



PERMIT #: _____

APPLICATION FOR A DEVELOPMENT PERMIT

LOT # _____

OWNER/APPLICANT: _____

Phone # _____

Fax # _____

PROPOSED DEVELOPMENT:

Proposed Start Date: _____

PROJECT DRAWINGS ATTACHED:

- Site Plan
- Elevations & Details
- Floor Plan

I have received a copy of the Bylaws and the Policies of Carefree Resort on Gleniffer Lake and agree to follow any and all requirements as set out in those documents.

I agree to comply with the Development Permit process guidelines, and , to complete the project within 45 days of the approval date of this permit unless otherwise stated.

I agree that a Board Member or designated Staff member may enter upon the job site, at any time without notice, during the construction period or for any inspection of the project.

I agree that all construction shall conform to and meet the current National Building Code and the Alberta Building Code standards, and any other applicable code or standard that may be adopted from time to time.

I agree that inspections for electrical, plumbing, pipe fitting, propane, fireplaces and any other that may be required, are at the expense of the owner, and must be completed as required, and proof of same must be submitted to the Office.

Date: _____

Owner/Agent: _____

Date Received: _____

Signed: _____

Date Reviewed: _____

Signed: _____

Status: APPROVED as SUBMITTED

REFERRED TO BOARD

APPROVED with CONDITIONS

REJECTED

COMMENTS: _____



DEVELOPMENT PERMIT PROCESS

WHAT IS A DEVELOPMENT PERMIT? WHEN IS IT NEEDED?

When you are planning to remove or replace a Recreation Vehicle; erect a deck enclosure or awning; construct a fence or a shed; install a new or upgrade an existing propane system; or undertake any other construction or renovation; then you will need a Development Permit. A Development Permit authorizes you to make those changes.

WHAT MUST I SUBMIT FOR A PERMIT?

Begin with a Development Permit Application form available from either the office or on our website. Plans showing details of construction materials, site location, floor plans etc., must be clear and legible.

PROCESSING YOUR APPLICATION

Once your application is completed and submitted, we will review your plans to ensure that your development meets all the necessary requirements.

If the application falls within the guidelines, a permit will be issued, usually within three working days. Your proposed activity may then be commenced.

If it falls outside the guidelines, the application will be forwarded to the Board of Directors at their next meeting for review and decision. A Notice of Decision will be issued, to which certain conditions may be attached, with which you must comply.

APPEALING A DECISION

If you are not satisfied with a Development Permit decision or conditions of approval, you have the option of appealing to the Board of Directors. This will consist of a written appeal, detailing the objection, accompanied by all pertinent information (10 copies of documents, 1 set of photos if applicable), and a presentation in person at a Board Meeting, to be determined at the discretion of the Board.

HOW LONG IS A PERMIT ACTIVE?

Once a permit is issued, construction or activity must commence, and be completed within 45 days. Extensions may be granted upon written request.

A Staff member will inspect the project during the construction phase, and a final inspection will be conducted upon completion. Deficiencies or non-conformities will be corrected within a reasonable time of being notified.

OTHER CONSIDERATIONS

Owners are advised to familiarize themselves with the Bylaws and Policy Statements that govern Carefree Resort on Gleniffer Lake, and which will provide the basis for any decision on a Development Permit.

Owners/Applicants are advised that the approval of the Development Permit does not in any way exempt the Owner/Applicant from complying with the requirements of the Alberta Building Code or any other applicable code.