



Development Permit # \_\_\_\_\_

Application Date: \_\_\_\_\_

## APPLICATION FOR RESIDENTIAL DEVELOPMENT PERMIT

### 1. GENERAL INFORMATION

(Please complete contact information on the second page)

Landowner: \_\_\_\_\_

Applicant: \_\_\_\_\_

### 2. PROPERTY

Address to be Developed: \_\_\_\_\_

Legal Description: Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_ or, \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ -W5

Land Use District \_\_\_\_\_ Roll # \_\_\_\_\_ Qtr. Sec. Twp. Rge. Mer

### 3. TYPE OF DEVELOPMENT AND/OR USE

- ☐ Single Family Dwelling (House)
- ☐ Duplex/Semi-Detached
- ☐ Secondary Suite
- ☐ Manufactured/Mobile Home

- ☐ Garage
- ☐ Driveway
- ☐ Addition to a Building
- ☐ Renovation

Please include a description of your proposed development: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### 4. FEES, DEPOSITS, ETC.

Application Fee \$ \_\_\_\_\_

Development Deposit \$ \_\_\_\_\_

Offsite Levies \$ \_\_\_\_\_

Intersection/Road Charges \$ \_\_\_\_\_

Variance \$ \_\_\_\_\_

Other ( \_\_\_\_\_ ) \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

**Note:** Only the application fees are payable at the time of application. The Offsite Levies and other fees/charges may be paid by post-dated cheque and cashed at the end of the Development Permit appeal period. The Development Deposit may also be paid by Letter of Credit.

**The Development Deposit is refunded upon satisfactory completion of all the conditions of the Development Permit.**

Should you have any questions about your permit, we would be happy to assist you.

**NOTE: Council has waived all development permit fees and deposits for new construction from June 5, 2024, to December 31, 2025. All other fees and levies still apply.**

5. **CONTACT INFORMATION**

Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Town/City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell/Alternate: \_\_\_\_\_

Email: \_\_\_\_\_

(If Different Than Above)

Landowner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Town/City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell/Alternate: \_\_\_\_\_

Email: \_\_\_\_\_

The personal information is being collected under the authority of the Municipal Government Act M-26 and will be used for administering the affairs of the Town of Slave Lake and provision of services. It is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection, contact the Town of Slave Lake FOIP Coordinator.

- I hereby acknowledge and understand that a Development Permit comes into effect 21 days after the date of decision of the Development Authority.
- The Land Use Bylaw provides that any person claiming to be affected by a decision of the Development Authority may appeal to the Subdivision and Development Appeal Board within 21 days of the date of decision.
- I hereby agree that, should I not appeal the conditions of the approval of the DEVELOPMENT AUTHORITY within 21 days from the date of the decision, I will undertake to perform, fulfill and abide by all conditions of the Development Permit.
- I understand that I may be required to obtain permits pursuant to the Alberta Safety Codes Act.

\_\_\_\_\_  
Landowner's Name (*please print*)\_\_\_\_\_  
Landowner's Signature\_\_\_\_\_  
Date\_\_\_\_\_  
Applicant's Name (*please print*)\_\_\_\_\_  
Applicant's Signature\_\_\_\_\_  
Date

6. **CONSENT TO ELECTRONIC NOTIFICATION:**

- ☐ I consent to receive documents from the Planning Department by electronic means and have provided the following email address to be used by the Town for that purpose.

**Email address to be used:** \_\_\_\_\_

\_\_\_\_\_  
Landowner's Name *(please print)*

\_\_\_\_\_  
Landowner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Name *(please print)*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

7. **RIGHT OF ENTRY**

**RIGHT OF ENTRY BY AN AUTHORIZED PERSON OF THE TOWN OF SLAVE LAKE FOR THE PURPOSES OF SITE INSPECTIONS OF THE LAND AFFECTED BY A PROPOSED DEVELOPMENT PERMIT APPLICATION.**

**I DO** ☐

**OR**

**I DO NOT** ☐

**GIVE CONSENT FOR AN AUTHORIZED PERSON(S) OF THE TOWN OF SLAVE LAKE TO ENTER UPON THE LAND THAT IS SUBJECT TO A DEVELOPMENT PERMIT APPLICATION FOR THE PURPOSES OF MAKING A SITE INSPECTION IN ORDER TO:**

- **PRE-DEVELOPMENT INSPECTION(S)** EVALUATE THE SITE WITH THE PROPOSED DEVELOPMENT
- **LOT GRADING INSPECTION(S)** EVALUATE THE LOT GRADING ON SITE
- **FINAL DEVELOPMENT COMPLETION INSPECTION(S)** CONFIRM ALL CONDITIONS OF THE DEVELOPMENT PERMIT HAVE BEEN MET.

