



FOR OFFICE USE ONLY

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

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

**APPLICATION FOR ACCESSORY STRUCTURE PERMIT i.e., Deck, Shed, Garage**

**1. GENERAL INFORMATION**

(Please complete contact information on the second page)

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

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

**2. PROPERTY INFORMATION**

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

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

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

**3. PLEASE INCLUDE A DESCRIPTION OR YOUR DEVELOPMENT**

\_\_\_\_\_

\_\_\_\_\_

**4. FEES, DEPOSITS, ETC.**

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

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

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

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

**Note:** Only the application fees are payable at time of application. The Development Deposit may also be paid by Letter of Credit.

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 so 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**

- 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 and Shed including Decks & Stairs
  - Location of Driveway including dimensions
- Exterior Elevations (Height of Structure from natural grade to peak)
- Location of existing and proposed municipal and private improvements

**9. DECK, SHED AND MINOR STRUCTURE CHECKLIST****For Shed, Gazebo, Greenhouse, Playhouse, Pergola, and other minor structure:**

- Is the structure located 2 m from the principle dwelling (house/mobile)?
- Is the structure located 0.60 m front the rear property boundary?
- Is the structure located a minimum of 1.0 m from the side yard property boundary?
- Is the structure no higher than 4.5 m measured from the ground to the peak?
- Is the structure located on top of a utility right-of-way?
- A sketch of the proposed structure is attached showing required setbacks from property boundaries and other structures on the site.

**For Deck:**

- Is the deck more than 0.60 m off the ground? *(circle one)* Y or N *If not, then it is considered a patio and there is no need for a development permit.*
- Is there a minimum of 7.5 m from the edge of the deck/steps to the rear property line?
- Where are the steps for the deck located?
- A sketch of the proposed Deck is attached showing dimensions of the deck, location of the steps and setbacks from property boundaries and other structures.

**10. GARAGE CHECKLIST** *(When building a detached garage in the rear yard the garage must be 0.6m 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 on 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? \_\_\_\_\_
- Lot Grading Plan is provided? *(circle one)* Y or N
- Site Servicing Plan is provided? *(circle one)* Y or N

**Please sketch a Site Plan showing Accessory Structure to scale on separate sheet, preferably on graph paper. Include distances from other structures and property boundaries.**