



TOWN OF ELK POINT

DEVELOPMENT APPLICATION

4914 – 50 Avenue, Elk Point, AB T0A 3A4
T 780-724-3810, F780-724-2762, www.elkpoint.ca

NOTE: This application, if approved, does not constitute a Building Permit

Contact Details

Name of Applicant: _____
Address: _____ Town: _____ Postal Code: _____
Phone #: _____ Fax #: _____
Alternate Phone #: _____ E-Mail: _____

LAND OWNER (S) (please complete if applicant is not the landowner):

Name of Applicant: _____
Address: _____ Town: _____ Postal Code: _____
Phone #: _____ Fax #: _____
Alternate Phone #: _____ E-Mail: _____

Property Information

Civic Address: _____ Zoning: _____
Legal: Lot _____ Block _____ Plan _____ Tax Roll #: _____
Lot Size: _____ Lot: ☐ Corner ☐ Interior

Proposed Development

☐ Permitted Use ☐ Discretionary Use ☐ Sign

Cost of Project: \$ _____ Start Date: _____ Completion Date: _____

Permits Required: ☐ Building ☐ Electrical ☐ Plumbing ☐ Gas

OFFICE USE ONLY	Application Fee: \$ _____	Application #: _____	
	Deposit Fee: \$ _____	Tax Roll # _____	
	Receipt # _____	Finance	Public Works
	File	Tax	

Construction Details

Building Use:

☐ Residential ☐ Multi Residential ☐ Commercial ☐ Industrial Other _____

Building Type:

☐ Dwelling Unit ☐ Detached/Attached Garage ☐ Accessory Building ☐ Addition
☐ Basement Development ☐ Deck ☐ Manufactured/Mobile Home Other: _____

Type of Work:

☐ New ☐ Renovation ☐ Relocation Other: _____

Building Information:

Number of Stories _____ Main Area: _____ sq ft 2nd Floor: _____ sq ft
Basement: _____ sq ft Garage: _____ sq ft Deck _____ sq ft
Total _____ sq ft

Basement developed at time of Construction? ☐ Yes ☐ No

ATTACHMENTS

Attached	Initials	DOCUMENT
		Copy of Construction Plans
		Deposit Policy
		Site Plan
		Site Inspection Form
		Water/Sewer Line Installation Form
		Development Conditions / Amendments – YES NO
		Appeal Process
		The Inspections Group Permit Booklet
		Manufactured/Mobile Home Information
		Shed/Deck Requirements

REQUIRED SIGNATURES

I, _____ (Print) hereby certify that I am the { ☐ registered owner / ☐ acting on behalf of the registered owner } and by submitting this application, thereby allow right of entry onto the property for inspection purposes. The information provided on this form is full and complete and is, to the best of my knowledge a true statement of the facts relating to this application for development approval.

Applicant Signature

Date

APPROVAL

☐ Approved →→ Conditions ☐ Yes ☐ No

☐ Refused →→ Appeal Process ☐ Yes ☐ No

Development Authority Signature

Date

Development Authority Printed Name & Title

Date Notification Sent	Advertising Date	Appeal Expiry Date

The personal information provided as part of this application is collected under Section 303 and 295 of the Municipal Government Act and in accordance with Section 32(c) of the Freedom of Information and Protection of Privacy Act. The information is required and will be used for issuing permits, Land Use Bylaw enforcement and property assessment purposes. The name of the permit holder and the nature of the permit are available to the public upon request. For more information contact the FOIP Coordinator at 780-724-3810.



DEVELOPMENT REQUIREMENTS

1. Development Application c/w the following \$150.00
2. Copy of Blue Prints
 - a) Site Plan Showing Set Backs, etc.
3. Water/Sewer
 - a) There **MUST** be an outside sewer line clean out on **ALL** buildings
4. Refundable Development Performance Deposit Policy
 - a) Residential \$1000.00
 - b) Industrial/Commercial \$2000.00
5. Construction **CAN NOT** commence until the Development Application has been approved and advertised. This normally takes 21 days, however this can vary depending upon time of advertisement. Regulation require that construction **CAN NOT** commence until 14 days after advertisement.
6. Contact Superintendent of Public Works at 724-3766 to have Site Inspection done prior to and after Construction
7. Superintendent of Public Works at 724-3766 must be informed of any Water/Sewer construction and must be present for inspections before the site is covered.
8. Water during construct will be turned on by contacting the Superintendent of Public Works at 724-3766 and signing a work order requesting the water on for construction only.
9. Upon receiving approval of the development application the developer/owner must make application to the Inspections Groups Inc. to do the inspection
 - a) Building
 - b) Electrical
 - c) Plumbing
 - d) Gas
 - e) Fire

10. Developer is to ensure that Agency provides all reports to Town Office throughout construction. Upon completion of construction and all inspections the Agency provides the Town with a Final report on each discipline.
11. Upon receipt of Final Reports on each discipline the Town will then inspect the street, curb and gutter and sidewalks for any damages plus lot has been cleaned up. Everything OK - Damage deposit will be refunded and water will then be turned on.