All inspections will be conducted during regular business hours i.e. Monday to Friday from 8:00 am to 4:30 pm. You are not required to be present during these inspections however you may be present if you choose. The Planning Department will not be entering into any structures at any time and will not be conducting inspections for any other reason(s) than those specified above. **However, if this application is for an Apartment, a Secondary Suite, a Security Suite or a Bunkhouse the Planning Department will conduct an inspection of the interior of these developments.**

**Please be advised that if consent is given, the Planning Department will not provide further notice before conducting these inspections.**

**SUBJECT LAND:** \_\_\_\_\_  
(CIVIC ADDRESS)

\_\_\_\_\_  
Landowner's Name *(please print)*

\_\_\_\_\_  
Landowner's Signature

\_\_\_\_\_  
Date

8. **APPLICATION REQUIREMENTS CHECKLIST****ONE (1) SET OF PLANS/DRAWINGS, PAPER AND DIGITAL COPY SHOWING THE FOLLOWING:**

- ☐ Site Plan, Scale 1:200 minimum illustrating distances and dimensions as follows:
  - Side Yard Setback
  - Front Yard Setback
  - Rear Yard Setback
  - Separation distance between Residence, Garage, Shed including Decks & Stairs
  - Location of Driveway including Dimensions
  - Location of Sidewalk(s) and Dimensions
- ☐ Estimated Cost of Project: \$ \_\_\_\_\_ ) \_\_\_\_\_
- ☐ Estimated Completion Date: \_\_\_\_\_
- ☐ Exterior Elevations (Height of Structure) \_\_\_\_\_
- ☐ Complete set of Plans (Blueprints/Drawings) in paper and digital form
- ☐ Lot Grading Plan is provided? *(circle one)* Y or N
- ☐ Site Servicing Plan is provided? *(circle one)* Y or N

**Some of these requirements may not be necessary for all applications.**

**Please consult with the Planning Department regarding the requirements for your application.**

**To ensure your application is finished please complete the pertinent checklist for the development you are proposing. The following items are required in addition to those listed in #7:**

9. **SINGLE FAMILY DWELLING (HOUSE) OR ADDITION CHECKLIST**

- ☐ Please Check box if Development is next to overhead Power Lines
- ☐ Please check box if development is in the Downtown Area.
- ☐ List any existing structures on the site: \_\_\_\_\_
- ☐ Is this a corner lot? *(circle one)* Y or N
- ☐ Proposed Location of Deck(s) \_\_\_\_\_
- ☐ Proposed Size of Deck(s) \_\_\_\_\_
- ☐ Setbacks of Deck(s) and Stair(s) to property boundaries are shown on site plan? *(circle one)* Y or N
- ☐ Setbacks of Decks(s) and Stair(s) to other buildings on site are shown on Site Plan? *(circle one)* Y or N

10. **SEMI-DETACHED OR DUPLEX CHECKLIST**

Are there separate services for each residential unit? *(circle one)* Y or N

If yes, please provide proof of separate services (i.e., photographs of services)

- ☐ Is this a corner lot? *(circle one)* Y or N
- ☐ Proposed Location of Deck(s) \_\_\_\_\_
- ☐ Proposed Size of Deck(s) \_\_\_\_\_
- ☐ Setbacks of Deck(s) and Stair(s) to property boundaries are shown on site plan? *(circle one)* Y or N
- ☐ Setbacks of Decks(s) and Stair(s) to other buildings on site shown on Site Plan? *(circle one)* Y or N

## 11. SECONDARY SUITES CHECKLIST

- ☐ Site plan (must include location of parking stalls, entrances and amenity area for the suite)

## 12. GARAGE CHECKLIST

(When building a detached garage in the rear yard the garage must be 0.6 m from the rear property boundary. If the Overhead Door will face the lane, then the setback from the rear property boundary must be 5.0 m.)

- ☐ Is the Garage located 2.0 m from the principle residential dwelling? *(circle one)* Y or N
- ☐ Is the Garage located 0.6 m from the rear property boundary? *(circle one)* Y or N
- ☐ Does the Overhead Door of the Garage face the rear lane? *(circle one)* Y or N
- ☐ Is the Garage located a minimum of 1.0 m from the side yard property line? *(circle one)* Y or N
- ☐ What is the Height of the Garage *(measured from natural grade to peak)*? \_\_\_\_\_
- ☐ What is the Floor Area of the Garage? \_\_\_\_\_

## 13. DRIVEWAY CHECKLIST

(The Driveway must be hard surfaced with cement, asphalt, rubber, or cement blocks.)

- ☐ Proposed Width of Residential Driveway \_\_\_\_\_ *(May be no wider than 8.5 m in the boulevard.)*
- ☐ Proposed Depth of Driveway \_\_\_\_\_ *(Must be a minimum of 7.5 m in depth.)*
- ☐ Please provide a sketch of the proposed driveway. *(Can be shown on the Site Plan.)*