



# Summer Village of Grandview

P.O. Box 100 (605 - 2<sup>nd</sup> Avenue)  
Ma-Me-O Beach, Alberta T0C 1X0  
Phone: (780) 586-2494 Fax: (780) 586-3567  
E-mail: [Information@svofficepl.com](mailto:Information@svofficepl.com)  
Web site: [www.grandview.ca](http://www.grandview.ca)

## Summer Village of Grandview

**APPLICATION FOR DEVELOPMENT PERMIT  
LAND USE BYLAW NO. 291 AND AMENDMENTS THERETO**

**Permit Number  
DP GV \_\_\_\_\_**

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

Name of Applicant: _____	Phone: _____
Interest of the Applicant: _____	Fax: _____
Email: _____	
Mailing Address of Applicant:	
Street _____	
City, Province, Postal Code _____	

Owner of the Land to be developed: <input type="checkbox"/> same as applicant or _____ <small>Owner</small>	
Mailing Address of Owner:	Phone: _____
Street _____	Fax: _____
City, Province, Postal Code _____	
Email: _____	

Legal Description of Property to be developed: Lot ____, Block ____, Plan _____ Roll # _____
Municipal Address: _____, Grandview, 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\*\***

Construction Value: \$ \_\_\_\_\_

**Construction Value** – means the estimated full cost of construction including site preparation, excavation, all materials, labour and finishing for the house or accessory building identified in this development application.

Construction Value does not include the land, utility installations, appliances or specialized installations. The Construction Values submitted by applicants are confirmed by the development authority and may result in an adjustment to the development application fee.

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 GRANDVIEW.

... 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 #291 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.

**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 neighbor'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 drainage and grading plan.

**Construction Drawings - Three (3) Copies**

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. All elevations are to be shown relative to grade as defined in the Land Use Bylaw.

Distances from **neighbor's pump outs and water wells** must be shown.

Requirements for **Cantilevered extensions, bay windows, chimneys, eaves and other extending features** must conform with the Land Use Bylaw.

**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 of construction value

Permit Fee enclosed is \$ \_\_\_\_\_ (Minimum fee is \$125.00)

For any development having a property improvement value deemed by the Development Officer to be less than \$1,000, the permit fee may, at the discretion of the Development Officer, be reduced or waived. Development Permit Fee, made payable to the Summer Village of Grandview, 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 Grandview.

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Note: The undersigned property owner acknowledges that the public at large may 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 Grandview Land Use Bylaw #291, 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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### *Understanding the Development Process*

#### *Making changes to the structures, landscaping, or shoreline at your Grandview property?*

Before you begin the development there are several steps that must be completed:

- You must fill out and submit a Development Permit Application (see below).
- The Summer Village Office will review and either approve (with or without conditions) or refuse your Development Permit Application based on the requirements of the Land Use Bylaw.
- If the application includes changes to the shoreline, after it is approved by the Summer Village Office, you will have to contact Alberta Environment for additional approvals.
- Once the appropriate Development approvals are in place, you will have to post your placard and wait at least 14 days before beginning your work.
- Your Development Permit approval letter will be forwarded to our Safety Codes Officers at Superior Safety Codes.
- It is your responsibility to contact them and obtain all necessary Building Permits before construction begins.

#### **Development Permit Application:**

- Please ensure that all of the required information has been provided and that the application has been signed by the landowner(s) on title.
- Fees are charged as shown on Schedule A of the Development Permit Bylaw and vary depending on the type of development you are planning.
- Site plans and construction drawings as required as shown on page 2 of the application. Please ensure that all plans and drawings are legible and clearly show all dimensions.
- For new building construction, you will be required to provide 3 sets of building plans with the Development Permit Application. Two of these will be returned to you when the Development Permit Application review has been completed.
- The Land Use Bylaw (posted on our website) sets out the requirements for development in the Summer Village. Some of the setback requirements are shown at the top of the Site Plan Drawing Form attached to the Development Permit Application. Note that if there is any discrepancy between this form and the Land Use Bylaw, the Land Use Bylaw will apply.

#### **During Construction**

- The Development Authority or designate may inspect any building for which a Development Permit has been issued during construction, and may require that a Real Property Report (*from an Alberta Land Surveyor*) showing the location of the footings of any new building be provided before continuing with construction above the footing.

**Questions?** Contact us by phone, fax, or e-mail as shown above.