

New Construction/Additions/ Attached Garages

Included in package:

1. Development Permit Application-Fee \$200.00 & \$500.00 Security Deposit

- Indicate the location- Civic address and Beach or Legal Land Description
- The Applicant contact information
- The property owner name (if different than the applicant); if applicant is not the property owner, an authorization form is required from the owner.
- The proposed development – i.e., construct new dwelling with attached garage and decks.
- Date and sign form
- Include with the development permit 1 set of blue prints
- If piles are being used an engineered plan must be prepared indicating the number and spacing of the piles required. After installation, a signed and sealed certificate must be submitted to the office attesting to the conformity of the installation.
- Before the building permit is issued, we require that you to submit a Real Property Report

2 How to draw a site sketch (sample attached)

- Indicate north with an arrow
- Location of all four property pins
- Indicate the road and /or the lake
- Location and size of all existing and proposed buildings and structures including all front, sides and rear setbacks
- Location and size of access to site including parking plan (must have parking area for two vehicles).
- The method and location for onsite sewage disposal facilities and for water/well

3 How to draw a drainage and landscaping plan (sample attached)

- Clearly demonstrate site development will not adversely affect adjacent properties
- Clearly demonstrate natural drainage patterns will not be affected
- Landscaping plans shall provide for soft landscaping features in an area that comprises 30% of the total area of the site, add to that the maximum prescribed area of the building site coverage area then hard landscaping features could comprise the remainder of the site. Zoning Bylaw 4.16(1)

4 **Building Permit Application**

New Build

Site-built homes, RTM, Modular Homes Fee - \$4.80/\$1000 value, minimum \$1080

Addition Fees

Full or Crawlspace Foundation Fees

<500sqft \$810

>500sqft \$900

Simple/grade type foundation Fees

<500sqft \$648

>500sqft \$810

- Fill in all applicant & property owner information as required
- Fill in all information relating to size/dimensions, square footage, material, and estimated value of construction
- Date and sign form

5 **Contractor/Subcontractor list**- The contractor list must state all contractors from site preparation to the completion of your project. All contractors you hire must be licensed to do business in the District of Lakeland #521. A list of licensed contractors can be found on our website at www.lakeland521.ca under the Business Directory. It is the home owners' responsibility to ensure that all contractors hired have a business license or have them contact our office to obtain a business license.

6 **R1 residential Zoning bylaw attachments and definitions**

- Table 6-1: R1 High Density Residential District Zone. This table projects the minimum site size and yard requirements, minimum floor areas, building height and maximum site coverage for a principle dwelling and accessory buildings.
- *The maximum site coverage is the portion of the site that includes all roofed areas of all buildings including porches, verandas, garages, carports, membrane covered structures and all accessory buildings, decks, footpaths, driveways, steps, landings, in ground swimming pools, and other impervious surfaces. Maximum site coverage in R1 Residential zoning is 50%*
- Definition for front and rear yards is as follows:

| | |
|------------------------------|------------------------------|
| <u>Lakeshore sites</u> | <u>Non-Lakeshore sites</u> |
| “Front yard is the roadside” | “Front yard is the roadside” |
| “Rear yard is the lakeside” | “Rear yard is the backside” |

- 7 **Permit Issuance** – The District of Lakeland #521 will contact you once the permit is ready to be picked up. The Development Department will respond to your application within 10 business days. A Conditions List must be read and signed by the property owner or an agent acting on his behalf. The property owner or agent will be responsible to ensure all contractors are informed of conditions pertaining to permits issued.

General Information

- **Parking** – The District requires each residential lot to have 2 parking spaces.
- **Lighting** – *Council shall require that site and other outdoor lighting for new residential construction incorporate principles, techniques and standards consistent with the current version of the International Dark Sky Lighting Code Handbook for outdoor lighting in the **EI Environmental Lighting Zone**, as defined by the International Commission on Illumination. (BYLAW NO. 14-12). The web address is **www.darksky.org***
- **Real Property Report** – This is required after the foundation is poured or in the case of screw piles, after they are installed. A surveyor of your choice will come out and record all structures on your property and show the measurements to the lot lines.
- **Septic Tanks & Plumbing Permits** – These applications can be obtained from the District office.
- **Wells** – If you are planning on digging a well you will need a Development Permit from the District.

