



## Summer Village Office

P.O. Box 100 (605 - 2<sup>nd</sup> Avenue)  
Ma-Me-O Beach, Alberta TOC 1X0  
Phone: (780) 586-2494 Fax: (780) 586-3567  
E-mail: [information@svofficepl.com](mailto:information@svofficepl.com)

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

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### 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 Golden Days

**APPLICATION FOR DEVELOPMENT PERMIT  
LAND USE BYLAW NO. 254 AND AMENDMENTS THERETO**

**Permit Number  
DP GD \_\_\_\_\_**

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

<b>Name of Applicant:</b> _____	<b>Phone:</b> _____
<b>Interest of the Applicant:</b> _____	<b>Fax:</b> _____
<b>Email:</b> _____	
<b>Mailing Address of Applicant:</b>	
_____	<small>Street</small>
_____	<small>City, Province, Postal Code</small>

<b>Owner of the Land to be developed:</b> <input type="checkbox"/> same as applicant	
or _____	
<small>Owner</small>	
<b>Mailing Address of Owner:</b>	<b>Phone:</b> _____
_____	<small>Street</small>
_____	<small>City, Province, Postal Code</small>
<b>Fax:</b> _____	
<b>Email:</b> _____	

<b>Legal Description of Property to be developed:</b> Lot ____, Block ____, Plan _____ Roll # _____
<b>Municipal Address:</b> _____, Golden Days, 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:** \$ \_\_\_\_\_ **Please refer to SCHEDULE "A" for proper Development Fee**

**Development Permit Fee of \$ \_\_\_\_\_ is enclosed.**

Development Permit Fees	Examples:	Submit this form to:
<b>Basic Filing fee of \$75.00 plus, \$10.00 per \$10,000.00 of Construction Value, with a minimum fee of \$125.00</b>	10,000	\$125.00
	20,000	\$125.00
	30,000	\$125.00
	80,000	\$155.00
	150,000	\$225.00
	250,000	\$325.00
		SV Golden Days Box 100 605 – 2 <sup>nd</sup> Ave. Ma-Me-O Beach, AB T0C 1X0

**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 GOLDEN DAYS.

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.

**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.

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: \_\_\_\_\_

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 #203 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.

**For Office Use Only**

The above application has been examined as to its compliance with the Summer Village of Golden Days Land Use Bylaw #254, 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 \_\_\_\_\_



## **SCHEDULE D – ENVIRONMENTAL PROTECTION**

A healthy shoreline and back lot area in the Summer Village, with abundant native vegetation and tree planting, helps protect water quality, fish and wildlife habitat and protects against erosion, property loss and the environment. Since land covered by trees contributes fewer nutrients to the lake than land that is cleared and since tree cover also protects land from erosion, maintaining tree cover is the best way of maintaining water quality of the lake. Maintaining natural vegetation along water boundaries will also reduce erosion, provide wildlife corridors, filter contaminants and maintain a natural appearance.

A clean and orderly condition and regular maintenance of private property and buildings also supports a pollution free environment and quiet enjoyment for all ratepayers.

### **1.0 Purpose**

- 1.1 The purpose of this schedule is to provide regulations for the preservation of the environment in the Summer Village of Golden Days including, but not necessarily restricted to native trees, vegetation and natural habitat and to regulate the environmental impact of existing properties and future development.
- 1.2 This Schedule shall apply to all lands within the Summer Village of Golden Days.

### **2.0 Goals**

- 2.1 To maintain and where possible to improve the quality of the natural environment in the Summer Village of Golden Days.
- 2.2 To manage the use of Pigeon Lake / Summer Village of Golden Days consistent with environmental safety, public safety, sustainable development and attractive neighborhoods.
- 2.3 To ensure that ground water sources are not depleted or contaminated.
- 2.4 To maximize and preserve natural existing tree cover and vegetation adjacent to lake areas and natural features, to protect against erosion.

### **3.0 Pollution Control and Maintenance**

Refer also to Schedule B, Regulations for all Land Use Districts

- 3.1 In order to maintain the lake environment, no waste solids or liquids or chemicals of any kind shall be allowed to discharge or be discharged into the lake. All ratepayers are required to maintain waste water and grey water systems connected to the Summer Village infrastructure, at all times.
- 3.2 No storage or activity shall be undertaken which in the opinion of the Development Authority constitutes a danger or annoyance to persons on the site, public property, or on any other sites, by reason of the generation of noise, radiation hazards, vibration, fire and explosive hazards, dust and other particulate matter, heat, humidity, glare, smoke, waste matter, toxic and noxious matter, traffic, water or steam.

