



## Development Application Package

The Land Use Bylaw (LUB) 99/13 can be reviewed online for the regulations pertaining to your development at [www.sunbreakercove.ca](http://www.sunbreakercove.ca). If you do not have access to the internet, our office will gladly make photocopies of the pages you require.

**Common Developments** - For your convenience, the following developments have been listed out with their corresponding page number in the Land Use Bylaw. If your development is not listed below, please contact us and we will provide you with the required information.

Accessory Buildings	Page 29
Decks	Page 33
Detached Garages (Accessory Building)	Page 36
Driveways	Page 36
Dwelling Units	Page 44
Guest Houses (Accessory Building)	Page 32
Landscaping	Page 40
Sheds	Page 29

**Additional Documents May be Required** – The checklist on the reverse side of the application form is a generic list. Lot specific information may be requested from the Development Officer. The additional documents that they may request are listed on page 17 of the Land Use Bylaw.

**Permitted Uses** - If your development complies with this LUB and is listed as a permitted use then our development department is obligated to issue you a development permit.

**Discretionary Uses** - If your development does not comply with this LUB or is listed as a discretionary use, then it will be presented to the Municipal Planning Commission (MPC) for approval or denial.

**MPC Hearings** - Are open to the public and you are more than welcome to attend.

**How Long Does it Take to Receive a Development Permit?** - The Municipal Government Act provides for a maximum of 40 days to decide if your development application will be approved or denied.

**Other Permits Are Required** – Building, Gas, Plumbing, Electrical, Sewage permits are required and must be obtained from Superior Safety Codes. They have their own fee schedule and procedures that must be followed before any development can commence. Please contact them directly at:

Superior Safety Codes Inc.  
#3 6264 67A Street  
Red Deer, AB T4P 3E8  
Phone 403-358-5545  
Toll Free 1-888-358-5545  
[www.superiorsafetycodes.com](http://www.superiorsafetycodes.com)

### Documents Included in this Application:

- Application w/ Checklist on Reverse
- Residential Crossings (Driveways over drainage culverts)
- Proposed Side Yard Setbacks for Houses & Accessory Buildings
- District Map

**Completed Development** - Please contact our Development Department once your development is complete to schedule a final site inspection and start the completions deposit refund process. Note: all conditions on the development permit must be met as well as development must be 100% complete including landscaping. Re-inspection fees are \$25 and will be deducted from the deposit if required.

# APPLICATION FOR DEVELOPMENT PERMIT



Bay 8, 14 Thevenaz Industrial Trail  
Sylvan Lake, Alberta T4S 2J5  
Phone: (403)887-2822 Fax: (403)887-2897  
Email: [info@sylvansummervillages.ca](mailto:info@sylvansummervillages.ca)  
[www.sylvansummervillages.ca](http://www.sylvansummervillages.ca)

## FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_ Date Completed: \_\_\_\_\_  
Fee Submitted: \_\_\_\_\_ Receipt Number: \_\_\_\_\_  
Land Use District: \_\_\_\_\_ Tax Roll: \_\_\_\_\_

I hereby make application under the provisions of the Summer Village of Sunbreaker Cove Land Use Bylaw 99/13 for a Development Permit in accordance with the plans and supporting information submitted herewith in which forms part of this application.

### APPLICANT INFORMATION

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Email: \_\_\_\_\_  
Civic Address of property to be developed: \_\_\_\_\_  
Registered Owner: \_\_\_\_\_ Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Land Use District: \_\_\_\_\_

### DEVELOPMENT INFORMATION

Proposed Development: \_\_\_\_\_ Existing Development: \_\_\_\_\_  
**Parcel Type:** Interior: \_\_\_\_\_ Corner: \_\_\_\_\_ Lakefront: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_  
**Setbacks for Proposed Development (Yard):** Front Yard: \_\_\_\_\_ Side Yard: \_\_\_\_\_ Rear Yard: \_\_\_\_\_  
Parcel Area: \_\_\_\_\_ Proposed Floor Area: \_\_\_\_\_ Total Parcel Coverage (%): \_\_\_\_\_  
Height of Building: \_\_\_\_\_ Driveway Width: \_\_\_\_\_ Residential Crossing Specification: \_\_\_\_\_  
Exterior Finish: \_\_\_\_\_ Sewage Disposal System: \_\_\_\_\_  
Proposed Landscaping: \_\_\_\_\_ Sight Triangle Calculation: \_\_\_\_\_  
Number of Trees to be Removed: \_\_\_\_\_ Estimated Project Costs: \_\_\_\_\_  
Builder/Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_  
Estimated Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

