaws and amendments thereto, are also hereby repealed.

- 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 any other 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 listed in any other bylaws that may exist.

**Section 8 - EFFECTIVE DATE**

This bylaw shall take effect on the date of the third and final reading.

Read a first time this 18<sup>th</sup> day of January, 2013.

Read a second time this 6<sup>th</sup> day of April, 2013.

Read a third time and passed this 8<sup>th</sup> day of June, 2013.



**Bruce Fowle, Mayor  
Summer Village of Norris Beach**



**Sylvia Roy, CAO  
Summer Village of Norris Beach**

**SCHEDULE "B"**  
**DEVELOPMENT PERMIT - PENALTIES**  
**Effective June 8, 2013**

1. Any person who violates any provision of this Bylaw is guilty of an offence and liable on summary conviction to a fine as specified in the Land Use Bylaw (LUB).
2. In lieu of being proceeded against by prosecution for the failure to adhere to the requirements of this Bylaw, a person may pay to the Municipal Office the sums identified on the violation tag in accordance with the schedule below:

<b>Offense</b>	<b>Fine</b>
1. Failure to obtain a development permit:	Double the permit fee
2. Failure to adhere to any of the requirements of the development permit:	Same as Original permit fee
3. Failure to display the development permit at the job site.	\$50.00
4. Repeated offenses	Double the Original Penalties Described Above

**Note: Any other penalties remain in accordance with the Land Use Bylaw**