

Municipality of Crowsnest Pass

CHINOOK INTERMUNICIPAL
SUBDIVISION & DEVELOPMENT APPEAL BOARD

December 11, 2024

1:30 pm

Hearing No. DP 2024-321

Appellant / Applicant: Dell and Danielle Mathews

LIST OF EXHIBITS

- A. Notice of Hearing and Location Sketch Map
- B. List of Persons Notified
- C. Notice of Appeal
- D. Notice of Decision dated October 24, 2024
- E. Development Permit Application – Revised – October 12, 2024
- F. Development Permit Application – Original – September 23, 2024
- G. Site Plan and Drawings
- H. Excerpts from Municipality of Crowsnest Pass Land Use Bylaw 1165,
2023

MUNICIPALITY OF CROWSNEST PASS

NOTICE OF SUBDIVISION AND DEVELOPMENT APPEAL BOARD HEARING Development Permit No. DP2024-321

THIS IS TO NOTIFY YOU THAT IN ACCORDANCE WITH SECTION 686 OF THE MUNICIPAL GOVERNMENT ACT, REVISED STATUTES OF ALBERTA, 2000, CHAPTER M-26, AS AMENDED, A PANEL OF THE SUBDIVISION AND DEVELOPMENT APPEAL BOARD WILL HEAR AN APPEAL OF A DECISION BY THE:

**Development Authority of the Municipality of Crowsnest Pass
with respect to Development Permit Application DP2024-321**

APPELLANT/APPLICANT: Dell and Danielle Mathews

**LEGAL DESCRIPTION:
(SUBJECT PROPERTY)** Lot 37, Block 1, Plan 2210833 (8630 25 Avenue, Coleman)

PROPOSAL: Tourist Home

DECISION: Approved with Conditions

PLACE OF HEARING: **Municipality of Crowsnest Pass Administration Office
Council Chambers**
8502 19 Avenue, Coleman, Alberta

DATE OF HEARING: **Wednesday, December 11, 2024**

TIME OF HEARING: **1:30 P.M.**

PROCEDURES PRIOR TO THE HEARING:

1. **Provide Written Submissions** - The Appeal Board encourages all hearing participants to submit presentations, letters, and comments to the Board prior to the hearing. It is preferred that written material is emailed to the Board Clerk, ideally in a PDF format, in 1 file. Please contact the Clerk with your written submissions, which will be accepted until 4 p.m. on December 6, 2024.

EMAIL: bonniebrunner@orpsc.com

MAIL: **Bonnie Brunner, Board Clerk**
Oldman River Regional Services Commission
3105 – 16th Avenue N., Lethbridge, Alberta T1H 5E8

If you are bringing information to the hearing for submission, you are required to supply 12 copies.

2. **Exhibit Viewing** - The initial appeal exhibit package will be posted on the ORRSC website at www.orpsc.com. Any additional submissions submitted up to December 6, 2024, will be posted to the website prior to the hearing.

DATE: November 15, 2024



Bonnie Brunner, Clerk
Subdivision & Development Appeal Board

MUNICIPALITY OF CROWSNEST PASS

SUBDIVISION AND DEVELOPMENT APPEAL BOARD

Land Subject of Appeal DP2024-321

Lot 37, Block 1, Plan 2210833
(8630 25 Avenue, Coleman, AB)



LOCATION SKETCH

LOT 37, BLOCK 1, PLAN 2210833
WITHIN NW 1/4 SEC 9, TWP 8, RGE 4, W 5 M

MUNICIPALITY: CROWSNEST PASS (COLEMAN)
DATE: NOVEMBER 14, 2024



**MUNICIPALITY OF CROWSNEST PASS
CHINOOK INTERMUNICIPAL
SUBDIVISION & DEVELOPMENT APPEAL BOARD**

Development Permit No. DP 2024-321

List of Persons Notified

Municipality:

Municipality of Crowsnest Pass CAO
Municipality of Crowsnest Pass Manager
of Development & Trades
Municipality of Crowsnest Pass
Development Officer
ORRSC Planner, Ryan Dyck

SDAB Members:

Bjorn Berg
Glen Girhiny
Rupert Hewison
Lory Moore
Evert Van Essen

Appellant/Applicant:

Dell and Danielle Mathews

Other Persons Notified:

Alberta Social Housing Corporation
Jordan & Jessica Bley
2346351 Alberta Ltd.
Murdoch McInnis
Robert & Julie Boake
Kevin & Corrine Williams
871393 Alberta Ltd.
Marie Czich
Milton Dypolt
Bruce & Rita Bouwsema
1707588 Alberta Ltd.
Trilogy Real Estate Group

November 11, 2024

To Whom It May Concern,

While we are very pleased with the approval granted by the Municipality of The Crowsnest Pass for the Tourist Home designation, we believe granting an additional two visitors to our home would expand our reach for renters and have very little to no impact on the neighborhood and pose no inconvenience to homeowner satisfaction in the vicinity of our home.

Our target renters are families looking to enjoy the amenities of the Crowsnest Pass, not only during a few of the noted holidays throughout the year, but during what many consider the off or shoulder seasons of spring and fall. In a perfect setting, an extended family of a couple sets of parents and 1-2 children each can gather in our home, spending time together doing the profoundly important things, making memories for a lifetime.

This home is also intended for use by our family of five and we anticipate entertaining family and friends, which is why we set up the home to comfortably sleep upwards of eight people, with ample bathrooms, bedrooms, and entertainment areas. This also includes off street parking for four vehicles.

We are excited to spend more time in the area and cannot wait to showcase it to our friends, family, and Tourist Home guests.

Thank you for you time and consideration,

Dell and Danielle Mathews



Subdivision and Development Appeal Board (SDAB) Appeal Form

NOTE: This appeal is not considered submitted until the appeal fee has been received by our office. To pay by credit card, please phone 403-562-8833. To pay by any other method, please visit 8502 - 19 Avenue, Coleman.

This form is not intended for appeals where there is a provincial interest. If the subdivision and development you wish to appeal has a provincial interest, please fill out the Land & Property Rights Tribunal Subdivision and Appeal Forms found at <https://www.alberta.ca/subdivision-appeals.aspx>

Applicant Information

Name *

Dell Mathews

Mailing Address *

130 Goldenrod Rd. Lethbridge, AB. Canada T1J 5W8

E-mail *

[REDACTED]

Phone Number *

[REDACTED]

Details of Appeal

Appeal Deadline *

The appeal deadline is indicated on the notice.

2024-11-14

Is this an appeal for: *

Development Permit

Subdivision

Stop Order

Development Permit Number *

DP2024-321

Are you? *

Original Applicant

Concerned Resident

Documents for Appeal

Please include a pdf or text document with the details of your appeal application and any other supporting documents you may have

| | |
|---|----------|
| Vehicle Allowance 2024-10-25 19_35_52.pdf | 296.93KB |
| AR-8630 - 8630 25TH AVE - JUNIPER B - FINAL PLAN - 2024-05-15 2024-09-18 15_59_43.pdf | 2.31MB |
| AR-8630 - 8630 25TH AVE - JUNIPER B - SITE 2024-09-18 15_59_33.pdf | 226.61KB |
| IMG_6022.jpeg | 1.6MB |

Signature *

NOTE: This appeal is not considered submitted until the appeal fee has been received by our office. If the form and/or fee are not received by this office before the deadline, this appeal will not be considered.

Date Submitted

2024-11-11

Danielle Mathews

Payment Received

Date Payment Received

2024-11-12

Receipt

Assistant Development Officer

Taxroll

1057354

Development Permit Application Form

DP2024-321_REVISED MAX OCCUPANCY.pdf

449.6KB

Development Permit

If one exists

DP2024-321 Notice of Decision Oct 24 2024.pdf

819.01KB

Adjacent Landowner Mail-Out List

DP2024-321 ALO List.xlsx

121.75KB

Other Supporting Documents

DP2024-321 Sign Mockup.pdf

382.61KB

DP2024-321 Site Plan.pdf

230.8KB

DP2024-321 Devpt Permit App - ORIGINAL.pdf

449.58KB



Box 600
Crowsnest Pass, Alberta,
T0K 0E0
Phone: 403-562-8833
Fax: 403-563-5474

Notice of Decision

| | |
|------------------------|-------------------|
| Application No. | DP2024-321 |
| Roll No. | 1057354 |
| Application Complete: | October 14, 2024 |
| Notice of Decision: | October 24, 2024 |
| Appeal Period Expires: | November 14, 2024 |

This is not a Development Permit

| | |
|-------------------------|--|
| Approving Authority: | Development Officer |
| Land Use District: | Residential - R-1 |
| Civic Address: | 8630 25 Avenue, Coleman |
| Legal Land Description: | Lot 37 Block 1 Plan 2210833 |
| Proposed Development: | For a "Tourist Home" – (Discretionary use) |

Dear Sir or Madam:

Please be advised that the **Development Permit application DP2024-321 was approved** subject to the following conditions:

1. The Development Permit approved in this Notice of Decision shall not be issued and shall be of no effect, and the use shall not commence, until all "Prior to Issuance Conditions" stated in this Notice of Decision have been met or fulfilled.
2. This Notice of Decision shall remain effective for a period of six (6) months and shall then expire and be deemed null and void unless the person to whom the Notice of Decision was issued continues to collaborate with the Development Authority to satisfy or complete the "Prior to Issuance Conditions" and, if required, an extension is approved by the Development Authority.

Prior to Issuance Conditions (these conditions are to be satisfied prior to issuance of a development permit and will only form part of the Notice of Decision and not part of the formal development permit issued however, the development permit shall be of no effect until these conditions have been satisfied)

3. An appeal period of twenty-one (21) days from the date of the Development Authority's Notice of Decision applies, and if any appeals are submitted the development permit shall not be issued until such appeals are dealt with by the Subdivision and Development Appeal Board or the Land and Property Rights Tribunal, as may be applicable.

Time Specific Conditions After Issuance (deadline for enforcement or for the validity of the development permit)

4. The landowner shall install and maintain for the lifetime of the Short-Term Rental / Bed & Breakfast, Tourist Home operation one wall sign or freestanding sign between 0.18m² (3ft²) and 0.72m² (8ft²), that shall not extend more than 1.5metres (5ft) above grade and shall be located in the front yard visible to the public. The sign shall be installed no later than 3-months from the date the development permit is issued.
5. Development must be commenced or carried out with reasonable diligence, in the opinion of the Development Officer, within 12 months from the date of issuance of the development permit and / or within the specific timelines and by the specific deadlines stated in this development permit, otherwise the permit shall be deemed to be null and void.

Conditions of a Continuing Nature (Permanent Conditions)

6. The development shall comply with and be carried out and completed in its entirety in accordance with the attached approved site plan and the development standards and yard setbacks in the Residential R-1 district in Land Use Bylaw 1165, 2023, as amended.

| TOURIST HOME - STANDARDS | PROPOSED | VARIANCE REQUESTED |
|--|---|--------------------|
| Minimum separation distance between Tourist Homes- 200m | In excess | N/A |
| # of off-street parking stalls (1 stall per 4 guests) | 2 | NA |
| # of Guests Per Bedroom - Maximum two guests per bedroom | 3 bedrooms + 1 Bonus Room 8 guests | N/A |
| Maximum Occupancy - Maximum of 6 guests over the age of two in the Residential R-1 district. | 6 Guests | N/A |
| Maximum Number of Rental Units - Maximum one | 1 | N/A |
| Sign – one sign is required, between 0.18m ² and 0.72m ² in sign area, not exceeding 1.5m in height, and located in the front yard | 1 sign that shall meet the requirements | N/A |

7. The Tourist Home shall not advertise for or accommodate more than six guests over the age of two.
8. The Landowner shall not operate more than one Tourist Home rental unit per certificate of title, regardless of the number of approved dwelling units on the parcel (e.g. Secondary Suite, Duplex/Semi-Detached, Multi-unit Residential Building or an Apartment).
9. Any portion of the building that is not rented as part of the approved Tourist Home rental unit (Secondary Suite, Duplex / Semi-Detached Dwelling) shall remain unoccupied during the rental period of the Tourist Home. More than one dwelling unit shall not be occupied unless the development permit for the Tourist Home is surrendered and revoked.
10. A recreational vehicle shall not be used as accommodation for the landowner / operator, other residents of the property or for the Short-Term Rental / Bed & Breakfast or Tourist Home guests.

11. A minimum of two (2) off-street parking spaces per unit shall be maintained as required in the Land Use Bylaw. Parking of vehicles associated with the business shall be confined to within the subject parcel only. Parking for all recreation vehicles, utility trailers and ATV trailers associated with the use of a Short-Term Rental / Bed & Breakfast or Tourist Home that are disengaged from the towing vehicle shall be accommodated on the subject property and, unless otherwise approved by the Development Authority, shall be located in the rear yard or the side yard.
12. The Short-Term Rental / Bed & Breakfast, Tourist Home development permit owner shall provide to the Development Officer the name and phone number of a local person (an adult) who can respond to any complaints in person within a 30-minute contact time, and who is authorized to act as their representative. The owner of the Tourist Home shall be required as a condition of approval to keep this information up to date throughout the lifetime of the Tourist Home operation.
13. The Short-term Rental / Bed & Breakfast, Tourist Home Landowner shall post their development permit number and business license number and the approved number of rental units and approved maximum occupancy on all of their advertisements of the rental property as a condition of development permit approval. Failure to advertise correctly will result in land use bylaw enforcement, including a Municipal Violation Tag and fine.
14. A Short-Term Rental / Bed & Breakfast, Tourist Home development permit shall only be valid as long as it coincides with an active Business License and a development permit. If the Business License lapses, is transferred to another person, or is revoked for any reason, the development permit will expire, and a new application will be required to reinstate the development permit and subsequently the business license. The development permit shall be temporary and the period for which it shall be valid shall coincide with the period during which the original applicant for the development permit holder continues to be the property owner - for greater clarity, in the event that the property is transferred to a third party the development permit expires, and a new development permit application by the new property owner would be required to continue the operation.
15. It is the responsibility of the Landowner to comply with federal and provincial legislation (e.g. Alberta Health, Safety Codes Act and Fire Code regulations) and other municipal bylaws [e.g. the Community Standards Bylaw regarding the control of wildlife attractants (e.g. by providing a bear proof garbage receptacle), restrictions on noise, loud music or other disturbances, and the requirement to obtain a business license under the Business License Bylaw].
16. The operator of a Short-Term Rental / Bed & Breakfast or a Tourist Home shall make available to their guests a copy of this schedule of the Land Use Bylaw, the Community Standards Bylaw, the Fire and Rescue Services Bylaw, and shall ensure that guests are aware of and adhere to fire bans in the area – albertafirebans.ca.
17. Contraventions/violations of this or any other municipal bylaw by the operator of a Short-Term Rental / Bed & Breakfast or a Tourist Home or by their guests shall result in the issuing of a Municipal Violation Tag (fine) pursuant to the Fees Rates and Charges Bylaw to the Landowner or guest depending on the infraction.
18. The Developer and/or the Landowner shall ensure that any changes to the lot grading maintains positive drainage directing the flow of all surface stormwater away from building foundations towards adjacent streets and lanes without adversely affecting (e.g. erosion, flooding) adjacent properties, roads, lanes, public property, or public infrastructure, including where applicable in such a manner that the post-development rate and volume of surface stormwater drainage from the subject property do not exceed the pre-development rate and volume of surface stormwater drainage. Should

retaining walls be required as part of the stormwater drainage system, additional development permits are required, and construction shall be completed by the landowner at no cost to the municipality.

