

Development Permit Requirements for Commercial, Industrial, and Institutional Developments

Please read the following information carefully. A complete Development Permit Application will prevent delays in the processing of your development permit. Should you have any questions or concerns regarding any of the information provided in this package or with regard to your development, please feel free to contact the Planning Department.

In accordance with Section 13 of the Land Use Bylaw #22-2007, the Development Approving Authority will require the following to be submitted as part of your development permit application.

- Development Permit Application Form (signed by the Landowner and Applicant)
- Application Fee (Development Permit application fees for new construction have been waived from June 5, 2024, to December 31, 2025.)
- Development Deposit (Development Deposits for new construction have been waived from June 5, 2024, to December 31, 2025.)
- Off-site Levies and/or Developer Contributions (if applicable)
- Site Plan
- Building Plans/Blueprints (One complete copy submitted in paper or digital form.)
- Site Servicing Plan
- Lot Grading Plan (Prepared by an Alberta Land Surveyor or Engineer.)
- Landscaping Plan
- Access Plan (i.e., location of approach or driveway. The Access Plan can be included in the Site Plan.)
- Parking Lot Plan (i.e., dimension, number and location of parking stalls and maneuvering aisles. The Parking Plan can be included in the Site Plan)
- Stormwater Management Plan
- Fire Access Area (The Fire Access Area can be included in the Site Plan.)

Development Deposits

NOTE: Development Deposits have been waived from June 5, 2024, to December 31, 2025.

The Town accepts Development Deposits in the form of cash, cheque or Letter of Credit. A Letter of Credit must be irrevocable, unconditional and issued by a recognized bank. Development Deposits are **held until all conditions** of your development permit have been met. Once you

have complete your development, please contact the Planning Department for an inspection. An inspection will be conducted and once it has been determined that all conditions of your development permit have been met, the deposit will be returned to you.

Site Plan

A Site Plan must be drawn to scale and shall include building elevations/heights, setbacks of new and existing structures from property boundaries (including setbacks from patios, decks, landings, steps and balconies), separation distances between new and existing structures (including patios, decks, landings, steps and balconies), location and dimensions of the driveway, number, location and dimension of parking stalls and maneuvering aisles, location and dimension of fire access area (if required), location of garbage containments area, proposed and existing utility rights-of-way and/or easements, existing overhead power lines, etc.

Site Servicing Plan

A Site Servicing Plan prepared by an engineer showing the proposed water and sanitary sewer services and separation between them (if in the same trench); location and details for a sampling/clean-out manhole, existing services to be abandoned, if any, location of shallow utilities (i.e., power, gas, telephone, internet and cable), location of existing and proposed fire hydrants, location of existing or required utility rights-of-ways and/or easements, etc.

Lot Grading Plan

A Lot Grading Plan prepared by an Alberta Land Surveyor or Engineer. The Lot Grading Plan shall include proposed elevations/grades at the corners of the lot, proposed elevations/grades at the corners (foundation) of any structures, drainage directional arrows, slope percentages at the foundation and throughout the lot, existing grades or design grades as the case may be, etc.

Landscaping Plan

A Landscaping Plan must clearly indicate the total area of the site, the total area to be landscaped and the number, and location of trees and shrubs and other plantings. Please see the Town's Land Use Bylaw for details.

Landscaping shall be required for all areas of a parcel not covered by buildings, driveways, storage, and display areas and shall include turf, shrubs and trees (no trees are to be planted on boulevard or utility rights-of-ways). Efforts should be made to ensure that the variety of plants utilized in the Landscaping Plan incorporate FireSmart Principles and are able to thrive in northern Alberta. The landscaping approved for in the development permit must be maintained for the life of the development.

Stormwater Management Plan

A Stormwater Management Plan prepared by an engineer showing the location of a Storm Scepter, Storm Management Pond, and any drainage rights-of-ways that may be required.

Offsite Levies & Developer Contributions

Offsite Levies and Developer Contributions (in the form of road or intersection charges) must be paid before a development permit is issued.

Offsite Levies

In accordance with the Offsite Levy Study and Off-site Levy Bylaw #29-2016 off-site levies can only be levied once for each purpose described, in respect of land that is the subject of subdivision or development; and are triggered by a development permit application for specific types of development as defined in the Offsite Levy Policy PD.PLN-24.1010. Offsite levies collected go toward the upgrade of water and sanitary sewer lines and facilities such as the water treatment plant, lift stations, etc.

In accordance with Offsite Levy Policy PD.PLN-24.1010 off-site levies **are not required on Re-developed Land.**

Re-developed Land means land within the boundaries of the Town of Slave Lake which has been developed upon.

