

## **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 at 780-849-8019.

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 (Landowner and Applicant must sign)
- Application Fee (For a complete list of Development Permit fees please contact the Planning Department.)
- Development Deposit (For a complete list of Development Deposit fees please contact the Planning Department.)
- Offsite Levy and/or Developer Contributions (if applicable)
- Site Plan
- Building Plans/Blueprints (One complete copy submitted in paper and digital form.)
- Site Servicing Plan
- Landscaping Plan
- Lot Grading Plan (Prepared by an Alberta Land Surveyor or Engineer.)
- Access Plan (i.e., location of approach or driveway)
- Parking Lot Plan (i.e., dimension, number and location of parking stalls and maneuvering aisles)
- Storm Water Management Plan
- Fire Access Area

### **Development Deposits**

The Town accepts a 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 completed your development, please contact the Planning Department for an

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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, 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 dimensions of parking stalls and maneuvering aisles, location and dimensions of the fire access area, location of garbage containment area, proposed and existing utility right-of-ways and/or easements, existing overhead power lines, location of etc. The Parking Lot Plan can be included as part of the Site Plan or may be a separate plan.

### **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), location of existing and proposed fire hydrants, location of any existing or required utility right-of-ways and/or easements, etc.

### **Landscaping Plan**

A Landscaping Plan must clearly indicate the total area of the site, the total area to be landscaped and the number, type and location of trees and shrubs and other plantings.

Landscaping shall be required for all areas of a parcel not covered by buildings, driveways, storage and display areas and shall include shrubs, turf and trees suitable for the climate (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.

### **Storm Water Management Plan**

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

### **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.

### **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 Development Charge Study and Offsite Levy Bylaw #29-2016 offsite levies can only be levied once for any particular piece of property; and are triggered by an application for specific types of development as defined in the Offsite Levy Policy C.d. 027. Offsite levies go toward the upgrade of water and sanitary sewer lines and facilities such as the water treatment plant, lift stations, etc.

In accordance with Policy C.d. 027 offsite 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.

Offsite 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)
- 2<sup>nd</sup> Avenue NW

## **Intersection Charges**

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

- Caribou Trail SW and Highway No. 2
- 14<sup>th</sup> 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 Offsite 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 Offsite 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 31<sup>st</sup> of the previous year. As such, levies and charges will be adjusted on March 31<sup>st</sup> of each year to reflect this inflationary increase or decrease. Levies and charges paid after March 31<sup>st</sup>

of each year will reflect the CPI 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.

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 **Geo-technical Investigation or Engineered Fill** for your development.

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

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

If your development is a high-density residential development i.e., Row House, Town House, Fourplex or Apartment Building that exceeds a height of two (2) storeys, you will be required to provide a **Fire Access Area**. The location and size of Fire Access Area is to be included in your Site Plan.

Please note that the Development Authority is not limited to the application requirements listed above, however, in most cases, these are the typical requirements.

### **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 completed and accepted onto the warranty period by the Town (i.e., the Town has issued an Initial Acceptance Certificate); 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 with the Planning Department.**

## **Real Property Report**

The Town of Slave Lake requires a Real Property Report, 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. 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 or parking lots must be hard surfaced if access is from a roadway that is hard surfaced. Please ensure you budget for this requirement as it will be strictly enforced. You will have eighteen (18) months from the date of issuance of your development permit to complete the hard surfacing.

## **Landscaping**

Landscaping must be completed in accordance with the submitted and approved Landscaping Plan (i.e., part of the application process). You will have eighteen (18) months from the date of issuance of your development permit to complete all required landscaping.

All landscaping required as a condition of the development permit must be maintained for the life of the development. Please ensure the plants used in your landscaping are suitable for Northern Alberta climates.

## **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 set 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 and are available at the Town office.](#)

## **Camera Inspection of Sanitary Sewer Service**

All developments that require servicing are required to complete and submit to the Town a camera inspection of the sanitary sewer service once the tie in is complete.

Re-developed parcels are required to conduct and submit a pre-camera inspection of the sanitary sewer service prior to commencing the tie in. In addition, as stated above, once the tie is complete, a second camera inspection will be required to be conducted and submitted to the Town.

For new lots being developed with a new sanitary sewer service, a camera inspection of the main line only is required to be conducted and submitted to the Town as per the Town's Development Standards and Procedures.

### **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 right-of-way immediately adjacent to your property. If there is insufficient room within the road right-of-way, the Town will require an easement or right-of-way agreement 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 Approving 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, minor collectors 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 to your site. A copy of the truck route map should be provided to all truck drivers that may be moving equipment and materials onto or off of 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.

### **Alberta Safety Code Permits**

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

The following are companies that provide this service within Town of Slave Lake. Please contact one of these companies for your building, electrical, gas and plumbing permits:

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

### **OSCAM Permit**

Should you be required to dig into a municipal roadway to extend services you will be required to apply for an On-Street Construction and Maintenance (OSCAM) Permit before excavation commences. You will also be responsible to restore the roadway to its original condition once the excavation is complete. To obtain an OSCAM Permit please contact the Operations Department at 780-849-4107.

### **Over Dimensioned Loads**

The Developer is required to notify the Town's Operations Department at 780-849-4107 minimum of 24 hrs 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.

### **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 with regard to your development permit application. The 40 day count down does not commence until we have a completed development permit application.

Please ensure you have provided all the information necessary to prevent delays in processing your application.

Failure to provide a decision with regard to your application within 40 days will deem your application refused. You have the right to appeal the development permit refusal or conditions of your development permit to the Subdivision and Development Appeal Board.

### **APPEALS**

If you do not agree with the decision or 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 Lindberg  
Secretary, Subdivision and Development Appeal Board  
Box 1030  
Slave Lake, Alberta T0G 2A0

Phone: (780) 849-8002

Appeals must be received by the dates indicated in your Development Permit.

The fees for appeals are as follows:

Development Appeal \$300.00

The **fees for an appeal hearing are not refundable** regardless of a decision. The fees collected pay for preparing the report to the Appeal Board, advertising the hearing, notification letter to adjacent property owners, and convening the meeting 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:

Joanna Raymond, Manager of Planning & Development  
Phone: (780) 849-8004  
Email: [planning@slavelake.ca](mailto:planning@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  
E-mail: [cao@slavelake.ca](mailto:cao@slavelake.ca)

### **Third**

If the CAO has not been able to satisfactorily address your concern, you may contact a Council representative.

A list of Council members and phone numbers can be obtained by contacting Ashley Lindberg, Executive Assistant, at (780) 849-8006.