BY SUBMITTING AN APPLICATION I HEREBY ALLOW RIGHT OF ENTRY FOR INSPECTION PURPOSES. I HEREBY CERTIFY THAT THE INFORMATION GIVEN ON THIS FORM IS FULL AND COMPLETE AND IS, TO THE BEST OF MY KNOWLEDGE, A TRUE STATEMENT OF THE FACTS RELATING TO THIS APPLICATION FOR DEVELOPMENT APPROVAL.

\_\_\_\_\_  
Signature of Registered Owner(s)

\_\_\_\_\_  
Signature of Person Acting on Behalf of Registered Owner(s)

\_\_\_\_\_  
Signature of Registered Owner(s)

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

# Application Checklist

## Application for development shall be accompanied by the following:

- A non-refundable fee of \$200.00.
- A complete Application with signatures.
- A refundable completions deposit of up to \$5,000.00 will be require for each development permit issued. The deposit shall be refunded after completion of the construction including landscaping as per permit subject to the following:
  - a) The development must be completed as required under the permit, including landscaping.
  - b) If the Summer Village is required to repair damage to its lands and works, including but not necessarily confined to roads, drainage courses, trees and fences, the costs thereof shall be deducted from the deposit.
  - c) An Alberta Land Survey Site Plan submitted for site setback compliance shall be submitted at the time the foundation is constructed.
  - d) The fee for re-inspection shall be \$25 and will be deducted from the deposit.
- Two (2) scaled site plans (11x17 or smaller), showing the treatment of landscaped areas; areas of vegetation to be removed, if any; the legal description; the front yard, rear yard and side yard setbacks; provisions for off street loading and vehicle parking; and access and egress points to the parcel. Two site plans can be submitted; one for building locations and the other for landscaping plans.
- Two (2) scaled floor plans (11x17 or smaller), including room locations and uses, elevations, building sections and sewage treatment plans.
- A Letter of Intent is required if requesting a variance/relaxation or making an application for a discretionary use.
- A current copy of the Certificate of Title (30 days or less) indicating ownership and encumbrances.
- Confirmation from a plumbing safety codes officer that the existing wastewater disposal system is adequate for the proposed development.
- A geotechnical report may be required.
- A visual impact assessment report may be required.
- An environmental report may be required.
- Any other information that the Development Authority may require.

## **Note:**

- 1) The Development Authority may refuse to accept an application for a development permit where the required information is not supplied or where, in the Development Authority's opinion, the quality of material supplied is inadequate to properly evaluate the application.
- 2) The Development Authority may deal without all the information required, if the Development Authority is of the opinion that a decision on the application can be properly made without such information.
- 3) After approval, permits are subject to a 14 or 21 day waiting period.
- 4) Permit application information collected by the Summer Village will be used for the purpose to processing the permit application. This information may also be used for other purposes related to the operation of the municipality.

*Tagish Engineering Ltd.*  
**Residential Crossing Specification**

**1. RESIDENTIAL CROSSINGS**

**.1 Definition**

“Residential Crossing” means the driveway to a property from a Summer Village roadway having drainage ditches.

**.2 Residential Crossing Agreement**

A “Residential Crossing Agreement” between the Summer Village and the property owner shall be obtained and executed prior to any work being performed.

**.3 General**

All residential crossings shall be constructed to conform to the following minimum Specifications and Standard Drawings unless prior, written approval is obtained from the Summer Village’s Engineer or his representatives or appointee, for construction to alternate standards.