19. The Land Use Bylaw 1165, 2023, as amended, contains development standards and regulations that apply to this development permit and for which the landowner is responsible, at no cost to the Municipality of Crowsnest Pass. These regulations address matters relating to many aspects of the approved development or use e.g., access to the property, lines of sight, public safety setbacks, parking requirements, lot grading, maintaining positive drainage towards abutting roads and/or lanes, outdoor storage, etc. It is the Landowner's and/or Applicant's responsibility to ensure that they are fully aware of all the applicable development standards and regulations in the Land Use Bylaw that may apply to the proposed development or use by contacting the Municipality's Department of Development, Engineering & Operations.
20. Failure to comply with any one or more of the conditions listed in this development permit either by a specified deadline or at any time throughout the lifetime of the development permit, as may be applicable, or implementation of the development contrary to the approved site plan and/or approved variances, shall result in enforcement through a Stop Order and corresponding fees, rates, charges, or fines pursuant to the Municipality's Fees, Rates and Charges Bylaw in effect at the time of the non-compliance.

Important Information & Notes:

- a) The issuance of a Development Permit indicates only that the development to which the Development Permit relates is authorized in accordance with the provisions of the Municipality of Crowsnest Pass Land Use Bylaw and does not in any way relieve or excuse the Landowner and/or the Development Permit holder from obtaining any other permit (including authorization to modify a wetland, safety codes permits e.g. building, electrical, gas, plumbing, Historical Resources Act approval, etc.), license, or other authorization required by any Federal or Provincial Act or regulation, or under any Bylaw of the Municipality (e.g. a business license), or complying with the conditions of any easement, covenant, agreement, or other instrument affecting the building or land. The Landowner and/or the Applicant is responsible to ensure compliance with these matters.
- b) The Applicant/property owner is responsible for the following aspects as may be applicable to this development permit, at the sole risk and responsibility of the Applicant/property owner to the exoneration of the Municipality of Crowsnest Pass from any liability related to these matters, and at no cost to the Municipality of Crowsnest Pass:
 - (i) Determining the legal property boundaries and any applicable easements through a survey by an Alberta Land Surveyor before foundations are excavated or poured and before construction proceeds above ground level.
 - (ii) Ensuring that any structures approved under this Development Permit are constructed such that they are correctly set back from the property boundaries in compliance with the front, rear, and side yard setbacks approved in this Development Permit. The landowner should consult an Alberta Land Surveyor for this purpose.
 - (iii) Ensuring that the development and the associated excavation and/or construction activity approved under this Development Permit shall not disturb, affect, or alter conditions of all utilities and appurtenances, drainage rights-of-way, utility rights-of-way, access rights-of-way, and any easements as they may exist, over, under, or through the Lands. The landowner should consult a professional engineer and/or an Alberta Land Surveyor and/or the relevant utility company / utility owner for this purpose.
 - (iv) Ensuring that the development and/or any associated structures and/or the associated excavation and/or construction activity approved under this Development Permit is undertaken in a manner that does not cause or result in a public safety risk or concern, or a nuisance, disturbance, or damage to adjacent properties and/or roads, lanes, or other municipal infrastructure. The landowner should consult a legal professional, a professional engineer and/or an Alberta Land Surveyor for this purpose.
 - (v) Ensuring that all equipment, waste bins, portable toilets, building materials, and excavation stockpiles associated with construction activity approved under this development permit are placed within the subject property boundaries, and that where such items must encroach onto adjacent private property and/or adjacent boulevards, sidewalks, streets and /or lanes, that the adjacent landowner's consent has been obtained and/or that the Municipality has authorized such encroachment through a hoarding permit under the Traffic Bylaw (please contact the Manager of Transportation or a Community Peace Officer).

- (vi) Making suitable arrangements with utility companies for the provision of all services and/or necessary easements for utility rights-of-way.
 - (vii) Notifying Alberta 1st Call at 1-800-242-3447 to arrange for field locating prior to construction, should any excavations be required near utility lines.
 - (viii) Ensuring that permanent structures are located outside the 1:100-year flood plain of any water body. The landowner should consult a wetland assessment practitioner and/or an Alberta Land Surveyor for this purpose.
 - (ix) Ensuring that construction activity approved under this Development Permit does not result in the modification of a wetland without provincial approval. The landowner should consult a wetland assessment practitioner for this purpose.
 - (x) Ensuring that foundation and drainage systems on a property with an effective grade / slope of greater than 15% are designed in accordance with the recommendations in a slope stability assessment and/or a grading plan / stormwater management plan, as may be applicable, prepared by a professional engineer, and that the same are constructed under the supervision of a professional engineer, to protect the bank from erosion and to ensure slope stability.
 - (xi) Ensuring that a 2-meter separation is provided between the water table and footings for the buildings. The landowner should consult a professional engineer for this purpose.
 - (xii) Ensuring that the property is graded in such a manner that positive drainage directing the flow of all surface stormwater away from building foundations towards adjacent streets and lanes is maintained without adversely affecting (e.g. erosion, flooding) adjacent properties, roads, lanes, public property, or public infrastructure, including where applicable in such a manner that the post-development rate and volume of surface stormwater drainage from the subject property do not exceed the pre-development rate and volume of surface stormwater drainage. Should retaining walls be required as part of the stormwater drainage system, additional development permits are required, and construction shall be completed by the landowner at no cost to the municipality. Where an approved stormwater management plan exists, the property must be graded in accordance with the stormwater management plan. The landowner should consult a professional engineer and an Alberta Land Surveyor for this purpose.
 - (xiii) Being aware of FireSmart Regulations including the Municipality's FireSmart Bylaw and Safety Codes Permit Bylaw as may be applicable.
 - (xiv) This document does not provide permission to commence a use, start construction or occupy a building (as may be applicable). It is the owner's responsibility to ensure that all development permit conditions have been satisfied, and other applicable permits are applied for and issued before commencing construction, and that construction is inspected and permits closed, before occupancy. It is the responsibility of the owner or owner's agent to make an application to the Municipality for an Occupancy and Completion Certificate prior to taking occupancy.
- c) As part of the development permit review the Development Officer considered the following items, and relevant conditions were imposed on the development permit as deemed applicable:

| | | | |
|---|----------|--|---------------|
| Wildland Urban Interface - Fire Hazard | Non-Fuel | Wetlands | N/A |
| Nuisance Grounds / Areas of Potential Environmental Concern Overlay District / Wastewater Treatment Plant | N/A | Gas well | N/A |
| Municipal Historic Resource Designation / MCNP Heritage Inventory | N/A | High Pressure Gas Main | N/A |
| Provincial Historic Designation | N/A | Flood Hazard | N/A |
| Provincial Historic Resource Value (archaeology) | 5a | Area Structure Plan | N. Coleman |
| Coleman National Historic Site | N/A | Maximum Grade - Reviewed | No Issues |
| Historic Commercial Areas Overlay District | N/A | Title Review / CAD / Utilities - Reviewed | ✓ |
| Site Inspection | Desktop | Land Use Bylaw No. 1165, 2023 as amended Schedules | 2,4,17 |
| Parking | | Alberta Transportation | N/A |
| Water Connection | N/A | Sewer Connection / PSDS | N/A |
| 3m/6m lane | N/A | Lot (m ²) | 438.9 |

Right to Appeal

This decision may be appealed within 21 days after the notice of decision. You may file an appeal with the required appeal fee by the appeal deadline. The SUBDIVISION AND DEVELOPMENT APPEAL BOARD (SDAB) has jurisdiction to hear an appeal of the Development Authority's Decision on this development permit.

Subdivision and Development Appeal Board:

Submit the online form: https://portal.laserfiche.ca/o8468/forms/Development_Appeal or visit <https://www.crowsnestpass.com/planning-development/p-d/subdivision-and-development-appeals> to learn more and access the link to appeal. The fee of \$400.00 must be paid with the appeal (will be contacted for payment once the form is sent).

If you have any questions regarding the development permit, please contact the undersigned at development@crowsnestpass.com or make an appointment by calling (403) 562-8833.

Sincerely,



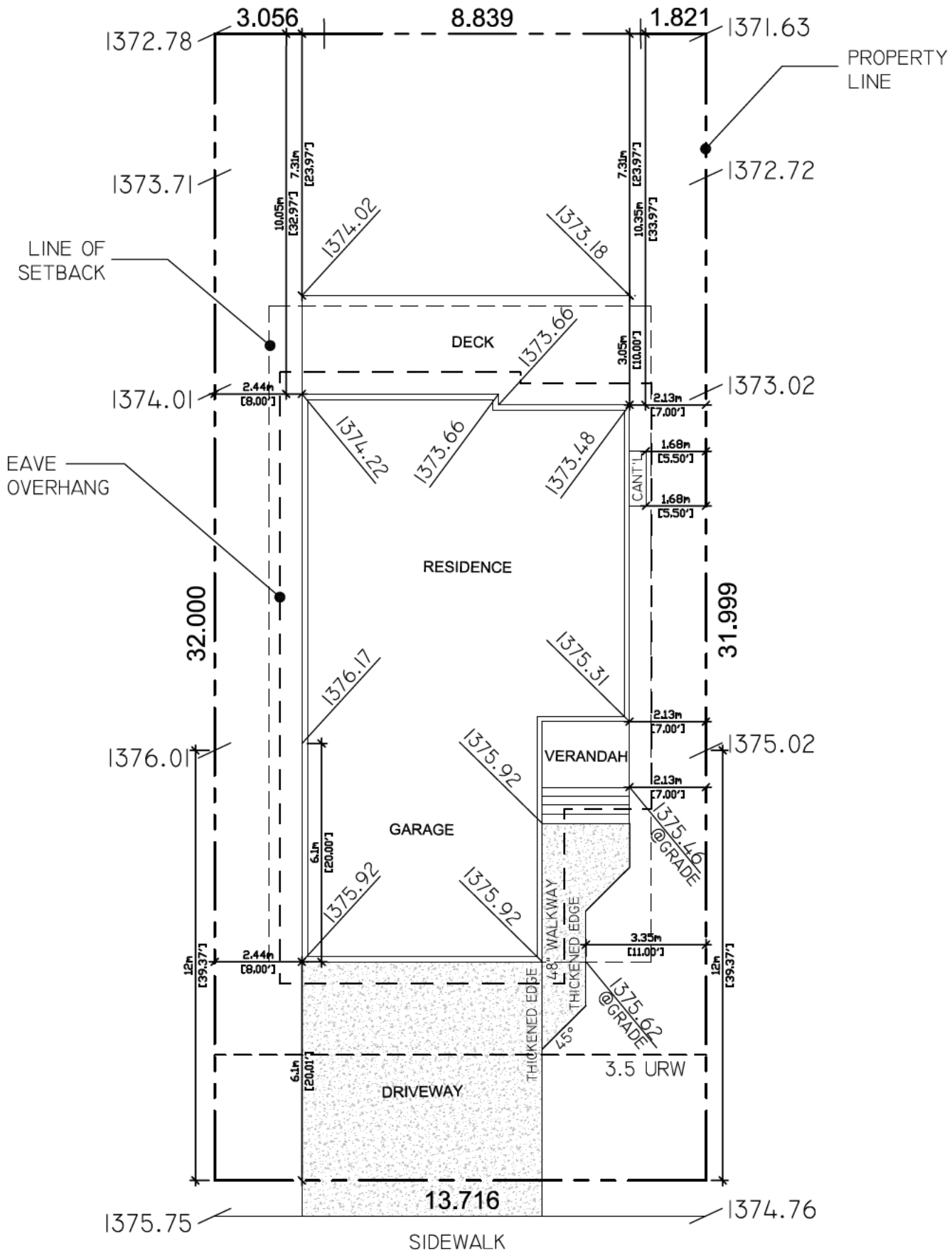
Katherine Mertz
Development Officer

CONCRETE AREAS



FRONT WALKWAY: 9.17 SQ.M. 99 SQ.FT.
 DRIVEWAY: 47.54 SQ.M. 512 SQ.FT.