DISTRICT OF LAKELAND NO.521 APPLICATION NO. _____ 20____

Development Permit Application

Date _____ 20____

Land Description: Civic Address _____ Beach _____ or
_____ Quarter Section _____, Twp. _____, Rge. _____, M _____

Applicant Name: _____

Mailing Address: _____

Contact Information: Home () _____ Work () _____ Cell () _____
Fax () _____ Email _____

Property Owner: _____
(If different than Applicant)

As per the National Building Code, screw piles must be stamped by an Engineer. The District is requesting the Field Report for all screw piles be submitted with the Real Property Report. Failure to submit either of these documents will result in the office withholding issuance of the Building Permit.

Proposed Development: _____

(Attach Site Sketch)

Applicant's Signature: _____

Development Permit

Page ___ of ___

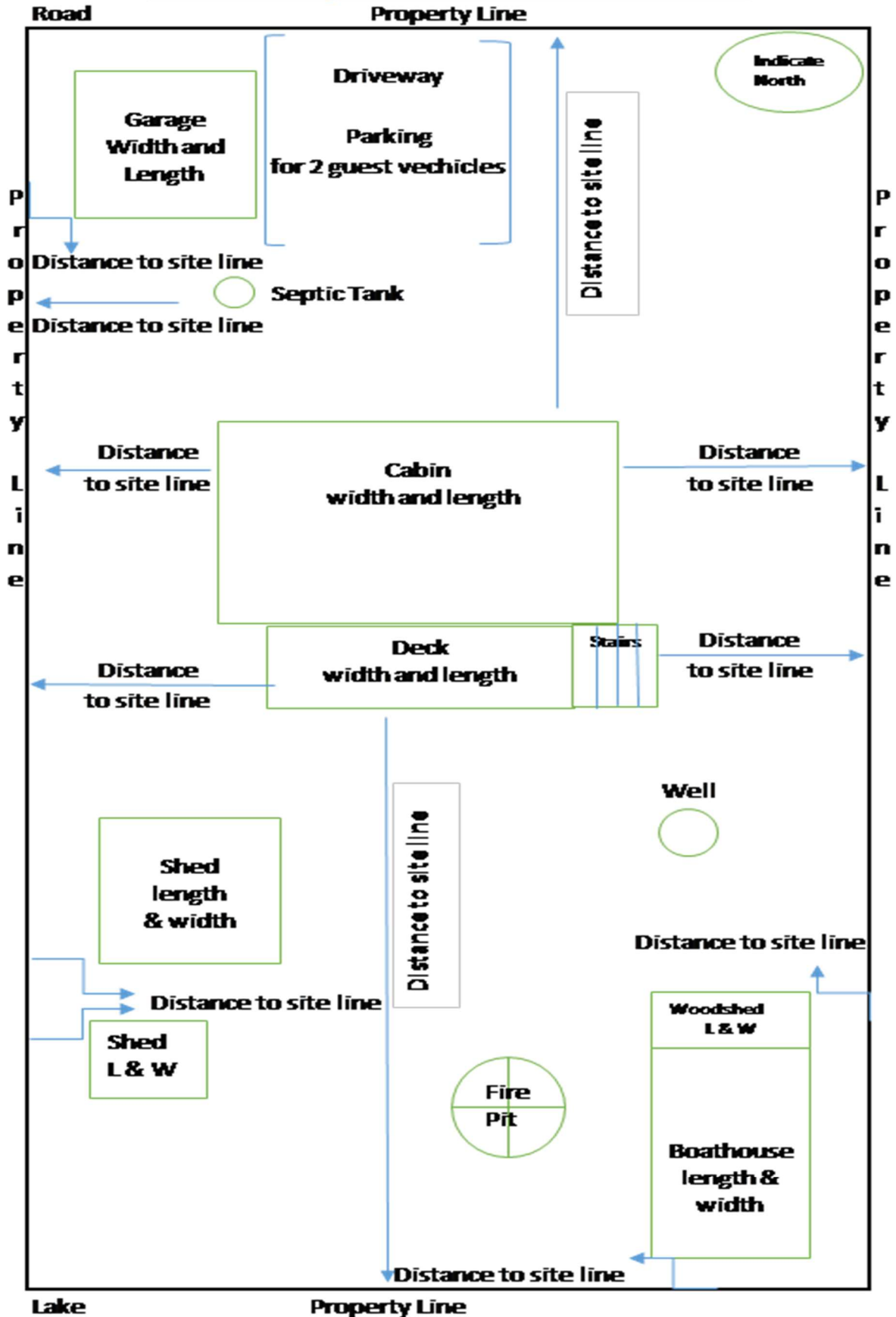
Decision Permitted Use – Approved - Date: _____ Denied – Date: _____
Discretionary use – Approved by Resolution No. _____
Subject to the following conditions/reasons: _____

