



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

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

## APPLICATION FOR OCCUPYING SPACE/CHANGE IN USE OR MINOR RENOVATION 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

- ☐ Change of Use, Addition of New Use, or Change in Intensity of Use
- ☐ Occupying Space
- ☐ Landscaping/Stripping/Clearing
- ☐ Minor Renovation

Please include a description of your proposed development:

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### 4. FEES, DEPOSITS, ETC.

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

Discretionary Use Fee \$ \_\_\_\_\_

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

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

**Note:** Only the application fees are payable at the 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 against 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. CHANGE OF USE/OCCUPYING SPACE CHECKLIST

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

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

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

## 9. PARKING PLAN

To assess the impacts of the Change In Use or Occupying Space Application, please provide a Parking Plan so we can determine if sufficient parking can be provided on site.

- ☐ 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

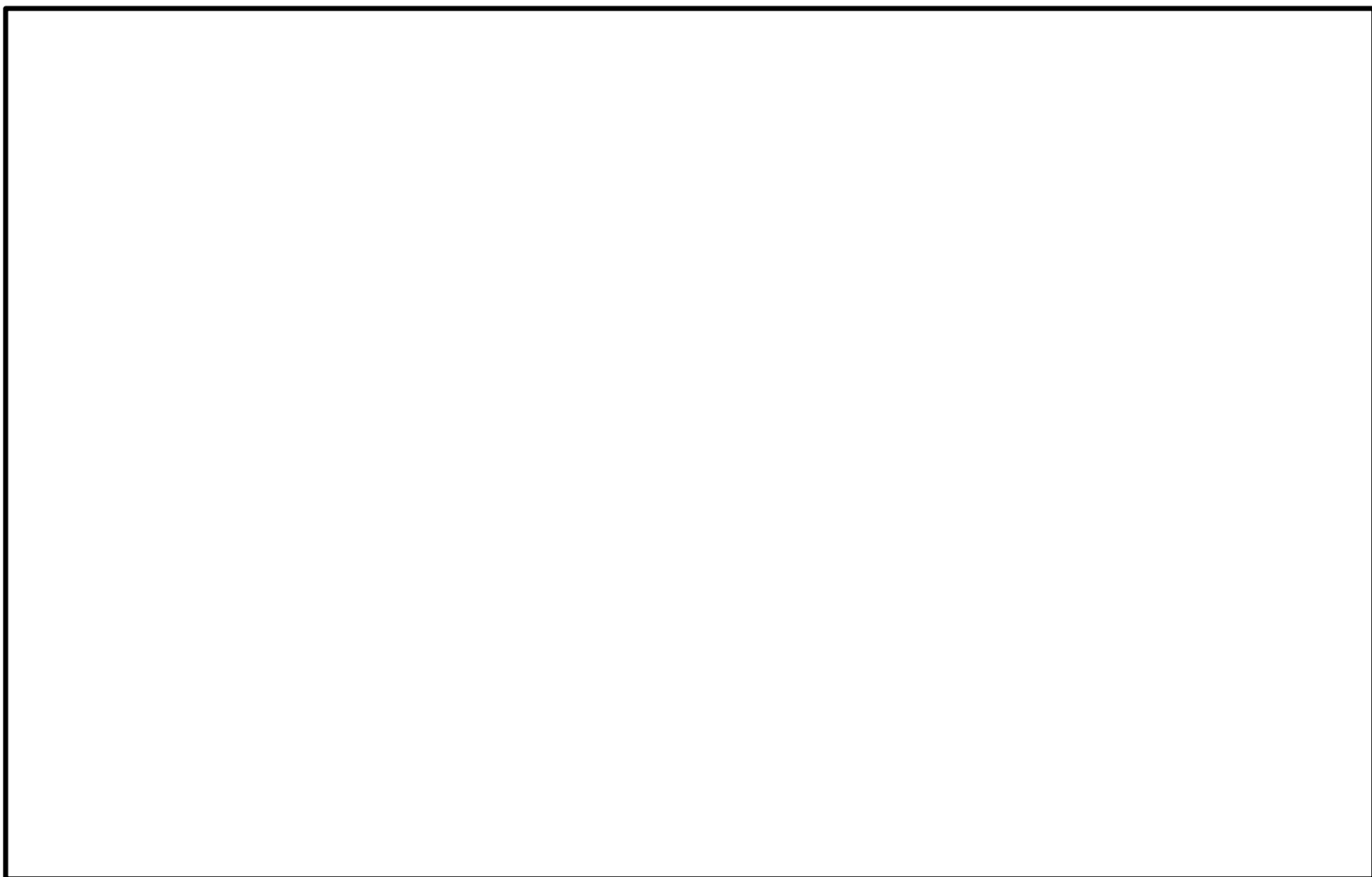
## 10. CANNABIS STORE CHECKLIST

- ☐ Please note that the required separation distance from a Cannabis Store to a school or future school site or Provincial Health Services Facility must be a minimum of 50 m. The minimum separation distance between uses will be measured from property line to property line as determined by the Town of Slave Lake utilizing the Town's GIS Mapping System. If the applicant is not in agreement with the separation distance determined by the Town, they must acquire and submit alternate measurements obtained and prepared by an Alberta Land Surveyor.
- ☐ Is the store located within the Downtown? *(circle one)* Y or N

## 11. SIGN PERMIT CHECKLIST

- ☐ Dimensions and Area of Sign(s) \_\_\_\_\_
- ☐ Location of Sign(s) on the building and the site \_\_\_\_\_
- ☐ Type of Sign(s)      Awning/Canopy    Digital    Fascia    Freestanding    Portable/Temporary    Projecting  
*(circle one)*                                         *(See definitions on next page)*
- ☐ Number of Sign(s)\_\_\_\_\_
- ☐ Are the Sign(s) Illuminated? ((*circle one*)      Y or N
- ☐ Do the Sign(s) contain Digital Components? (*circle one*)      Y or N

Please sketch the location of the sign on the next page in the “Box” provided. If you have a picture of the sign, please include it.



### TYPE OF SIGNS

**"AWNING or CANOPY"** means a projection outward from the face of a building that is primarily designed to provide protection from the climatic elements.

**"DIGITAL SIGN"** means a network of customizable digital displays that can be controlled electronically using a computer allowing the content to be altered remotely. Examples of digital signs include indoor and outdoor LED signs and displays, moving message boards i.e. chasing borders, letters and symbols, variable message signs and electronic message centres. Digital Signs may contain Animated and Motion Graphics. A Digital sign can mean a component of a sign or the entire sign.

**"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.

**"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. This is not a fascia or awning/canopy sign.