LOT COVERAGE

LOT AREA: 438.91 SQ.M.
 BUILDING COVERAGE: 158.81 SQ.M.
 (%) COVERAGE: 36.18%

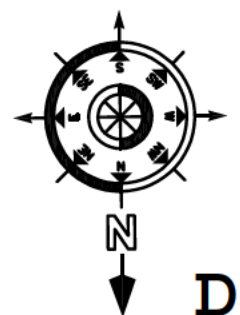


25 AVENUE

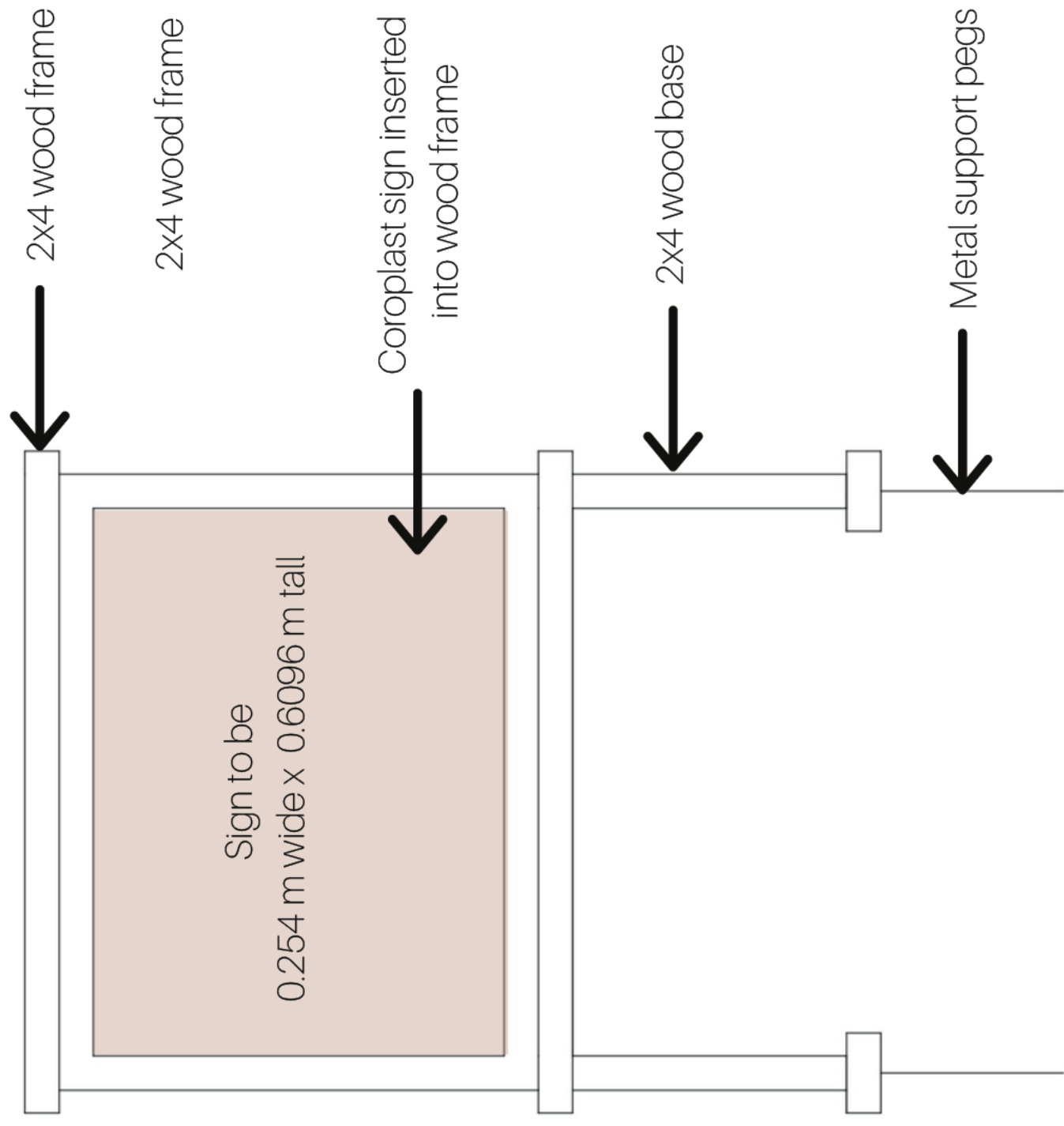
-  NON-VENTED SOFFIT
-  CONCRETE

| | |
|---|------------------------|
|  | JOB NO: AR-8630 |
| | SAN: 1372.62 |
| | BOTTOM OF FTG: 1373.69 |
| | SCALE: 1=150 METRIC |

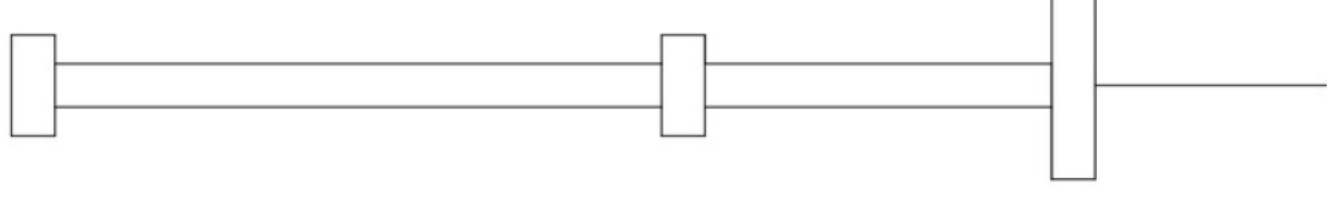
LOT - 37 BLOCK - I PLAN - 221 0833
 8630 25 AVENUE



D7

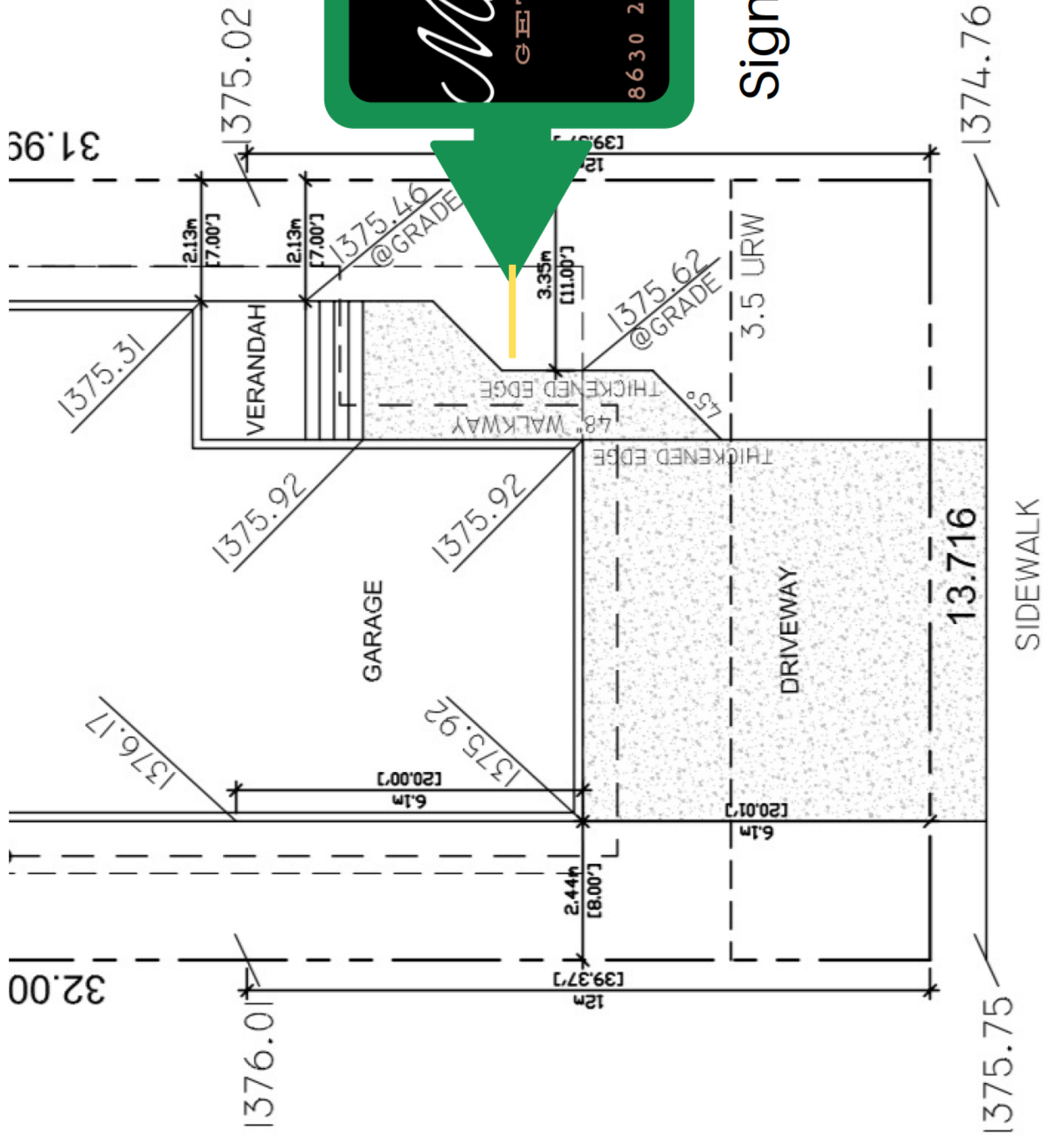


Front of sign




Side view

Signage for tourist home 8630 25th Ave. Coleman, AB.



Sign location

Signage for tourist home 8630 25th Ave. Coleman, AB.

| | | |
|---|--------------------------|---------------------|
|  <p>Box 600 Crowsnest Pass, Alberta T0K 0E0 Phone: 403-562-8833 Fax: 403-563-5474 Email: development@crowstpass.com (Applications submitted by PDF only)</p> | *Office Use Only* | |
| | Application No. | DP2024-321 |
| | Land Use District | R-1 |
| | Roll No. | 1057354 |
| | Date Received | REVISED - OCT 12/24 |

Development Permit Application Form

***This does not constitute a building permit. Please review building codes prior to Development Permit Application. A separate building permit must be obtained prior to construction* Please be sure to complete the entire application. Failure to send in a complete application can result in a delay of your permit.**

Applicant Information:

If the applicant is not the registered landowner, the owner must fill out the Authorization portion (Section M) or a signed authorization must be included with the application

| | | | |
|-------|---------------------------|-----------------|------------------------|
| Name | Dell and Danielle Mathews | Mailing Address | 130 Goldenrod Rd. West |
| Phone | [REDACTED] | City | Lethbridge |
| Email | [REDACTED] | Postal Code | T1K 5W8 |

I am acting as an agent for the landowner

Property Information:

| | | | | | |
|-------------------|-----------------------------|-------|---|------|----------|
| Lot(s) | 37 | Block | 1 | Plan | 221 0833 |
| Municipal Address | 8630-25th Ave., Coleman, AB | | | | |

Land Title Certificate and Registrations (Choose One)

- Certificate of Title and Registrations on Title (current to within 3 months). Obtain online from Land Titles (Spin2 website), Registries Office
OR
- I am requesting the Municipality to obtain the required certificate of title and registered documents and apply all costs to the application fee (\$25.00)

Type of Development (Check all that apply and complete required lettered "SECTION(S)" as indicated):

| | | |
|--|--|---|
| <input type="checkbox"/> New Dwelling (A,B,N) | <input checked="" type="checkbox"/> Tourist Home (C,E,L) | <input type="checkbox"/> Demolition (I) |
| <input type="checkbox"/> Addition to Dwelling (A,B,N) | <input type="checkbox"/> Short-Term Rental / Bed & Breakfast (C,E,L) | <input type="checkbox"/> Excavation/ Stripping / Grading (K) |
| <input type="checkbox"/> Accessory Building (A,B,N) | <input type="checkbox"/> Secondary Suite (B,C,F) | <input type="checkbox"/> Private Utility (Solar or Wind) (A, G) |
| <input type="checkbox"/> Deck / Fence (A,N) | <input type="checkbox"/> Commercial / Industrial Use (C,D,L) | <input type="checkbox"/> Sign (L) |
| <input type="checkbox"/> Moved-In Building (A,B,N,J) | | <input type="checkbox"/> Other (specify) _____ |
| <input type="checkbox"/> Home Occupation Class 2 (C,D,L) | | |

The personal information provided as part of this application is collected under Sections 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 development 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. If you have any questions about the collection or use of the personal information provided, please contact the Municipality.

E1

| |
|--|
| Proposed Use / Development Description: |
| Short term rental. |

SECTION A: DEVELOPMENT SPECIFICATIONS
REQUIRED: Provide measurements in metres below & show on site plan (see sample for requirements in Section N)
REQUIRED: Attached Elevation drawing with height in metres (see below)

| | | | |
|---|---|--|--|
| Existing Buildings and Present Use | Single-family home (under construction). | | |
| Lot Area (m ²) | 438.91 | Building Footprint Area (m ²) | Existing: 158.81 Proposed: |
| Front Yard Setback | 6.1 | Secondary Front Yard Setback (for corner and irregular lots) | |
| Rear Yard Setback | 7.31 (to edge of deck) | Side Yard Setbacks | Side 1: 2.44 Side 2: 2.13 |
| Building Height (Finished Grade to top of tallest wall) | 9.335 | Gross Floor Area (m ²) | 164.90 (main and upper) |
| | | Habitable Floor Area (Single-Detached Dwelling) | 164.90 (main and upper) + 68.38 (undeveloped basement) |

Variance Request Reason (If Applicable - Refer to the Land Use Bylaw for more information)

SECTION B: SERVICES

Is your property connected to Municipal Services?
 Water Sanitary OR Requires Connection from Street
 If none, please describe and show the location of private services on site plan. (water well & private septic system, including disposal)

Private (well) water and Private septic system capacity (If applicable):
 Capacity: _____ Number of Bedrooms: _____

SECTION C: PARKING AND ACCESS
REQUIRED: Identify Parking and driveway on a separate attached site plan

| | | | |
|--|------------|---|-------------|
| # of parking stalls <u>on</u> property | 4 | # of driveway accesses / approaches | 1 |
| Parking Stall Length (per stall – m ²) | 6.4 | Parking Stall Width (per stall – m ²) | 3.35 |

The personal information provided as part of this application is collected under Sections 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 development 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. If you have any questions about the collection or use of the personal information provided, please contact the Municipality.