- a) The Residential crossing shall be constructed at right angles to the tangent of the Summer Village road;
- b) A minimum grade of minus 10 percent and a maximum of plus 10 percent shall be maintained along the residential crossing from the shoulder edge of the intersecting Summer Village road to the property line;
- c) The Applicant shall be responsible for all utility locations and any costs for repair and/or relocation of utilities arising out of the construction of the residential crossing.
- d) The minimum requirements for culverts, where they are required to be installed, shall be:
  - i) 450 mm diameter
  - ii) galvanized corrugated metal pipe with 3:1 tapered ends for local roads and 4:1 tapered ends for collector and/or major roads
  - iii) 1.6 mm wall thickness

NOTE: A CORRUGATED POLYETHYLENE PIPE OF EQUIVALENT STRENGTH MAY BE USED ON APPROVAL FROM THE SUMMER VILLAGE'S ENGINEER.

Culverts shall be installed along the Summer Village ditch bottom in such manner that the existing drainage along the ditch is maintained. A larger diameter culvert may be required when drainage conditions dictate as determined by the Summer Village's Engineer.

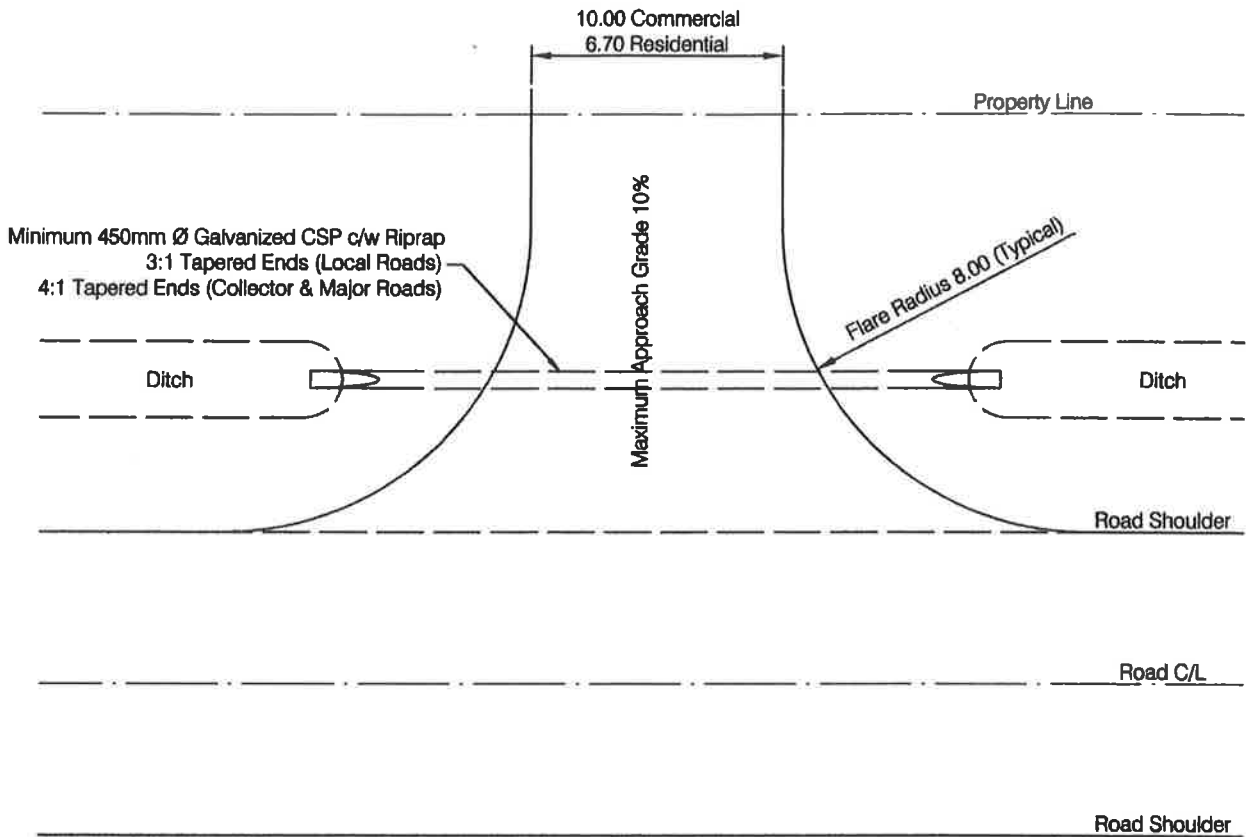
- e) There shall be a minimum cover equal to the diameter of the culvert over the culvert;
- f) The residential crossing sideslopes shall be 4:1 on local roads and 5:1 on collector and/or major roads
- g) Prior to any fill material being placed for the new residential crossing, all organic or otherwise deleterious materials shall be removed. The fill used for construction of the residential crossing shall not contain any organic, frozen or otherwise deleterious materials and shall be compacted to a minimum of 95% of Standard Proctor Density;
- h) The finished traveling surface of the residential crossing shall be crowned and shall be a minimum of 6.7 metres in width;
- i) The full width of the residential crossing, from the shoulder of the Summer Village Road to the property line, shall be constructed to be equivalent to, or better than the standard of the abutting road;
- j) Any damage to Summer Village property, including utilities and road surface shall be repaired at the expense of the applicant;
- k) Any disturbed areas in the ditch shall be reclaimed including seeding and removal of rocks larger than 75 millimetres.

