SUMMER VILLAGE OF BETULA BEACH

DEVELOPMENT PERMIT APPLICATION SUPPORT DOCUMENTATION CHECKLIST

Select the appropriate Development Permit Application type, and submit required documentation listed with a complete application. Upon verification of complete application and calculation of permit cost, payment will be required.

All Development Permit Applications require the following:

- A Real Property Report prepared by an Alberta Land Surveyor licensed to practice in the Province of Alberta.
- Certificate of Title or Land Title Search of the property obtained no more than 3 weeks prior to the date of application. The Title or Search may be obtained from any Alberta Registries Office.
- Authorization from the Registered Owner. The titled owner may appoint an agent.
- A complete application form.
- A complete Right to Entry form.
- A complete Electronic Communication form.

New Residential Developments require all of the following

- Site Plan outlining the proposed development including front, side and rear setbacks, including eaves, as well as dimensions of the proposed development (pdf preferred;
- Exterior elevation drawings showing height, horizontal dimensions and finishing materials of all buildings, existing and proposed (pdf preferred;
- Interior floor plans, including the basement (pdf preferred);
- Site Servicing and Grading drawings (if applicable). Note: For lakefront properties the finished first floor elevation, or opening in the building, shall be greater than the 1:100 flood plain contour of 725.42 M ASL.;
- Location of all easements and utility rights-of-way; and
- Location of existing or proposed access points to the property.

New Non-Residential Developments require all of the following

- Site Plan outlining the proposed development including front, side and rear setbacks, including eaves, as well as dimensions of the proposed development (pdf preferred);

- Exterior elevation drawings showing height, horizontal dimensions and finishing materials of all buildings, existing and proposed (pdf preferred);
- Interior floor plans, including the basement (pdf preferred);
- Site Servicing and Grading drawings (if applicable). Note: For lakefront properties the finished first floor elevation, or opening in the building, shall be greater than the 1:100 flood plain contour of 725.42 M ASL.;
- Landscaping Drawings;
- Location of all easements and utility rights-of-way;
- A storm drainage plan;
- Location of garbage containment areas, off-street loading and parking areas;
- Vehicular and pedestrian circulation on the site and to adjacent sites or public rights-of-way;
- A lighting plan; and
- Location of existing or proposed access points to the property.

Change of Use on the land or within a building (commercial/industrial/institutional/residential day home) requires the following:

- Site Plan showing –

    - location of the use
    - location of the use within the existing building
    - interior floor plan

Additional information may be required during the processing of the development permit application, including but not limited to the following:

- **Geotechnical reports;**
- **Traffic Impact Analysis**

Development Permit applications may be circulated to other municipal departments or to third parties (i.e. Provincial departments or Utility Providers) for comment or concurrence, at the discretion of the Development Officer.

If you have questions please contact:

Development Officer – Tony Sonnleitner

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