E2

| SECTION D: NEW COMMERCIAL OR INDUSTRIAL USE / HOME OCCUPATION 2 | | | |
|--|--|------------------------------|--|
| Name of Business | | # Parking stalls on property | |
| Number of Employees | | Daily # of Customers | |
| <input type="checkbox"/> Do you have a current business license with the Municipality of Crowsnest Pass? | | | |

| SECTION E: SHORT-TERM RENTAL / BED & BREAKFAST AND TOURIST HOME | | | |
|--|---|-----------------------|--------------|
| # Bedrooms Available | 3 | Maximum Occupancy | 6 |
| # of Bonus Rooms Available | 1 | Local Contact Name | Dave Bodell |
| | | Local Contact Phone # | 403-894-4380 |
| <input type="checkbox"/> Do you have a current business license with the Municipality of Crowsnest Pass? | | | |

| SECTION F: SECONDARY SUITE | | | |
|--|--|--|--|
| <input type="checkbox"/> Basement <input type="checkbox"/> Attached to Principal Building <input type="checkbox"/> Separate Building <input type="checkbox"/> Within Detached Garage | | | |
| Gross Floor Area of Principal Building (m ²) | | Net Floor Area of Proposed Suite within Principal Building (m ²) | |
| Gross Floor Area of Detached Garage (m ²) | | Gross Floor Area of Secondary Suite within Detached Garage (m ²) | |

| SECTION G: PRIVATE UTILITIES – FREESTANDING SOLAR & WIND | | | |
|--|--|------------|--|
| In addition to a site plan, review schedule 4 of the Land Use Bylaw for any additional information that may be required. | | | |
| Type | | Dimensions | |

| SECTION H: TEMPORARY SHIPPING CONTAINER ON AN ACTIVE CONSTRUCTION SITE | | | |
|--|--|--------------------|--|
| Start Date | | Date of Completion | |

| SECTION I: DEMOLITION | | | |
|---|--|--------------------|--|
| (If demolition includes burning of structures, a Fire Permit is required) | | | |
| Start Date | | Date of Completion | |

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E3

SECTION J: MOVED-IN BUILDING*REQUIRED: Attached colour photos of all sides of building**NOTE: The landowner is responsible for any additional permits required for Asbestos removal and/or other permits as required under the Safety Codes Act*

| | | | |
|------------------|--|--------------------------|--|
| Year of Building | | Date of Expected Move In | |
|------------------|--|--------------------------|--|

SECTION K: EXCAVATION / GRADING

| | | | |
|----------------|--|--------------------|--|
| Start Date | | Date of Completion | |
| Reason/Purpose | | | |

SECTION L: SIGN (See standards in Schedule 11 of Land Use Bylaw)*REQUIRED: Attached image of proposed sign*

| | | | |
|--------------|--|------------------------------------|--|
| Type of Sign | | Dimensions (width and height in m) | |
|--------------|--|------------------------------------|--|

Sign Details

Must include the following details on a separate attachment:

- Location of Placement on Property
- Dimensions Shown on Image (in centimetres)
- Image (include a photo rendering)

SECTION M: AUTHORIZATION

- I am aware that this application will be reviewed by the Development Authority, and may be delayed or refused if the application and/or information provided is incomplete. I will be notified within 20 days if it is incomplete.
- I understand that additional information may be required after the application has been deemed complete.
- I understand if the subject property is located within an area where development constraints exist, (e.g., non-operating landfill, grade issues etc.) additional information and/or reports may be required.

Signature / Permission:

Must provide either Owner's signature of **ALL titled owners** below OR permission letter authorizing an Agent/Applicant to sign. The information I have provided herein and herewith is true, and to the best of my knowledge, accurate and complete.

Dell and Danielle Mathews

Name of Applicant (please print)

Signature of Applicant

Name of Owner (if different than applicant)

Signature of Owner

OR Permission Letter Attached (Use if there is more than one owner, include authorization, signature, and contact information for each owner registered on the land title)

Designated Owner(s) Mailing Address: 238-22nd St. North, Lethbridge, AB T1H 3R7

Designated Owner Email(s) and Phone Number(s):

The personal information provided as part of this application is collected under Sections 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 development 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. If you have any questions about the collection or use of the personal information provided, please contact the Municipality.

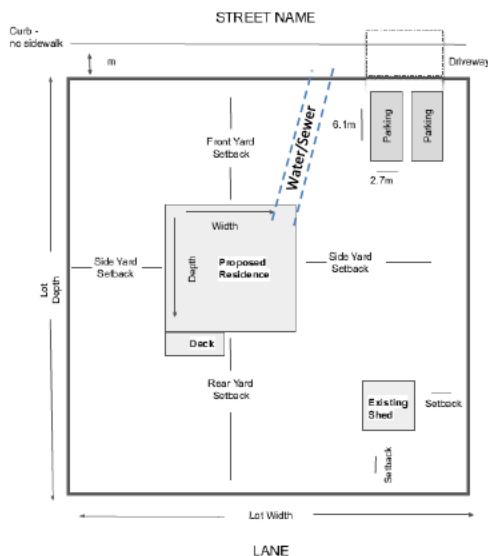
E4

Development Permit General Submission Requirements

*This list is for general guidance only and is not necessarily complete or applicable to every application. All drawings must be submitted on paper or digitally to a scale and standard satisfactory to the Development Officer.

| SECTION N REQUIRED DOCUMENTATION | |
|--|-------------------------------------|
| Application Form | <input checked="" type="checkbox"/> |
| Certificate of Title and Registrations on Title (current to within 3 months) Obtain online from Land Titles (Spin2 website), Registries Office or Request from Municipal Office (\$25) | <input checked="" type="checkbox"/> |
| Application Fee See Fees, Rates and Charges Bylaw (You will be contacted with the amount owing once your application has been received) | <input checked="" type="checkbox"/> |
| Site Plan (shall provide the following information on a separate attachment in metres) <ul style="list-style-type: none"> Property Civic Address North Arrow Adjacent roadway and lanes Lot dimensions and lot area Existing and Proposed structures identifying dimensions, including height, floor area, building footprint, habitable floor area (as applicable), percentage of lot coverage Distances from foundations to front, side and rear property lines (measured perpendicular to the lot line) Location of access, driveway, sidewalks and curbs Location of any registered utility right of ways or easements Location and number of off-street parking spaces Location of existing water and wastewater service connections, and alignment from property boundary to building (if known) | <input type="checkbox"/> |

SAMPLE PLAN (Sample Only – Do not use as a Site Plan)




HELPFUL TIP:
When submitting your site plan, please include only what is existing on the property as well as the proposed structures. If using an existing RPR as the site plan basis, cross out or remove any structures that are no longer on the

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| | |
|---|--------------------------|
| <p>Any abandoned wells on property: <input type="checkbox"/> no <input type="checkbox"/> yes</p> <p>If yes, submission required pursuant to ERCB Directive 079: Surface Development in Proximity to Abandoned Wells.</p> | <input type="checkbox"/> |
| <p>Any known environmental issues or studies effecting this property: <input type="checkbox"/> no <input type="checkbox"/> yes</p> <p>If yes, attached description or reports.</p> | <input type="checkbox"/> |
| <p>Any known historic buildings on the property or adjacent property: <input type="checkbox"/> no <input type="checkbox"/> yes</p> | <input type="checkbox"/> |
| <p>Is the entire parcel of land (not just the development site):</p> <p><input type="checkbox"/> The subject of a license, permit, approval or other authorization granted by any of the following?</p> <ul style="list-style-type: none"> <input type="radio"/> Natural Resources Conservation Board, <input type="radio"/> Energy Resources Conservation Board, <input type="radio"/> Alberta Energy Regulator, <input type="radio"/> Alberta Energy and Utilities Board or Alberta Utilities Commission, <p style="text-align: center;">AND/OR</p> <p><input type="checkbox"/> The subject of a license, permit, approval or other authorization granted by the Minister of Environment and Protected Areas?</p> <p>If you answered "Yes" to any of these, please provide the approval, authorization number and/or license number. _____</p> | <input type="checkbox"/> |

| SECTION O: SUPPORTING DOCUMENTATION: (May be required depending on the scope of the project) | |
|---|--------------------------|
| Elevation Plans (required for new structures; showing dimensions, height, material types, window and door locations, footing/main floor/peak of roof geodetic elevations etc.) | <input type="checkbox"/> |
| Floor Plans of All Floors Including Basement (required for dwellings, secondary suites, commercial and industrial; showing room sizes, uses, windows and doors location, etc) | <input type="checkbox"/> |
| Colour Photographs (Showing all 4 sides for moved on structures) | <input type="checkbox"/> |
| Landscaping Plan (required for multi-residential, commercial and industrial) | <input type="checkbox"/> |

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| | | |
|---|--------------------------|------------|
|  <p>Box 600 Crowsnest Pass, Alberta T0K 0E0 Phone: 403-562-8833 Fax: 403-563-5474 Email: development@crowstpass.com (Applications submitted by PDF only)</p> | *Office Use Only* | |
| | Application No. | DP2024-321 |
| | Land Use District | R-1 |
| | Roll No. | 1057354 |
| | Date Received | Sept 23/24 |

Development Permit Application Form

***This does not constitute a building permit. Please review building codes prior to Development Permit Application. A separate building permit must be obtained prior to construction* Please be sure to complete the entire application. Failure to send in a complete application can result in a delay of your permit.**

Applicant Information:

If the applicant is not the registered landowner, the owner must fill out the Authorization portion (Section M) or a signed authorization must be included with the application

| | | | |
|-------|---------------------------|-----------------|------------------------|
| Name | Dell and Danielle Mathews | Mailing Address | 130 Goldenrod Rd. West |
| Phone | [REDACTED] | City | Lethbridge |
| Email | [REDACTED] | Postal Code | T1K 5W8 |

I am acting as an agent for the landowner

Property Information:

| | | | | | |
|-------------------|-----------------------------|-------|---|------|----------|
| Lot(s) | 37 | Block | 1 | Plan | 221 0833 |
| Municipal Address | 8630-25th Ave., Coleman, AB | | | | |

Land Title Certificate and Registrations (Choose One)

- Certificate of Title and Registrations on Title (current to within 3 months). Obtain online from Land Titles (Spin2 website), Registries Office
OR
- I am requesting the Municipality to obtain the required certificate of title and registered documents and apply all costs to the application fee (\$25.00)

Type of Development (Check all that apply and complete required lettered "SECTION(S)" as indicated):

| | | |
|--|--|---|
| <input type="checkbox"/> New Dwelling (A,B,N) | <input checked="" type="checkbox"/> Tourist Home (C,E,L) | <input type="checkbox"/> Demolition (I) |
| <input type="checkbox"/> Addition to Dwelling (A,B,N) | <input type="checkbox"/> Short-Term Rental / Bed & Breakfast (C,E,L) | <input type="checkbox"/> Excavation/ Stripping / Grading (K) |
| <input type="checkbox"/> Accessory Building (A,B,N) | <input type="checkbox"/> Secondary Suite (B,C,F) | <input type="checkbox"/> Private Utility (Solar or Wind) (A, G) |
| <input type="checkbox"/> Deck / Fence (A,N) | <input type="checkbox"/> Commercial / Industrial Use (C,D,L) | <input type="checkbox"/> Sign (L) |
| <input type="checkbox"/> Moved-In Building (A,B,N,J) | | <input type="checkbox"/> Other (specify) _____ |
| <input type="checkbox"/> Home Occupation Class 2 (C,D,L) | | |

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F1

| |
|--|
| Proposed Use / Development Description: |
| Short term rental. |

SECTION A: DEVELOPMENT SPECIFICATIONS
REQUIRED: Provide measurements in metres below & show on site plan (see sample for requirements in Section N)
REQUIRED: Attached Elevation drawing with height in metres (see below)

| | | | |
|---|--|--|--|
| Existing Buildings and Present Use | Single-family home (under construction). | | |
| Lot Area (m ²) | 438.91 | Building Footprint Area (m ²) | Existing: 158.81 Proposed: |
| Front Yard Setback | 6.1 | Secondary Front Yard Setback (for corner and irregular lots) | |
| Rear Yard Setback | 7.31 (to edge of deck) | Side Yard Setbacks | Side 1: 2.44 Side 2: 2.13 |
| Building Height (Finished Grade to top of tallest wall) | 9.335 | Gross Floor Area (m ²) | 164.90 (main and upper) |
| | | Habitable Floor Area (Single-Detached Dwelling) | 164.90 (main and upper) + 68.38 (undeveloped basement) |

Variance Request Reason (If Applicable - Refer to the Land Use Bylaw for more information)

SECTION B: SERVICES

Is your property connected to Municipal Services?
 Water Sanitary OR Requires Connection from Street
 If none, please describe and show the location of private services on site plan. (water well & private septic system, including disposal)

Private (well) water and Private septic system capacity (If applicable):
 Capacity: _____ Number of Bedrooms: _____

SECTION C: PARKING AND ACCESS
REQUIRED: Identify Parking and driveway on a separate attached site plan

| | | | |
|--|-----|---|------|
| # of parking stalls <u>on</u> property | 4 | # of driveway accesses / approaches | 1 |
| Parking Stall Length (per stall – m ²) | 6.4 | Parking Stall Width (per stall – m ²) | 3.35 |

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| SECTION D: NEW COMMERCIAL OR INDUSTRIAL USE / HOME OCCUPATION 2 | | | |
|--|--|------------------------------|--|
| Name of Business | | # Parking stalls on property | |
| Number of Employees | | Daily # of Customers | |
| <input type="checkbox"/> Do you have a current business license with the Municipality of Crowsnest Pass? | | | |

| SECTION E: SHORT-TERM RENTAL / BED & BREAKFAST AND TOURIST HOME | | | |
|--|---|-----------------------|--------------|
| # Bedrooms Available | 3 | Maximum Occupancy | 8 |
| # of Bonus Rooms Available | 1 | Local Contact Name | Dave Bodell |
| | | Local Contact Phone # | 403-894-4380 |
| <input type="checkbox"/> Do you have a current business license with the Municipality of Crowsnest Pass? | | | |

| SECTION F: SECONDARY SUITE | | | |
|--|--|--|--|
| <input type="checkbox"/> Basement <input type="checkbox"/> Attached to Principal Building <input type="checkbox"/> Separate Building <input type="checkbox"/> Within Detached Garage | | | |
| Gross Floor Area of Principal Building (m ²) | | Net Floor Area of Proposed Suite within Principal Building (m ²) | |
| Gross Floor Area of Detached Garage (m ²) | | Gross Floor Area of Secondary Suite within Detached Garage (m ²) | |

| SECTION G: PRIVATE UTILITIES – FREESTANDING SOLAR & WIND | | | |
|--|--|------------|--|
| In addition to a site plan, review schedule 4 of the Land Use Bylaw for any additional information that may be required. | | | |
| Type | | Dimensions | |

| SECTION H: TEMPORARY SHIPPING CONTAINER ON AN ACTIVE CONSTRUCTION SITE | | | |
|--|--|--------------------|--|
| Start Date | | Date of Completion | |

| SECTION I: DEMOLITION | | | |
|---|--|--------------------|--|
| (If demolition includes burning of structures, a Fire Permit is required) | | | |
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SECTION J: MOVED-IN BUILDING*REQUIRED: Attached colour photos of all sides of building**NOTE: The landowner is responsible for any additional permits required for Asbestos removal and/or other permits as required under the Safety Codes Act*

| | | | |
|------------------|--|--------------------------|--|
| Year of Building | | Date of Expected Move In | |
|------------------|--|--------------------------|--|

SECTION K: EXCAVATION / GRADING

| | | | |
|----------------|--|--------------------|--|
| Start Date | | Date of Completion | |
| Reason/Purpose | | | |

SECTION L: SIGN (See standards in Schedule 11 of Land Use Bylaw)*REQUIRED: Attached image of proposed sign*

| | | | |
|--------------|--|------------------------------------|--|
| Type of Sign | | Dimensions (width and height in m) | |
|--------------|--|------------------------------------|--|

Sign Details

Must include the following details on a separate attachment:

- Location of Placement on Property
- Dimensions Shown on Image (in centimetres)
- Image (include a photo rendering)

SECTION M: AUTHORIZATION

- I am aware that this application will be reviewed by the Development Authority, and may be delayed or refused if the application and/or information provided is incomplete. I will be notified within 20 days if it is incomplete.
- I understand that additional information may be required after the application has been deemed complete.
- I understand if the subject property is located within an area where development constraints exist, (e.g., non-operating landfill, grade issues etc.) additional information and/or reports may be required.