This permit expires _____
one year from the _____
date of issuance _____

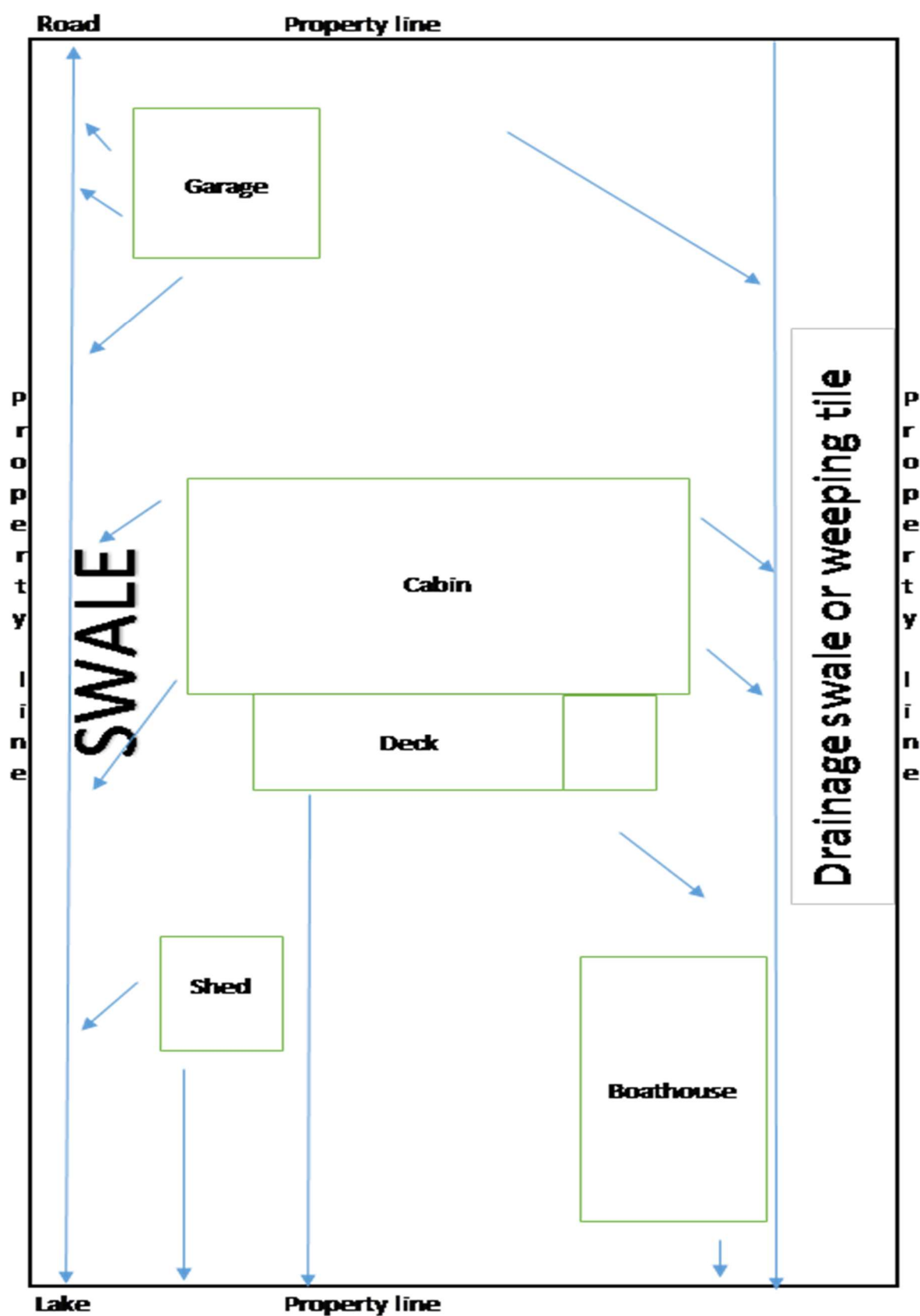
Note:
Approval of this application and issuance of a Development Permit does not absolve the applicant of obtaining other permits and approvals as may be required according to other municipal, Provincial and Federal government legislation.
*All developments shall be in compliance with the Zoning Bylaw for the District of Lakeland No.521

