Development Services
for the
Summer Village of Seba Beach

Box 2945, Stony Plain, AB., T7Z 1Y4
Phone (780) 718-5479 Fax (866) 363-3342
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DEVELOPMENT PERMIT APPLICATION FORM

Application No:_____
Permit Fee:_____ **Make Cheque Payable to: Tony Sonnleitner**

SECTION 1: GENERAL INFORMATION (completed by all permit applicants)

Applicant _____

Mailing Address _____

Email Address _____

_____

Telephone Number _____

Owner of Land
(if different from above) _____

Address _____

_____

_____

Telephone Number _____

Interest of Applicant (*if not the Owner)* _____

_____

_____

SECTION 2: PROPOSED DEVELOPMENT (completed by all permit applicants)

I/We hereby make application for a Development Permit in accordance with the plans and supporting information submitted.

A brief description of the proposed development is as follows:

_____

Estimated cost of Development _____

Legal Description Lot(s) _____

Block(s) _____

Plan _____

Quarter Section _____

Estimate Commencement Date _____

Estimate Completion Date _____

SECTION 3: SITE REQUIREMENTS (does not need to be completed if applying only for a permit of sign)

Land Use District _____

Permitted Use _____( )_____

Discretionary Use _____( )_____

PRINCIPAL BUILDING

	Proposed	*Bylaw Requirements	*Conforms to Bylaw Requirements (Yes or No)
(1) Area of Site	_____	_____	_____
(2) Area of Building	_____	_____	_____
(3) % Site Coverage by Building	_____	_____	_____
(4) Front Yard Setback	_____	_____	_____
(5) Rear Yard Setback	_____	_____	_____
(6) Side Yard Setback	_____	_____	_____
(7) No. of Off-Street Parking Spaces	_____	_____	_____
(8) Height of Building	_____	_____	_____

Other Supporting Material Attached (e.g., site plan, architectural drawing)

_____

ACCESSORY BUILDINGS, ETC.

	Proposed	*Bylaw Requirements	*Conforms to Bylaw Requirements (Yes or No)
(1) Area of Site	_____	_____	_____
(2) Area of Building	_____	_____	_____
(3) % Site Coverage by Building	_____	_____	_____
(4) Front Yard Setback	_____	_____	_____
(5) Rear Yard Setback	_____	_____	_____
(6) Side Yard Setback	_____	_____	_____
(7) No. of Off-Street Parking Spaces	_____	_____	_____
(8) Height of Building	_____	_____	_____

Other Supporting Material Attached (e.g., site plan, architectural drawing)

_____

To be completed by Development Officer.

SECTION 4: AUTHORIZATION

I, _____ am _____ the registered owner
_____ authorized to act on behalf of the registered owner

and the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts in relation to this application for a Development Permit.

I also consent to an authorized person designated by the Municipality to enter upon the subject land and buildings for the purpose of an inspection during the processing of this application.

_____ Date

_____ Signature

SECTION 5: PROCESSING TIME LIMITS

DATE OF ACCEPTANCE OF DEVELOPMENT/SIGN PERMIT APPLICATION FORM

(to be completed by the development officer)

Where a decision on this application is not made within forty (40) days if the date of acceptance specified above, you may:

(a) consider this development application to be REFUSED by the Development Officer and appeal this decision to the Development Appeal Board within fourteen (14) days of the date of this refusal; or

(b) obtain and complete an extension agreement available from the Development Officer to extend the fourty (40) day decision period specified to allow the Development Office additional time to reach a decision.

ADDITIONAL INFORMATION REQUIRED

PLEASE INDICATE BELOW THE TYPE OF SEWAGE DISPOSAL AND WATER SUPPLY TO BE USED ON THE DEVELOPMENT / SUBDIVISION.

	TYPE OF WATER SUPPLY
	DUGOUT
	WELL
	CISTERN & HAULING
	MUNICIPAL SERVICE
	OTHER (Please Specify)

	TYPE OF SEWAGE DISPOSAL
	SEWAGE HOLDING TANK
	SUB-SURFACE DISPOSAL / SEPTIC TANK
	ABOVE GROUND / SEPTIC TANK
	SEWAGE LAGOON
	OUTDOOR PRIVY
	MUNICIPAL SERVICE
	OTHER (Please Specify)

PLEASE INDICATE IF THE ABOVE IS: (A) EXISTING_____
(B) PROPOSED_____

(If unsure please check with the local Health Unit or the Plumbing Inspection Branch)

IMPORTANT NOTES

1. In addition to completing this application in its entirety, an application for a development permit shall be accompanied by the following information, where relevant:

   (a) a lot plan at scale to the satisfaction of the Development Officer showing the size and shape of the lot, the front, rear and side yards, any provisions for off-street loading and vehicle parking, access to the site, and the location of public utility lines, waterbodies and treed areas;

   (b) a scaled floor plan and elevations where construction is proposed;

   (c) at the discretion of the Development Officer, a Real Property Report as proof of location of existing development and a copy of the Duplicate Certificate of Title indicating ownership and encumbrances.

   (d) if the applicant is not the registered owner, a written statement, signed by the registered owner consenting to the application and approving the applicant as the agent for the registered owner.

2. A non-returnable processing fee of an amount determined by Council shall accompany every application for a development permit.

3. Failure to complete the application form fully and supply the required information, plans and fee may cause delays in processing the application.

4. THE DEVELOPMENT OFFICER MAY REFUSE TO ACCEPT AN APPLICATION FOR A DEVELOPMENT PERMIT WHERE THE INFORMATION REQUIRED HAS NOT BEEN SUPPLIED OR WHERE THE QUALITY OF SUCH INFORMATION IS INADEQUATE TO PROPERLY EVALUATE THE APPLICATION.

RIGHT OF ENTRY

File No: _____

I authorize the Development Authority of the Summer Village of Seba Beach and other agencies as designated in Section 653(2) of the Municipal Government Act, 2000 to enter my land for the purpose of conducting a site inspection in connection with my application.

SIGNED: _____
Registered Owner

_____
Registered Owner

DATE: _____

Complete this section only if the applicant is NOT the owner of the property being subdivided.

AUTHORIZATION FORM

File No: _____

I (We), _____, being the registered owner(s)
(Name of Registered Owner(s))

of _____, do hereby authorize
(Legal Description of Land)

_____, to make application for
(Individual or firm seeking application)

subdivision affecting the above lands.

SIGNED: _____
Registered Owner

_____
Registered Owner

DATE: _____