Off-site Levies **will be required for Vacant Undeveloped Land.**

Vacant Undeveloped Land means lands within the boundaries of the Town of Slave Lake where a development permit has not been issued for development and no development exists on the land.

Road Charges

The Town of Slave Lake has established Developer Contributions for the following roads:

- Main Street South
- Caribou Trail SW (from Highway No. 2 to the Gloryland Residential Subdivision)
- 2nd Avenue NW

Intersection Charges

The Town of Slave Lake has developed Developer Contributions for the following intersections:

- Caribou Trail SW and Highway No. 2
- 14th Avenue SW and Highway No. 2 (Mid-Point Intersection)
- Main Street and Highway No. 2
- Highway No. 2, Highway No. 88 & Holmes Trail Intersection

These charges will be collected by the Town and utilized to upgrade these intersections as required by Alberta Transportation.

To determine if your development will be affected by Off-site Levies or Developer Contributions (i.e., road and intersection charges) please contact the Planning Department.

Annually Adjusted Levies and Contributions

It should be noted that all Off-site Levies and Developer Contributions (i.e., road and intersection charges) are adjusted annually to reflect the Edmonton Non-Residential Construction Price Index as of December 31st of the previous year. As such, levies and charges will be adjusted on March 15th of each year to reflect this inflationary increase or decrease. Levies and charges paid after March 15th of each year will reflect either an increase or a decrease regardless of the levy or charge quoted at the time of application, unless the levy or charge has been agreed to under an approved Development Agreement.

Other Possible Application Requirements:

The Development Approving Authority may also require any other information it deems necessary to make a decision with regard to your development. [Please note that the Development Authority is not limited to the application requirements listed above, however, in most cases, these are the typical requirements.](#)

If your development is near a creek or body of water a **Channel Migration Study** may be required as part of your development permit application.

If your development will significantly increase traffic in the development area a **Traffic Impact Analysis** to determine the impacts of your development on a particular road network or intersection may be required.

If your development requires substantial fill, you may be required to provide a **Geotechnical Investigation or Engineered Fill** for your development.

Your development may require you to enter into a **Development Agreement** with the Town of Slave Lake. Development Agreements are utilized to deal with on-site servicing, municipal infrastructure, levies and developer contributions, etc.

Your development may require the submission of a **Parking Lot Lighting Plan** depending on the size of the parking area.

POSSIBLE DEVELOPMENT PERMIT CONDITIONS

DELAYED Construction Commencement

Once a subdivision has been registered with Alberta Land Titles the subdivision developer may sell lots. New lot purchasers may then apply for a development permit to construct their new home or development. However, if the municipal improvements required as part of the subdivision approval and the development agreement have not been complete and accepted onto the warranty period by the Town (i.e., the Town has issued an Initial Acceptance Certificate (IAC)); the development permit will be issued with conditions stating that **construction cannot commence** until essential services required for the subdivision are in place and certificates have been issued by the Town.

It is the responsibility of the subdivision developer to ensure purchasers of parcels in their subdivision are aware that construction commencement of their development will be triggered by the construction completion of all municipal improvements required for the subdivision. [If you are not sure if your construction start will be delayed, please discuss it with the Planning Department.](#)

Real Property Report

The Town of Slave Lake requires a Real Property Report (RPR), prepared by an Alberta Land Surveyor, to be submitted after construction completion of any permanent structure. It should be noted that any new developments that do not match the submitted and approved site plan or the requirements of the Land Use Bylaw and require a variance to the standards; will be required to pay a **much higher variance** fee that will be based on the amount of variance required. **The larger the variance the larger the fee.**

Lot Grading Certificate

A Lot Grading Certificate, prepared by an Alberta Land Surveyor or Engineer, illustrating the as-built lot grades is required for all permanent structures. Following submission of the Lot Grading Certificate the Town will conduct a Lot Grading Inspection to ensure the lot achieves positive drainage.

Hard Surfacing

In accordance with the Land Use Bylaw #22-2007, driveways, drive aisles, and parking lots must be hard surfaced if access is from a roadway that is hard surfaced. Please budget for this requirement as it will be included as a condition of your permit. You will have eighteen (18) months from the date of issuance of your development permit to complete the hard surfacing.

Landscaping

Landscaping shall be required for all areas of a parcel not covered by buildings, driveways, sidewalks, patios or decks and shall include grass, shrubs and trees (no trees are to be planted on boulevards or in utility rights-of-ways). Efforts should be made to ensure that the varieties of plants utilized in the Landscaping Plan incorporate FireSmart Principles and are able to thrive in northern Alberta. Please note that the landscaping approved for your development must be maintained for the life of the development.