DEVELOPMENT OFFICER: _____

Sample Site Sketch



Sample Drainage Sketch



APPLICATION FOR BUILDING PERMIT

Section 1 - Applicant Information

I hereby make application to: ___ Construct ___ Reconstruct ___ Alter- Project description _____ a structure according to the information below and to the plans and documents attached to this application

The estimated value of TOTAL project with material and labour (Statistics Canada Info) \$ _____ The estimated value of FOUNDATION ONLY (Statistics Canada Info) \$ _____

Name of Applicant: _____ Name of Property Owner: _____ Civic Address: _____ Subdivision/Beach _____ Phone # _____ E-mail _____ Land Description for Rural: _____ 1/4 Section _____ Township _____ Range _____ W _____ Meridian

Section 2 - Construction Information for a Building (Skip to Section 3 for Decks)

Intended use of Building or Structure _____ Building: Length _____ x Width _____ = Floor Area of: _____ sq. ft. /m Height _____ ft. /m Garage Area: _____ sq. ft. /m Shed area: _____ sq. ft. /m Type of Engineered Footing / Foundation Material for building: _____ Size: _____ Number of story's _____ Fire escapes: _____ Number of stairways: _____ Width of stairways: _____ Number of exits: _____ Width of exits: _____ Stud Material: _____ Spacing: _____ Exterior Wall Material: _____ Size: _____ Floor Joist Material: _____ Spacing _____ Girder Material: _____ Spacing _____ Rafter Material: _____ Spacing _____ Roof Material: _____ Size: _____

Section 3 - Construction Information for Decks

Select type of Deck: _____ Attached Deck with no roof OR _____ Attached Deck with covered roof

Note: An attached Deck with a covered roof requires engineered piles for adequate support

Size of Deck(s): Deck #1 _____ (Width) x _____ (Length) = _____ sq ft/m _____ (Height from grade) Deck #2 _____ (Width) x _____ (Length) = _____ sq ft/m _____ (Height from grade) Deck #3 _____ (Width) x _____ (Length) = _____ sq ft/m _____ (Height from grade)

Type of Foundation: (deck blocks/concrete piles/engineered screw piles/footings) _____ Support beams/joists: Material: _____ Joist size: _____ Joist spacing: _____ Top Deck Board Material: _____

I hereby agree to comply with the Building Bylaw of the local authority and acknowledge that it is my responsibility to ensure compliance with the Building Bylaw of the local authority and with any other applicable bylaws, acts and regulations regardless of any plan review or inspections that may or may not be carried out by the local authority or its authorized representative. I understand that any inspections by an authorized representative of the local authority will be for construction progress assessment only and that the local authority reserves the right to require the applicant to provide certification at any time that all or any part of the building or structure is in accordance with this Bylaw.

Date

Signature of Owner / Agent

Print Name of Owner/Agent

Please be advised that although your application for a permit may comply with the municipality's regulations, there may be caveats registered against the title to your property which require stricter regulations for development. It is your responsibility to be aware of any encumbrances registered against the title of your property.

TABLE 6-1: R1 - HIGH DENSITY RESIDENTIAL DISTRICT DEVELOPMENT STANDARDS

| Principal Use | Minimum Site Area (m ²) | Minimum Site Frontage (m) | Minimum Front Yard (m) | Minimum Rear Yard (m) | Minimum Side Yard (m) | Maximum Building Height (m) | Minimum Building Floor Area (m ²) | Maximum Site Coverage (%) |
|--|-------------------------------------|---------------------------|------------------------|-----------------------|-----------------------|-----------------------------|---|---------------------------|
| Single detached dwellings, lakeshore sites ⁽¹⁾ | 460 | 15 | 3 | 6 ⁽²⁾⁽³⁾ | 1.5 | 10.5 | 55 | 50 ⁽⁴⁾ |
| Single detached dwellings, except lakeshore sites ⁽¹⁾ | 460 | 15 | 6 | 3 | 1.5 | 10.5 | 55 | 50 ⁽⁴⁾ |
| Bed and breakfast homes, lakeshore sites | 460 | 15 | 3 | 6 ⁽²⁾⁽³⁾ | 1.5 | 10.5 | 55 | 50 ⁽⁴⁾ |
| Bed and breakfast homes, except lakeshore sites | 460 | 15 | 6 | 3 | 1.5 | 10.5 | 55 | 50 ⁽⁴⁾ |
| Places of worship | no minimum | no minimum | 6 | 3 | 3 ⁽⁵⁾ | 10.5 | no minimum | no maximum |
| Schools | no minimum | no minimum | 6 | 3 | 3 ⁽⁵⁾ | 10.5 | no minimum | no maximum |
| Public parks and public recreational facilities, permitted public works, nature trails and exhibits, historical and archeological sites, wildlife management and conservation areas, | no minimum | no minimum | no minimum | no minimum | no minimum | 10.5 | no minimum | no maximum |
| Commercial marinas | no minimum | 6 | no minimum | no minimum | no minimum | 10.5 | no minimum | 40 ⁽⁴⁾ |
| Community marinas | no minimum | 6 | no minimum | no minimum | no minimum | 10.5 | no minimum | 40 ⁽⁴⁾ |

