



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

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

## APPLICATION FOR BUSINESS EVENT - OCCUPYING SPACE 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

Please include a description of your proposed Business Event:

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### 4. FEES, DEPOSITS, ETC.

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

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

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

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

**Note:** Only the application fees  
are payable at time of application.

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

## 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. BUSINESS EVENT - OCCUPYING SPACE CHECKLIST**

- ☐ Date Business Event to be held \_\_\_\_\_
- ☐ Time(s) Business Event to be held \_\_\_\_\_
- ☐ Will a Food Truck be included as part of the Business Event? *(circle one)* Y or N  
If Yes, please complete and submit a Food Truck Permit Application Form and submit along with your Business Event – Occupying Space Application.
- ☐ Will the Business Event require the use of on-street public Parking Stalls? *(circle one)* Y or N  
If Yes, please complete a Parking Stall Closure Consent Form and submit it along with your Business Event - Occupying Space Application.
- ☐ Will the Business Event require the use of public lands such as the public Sidewalk? *(circle one)* Y or N  
If Yes, please describe what is required \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- ☐ If the Business Event will require the use of public lands (i.e. Town sidewalk, parking lot, on-street parking stalls, etc.) Special Event Insurance will be required. The Policy must be a minimum of \$2 million Comprehensive General Liability and the Town must be named as an additional named insured on the Policy. The amount required will depend on the Business Event.
- ☐ Site Plan illustrating location of the Business Event and any special equipment (i.e., tents, patios, etc.) food truck, etc. Depending on the type and size of Business Event, a Parking Plan may be required.
- ☐ Are signs required for the Business Event? *(circle one)* Y or N  
If yes, please include the type, number and size of Signs. Please also include the location of the Signs on the Site Plan.