



Development Permit # _____

Application Date: _____

APPLICATION FOR INDUSTRIAL, COMMERCIAL or INSTITUTIONAL DEVELOPMENT 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

- ☐ Commercial Building
- ☐ Industrial Building
- ☐ Institutional Building
- ☐ Sea Cans & Containment Area

- ☐ Landscaping/Stripping/Clearing
- ☐ Renovation
- ☐ Addition to a Building
- ☐ Logging

Please include a description of your proposed development: _____

4. FEES, DEPOSITS, ETC.

Application Fee \$ _____

Development Deposit \$ _____

Offsite Levies \$ _____

Intersection/Road Charges \$ _____

Variance \$ _____

Other (_____) \$ _____

Total \$ _____

Note: Only the application fees are payable at the time of application. The Offsite Levies and other fees/charges may be paid by post-dated cheque and cashed at the end of the Development Permit appeal period. The Development Deposit may also be paid by Letter of Credit.

The Development Deposit is refunded upon satisfactory completion of all the conditions of the Development Permit.

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 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****ONE (1) SET OF PLANS, PAPER AND DIGITAL COPY SHOWING THE FOLLOWING:**

- ☐ Site Plan, Scale 1:200 minimum Illustrating distances and dimensions as follows:
 - Side Yard Setback
 - Front Yard Setback
 - Rear Yard Setback
 - Separation Distance between buildings on site including landing, decks and stairs
 - Location of Driveway and Dimensions
 - Location of Sidewalk(s) and Dimensions
- ☐ Exterior Elevations (Height of Structure)
- ☐ Complete set of Plans (Blueprints/Drawings) in paper and digital form
- ☐ Location of Existing and Proposed Municipal and Private Improvements

Some of these requirements may not be necessary for all applications. Please consult with the Development Officer for the requirements for your application.

To ensure your application is finished please complete the pertinent checklist for the development you are proposing. The following items are required in addition to those listed in #7:

9. **COMMERCIAL/INDUSTRIAL/INSTITUTIONAL BUILDING**

- ☐ Estimated Cost of Project: \$ _____
- ☐ Estimated Completion Date: _____

10. **PROPOSED PARCEL COVERAGE** _____11. **PARKING PLAN**

- ☐ Total Number of Proposed Parking Stalls: _____
- ☐ Total Number of Loading Stalls: _____
- ☐ Parking Plan includes dimensions of Parking Stalls and Maneuvering Aisles? *(circle one)* Y or N
- ☐ Parking Plans includes access to the site? *(circle one)* Y or N
- ☐ A Parking Lot Lighting Plan has been provided? *(circle one)* Y or N

12. Screening and Fencing is proposed? *(circle one)* Y or N

13. A Landscaping Plan has been provided? *(circle one)* Y or N

14. A Site Servicing Plan has been provided? *(circle one)* Y or N

15. A Lot Grading Plan has been provided? *(circle one)* Y or N

16. A Garbage Containment Area has been shown on the Site Plan? *(circle one)* Y or N

17. **SIGNS**

- a) Type of Sign(s) _____
- b) Size of Sign(s) _____
- c) Location of Sign(s) _____
- d) Number of Signs required _____
- e) Are the Sign(s) illuminated? *(circle one)* Y or N
- f) Do the Sign(s) contain digital components? *(circle one)* Y or N
- g) Please attach a Sketch and/or Pictures of the Signs