Notes:

⁽¹⁾ the development standards in Table 6-1 that apply to sites and single detached dwellings shall also apply to bare land units and single detached dwellings that are part of an approved bare land condominium except where a bare land condominium development accommodates existing dwellings, the minimum site area shall be 380 square metres and the minimum site frontage shall be 11.5 metres.

⁽²⁾ any principal building constructed prior to February 19, 1979 will be considered to conform to this requirement

⁽³⁾ notwithstanding ⁽²⁾, the prescribed rear yard requirement for a site with an intervening public reserve between it and the lakeshore may be reduced up to the established building line

CONTRACTOR & SUB-CONTRACTOR LIST

DISTRICT OF LAKELAND NO.521 – BYLAW NO. 22 of 2010

GENERAL CONTRACTOR INFORMATION

| Name of General Contractor | Company Name | City/Town | Contact Number(s) |
|----------------------------|--------------|-----------|-------------------|
| | | | |

| Contractor/Subcontractor | Type of Service | City/Town | Contact Number(s) |
|--------------------------|-----------------|-----------|-------------------|
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Examples of Contractors/Sub-contractors

- Demolition & Moving Contractors
- Site Excavation / Site Preparation
- Land Surveyors
- Concrete Companies/Concrete Forming

- Framing & Roofing Contractors
- Heating & Plumbing
- Electricians
- Drywallers / Painters

- Finishing Carpenters
- Installers (service provider)
- Landscaping Contractors
- Cleaning & Yard Maintenance



Builder Checklist: New Dwelling

Civic Address: _____

| | | |
|---|---|--|
| ✓ PERMIT APPLICATION: Required for the Development Permit to be issued | | |
| Development Application | all fields required to be filled out | |
| Building Application | all fields required to be filled out | |
| Blueprints | floor plan, foundation plan, elevations | |
| Height of structure | must be shown on drawings | |
| Site plan | R1 & R2 NON-lakefront dwelling setbacks: 6m front(street), 3m rear, 1.5m side | |
| | R1 & R2 lakefront dwelling setbacks: 3m front(street), 6m rear(lake), 1.5m side | |
| Site coverage: structures | R1 maximum site coverage: 50% for all structures: dwelling, deck(s),shed(s), garage (R2: 40%) | |
| Site coverage: landscaping | minimum 30% of site must be natural vegetation | |
| Drainage Plan | *especially sloped properties may require engineered drawings | |
| Septic tank specs | size; material; location must be shown on site plan; setback 3m from all property lines | |
| Estimated cost of foundation | this breakout is required for Stats Canada | |
| Engineer-approved Screw Pile design | | |
| Authorization form | required so a contractor can speak on property owners' behalf | |
| Contractor List rec'd | all contractors must be licensed with the District | |
| Lakefront site consideration | allow reasonable access to the lake-side of the property for equipment (skid-steer, etc) | |
| * Reminder to contact TSASK for all plumbing, gas, and electrical permits | | |
| When the above is complete, the Development Permit will be issued to move forward with the foundation | | |
| DEVELOPMENT PERMIT WILL BE ISSUED AT THIS TIME | | |
| ✓ ONCE FOUNDATION IS POURED AND/OR SCREW PILES INSTALLED: District requires the following | | |
| Real Property Report | | |
| Field Report w/Engineer Approval for Screw Piles | | |
| When the above is received and all setbacks & requirements are met, the Building Permit will be issued to move forward with framing/build | | |
| BUILDING PERMIT WILL BE ISSUED AT THIS TIME | | |
| Building Permit expires 1 year from date of issuance | | |
| ✓ INSPECTIONS | | |
| Generally, the following inspections are required by the District for a new dwelling: | | |
| **Refer to the Plan Review specific to your project for the actual required inspections. | | |
| Foundation | | |
| Framing | | |
| Vapour Barrier/Insulation | | |
| Final | | |
| | | |
| | | |