



Application No. \_\_\_\_\_

Form A

Date Received \_\_\_\_\_

Land Use Bylaw No.244-19

Date Received Confirmation \_\_\_\_\_

Development Officer Signature: \_\_\_\_\_

### APPLICATION FOR DEVELOPMENT

I/we hereby make application under provisions of the Land Use Bylaw #244-19 for a Development Permit in accordance with the plans and supporting information submitted herewith and which form part of this application.

**Applicant(s)** \_\_\_\_\_ **Tel No.:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Cell Phone No.** \_\_\_\_\_

**Applicant Address** (if different from property owner): \_\_\_\_\_

**Address of Property to be Developed:** \_\_\_\_\_

**Lot:** \_\_\_\_\_ **Block:** \_\_\_\_\_ **Plan No.:** \_\_\_\_\_ **Tax Roll #** \_\_\_\_\_

**Registered Owner(s):** \_\_\_\_\_

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

### Proposed Building Information

**Setbacks: Front Yard:** \_\_\_\_\_ **Side Yards:** \_\_\_\_\_ **&** \_\_\_\_\_ **Rear Yard:** \_\_\_\_\_

**Main Floor Area** \_\_\_\_\_ **Upper Floor Area** (if applicable) \_\_\_\_\_

**Parcel Coverage Area** \_\_\_\_\_

**Height of Main Building** \_\_\_\_\_ **No. of Off-Street Parking Stalls** \_\_\_\_\_

**Proposed Accessory Use:** \_\_\_\_\_

**Date of Commencement** \_\_\_\_\_ **Estimated Date of Completion** \_\_\_\_\_

- **If Single-Family Dwelling / Additions to a Single-Family Dwelling / Garage –**

**Estimated project Value \$** \_\_\_\_\_

## BUILDING ENVELOPE

Before finalizing your development plans, it's crucial to understand your property's building envelope to avoid disappointment and delays. If your design doesn't fit within the allowed building envelope, it may need major revisions, costing time and money. Reviewing this early ensures your project complies with the Summer Village Land Use Bylaw from the start.

The building envelope refers to the area on your lot where you are legally allowed to build, based on setbacks, height restrictions, and other land use bylaw regulations. It ensures proper spacing between buildings, protects sightlines, and maintains community standards.

### Application Form Completion Requirements

**Application shall be accompanied by the following:**

- The **development applicable fee(s)** including **variance application fee**, if required, as indicated on the fee schedule below.
  - **Development Permit fees are due at the time of application.**
  - **Performance bond**, if required, due prior to the start of the project.
- A **scaled site plan** showing the treatment of landscaped areas, if required, the legal description, the front, rear, and side yards, if any, any provision for off-street vehicle parking, and access and egress points to the parcel.
- Scaled floor plans**, including proposed building elevations showing all sides of building indicating building heights to calculate average building heights as prescribed in Land Use Bylaw #244-19. This may include building blueprints if requested by the Development Authority at time of application.
- A copy of the **Certificate of Title** indicating ownership and encumbrances.
- A copy of a **Real Property Report** by a Certified Alberta Land Surveyor showing property boundaries and the location on the property of all existing and proposed buildings.

### Owner Declaration

- I/We/am/are aware that the development permit application will be reviewed by the appointed Development Authority for the Summer Village of Rochon Sands and may be delayed or refused if the application and/or information is deemed incomplete. In such a case, the Development Authority may request further information to be supplied to complete the application according to legislated timelines.
- I/We understand this application for development may be refused if the proposed development does not conform to the current Land Use Bylaw #244-19 of the Summer Village of Rochon Sands.
- If the application is refused by the Development Authority, the applicant may appeal the decision to the Subdivision and Development Appeal Board for the Summer Village of Rochon Sands under applicable legislation.