Signature / Permission:

Must provide either Owner's signature of **ALL titled owners** below OR permission letter authorizing an Agent/Applicant to sign. The information I have provided herein and herewith is true, and to the best of my knowledge, accurate and complete.

Dell and Danielle Mathews _____

Name of Applicant (please print)

Signature of Applicant_____
Name of Owner (if different than applicant)_____
Signature of Owner

OR Permission Letter Attached (Use if there is more than one owner, include authorization, signature, and contact information for each owner registered on the land title)

Designated Owner(s) Mailing Address: 238-22nd St. North, Lethbridge, AB T1H 3R7

Designated Owner Email(s) and Phone Number(s): _____

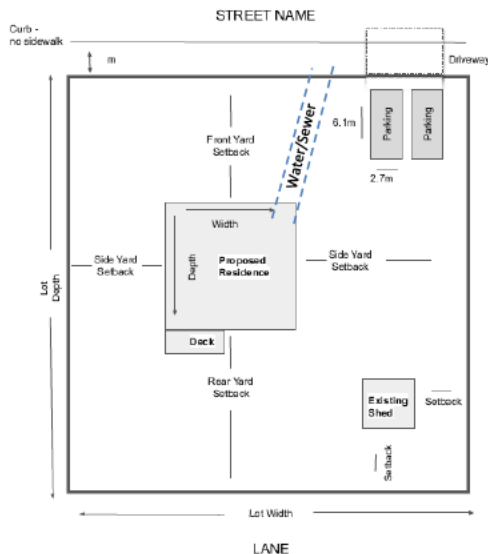
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Development Permit General Submission Requirements

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| SECTION N REQUIRED DOCUMENTATION | |
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| Application Fee See Fees, Rates and Charges Bylaw (You will be contacted with the amount owing once your application has been received) | <input checked="" type="checkbox"/> |
| Site Plan (shall provide the following information on a separate attachment in metres) <ul style="list-style-type: none"> Property Civic Address North Arrow Adjacent roadway and lanes Lot dimensions and lot area Existing and Proposed structures identifying dimensions, including height, floor area, building footprint, habitable floor area (as applicable), percentage of lot coverage Distances from foundations to front, side and rear property lines (measured perpendicular to the lot line) Location of access, driveway, sidewalks and curbs Location of any registered utility right of ways or easements Location and number of off-street parking spaces Location of existing water and wastewater service connections, and alignment from property boundary to building (if known) | <input type="checkbox"/> |

SAMPLE PLAN (Sample Only – Do not use as a Site Plan)



HELPFUL TIP:
When submitting your site plan, please include only what is existing on the property as well as the proposed structures. If using an existing RPR as the site plan basis, cross out or remove any structures that are no longer on the

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| | |
|---|--------------------------|
| <p>Any abandoned wells on property: <input type="checkbox"/> no <input type="checkbox"/> yes</p> <p>If yes, submission required pursuant to ERCB Directive 079: Surface Development in Proximity to Abandoned Wells.</p> | <input type="checkbox"/> |
| <p>Any known environmental issues or studies effecting this property: <input type="checkbox"/> no <input type="checkbox"/> yes</p> <p>If yes, attached description or reports.</p> | <input type="checkbox"/> |
| <p>Any known historic buildings on the property or adjacent property: <input type="checkbox"/> no <input type="checkbox"/> yes</p> | <input type="checkbox"/> |
| <p>Is the entire parcel of land (not just the development site):</p> <p><input type="checkbox"/> The subject of a license, permit, approval or other authorization granted by any of the following?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Natural Resources Conservation Board, <input type="checkbox"/> Energy Resources Conservation Board, <input type="checkbox"/> Alberta Energy Regulator, <input type="checkbox"/> Alberta Energy and Utilities Board or Alberta Utilities Commission, <p style="text-align: center;">AND/OR</p> <p><input type="checkbox"/> The subject of a license, permit, approval or other authorization granted by the Minister of Environment and Protected Areas?</p> <p>If you answered "Yes" to any of these, please provide the approval, authorization number and/or license number. _____</p> | <input type="checkbox"/> |

| SECTION O: SUPPORTING DOCUMENTATION: (May be required depending on the scope of the project) | |
|---|--------------------------|
| Elevation Plans (required for new structures; showing dimensions, height, material types, window and door locations, footing/main floor/peak of roof geodetic elevations etc.) | <input type="checkbox"/> |
| Floor Plans of All Floors Including Basement (required for dwellings, secondary suites, commercial and industrial; showing room sizes, uses, windows and doors location, etc) | <input type="checkbox"/> |
| Colour Photographs (Showing all 4 sides for moved on structures) | <input type="checkbox"/> |
| Landscaping Plan (required for multi-residential, commercial and industrial) | <input type="checkbox"/> |

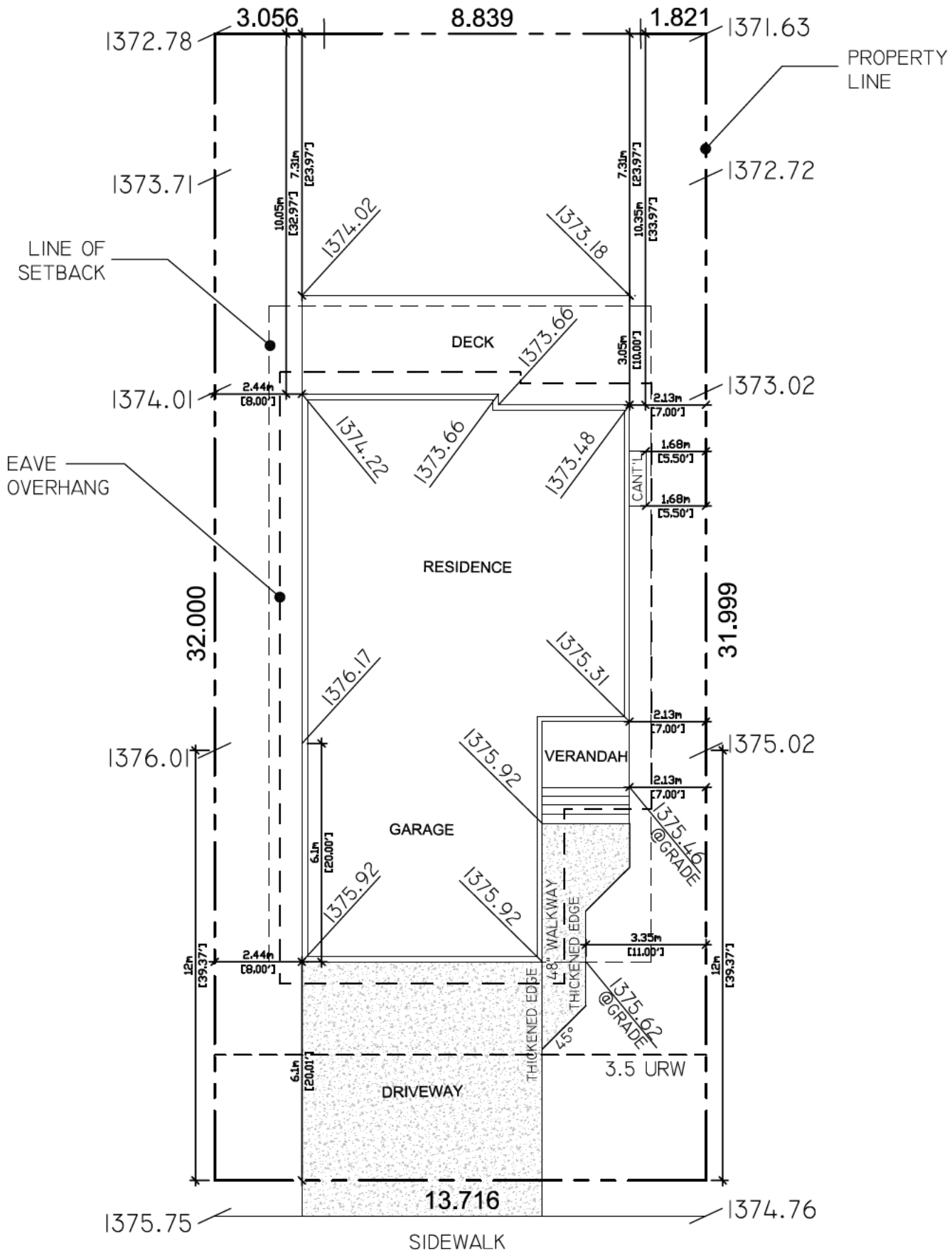
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CONCRETE AREAS


FRONT WALKWAY: 9.17 SQ.M. 99 SQ.FT.
 DRIVEWAY: 47.54 SQ.M. 512 SQ.FT.

LOT COVERAGE

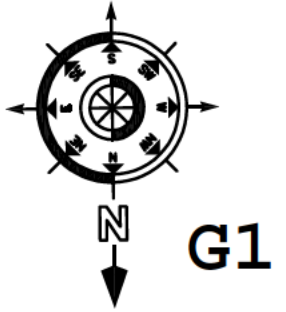
LOT AREA: 438.91 SQ.M.
 BUILDING COVERAGE: 158.81 SQ.M.
 (%) COVERAGE: 36.18%



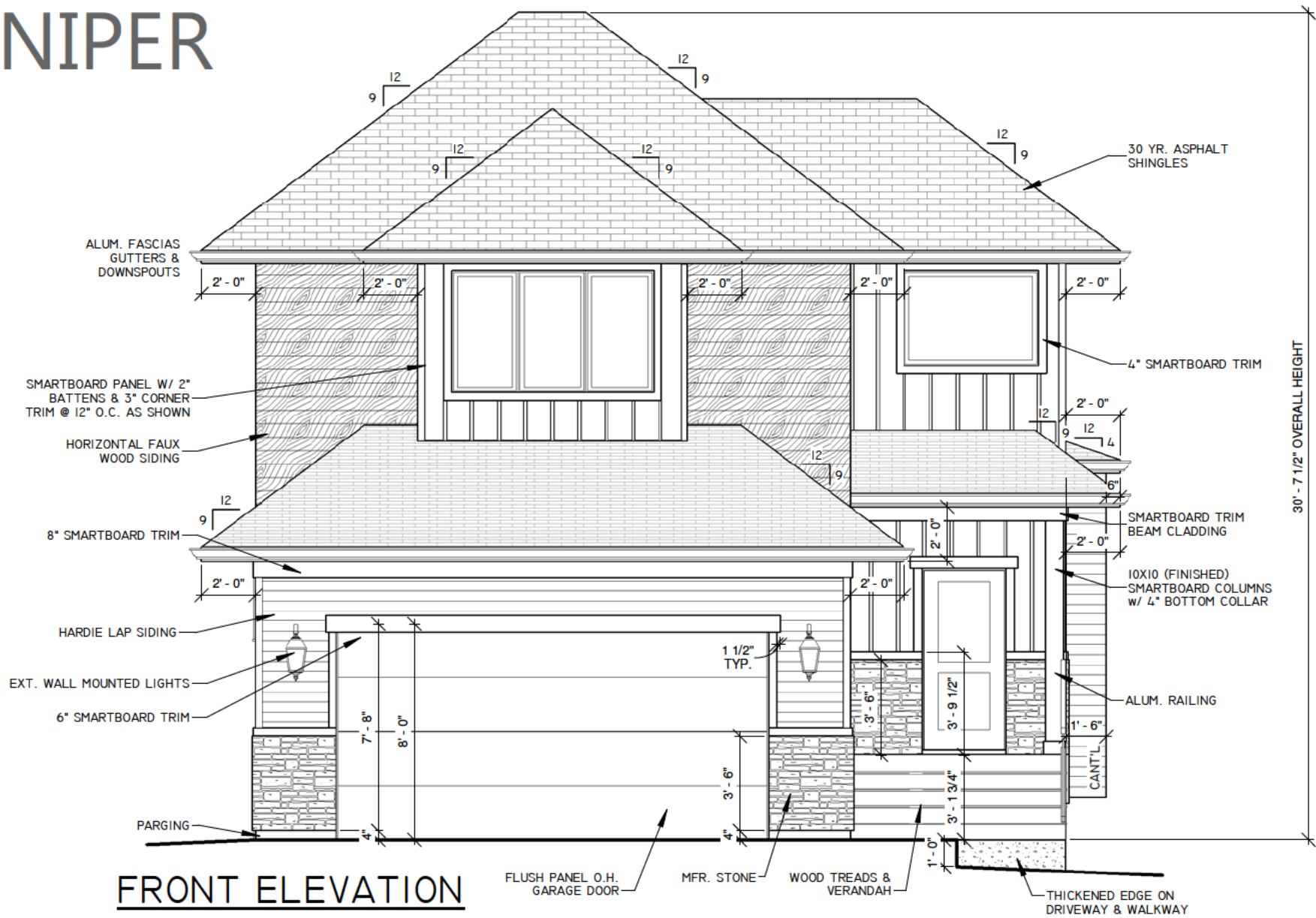
-  NON-VENTED SOFFIT
-  CONCRETE

| | |
|--|------------------------|
|  | JOB NO: AR-8630 |
| | SAN: 1372.62 |
| | BOTTOM OF FTG: 1373.69 |
| | SCALE: 1=150 METRIC |