## .2 Inspection

The Summer Village Administration office shall be notified within 72 hours of the completion of the residential crossing. An inspection will then be conducted to ensure compliance with these specifications.

## .3 Maintenance

The construction of a residential crossing is for the sole benefit of the applicant. The applicant is therefore responsible for the maintenance of the residential crossing including the maintenance and cleaning of the culvert.



1 Plan  
1 1:200



2 Typical Cross Section  
1 1:200

NOTE: All dimensions are metres unless otherwise noted.

**Tagish Engineering Ltd.**

Environmental • Municipal • Water Resources • Land Development  
5205A - 54 Avenue, RED DEER, AB  
(403) 348 - 7710 Fax (403) 341 - 4900 E-mail tagish@telusplanet.net

Client  
**Summer Village**

Project  
**TYPICAL RURAL CROSSING**

**PLAN & CROSS SECTION**

Drawn: DJO	Scale: As Shown
Designed:	Date:
Checked:	File No.:
Approved:	Project No.:

1  
1

**Construction Standard Guidelines for the Province of Alberta where firefighting response time is more than 10 minutes.**

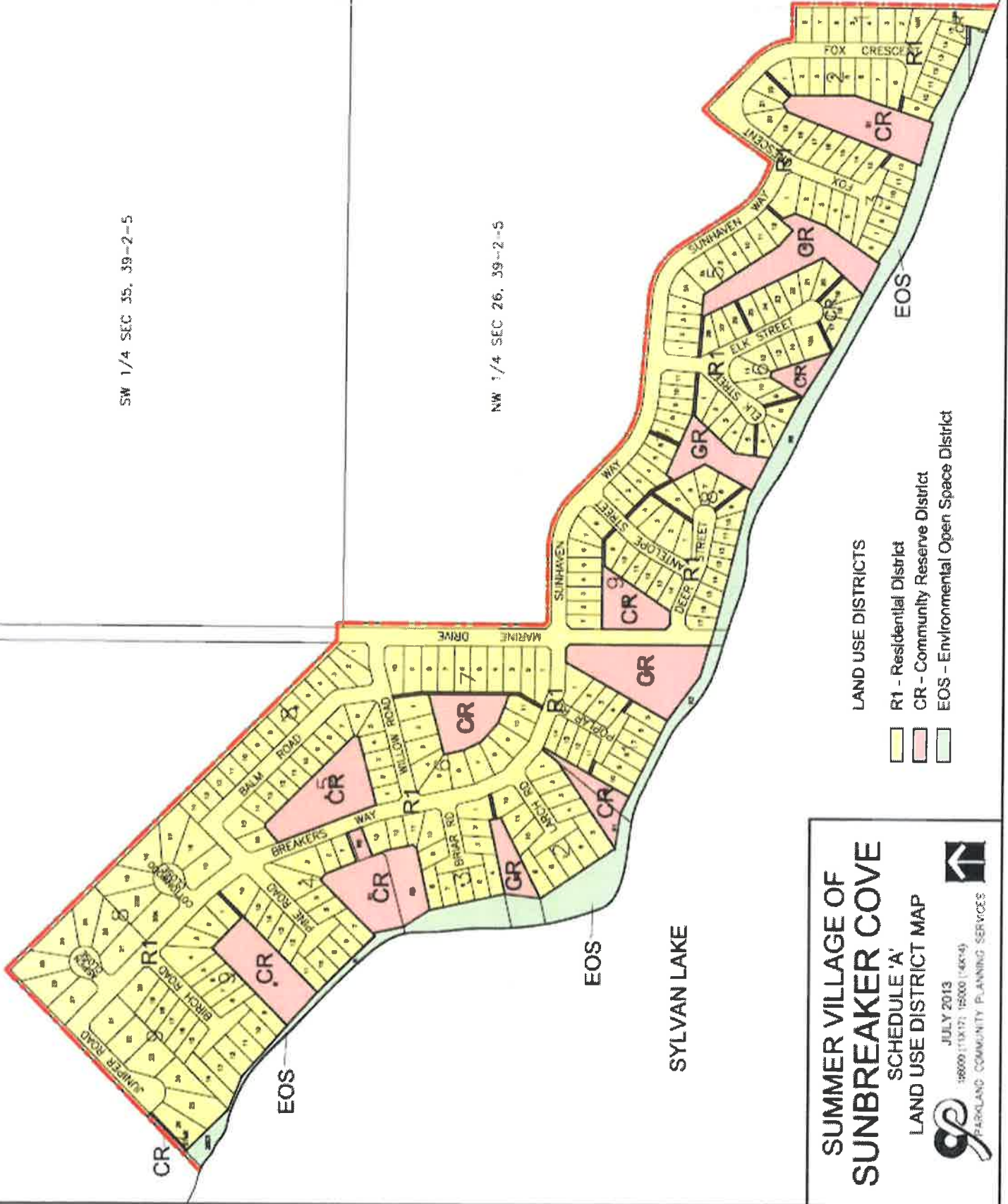
Please be advised that this is just a guide, and the Safety Codes Officer will review and make decisions on all applications.