- Owner declaration may be signed by authorized agent(s) such as general contractor for the proposed building as prescribed in this application on behalf of property owner.
- As part of the Development Permit application process, it is understood that information from both the applicant and the Summer Village of Rochon Sands may be exchanged electronically to ensure timely exchange of information regarding this application. The applicant/authorized agent email address submitted on this form will be the default for any electronic communications, unless notified by owner/agent of changes to contact information.

**Right of Entry**

I/We are the registered property owners/or authorized agent(s) of the prescribed land and buildings, hereby consent any authorized person(s) of the Summer Village of Rochon Sands to enter the property to conduct any inspections pertaining to the proposed development permit. The inspection may include measurements of lot, outside dimensions of buildings, photographs, or any other information deemed necessary for submission to the Development Authority or the Subdivision and Development Appeal Board, if required.

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

**Signature of Owner(s) or Authorized Agent:** \_\_\_\_\_

## Applicable Fees

### Development Application Fees:

- |  |                 |
|--|-----------------|
| a. Accessory Buildings, Temporary Buildings,<br>Building Demolition: of a cost less than \$50,000.00           | <b>\$100.00</b> |
| b. Manufactured Homes, Single Family Dwelling,<br>Guest Houses, Garages, etc.: of a cost more than \$50,000.00 | <b>\$200.00</b> |
| c. Operating a Home Occupation   | <b>\$100.00</b> |

### Application for a Variance

**\$150.00**

(Plus, any additional costs if incurred. Example: legal)

#### A written request is required for a variance or relaxation.

- Variances exist for unique situations, where it would be difficult for the structure to comply with the bylaw without the variance.
- Variances recognize that not all lots are rectangular and there are unique circumstances where a variance should be considered.
- Applicants need to explain why a variance is warranted with their application and what makes their property unique.
- Variances or relaxation **shall not be** granted for lot coverage or onsite parking.

### Application to Amend the Land Use Bylaw

**\$750.00**

(plus, any additional costs if incurred. Example: legal)  
non-refundable

### Performance Bonds

<b>Single-Family Dwelling / Additions to a Single-Family Dwelling / Garage</b>	<b>2.5% of Project Value to a maximum bond of \$5,000.</b> <ul style="list-style-type: none"><li>• Must be paid before the development project starts.</li><li>• 50% will be refunded after the inspection of the foundation</li><li>• The remaining 50% will be returned when the complete safety inspection is returned to the Summer Village.</li></ul>
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All projects are expected to be completed in a timely manner and 100% of the bond is returned if projects are completed within the *Estimated Date of Completion* as stated on the Development Application Form.

**Applications for Recreational Permits**

- a. One Time only \$50.00
- b. Yearly Permit – 4 times 4 units \$250.00

**Schedule B of the Land Use Bylaw #244-19 - Specified Penalties for Offences**

Description of Offence	First Offence	Second Offence	Third or Subsequent Offence
Sections 1.2 and 1.3 Commence development without a permit	\$1,000.00	\$2,500.00	\$10,000.00
Section 8.8 Accessory building in contravention of this Bylaw	\$150.00	\$250.00	\$500.00
Section 8.9 Guest House in contravention of this Bylaw	\$500.00	\$1,000.00	\$5,000.00
Section 8.10 Temporary buildings in contravention of this Bylaw	\$150.00	\$250.00	\$500.00
Section 8.13 Breach of restrictions on objects prohibited or restricted in yards	\$150.00	\$250.00	\$500.00
Section 8.18 Recreational vehicles in contravention of this Bylaw	\$150.00	\$250.00	\$500.00

**OFFICE USE ONLY**

Date Dev Permit Appl Received: \_\_\_\_\_  
 Date "Received Confirmation" sent to Applicant: \_\_\_\_\_  
 Date Dev Permit Appl Deemed complete \_\_\_\_\_  
 CAO Signature: \_\_\_\_\_  
 Applicable Fees: \_\_\_\_\_  
 Performance Bond: \_\_\_\_\_  
 Receipt Issued: \_\_\_\_\_

**NOTES:**

## Development Permit Application Process