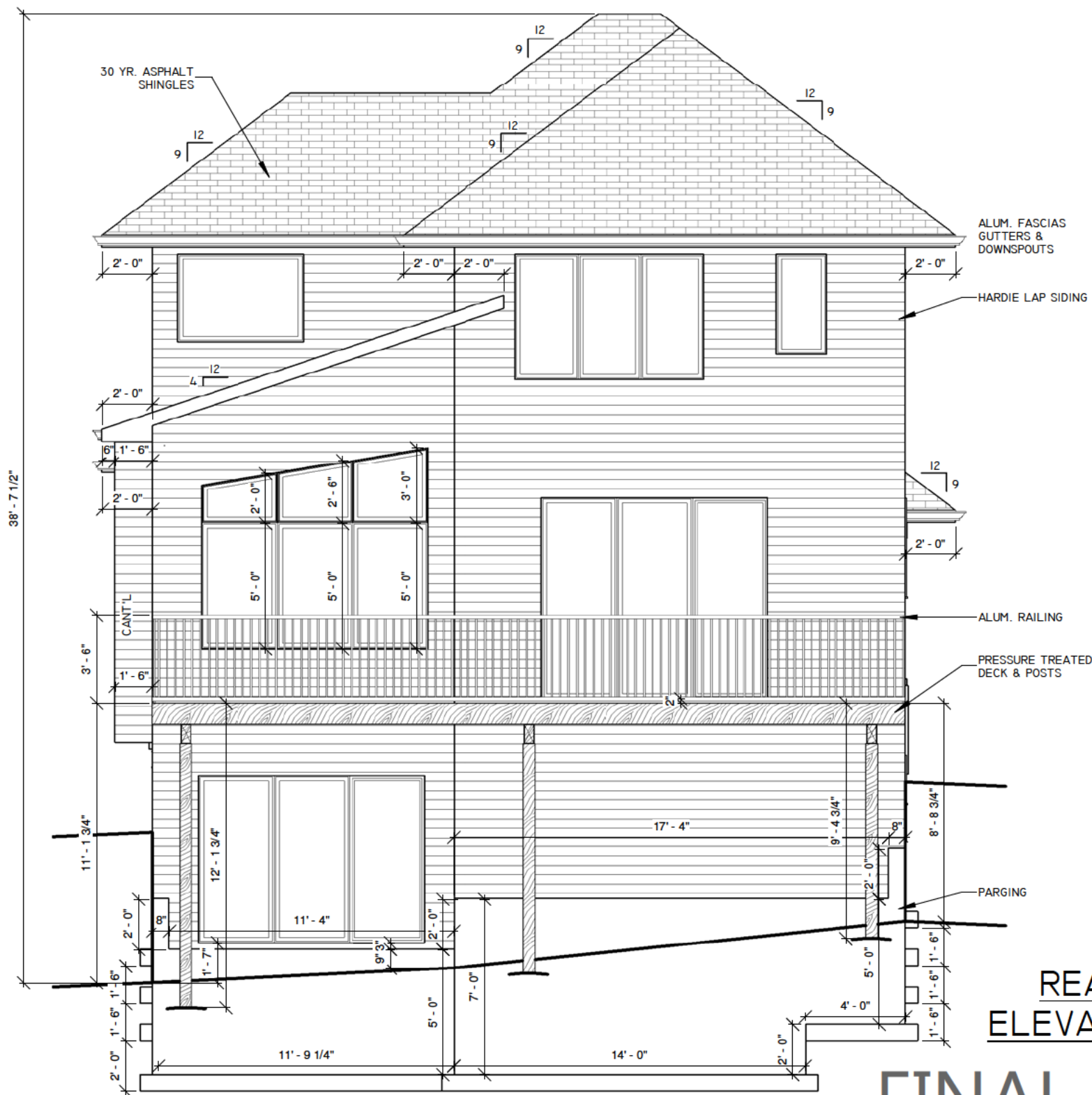
LOT - 37 BLOCK - I PLAN - 221 0833
 8630 25 AVENUE



JUNIPER



FRONT ELEVATION



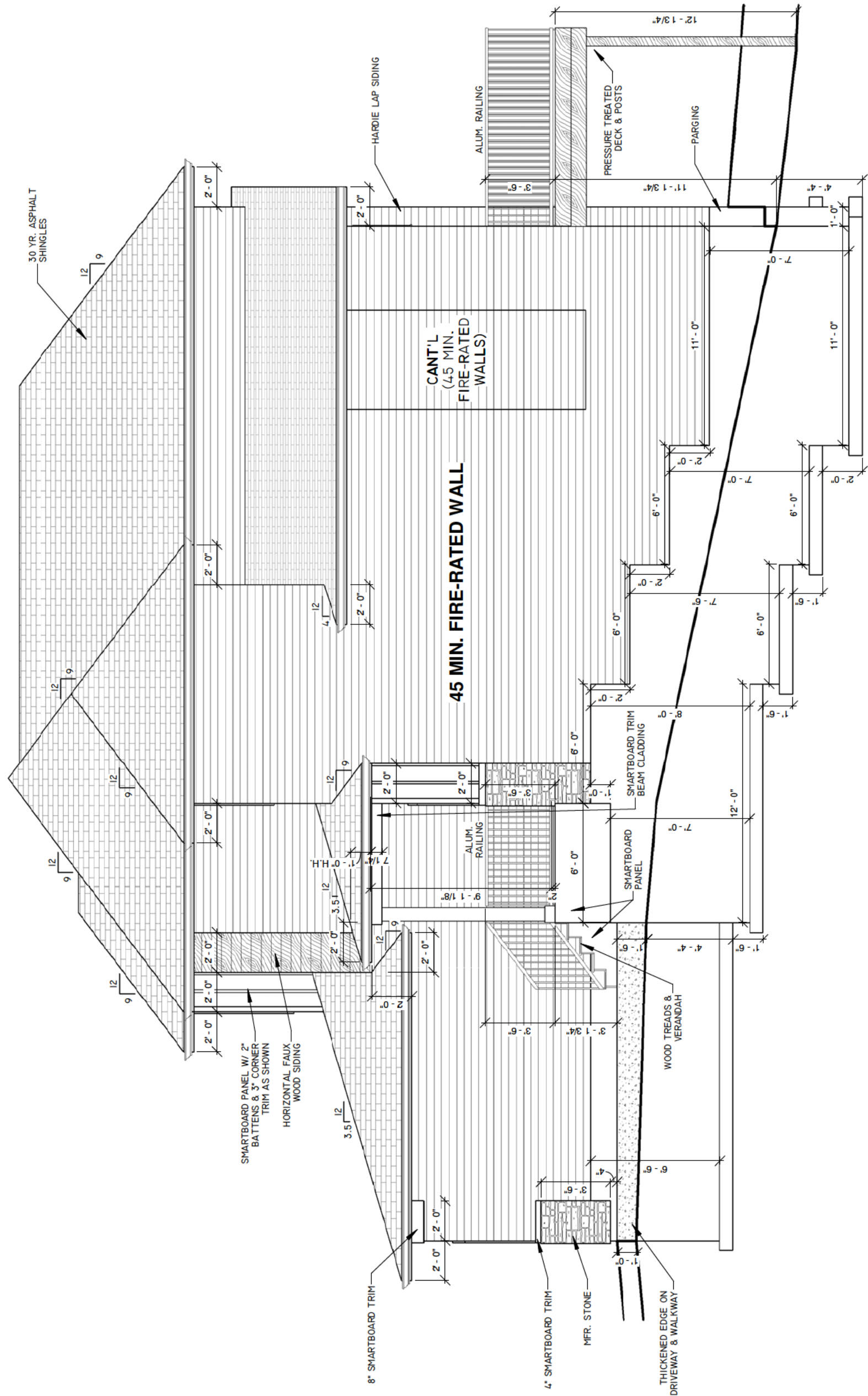
REAR ELEVATION

FINAL PLAN

| | | | |
|--|--|-------------------------------|---------------------|
| | JOB # AR-8630 | BSMT FUTURE DEV. 736 sq.ft | GARAGE 484 sq.ft |
| | MODEL JUNIPER - B | BSMT FUTURE UN-DEV. 152 sq.ft | DECK 282 sq.ft |
| | CUSTOMER SPEC | MAIN FLOOR 896 sq.ft | VERANDAH 42 sq.ft |
| | LEGAL ADDRESS LOT 37, BLOCK 1, PLAN 221 0833 | UPPER FLOOR 879 sq.ft | PAGE NUMBER 1 OF 11 |
| | MUNICIPAL ADDRESS 8630 25 AVENUE | TOTAL 1775 sq.ft | VERSION: 05/15/2024 |
| | | | |

| | | | | | | |
|----------------------------|-------------------------------|----------------------|--|----------------------------------|------------------|---------------------|
| JOB # AR-8630 | MODEL JUNIPER - B | CUSTOMER SPEC | LEGAL ADDRESS LOT 37, BLOCK 1, PLAN 221 0833 | MUNICIPAL ADDRESS 8630 25 AVENUE | TOTAL 1775 sq.ft | VERSION: 05/15/2024 |
| BSMT FUTURE DEV. 736 sq.ft | BSMT FUTURE UN-DEV. 152 sq.ft | MAIN FLOOR 896 sq.ft | UPPER FLOOR 879 sq.ft | PAGE NUMBER 2 OF 11 | | |
| GARAGE 484 sq.ft | DECK 282 sq.ft | VERANDAH 42 sq.ft | | | | |

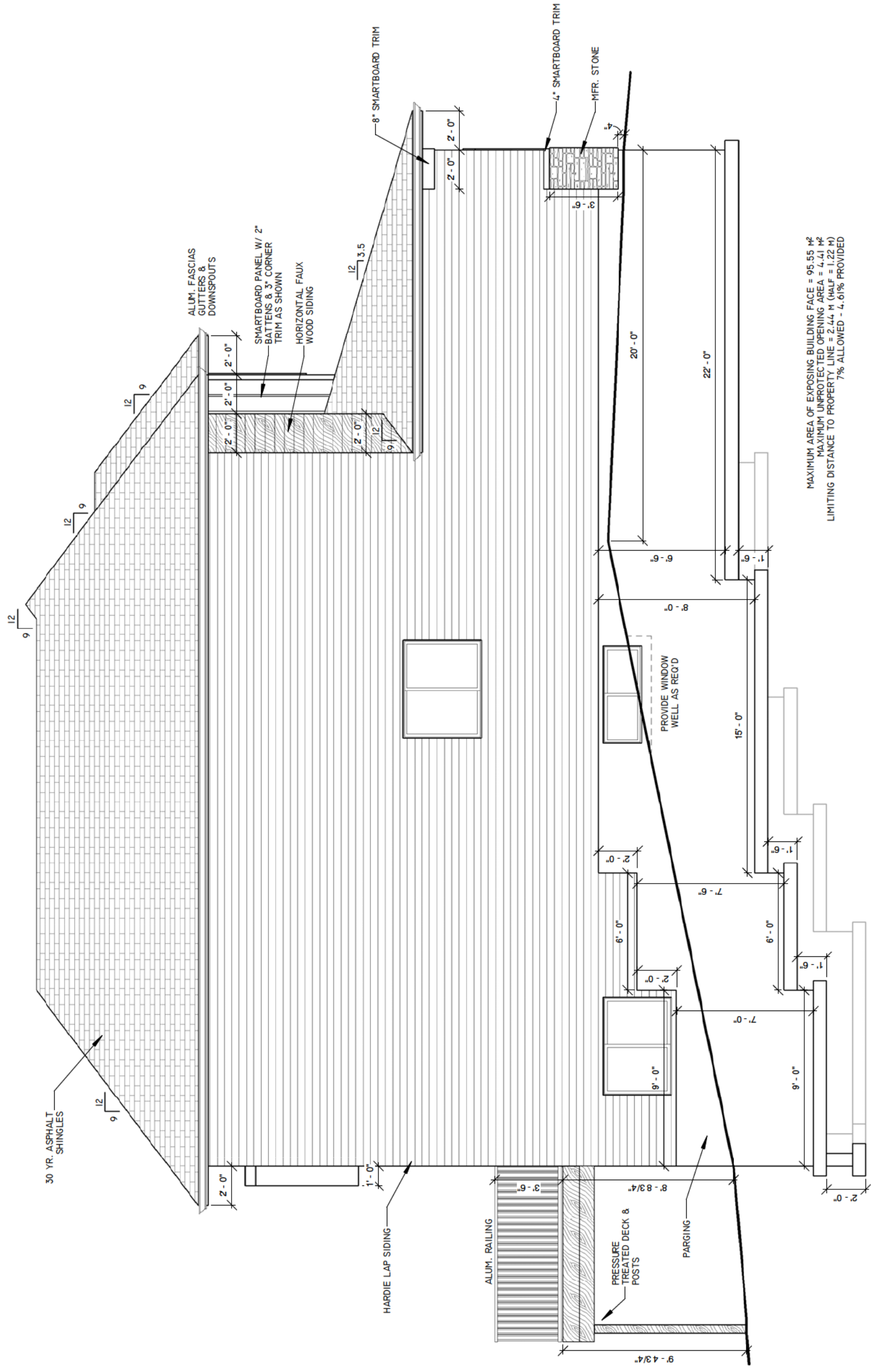
FINAL PLAN



RIGHT ELEVATION

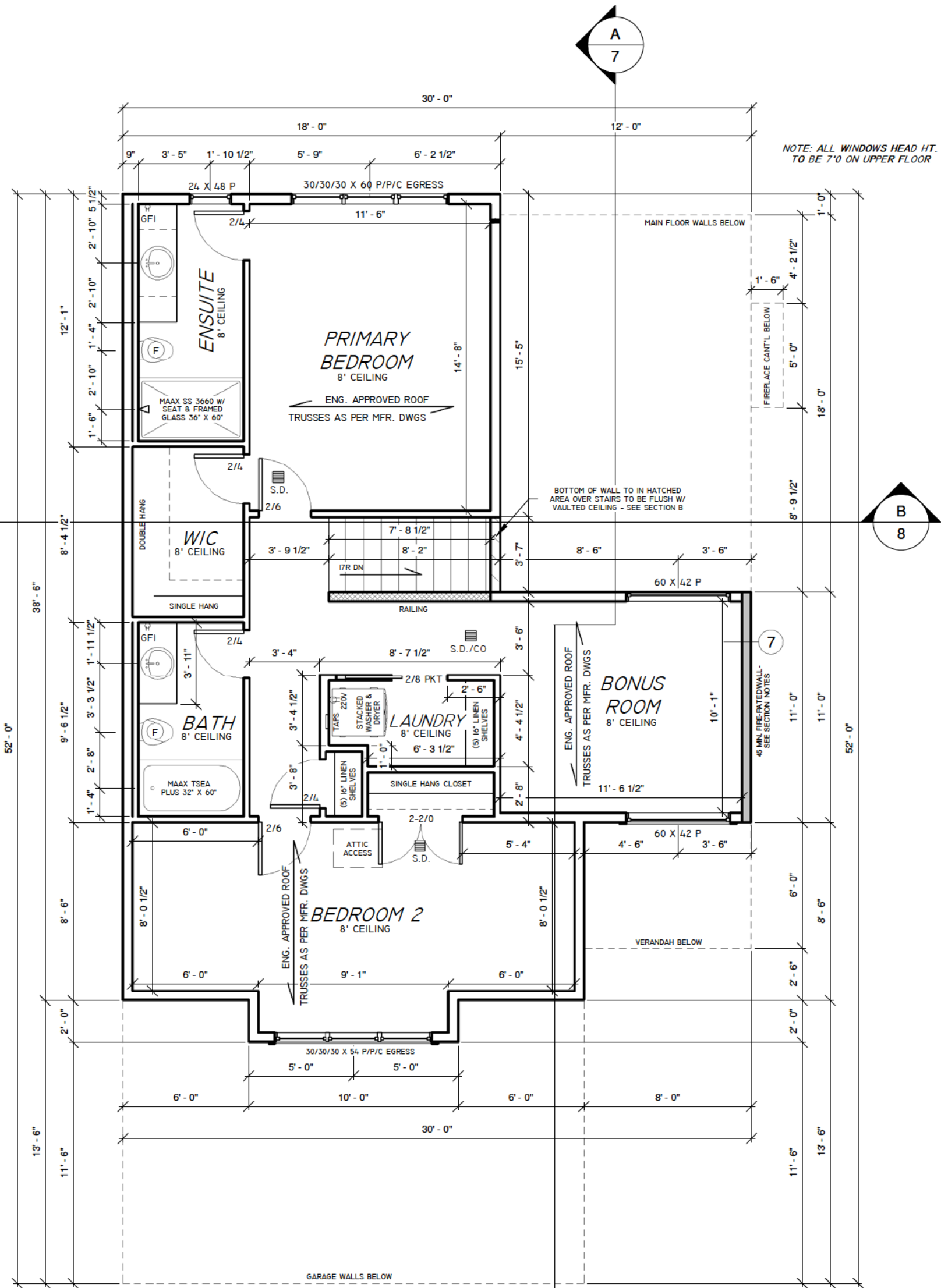
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| GARAGE 484 sq.ft | DECK 282 sq.ft | VERANDA 42 sq.ft | | | | |