Structure being developed	Proposed Side yard Setback <i>--distance from property line to the building face</i>	Regulations	Notes
<b>Houses &amp; Secondary Suites in a detached accessory structure</b>	2.4m and greater  <i>[7' 10½"]</i>	-No new regulations to be implemented, construction can occur as it has for the last number of years.	
	0 - 2.4 m  <i>[0 - 7' 10½"]</i>	-Side windows not allowed unless the house is sprinklered.	
	1.2m -2m  <i>[3'11¼ - 6' 6 ½"]</i>	-Side walls must have 45 minute fire rating ( <i>treated osb does not meet this standard</i> ).  -Soffits must be protected and must be placed .45m or greater from the property line.  -Non-combustible cladding required. <i>If vinyl siding is used instead of stucco, it must be placed over exterior grade gypsum, masonry or approved intumescent coated sheathing.</i>	Wall Assembly must be tested and meet ULC S134 standard.  Other regulations apply pertaining to combustible enclosed projections.
<b>Accessory Buildings</b> <i>(e.g. detached garages, sheds)</i>	.9m to 1.2m  <i>[2'11½" - 3'11¼"]</i>	-Side walls must have 45 minute fire rating ( <i>treated OSB does not meet this standard</i> ).  -Exterior cladding not required to be non-combustible.  -No side windows unless building sprinklered. -Soffits must be protected and must be placed .45m [17¾"] or greater from the property line.	Wall Assembly must be tested and meet ULC S134 standard.  Other regulations apply pertaining to combustible enclosed projections.
	0 - 2.4 m  <i>[0 - 7' 10½"]</i>	-Side windows not allowed unless the building is sprinklered.	

SE 1/4 SEC 34, 39-2-5

SW 1/4 SEC 35, 39-2-5

NW 1/4 SEC 26, 39-2-5



LAND USE DISTRICTS

- R1 - Residential District
- CR - Community Reserve District
- EOS - Environmental Open Space District

**SUMMER VILLAGE OF  
SUNBREAKER COVE**  
SCHEDULE 'A'  
LAND USE DISTRICT MAP



JULY 2013  
9800 (11X17) (5000) (4X4)

**gp**  
PARKLAND COMMUNITY PLANNING SERVICES