- 3.3 Landscaped areas including natural areas, privacy screens, fences, gates and refuse storage areas shall be suitably maintained and kept in a neat and orderly manner.
- 3.4 Motorized vehicles shall be restricted to driveways and roads to protect and preserve soft landscaped areas, required yards and landscaping along Summer Village road allowances.
- 3.5 Open fires are under the authority of the County of Leduc and all ratepayers are required to comply with fire bans as applicable. All open fires in the Summer Village shall be contained in a non-combustible pit or enclosure. Under no circumstances shall chemicals or any other products or sources of combustion be burned.

#### **4.0 Environmental Protection**

- 4.1 A lot in the Summer Village shall not be cleared unless a Development Permit has been issued by the Development Authority.
- 4.2 After allowing for permitted site coverage for Buildings, driveway access and physical access to the water as set out in paragraph 4.3 of this schedule, no more than 50% of the remaining lot shall be cleared of its existing tree cover and other natural vegetation unless a development permit has been issued, including a landscaping plan showing such material is to be replaced with equivalent or better material.
- 4.3 No trees or vegetation shall be cleared from within 6M (20 feet) of an existing water feature except to provide physical access to the water feature and only to a maximum width of 3M (10feet) or except where such trees or vegetation are diseased, dying or endangering buildings or property unless a permit has been issued by Alberta Environment.
- 4.4 Steeply sloping banks, ravines, dense tree covered areas (forests) and/or water recharge areas shall be taken into municipal environmental reserve when land is subdivided. Alternatively, an environmental reserve easement may be registered to protect tree cover.
- 4.5 Any lot that has been cleared beyond the requirements of this section nor, without a Development Permit, shall be subject to review and the Development Authority may require the Owner of the land to:
- restore, remediate or replace that which has been cleared, and
  - be subject to penalties pursuant to this Bylaw.
- 4.6 Notwithstanding any of the above, lots requiring remediation such as those encountering peat or other such non-structural or unsatisfactory materials, or requiring disease control may be subjected to clearing and re-vegetating in a manner acceptable to the Development Authority; prior to any activity on site. Such measures shall only be considered by the Development Authority upon receipt of a report prepared by a soils engineer, soils investigation authority or arborist, containing recommendations for remediation and re-vegetation.

#### **5.0 Landscaping and Drainage**

- 5.1 Any landscaping required shall be completed within one year of completion of the development.
- 5.2 Landscaped sites shall use native species of ground cover, plant material and trees that are locally hardy to ensure compatibility with the surrounding area. Such trees and planting

material shall also be species that are not reliant on fertilizers, herbicides and pesticides for healthy growth or maintenance.

5.3 Landscaping and contouring of sites shall follow the natural terrain. No artificial grading shall be permitted that impacts the subject site or any adjacent site. No ponding shall be permitted at property lines. All runoff shall either be contained to recharge the subject site or drained off to the municipal drainage system of swales or culverts where applicable and shall not drain to adjacent properties.

5.4 Lawn fertilizers and plant nutrients shall contain 0 phosphates (ie 40-0-0). It is the intention of this Schedule to require ratepayers to be responsible in the use of chemicals near the lake. No chemical product shall be used within 17 metres of the high water mark of the lake.

5.5 Hard surfaced paving such as asphalt or concrete (which includes but is not limited to: driveways, patios, and sidewalks) is permitted but may not exceed 12% of the total lot coverage. Notwithstanding the previous, council may, at its sole discretion, approve an additional increase in the site coverage to a maximum of 15%, on a case-by-case basis. In no case shall drainage or runoff from parking areas on a property be allowed to migrate to adjacent properties or to the lake.

#### 6.0 *Shoreline Protection*

6.1 All work contemplated at the shoreline shall first receive approval from Alberta Environment. The approval document or permit shall then be submitted along with suitably prepared drawings and any other documentation that may be required or requested by the Development Authority for a Development Permit. No work shall commence at the shoreline until a Development Permit is awarded.

6.2 Imported material used for landscaping or erosion control, such as sand, rock or fill shall be approved by Alberta Environment where applicable, prior to construction. Such material (or construction debris) shall not be placed, spilled or left on public streets or on adjacent properties.

6.3 In order to prevent the lake from being polluted by water that passes over or through contaminated ground, all development shall be required to clean up or divert roadside or farm drainage ditches to the satisfaction of the Development Authority.

**Contravention of this Bylaw is an offence and is subject to a fine not exceeding \$10,000 pursuant to section 566 of the Act.**

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: \_\_\_\_\_

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

Helpful Statistics from Land Use Bylaw & Provincial Guidelines			
Setbacks	Front	Back	Side
Primary Building	26 feet or 8 meters	26 feet or 8 meters	At least 10% of the lot width or 1/2 vertical distance from grade to highest eave or roofline
Secondary Building	26 feet or 8 meters	26 feet or 8 meters	
Water Well	1 meter or 3.25 feet	1 meter or 3.25 feet	1 meter or 3.25 feet

Adjacent Property \_\_\_\_\_ Subject Property \_\_\_\_\_ Adjacent Property \_\_\_\_\_