GOVERNMENT APPROVED AGENCIES

Inspections Group. – 2506 Lake Avenue, Cold Lake, AB T9M 0A1
780-639-4310

The above Agency is approved in the four disciplines - Building Electrical, Plumbing, and Gas.

Contact the Town Office for Permits and Fees.

Fire Inspections - PTMAA

“Elk Point The Right Place To Be”

Applicant Initials _____
Staff Initials _____



Town of Elk Point

Return of Development Performance Deposit Procedure

Procedure Number:	8-1 (a)
Approval Date:	November 9, 2015
Effective By:	January 1, 2016
Supersedes:	New
Revision Date:	N/a
Review Date:	
Department:	Planning and Development
Reference:	15-327

Each application for a development permit that also requires a building permit shall be accompanied by a development deposit, based on the uses below, that amount of which shall be determined from time to time by resolution of Council, which will be retained until such time the following has been completed:

1. The Town is in receipt of a Permit Services Report indicating that all permits issued in relation to the development, including building, electrical, plumbing and gas disciplines, have had final inspection, and have been given permission for occupancy, or in the case of deficiencies noted on the final inspection report, that the applicant has corrected the work within the thirty (30) day period and has signed and returned the report to the inspection agency. Any Schedules required by the *ACT* should be submitted at this time. It is then that the Town deems the permit closed compliant pursuant to s.39 of *the Safety Codes Act*, **and**
2. The Town Administrative staff has inspected the property and confirms that the development is consistent with the approval and that all conditions specified on the development permit have been met. Because these conditions often consist of seasonal items, such as the development of parking and landscaping areas, the Town allows applicants one (1) year after construction completion to meet these conditions, **and**
3. The Town has completed an inspection of the development and determined that there is no damage to Town-owned land or infrastructure, such as curbs and sidewalks, municipal reserves, the corporation curb stop is visible and operational, and that the civic address is posted on the building with numbers and/or letters that are a minimum of 15 cm (6 inches) in height.

The Town may retain all or a portion of the development deposit under the following conditions:

1. If the final inspection report(s), noted in 1 above, is not returned within 30 days, the inspection agency will issue one follow-up letter, however if no response is received

within 30 days, the Town deems the development **"not code compliant"**, and will retain one half (1/2) of the deposit fee listed below.

2. If after one year from the date specified in 2 and 3 above are not met or that damage has been noted, the Town will issue one (1) letter advising of the deficiencies and the timeline for completion and/or in the case of damage, the entire costs to repair the damage will be deducted from the deposit. If the applicate does not complete the work within one year, the Town, in writing, will advise of the decision to not refund all or part of the deposit.

DEVELOPMENT DEPOSIT

Residential

FEE

\$1,000

All Other Including: Multi-family residential over three (3) units,
Public, Commercial and Industrial

\$2,000

Legal Description: _____

Development # _____

I, _____ For _____
HAVE READ AND UNDERSTAND THE POLICY.

