



Summer Village Office  
 P.O. Box 100  
 605 – 2<sup>nd</sup> Avenue, Ma-Me-O Beach, Alberta T0C 1X0  
 780) 586-2494 Fax: (780) 586-3567  
 email: [info@svofficepl.com](mailto:info@svofficepl.com) website: [www.svofficepl.com](http://www.svofficepl.com)

## Summer Village of Poplar Bay

**APPLICATION FOR DEVELOPMENT PERMIT** **Permit Number**  
**LAND USE BYLAW NO. 161 AND AMENDMENTS THERETO** **DP** \_\_\_\_\_

I / We hereby make application for a Development Permit for the use noted below:

<b>Name of Applicant:</b> _____	<b>Phone:</b> _____
<b>Interest of the Applicant:</b> _____	<b>Fax:</b> _____
<b>Email:</b> _____	
<b>Mailing Address of Applicant:</b>	
_____	<small>Street</small>
_____	<small>City, Province, Postal Code</small>

<b>Owner of the Land</b> to be developed: <input type="checkbox"/> Same as applicant	
or _____	
<b>Mailing Address of Owner:</b>	<b>Phone:</b> _____
_____	<small>Owner</small>
_____	<small>Street</small>
_____	<small>City, Province, Postal Code</small>
<b>Fax:</b> _____	
<b>Email:</b> _____	
<b>Legal Description of Property to be developed:</b> Lot ____, Block ____, Plan _____ Roll # _____	

**Municipal Address:** \_\_\_\_\_ Avenue, Poplar Bay, Alberta  
Cottage number

**Proposed Development / Demolition:** \_\_\_\_\_  
(For example – addition to existing dwelling, new cottage, new garage, etc.)

**\*\*Please note that a permit can only be used for one purpose, separate permits are required for each project you wish to undertake\*\***

**Value of Construction:**     \$ \_\_\_\_\_

**Commencement Date:** \_\_\_\_\_ **Completion Date:** \_\_\_\_\_

THIS IS NOT A BUILDING PERMIT. YOU ARE REQUIRED TO APPLY TO SUPERIOR SAFETY CODES INC. AT 1.888.358.5545 [WWW.SUPERIORESAFETYCODES.COM](http://WWW.SUPERIORESAFETYCODES.COM) WHO HAS BEEN AUTHORIZED TO ISSUE PERMITS AND PROVIDE COMPLIANCE MONITORING FOR PERMITS REQUIRED IN THE BUILDING, ELECTRICAL, PLUMBING OR GAS DISCIPLINES IN THE SUMMER VILLAGE OF POPLAR BAY.

... continue next page

The personal information contained on this form is collected pursuant to Section 32c of the Freedom of Information and Protection Privacy Act, Part 17 of the Municipal Government Act, and will be used for the purpose of application review and analysis and may include notification to various County or Provincial Departments or agencies; and adjacent landowners and/or municipalities in which the application and/or related correspondence is copied and circulated. The application process can be viewed in our Land Use Bylaw #161 on our website at [www.svofficepl.com](http://www.svofficepl.com). If you have any questions about this collection, please contact the Planning and Development Department, Summer Village Office at 780.586.2494.

One copy of the following plans, specifications and documents **must** be submitted with the application:

**Site Plan**

A site plan to scale, showing:

**Yards, Building, Parking**

The proposed front, rear and side yards, locations of all existing building, and any provisions for off-street loading and vehicle parking and access and egress points to the site.

**Water Wells and Septic Tanks**

Show distances from neighbour's pump-outs and well sites. Water drainage, septic and water wells must be identified.

**Grading and Drainage**

An application for a new building shall contain a drainage and grading plan.

**Construction Drawings**

Floor plans, elevations and sections, including all height and horizontal dimensions. In the case of a dwelling, an architect's rendering of the finished building and the buildings on adjacent lots.

Construction Drawings must also include **elevation drawings**, which show the viewpoint of the lot from the lake or road, with the proposed building in relation to the existing buildings on the subject and neighbouring lots.