FINAL PLAN



LEFT ELEVATION

JUNIPER

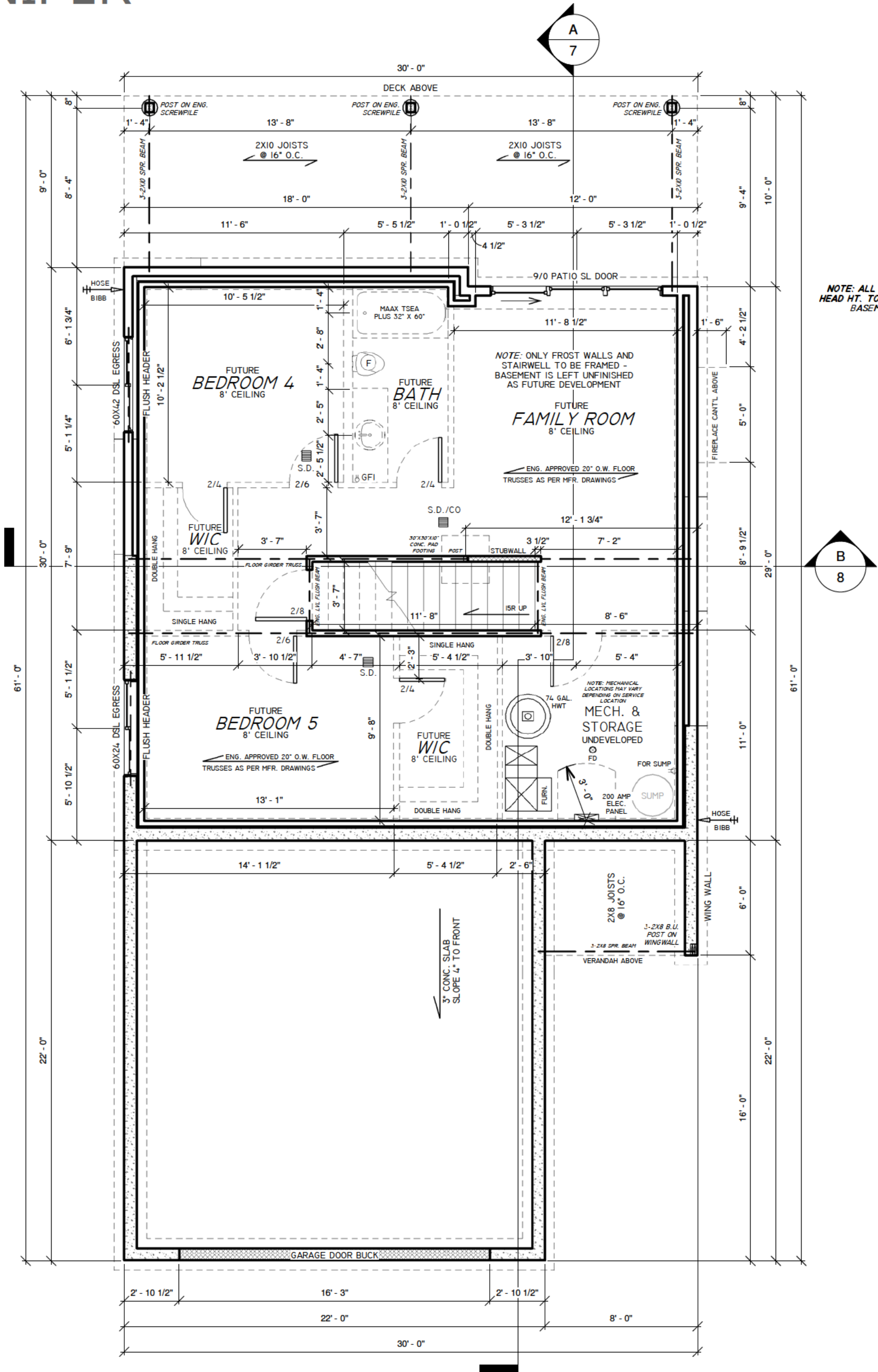


UPPER FLOOR

FINAL PLAN

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| | MUNICIPAL ADDRESS 8630 25 AVENUE | TOTAL 1775 sq.ft | VERSION: 05/15/2024 |
| | | | G6 |

JUNIPER



NOTE: ALL WINDOWS HEAD HT. TO BE 7'6" IN BASEMENT

BASEMENT FLOOR

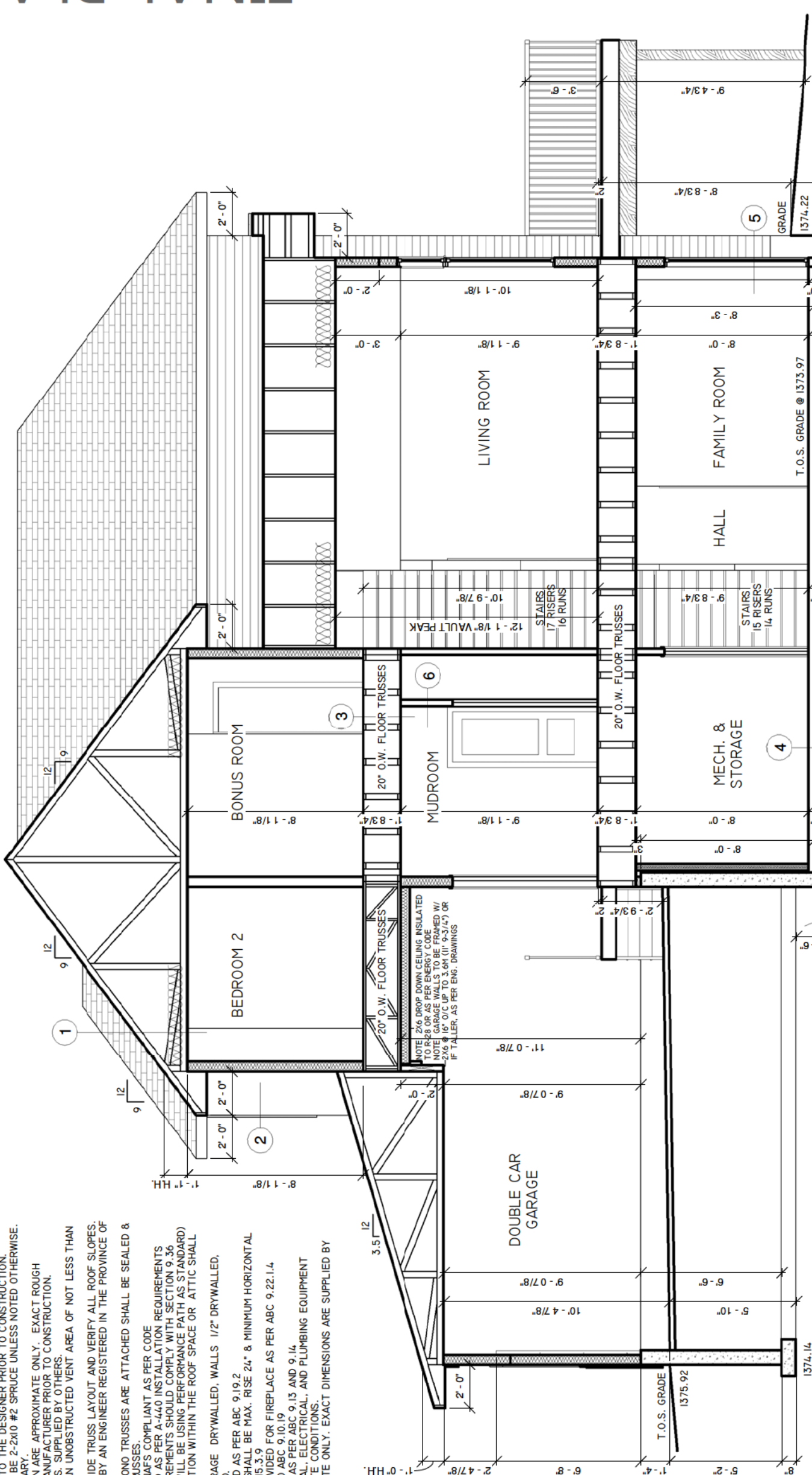
FINAL PLAN

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| | MUNICIPAL ADDRESS 8630 25 AVENUE | TOTAL 1775 sq.ft | VERSION: 05/15/2024 |
| | | | |

GENERAL NOTES:

- TRADES ARE RESPONSIBLE FOR CHECKING ALL DIMENSIONS & NOTES AND REPORTING ANY DISCREPANCIES TO THE DESIGNER PRIOR TO CONSTRUCTION.
- ALL LOAD BEARING LINTELS TO BE 2-2x10 #2 SPRUCE UNLESS NOTED OTHERWISE.
- FINAL EXTERIOR GRADES MAY VARY.
- WINDOW AND DOOR SIZES SHOWN ARE APPROXIMATE ONLY. EXACT ROUGH OPENINGS TO BE SUPPLIED BY MANUFACTURER PRIOR TO CONSTRUCTION.
- MECHANICAL LAYOUT AND SPECS. SUPPLIED BY OTHERS.
- ROOF SHALL BE VENTED WITH AN UNOBSTRUCTED VENT. AREA OF NOT LESS THAN 1/300 OF THE CEILING AREA.
- TRUSS MANUFACTURER TO PROVIDE TRUSS LAYOUT AND VERIFY ALL ROOF SLOPES. TRUSSES ARE TO BE APPROVED BY AN ENGINEER REGISTERED IN THE PROVINCE OF ALBERTA.
- ALL EXTERIOR WALLS WHERE MONO TRUSSES ARE ATTACHED SHALL BE SEALED & PAPERED BEFORE INSTALLING TRUSSES.
- ALL WINDOWS & DOORS TO BE NAFS COMPLIANT AS PER CODE
- ALL WINDOWS TO BE INSTALLED AS PER A-640 INSTALLATION REQUIREMENTS
- ALL ENERGY EFFICIENCY REQUIREMENTS SHOULD COMPLY WITH SECTION 9.36 (STRAWVILLE MASTER BUILDER WILL BE USING PERFORMANCE PATH AS STANDARD)
- THE AREAS REQUIRING VENTILATION WITHIN THE ROOF SPACE OR ATTIC SHALL CONFORM TO ABC 9.19.1
- CEILING BETWEEN HOUSE & GARAGE DRYWALLED, WALLS 1/2" DRYWALLED, VAPOUR BARRIERED & INSULATED.
- ATTIC ACCESS TO BE INSULATED AS PER ABC 9.19.2
- STEP FOOTING FOR WALKOUTS SHALL BE MAX. RISE 24" & MINIMUM HORIZONTAL DISTANCE OF 24" AS PER ABC 9.15.3.9
- COMBUSTION AIR SHALL BE PROVIDED FOR FIREPLACE AS PER ABC 9.22.1.4
- SMOKE ALARMS TO CONFORM TO ABC 9.10.19
- WEEPING TILE BE DAMPROOFED AS PER ABC 9.13 AND 9.14
- EXACT LOCATION OF MECHANICAL, ELECTRICAL, AND PLUMBING EQUIPMENT SUBJECT TO CHANGE DUE TO SITE CONDITIONS.
- KITCHEN LAYOUT IS APPROXIMATE ONLY. EXACT DIMENSIONS ARE SUPPLIED BY CABINET MANUFACTURER.