Signature

Date

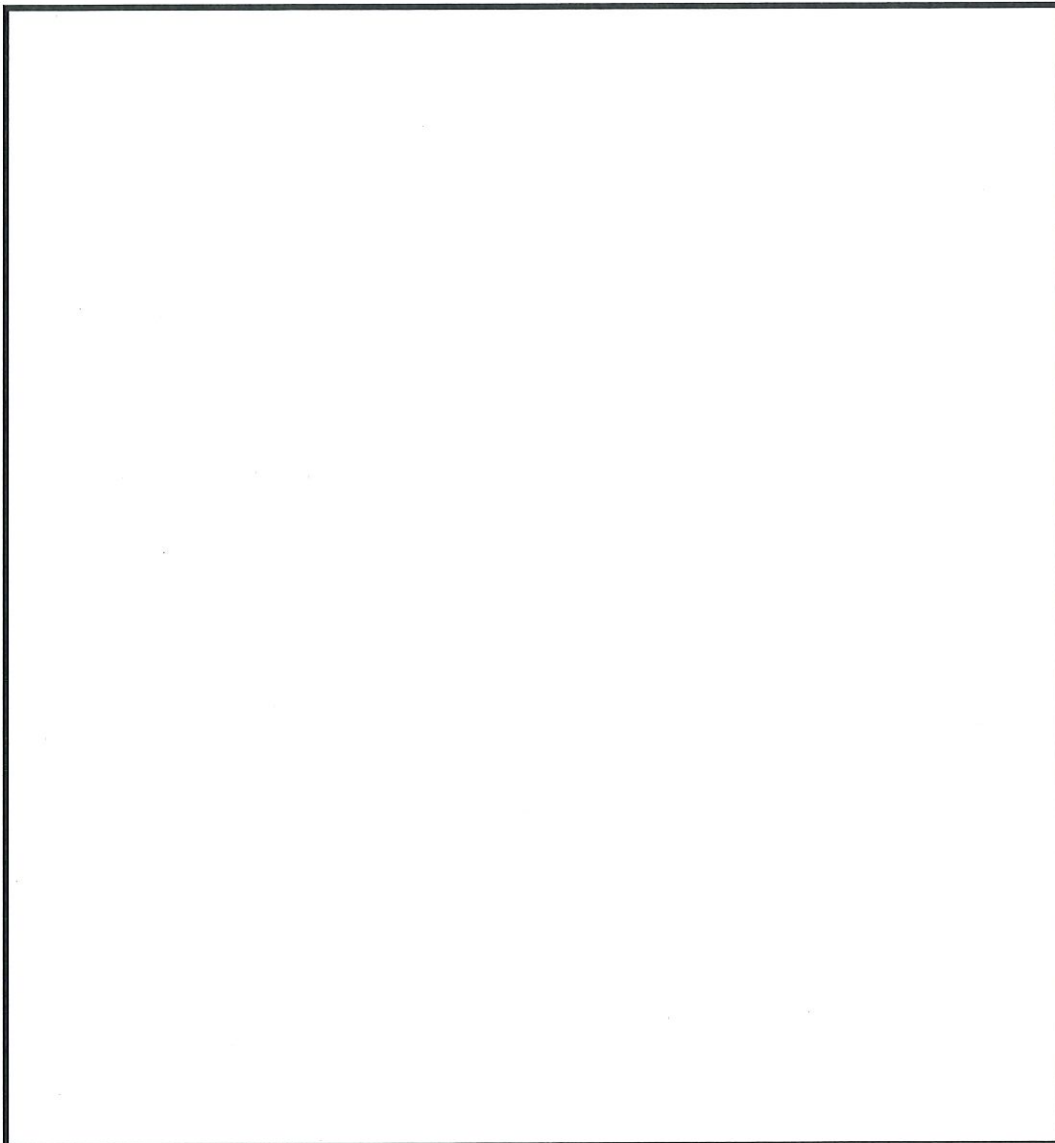


TOWN OF ELK POINT BUILDING SITE PLAN

Legal Description: Lot _____, Block _____, Plan _____

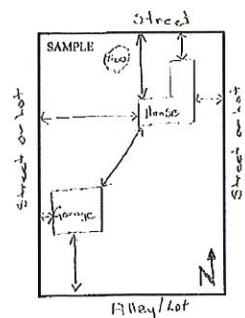
Civic Address: _____ Tax Roll # _____

Owner's Name and Mailing Address: _____



(As much detail as possible)

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TOWN OF ELK POINT
SITE INSPECTION

Development & Building Permit No.: _____

Construction: _____

Applicant: _____

Phone: _____ **Alternate Phone:** _____ **E-mail:** _____

Civic Address or Property: _____

Legal Description: Lot (s) _____ **Block** _____ **Plan** _____

Registered Owner of Land: _____

Address: _____ **Box** _____

Interest of Applicant: _____

I/We, the applicant have inspected the sidewalks/curbs, curb stops, water shut-off valve, and any and all Town Improvements, adjacent to the property indicated above and found the same to be:

And undertake to ensure that the sidewalks/curbs, etc. will be kept in good order and be responsible for any damage caused to same.

I have read the conditions set forth in this form and agree to abide by them.

Signature

Date

(To be signed by the owner or representative for the owner)

Superintendent of Public Works

Date



WATER / SEWER LINE INSTALLATION

APPLICATION

For the review of plans for the installation of water and sewer lines the following information is necessary.

- a) Site plan showing where the water/sewer lines are to be installed.
- b) Elevations for water line,
- c) Elevations for sewer line.