Fire Code Requirements

Where a building incorporates fire protection equipment, elevator controls or door accesses as outlined in the Alberta Fire Code, a key box shall be provided, keyed and located in a manner acceptable to the Town of Slave Lake and shall contain a set or sets of keys or devices required to be used in an emergency. **[All such key boxes and keys shall be purchased from the Town of Slave Lake and are available at the Town Office.](#)**

Sampling/Clean-out Manholes

If your development will have a “sump” you will very likely be required to install a Sampling/Clean-out Manhole within the Town’s road rights-of-way immediately adjacent to your property. If there is insufficient room within the road rights-of-way, the Town will require a rights-of-way or easement granting the Town permission to access the manhole on your property.

Fencing

Fencing of your site may be required at the discretion of the Development Authority. Fences are generally required for outside storage, separation of uses, high density residential developments, barriers between parks spaces and environmental reserves (i.e., along creeks, lakes, etc.) adjacent to railways or major or minor collector or arterial roads.

Road Use Agreements

A road use agreement will be required in order that the Town can set out a suitable truck route. A copy of the truck route map should be provided to all truck drivers that may be moving equipment and materials onto or off your site.

The Town of Slave Lake Peace Officers will be checking with truckers to ensure they have the appropriate route map. Failure to provide the map or follow the truck route will result in the issuance of a fine.

Over Dimensioned Loads

The Developer is required to notify the Town’s Operations Department at 780-849-4107 a minimum of 24 hours prior to hauling an over dimensioned/oversized and/or an overweight load such as a ‘Ready to Move’ (RTM), or Modular structure and/or any other load or structure.

Alberta Safety Codes Permits

The Town of Slave Lake is not accredited under the Alberta Safety Codes Act and as such does **not** issue Building, Plumbing, Electrical and Gas permits. **It is the developer’s responsibility to ensure these permits are obtained.**

Please contact one of the agencies listed below to apply for and obtain your Alberta Safety Codes Permits.

Superior Safety Codes	1-866-999-4777
The Inspections Group	1-866-554-5048
IJD Inspections Ltd.	1-877-617-8776

DECISION TIMELINE

Please note that your development application is not deemed to be complete until we have received all items requested.

The Planning Department has forty (40) days to render a decision on your development permit application. The 40-day countdown does not commence until the Town receives a complete development permit application. Please ensure you have provided all the information necessary to prevent delays in processing your application.

Failure to provide a decision about your application within forty (40) days will deem your application refused. You have the right to appeal the development permit refusal or any conditions of your development permit approval to the Subdivision and Development Appeal Board.

APPEALS

If you do not agree with the Development Authority's decision or the conditions in your Development Permit you may appeal the decision to the Subdivision and Development Appeal Board.

Appeals to the Subdivision and Development Appeal Board are to be directed to:

Ashley Whitford,
Clerk, Subdivision and Development Appeal Board
Box 1030
Slave Lake, Alberta, T0G 2A0
Phone: (780) 849-8006
Email: Executive.Assistant@slavelake.ca

Appeals must be received by the dates indicated in your Development Permit. [The fee for a Development Appeal is \\$300.00](#)

The **fees for an appeal hearing are not refundable** regardless of the decision reached by the SDAB. The fees collected to offset some of the cost for preparation of the report to the Appeal Board, advertising the hearing, notification letters to adjacent property owners, and convening the hearing itself.

FORMAL COMPLAINT PROCESS

Should you experience any difficulties with your application and wish to lodge a formal complaint, please follow the process noted below.

First

Contact the Planning Department:

Laurie Skrynyk,
Director of Planning & Development
Phone: (780) 849-8019
Email: laurie@slavelake.ca

OR

Joanna Raymond,
Development Officer
Phone: 780-849-8004
Email: joanna.raymond@slavelake.ca

Second

If your issue has not been satisfactorily addressed with the Planning Department, please feel free to contact the Chief Administrative Officer for the Town of Slave Lake.

Jeff Simpson,
Chief Administrative Officer
Phone: (780) 849-8035
Email: cao@slavelake.ca

Third

If the Chief Administrative Officer has not been able to satisfactorily address your concerns, you may contact a Council representative. A list of Council members and phone numbers can be obtained by contacting Ashley Whitford, Executive Assistant, at (780) 849-8006.