Distances from **neighbour's pumpouts and water wells** must be shown.

Note: **Cantilevered extensions, bay windows, Will not protrude into the required side yards.**

**Real Property Report (Surveyor's Certificate)**

A real Property Report or a Building Location Certificate prepared by an Alberta Land Surveyor when renovations or additions are being added to an existing property, OR when an existing building(s) are totally removed or demolished.

**Accuracy of Building Placement**

If the proposed development is for a new building, you may be required to submit a Real Property Report, prepared by an Alberta Land Surveyor, after the footings have been installed, but before any flooring or framing work has commenced, certifying the building under construction meets the yard and setback requirements of the Land Use Bylaw and the Alberta Building Code.

- Development Permit Fee** Fee is \$10.00 per \$10,000 worth of development costs;  
Permit Fee enclosed is \$\_\_\_\_\_ (Minimum fee is \$100.00)

Development Permit Fee, made payable to the Summer Village of Poplar Bay, must accompany the application. If you have specific questions regarding your proposed development, contact the Development Authority at (780) 586-2494 or visit our website: [www.svofficepl.com](http://www.svofficepl.com) and click on Poplar Bay.

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I / We hereby authorize the Development Authority or designate to enter on to the property during construction to ensure that all development is in accordance with the Land Use Bylaw.

Note: The undersigned property owner waives his/her rights to allow the public at large to view their development permit file including private blueprints.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Titled Property Owners:** \_\_\_\_\_ **Date** \_\_\_\_\_  
\_\_\_\_\_ **...Date...** \_\_\_\_\_  
\_\_\_\_\_ **...Date...** \_\_\_\_\_

For Office Use Only

The above application has been examined as to its compliance with the Summer Village of Poplar Bay Land Use Bylaw #161, as amended and is

\_\_\_\_\_ **APPROVED** subject to the conditions as noted on the attached notice of decision.

Effective Date: \_\_\_\_\_  
(This permit is void unless attached to the Notice of Decision)

Where an appeal on a development permit can be considered by the Subdivision and Development Appeal Board, the permit does not come into effect until fifteen days after the date of decision, and any development proceeded with, prior to the effective date of the permit, is done solely at the risk of the applicant.

\_\_\_\_\_ **REFUSED** for the following reason. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature of Development Officer:** \_\_\_\_\_ **Date** \_\_\_\_\_

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# Summer Village of Poplar Bay – Site Plan Drawing Form – www.svpoplarbay.com

Permit #: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Civic Add: \_\_\_\_\_  
 Lot: \_\_\_\_\_ Block: \_\_\_\_\_  
 Plan: \_\_\_\_\_

Helpful Statistics from Land Use Bylaw & Provincial Guidelines			
Setbacks	Front	Rear	Side
Main Building & Guest House	20 feet or 6 meters	20 feet or 6 meters	5 feet or 1.5 meters
Accessory Building	No accessory building in front yard	26 feet or 8 meters	5 feet or 1.5 meters
Septic (water tight holding tanks)	1 meter or 3.25 feet	1 meter or 3.25 feet	1 meter or 3.25 feet
Water Well	1 meter or 3.25 feet	1 meter or 3.25 feet	1 meter or 3.25 feet

### Other Guidelines

- see Land Use Bylaw #161 for more details, no building shall exceed 30 feet or 9 meters
- all buildings shall be separated by a clear space of at least 10 feet or 3 meters
- the combined ground coverage of all buildings on a lot shall not exceed 30% of the area of the lot
- no accessory building shall be located in a front yard
- yard and setback requirements apply to decks constructed 12 inches (300 mm) or more above grade, but not to steps or patios
- the combined ground coverage of all accessory buildings shall not exceed 1075 square feet or 100 square meters
- must follow provincial guidelines
- 9 meters or 30 feet from any water source/course
- must follow provincial guidelines
- 10 meters (33 feet) from water tight septic tank

Adjacent Property

Subject Property

Adjacent Property