NOTE: It is suggested the above be obtained by your Lands Surveyors.

Materials to be used for the installation of water and sewer service line shall be;

Water service lines = either copper or P.V.C.

Sewer service lines = P.V.C. – S.D.R.35.

Application: _____

Civic Address: _____

Phone: _____ Cell: _____ E-mail: _____

Contractor: _____

Contractor's Address: _____

Contractor's Phone: _____ Cell: _____ E-mail: _____

Estimated Installation Date: _____

I agree to pay the Town's invoice for all services rendered in association to this request.

I agree that the water/sewer line trench shall not be covered in until it has been inspected by the Superintendent of Public Works.

A fee of _____ is attached to this application.

Signed this _____ day of _____, 20____

Applicant/Owner

=====

APPROVAL

A permit to _____ is hereby granted to the applicant subject to the following conditions:

Superintendent of Public Works

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MANUFACTURED HOME INFORMATION SHEET

(To be completed fully and attached to the Building Permit Application Form.)

THE FOLLOWING INFORMATION IS REQUIRED TO OBTAIN A BUILDING APPLICATION AND PERMITS. THIS INFORMATION IS USUALLY PROVIDED BY THE MANUFACTURER OR SELLER OF THE UNIT.

1. C.S.A. Z240 Label Number: _____
2. Alberta Labour Label Number: _____
3. Make of Unit: _____
4. Year of Manufacture: _____
5. Serial Number: _____
6. Manufacturer Blocking Instructions: Yes _____ No _____
7. Municipality: _____

- ATTACH A BUILDING SITE PLAN
- ATTACH A MANUFACTURER BLOCKING INSTRUCTIONS

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CONDITIONS OF DEVELOPMENT

1. Applicant will complete Development Application with all necessary documents attached.
2. The applicant will pay all levies, fees, charges and expenses incurred by or levied by the Town relating to the development forthwith up written demand by the Town.
3. The Town of Elk Point may register a caveat pursuant to the provisions of Section 650 of the Municipal Government Act, as amended, to ensure the execution of this development permit and the fulfilment of all conditions required herein and required pursuant to the Land Use Bylaw, as amended, and any resolutions of Town Council pertaining thereto, and is hereby to be a condition upon which subdivision or construction of the said lands may proceed.
4. The applicant must apply to the Town's Accredited Agency for the appropriate permits for the development.
5. Deposits will be refunded when all requirements have been met. As per the signed policy/procedure.
6. A development permit expires if the development for which it was issued does not commence within 12 months from the date the development permit is issued. Subject to the preceding provision an extension may be granted for additional periods by the Development Authority, if after reviewing the application, the decision is still favorable and if the extension is requested in writing prior to the expiry date.
7. A development permit comes into effect
 - (a) if it is issued by the Council with respect to a development in a Direct control District, upon the date of its issue,
 - (b) if it is issued by the Development Authority, 14 days after notice is given, or
 - (c) if an appeal is made, upon the date the appeal is finally determined.
8. If an application for a development permit is refused by the Development Authority or, an appeal, by the Development Appeal Board, another application for a development on the subject property and for the same or similar use may not be made for a least 6 months after the date of refusal or, if an appeal is made, from the date of the final determination of the appeal. Any subsequent application may be accepted by the Development Authority at any time if it is for a permitted use and complies in all respects with the current **Land Use Bylaw** as amended.
9. Other Condition/s As Attached By Development Officer:

Applicants Initials _____
Staff Initials _____



RIGHT OF APPEAL

1. If you wish to appeal the decision of the Development Authority you may do so by submitting in writing to the Development Appeal Board stating reasons for the appeal. Please note appeal expiry date.
2. An appeal fee is required and must be submitted with the appeal notice. Failure to submit an appeal notice will result in an appeal being considered incomplete, and it will not be heard by the Development Appeal Board.
3. Where an application has been refused by the Development Authority or, an appeal, by the Development Appeal Board, the plans and supporting material forming part of the application will be held for a period of 30 days from the date of notice or final decision, after which they will be destroyed unless collected by the applicant.
4. If an application for a development permit is refused by the Development Authority or, an appeal, by the Development Appeal Board, another application for a development on the subject property and for the same or similar use may not be made for a least 6 months after the date of refusal or, if an appeal is made, from the date of the final determination of the appeal. Any subsequent application may be accepted by the Development Authority at any time if it is for a permitted use and complies in all respects with the current **Land Use Bylaw** as amended.

Applicant Initials _____
Staff Initials _____