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**

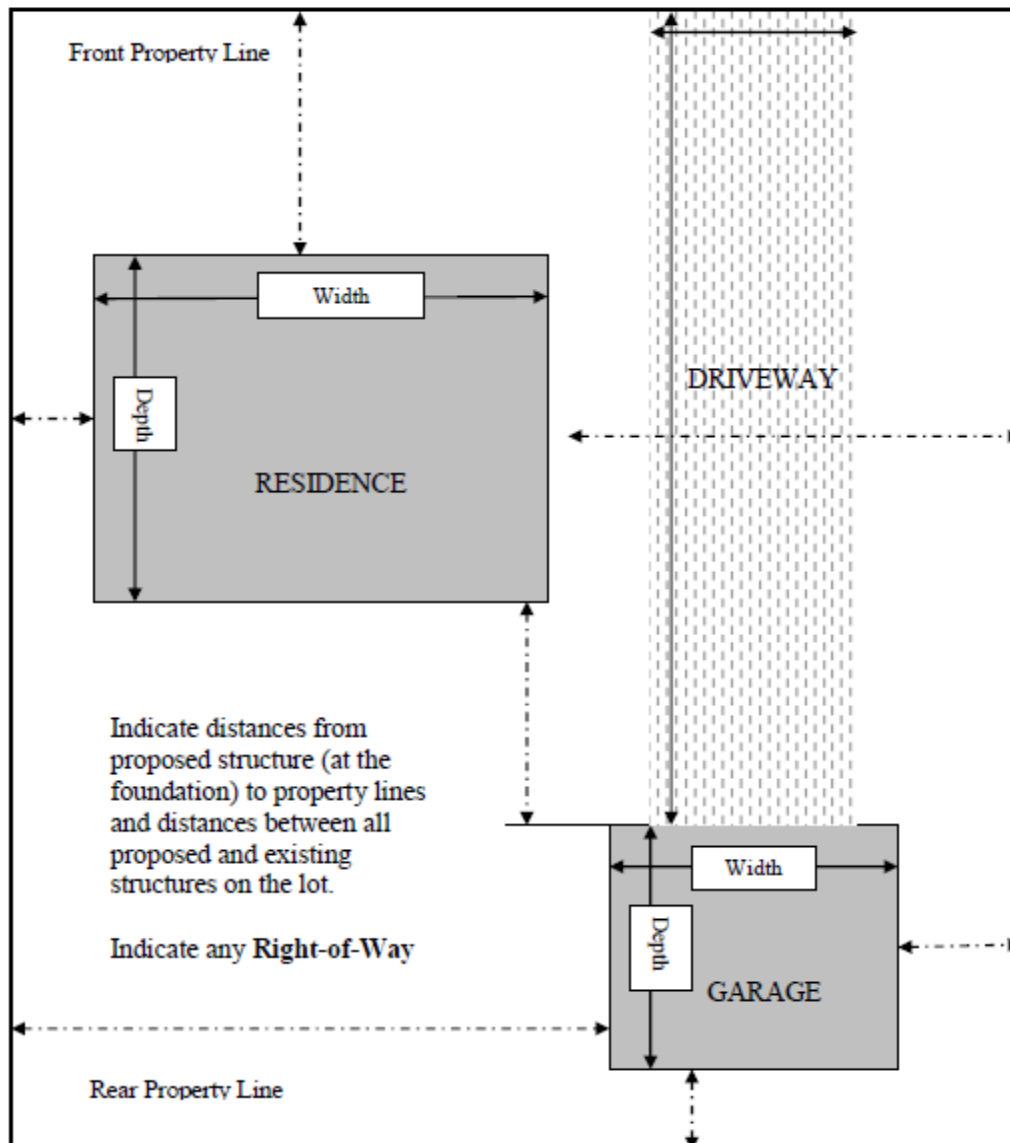
- a) Type of Sign(s) _____
- b) Size of Sign(s) _____
- c) Location of Sign(s) _____
- d) Number of Signs required _____
- e) Are the Sign(s) illuminated? *(circle one)* Y or N
- f) Do the Sign(s) contain digital components? *(circle one)* Y or N
- g) Please attach a Sketch and/or Pictures of the Signs



Sample Site Plan

Indicate: (plans must be drawn to scale)

1. Parcel size
2. Dimensions of all structures to the foundations
3. Setbacks from all structures to all property lines and from other structures measured from foundation
4. Legal description and civic address
5. Driveway location and dimension
6. Dimensions of proposed additions
7. Easements, Right of Ways



Site Servicing Plan

SHOWING PROPOSED

LOCATION of Water & Sewer Tie ins ON

CIVIC ADDRESS:

NOTES:

- All measurements are shown in meters and decimals thereof. Measurements are shown to the outside face of the building foundation wall at ground level.
- The above ground and buried facilities have not been located. It is the responsibility of the owner(s) and contractor to have the exact location and tie in requirments to meet the standards of The Town of Slave Lake Development Authority.
- The exiting Water & Sewer is shown as provided by the Town of Slave Lake.

