

APPLICATION FOR OCCUPYING SPACE OR CHANGE IN USE

1 PROPERTY

Address to be Developed: _____

Legal Description: _____

Lot	_____	Block	_____	Plan	_____	or,
Quarter	_____	Section	_____	Twp.	_____	Range
Land Use District	_____	Roll #	_____			

2 TYPE OF DEVELOPMENT AND/OR USE

- ☐ Change in Use, Addition of New Use, Change in Intensity of Use
- ☐ Occupying Space
- ☐ Sign

Type of Sign: _____

Estimated Cost: _____

Estimated Date of Completion: _____

Description: _____

3 CONTACT INFORMATION

Applicant:

Mailing Address: _____

Town/City: _____ Province: _____ Postal Code: _____

Phone: _____ Fax: _____

Cell/Alternative _____ Email: _____

(If Different Than Above)

Landowner:

Mailing Address: _____

Town/City: _____ Province: _____ Postal Code: _____

Phone: _____ Fax: _____

Cell/Alternative _____ Email: _____

4 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: _____

5 RIGHT OF ENTRY

☐ I DO

☐ I DO NOT

GIVE CONSENT FOR AN AUTHORIZED PERSON(S) OF THE TOWN OF SLAVE LAKE TO ENTER UPON THE LAND

- **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.

The personal information is being collected under the authority of s. 4(c) of the Protection of Privacy Act and will be used for administering the affairs of the Town of Slave Lake and provision of services. Information related to your permit application and/or any permit(s) issued may be disclosed as allowed or required by law. If you have any questions about the collection, contact the Town of Slave Lake Access of Information and Protection of Privacy 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.

Land Owner's Name (please print)

Land Owner's Signature

Date

Applicant's Name (please print)

Applicant's Signature

Date

6 FEES, DEPOSITS, ETC. (OFFICE SECTION ONLY)

Application Fee \$ _____
 Development Deposit \$ _____
 Others (_____) \$ _____
Total \$ _____

Development Permit # _____

Application Date: _____

OCCUPYING SPACE OR CHANGE IN USE APPLICATION CHECKLIST

1 GENERAL CHECKLIST

- ☐ Filled Out Application Form
- ☐ Parking Plan
- ☐ Sets of Floor Plans, if renovating

2 PARKING PLAN

- ☐ Parking Plan shall include the dimensions of the stalls and maneuvering aisles.
- ☐ Parking Plan shall include access to the site/property.
- ☐ A Parking Lot Lighting Plan shall be provided
- ☐ Parking Plan shall reflect the Visitor Parking Stalls and Total Number of Loading Stalls

3 SIGN CHECKLIST

- ☐ Illustration of the content/design of the sign
- ☐ Indicate the **Type, Number and Size** of the sign
- ☐ Indicate if the Sign will be illuminated
- ☐ Sketch or Illustration of the location of the sign

TYPE OF SIGNS

Awning / Canopy Sign means a projection outward from the face of a building that is primarily designed to provide projection from the climatic elements.

Digital Sign – Major means a sign that uses electronic technologies such as LCD, LED or projection to display images, text, motion graphics or video messages.

Digital Sign – Minor means a sign that uses electronic technologies such as LCD, LED or projection to display text or scrolling text messages.

Fascia Sign means a sign placed flat and parallel to the face of the building so that no part projects more than 30 cm (1 ft.) from the building.

Freestanding Sign means a sign supported by structures or supports that are placed on or anchored in the ground and that are independent from any building or other structure, and does not include a portable sign.

Home Based Business Sign means a sign placed flat and parallel to the face of the main building.

Portable Temporary Sign means a sign on a standard or a column fixed to its own self-contained base and capable of being moved manually and is intended to be used on a temporary short-term basis. Portable Temporary Sign may include changeable letters or a digital display.

Projecting Sign means a sign that is suspended from or supported by a structure or column and projecting out such that the Sign faces are not parallel to the building line.

Roof Sign means a sign placed on or over a roof.

Subdivision Identification Sign means a sign containing general information about a new subdivision such as the name of the subdivision and/or the name of the developer.