FINAL PLAN



CONSTRUCTION NOTES

- 1. ROOF CONSTRUCTION**
ASPHALT SHINGLES
7/16" O.S.B. SHEATHING C/W "H" CLIPS
ENGINEERED WOOD TRUSSES @24" o/c AS PER TRUSS MFR.
R-44 LOOSE FILL INSULATION
6 MIL CSGB POLY VAPOR BARRIER
1/2" REINF. DRYWALL
2x6 FASCIA & OVERHANG AS PER PLAN
- 2. EXTERIOR WALL CONSTRUCTION**
EXTERIOR FINISH AS SPEC'D
BUILDING PAPER (AS REQ'D)
3/8" O.S.B. SHEATHING
2x6 WOOD STUDS @24" o/c
R-20 BATT INSULATION
6 MIL CSGB POLY VAPOR BARR.
1/2" DRYWALL (IN FINISHED AREAS)
- 3. FLOOR CONSTRUCTION**
FLOOR FINISH AS SPEC'D
3/8" SPR. SUBFLOOR IN TILED AREAS
23/32" T&G OSB SUBFLOOR (SCREWED & GLUED)
MANUFACTURED WOOD TRUSSES AS PER MANUFACTURER'S LAYOUT
SPRAY FOAM INSULATION FOR RIM JOISTS & CANTILEVERS
1/2" DRYWALL (IN FINISHED AREAS)
- 4. BASEMENT FLOOR**
3" CONC. SLAB
8" GRAVEL FILL
PERIMETER AND SLAB PENETRATIONS TO BE SEALED INC. SUMP PIT. AS PER RADON MITIGATION CODES
- 5. BASEMENT WALL CONSTRUCTION**
PARTING ABOVE GRADE
DAMP PROOFING BELOW
8" CONC. FDN. WALL C/W 4-#10 BARS (2 TOP, 2 BOTTOM - WINDOWS)
2x4'S @ 24" o/c
R-12 BATT INSULATION
6 MIL CSGB POLY VAPOR BARRIER
20'X 8' CONC. STRIP FTG. W/ 2-10# BARS
- 6. INTERIOR PARTITIONS**
1/2" DRYWALL
2x4'S STUDS @ 24" O.C.
1/2" DRYWALL
- 7. 45 MIN. FIRE-RATED EXTERIOR WALL CONSTRUCTION**
EXTERIOR FINISH AS SPEC'D
BUILDING PAPER (AS REQ'D)
5/8" TYPE "X" DRYWALL OR EQV.
2x6 WOOD STUDS @24" o/c
R-20 BATT INSULATION
6 MIL CSGB POLY VAPOR BARR.
1/2" DRYWALL

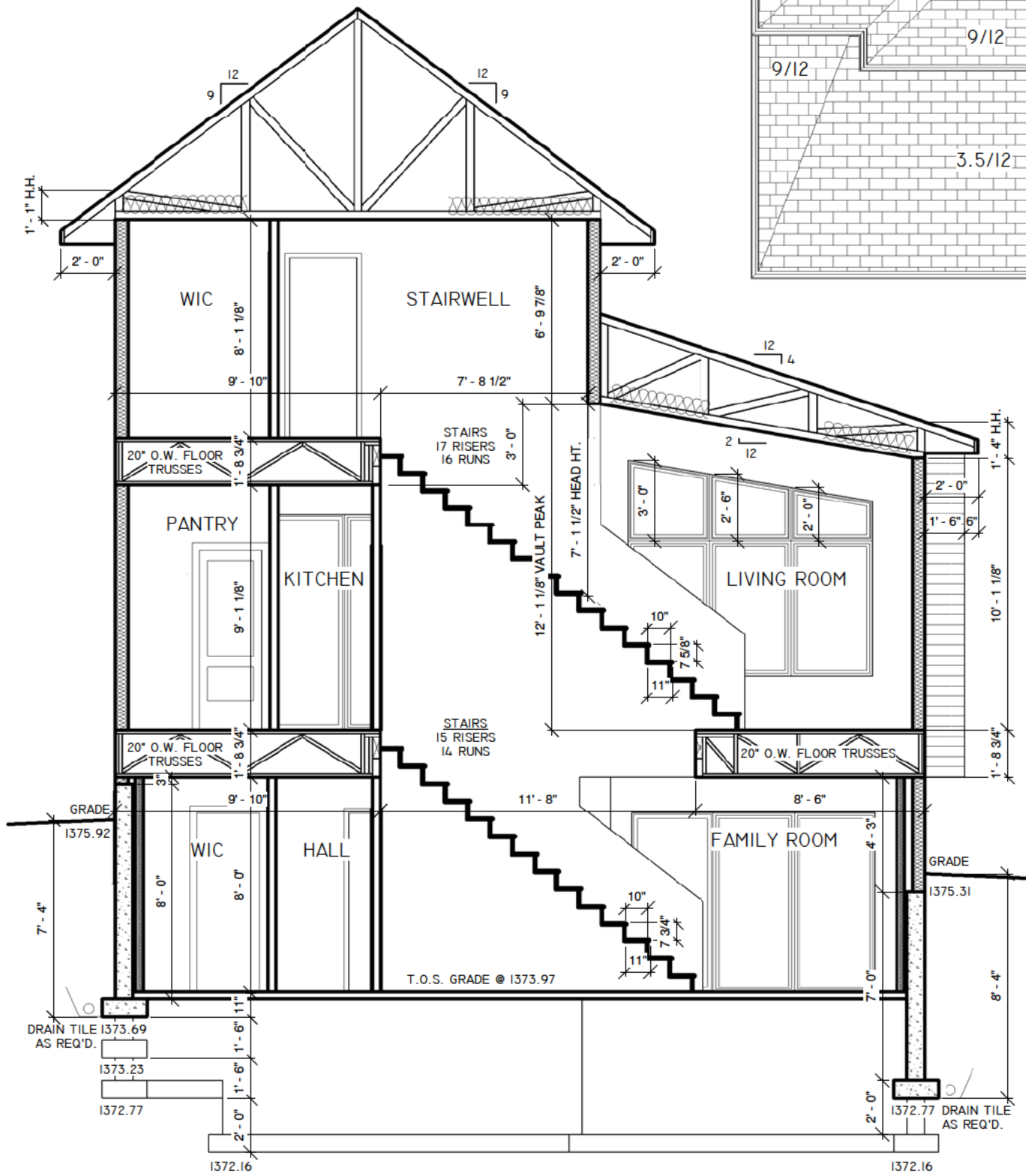
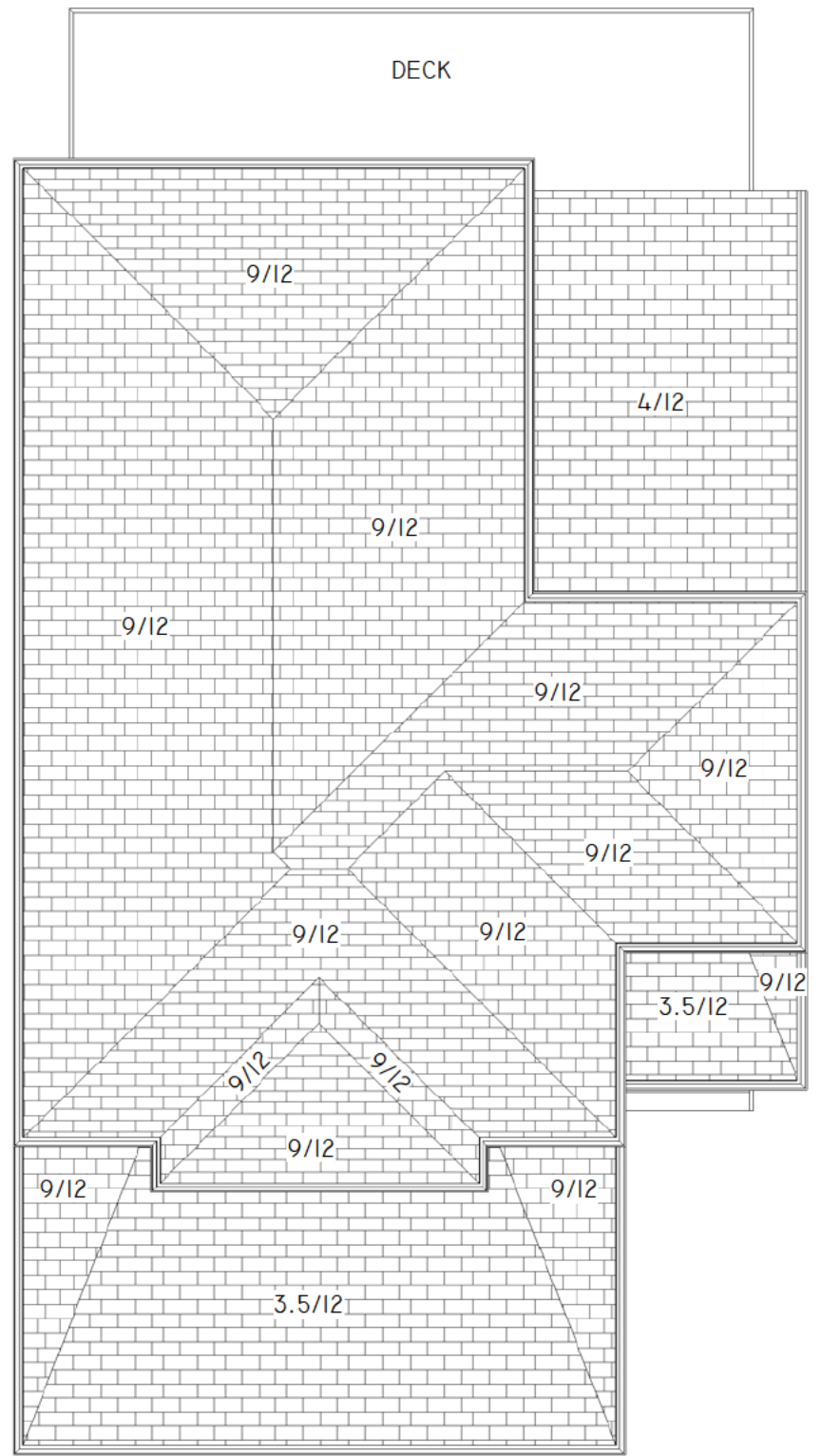
SECTION A

| | | | | | | |
|----------------------------|-------------------------------|----------------|--|----------------------------------|-----------------------|---------------------|
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| | | | MASTER BUILDER | | | |

JUNIPER

24" OVERHANGS THROUGHOUT
 3.5/12, 4/12 & 9/12 ROOF PITCH THROUGHOUT
 VARIOUS HEEL HEIGHTS THROUGHOUT
 ALUM. GUTTERS & FASCIAS THROUGHOUT

ROOF PLAN

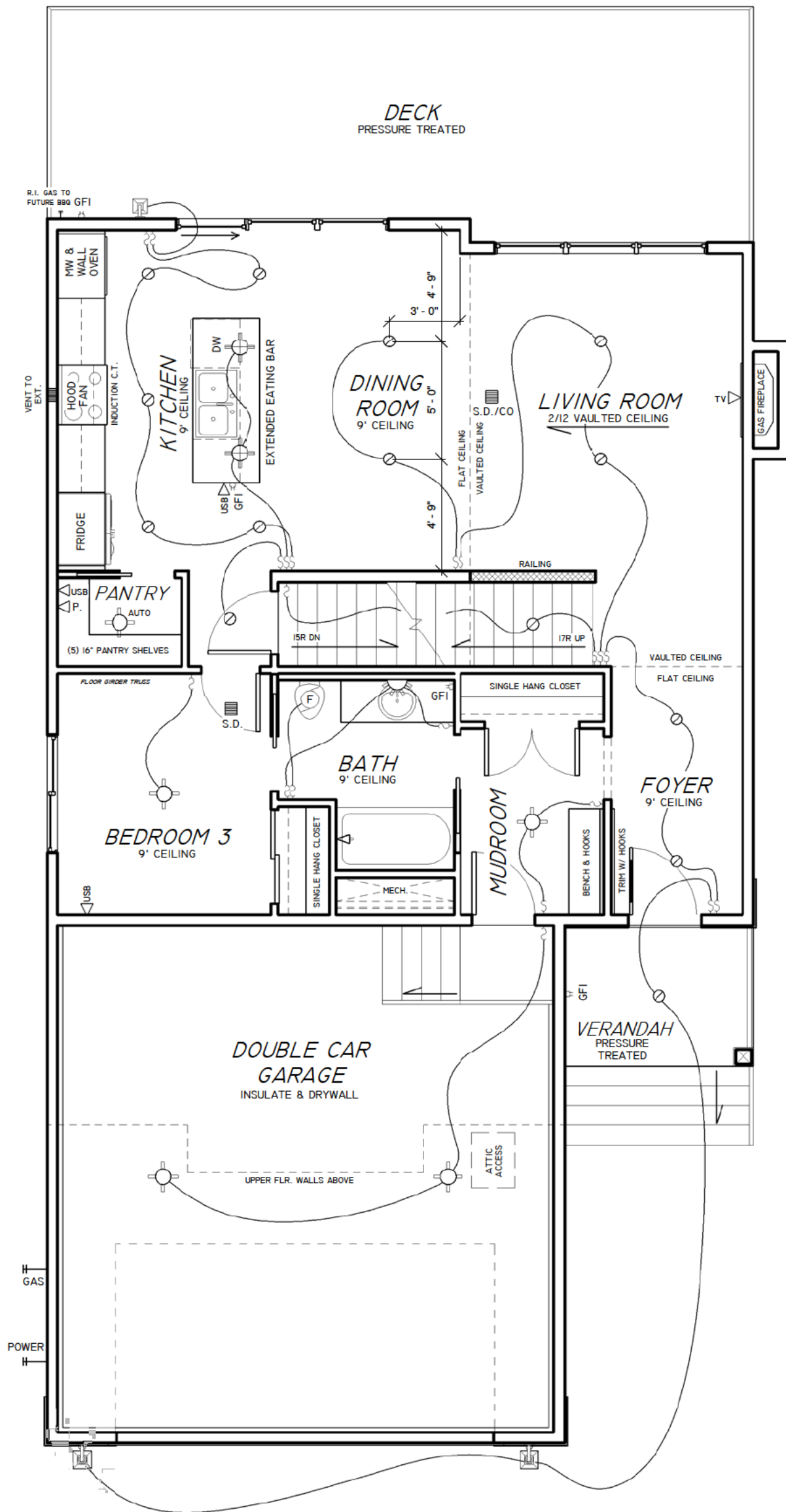


SECTION B

FINAL PLAN

| | | | |
|--|--|-------------------------------|---------------------|
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| | MUNICIPAL ADDRESS 8630 25 AVENUE | TOTAL 1775 sq.ft | VERSION: 05/15/2024 |
| | | | |

JUNIPER



ELECTRICAL LEGEND

- CHANDALIER
- CEILING MOUNTED LIGHT
- PENDANT LIGHT
- POT LIGHT
- WALL MOUNTED LIGHT
- EXTERIOR WALL MOUNTED LIGHT
- UNDER CABINET LIGHTING
- FAN
- SMOKE / CO DETECTOR
- SMOKE DETECTOR
- SWITCH
- BLUE TOOTH SWITCH
- 220V RECEPTACLE
- 110V RECEPTACLE
- GROUND FAULT INTERRUPT RECEPTACLE
- PHONE
- TELEVISION
- USB CHARGING PLUG
- CAT 5 CABLE
- CONDUIT

MAIN FLOOR ELECTRICAL

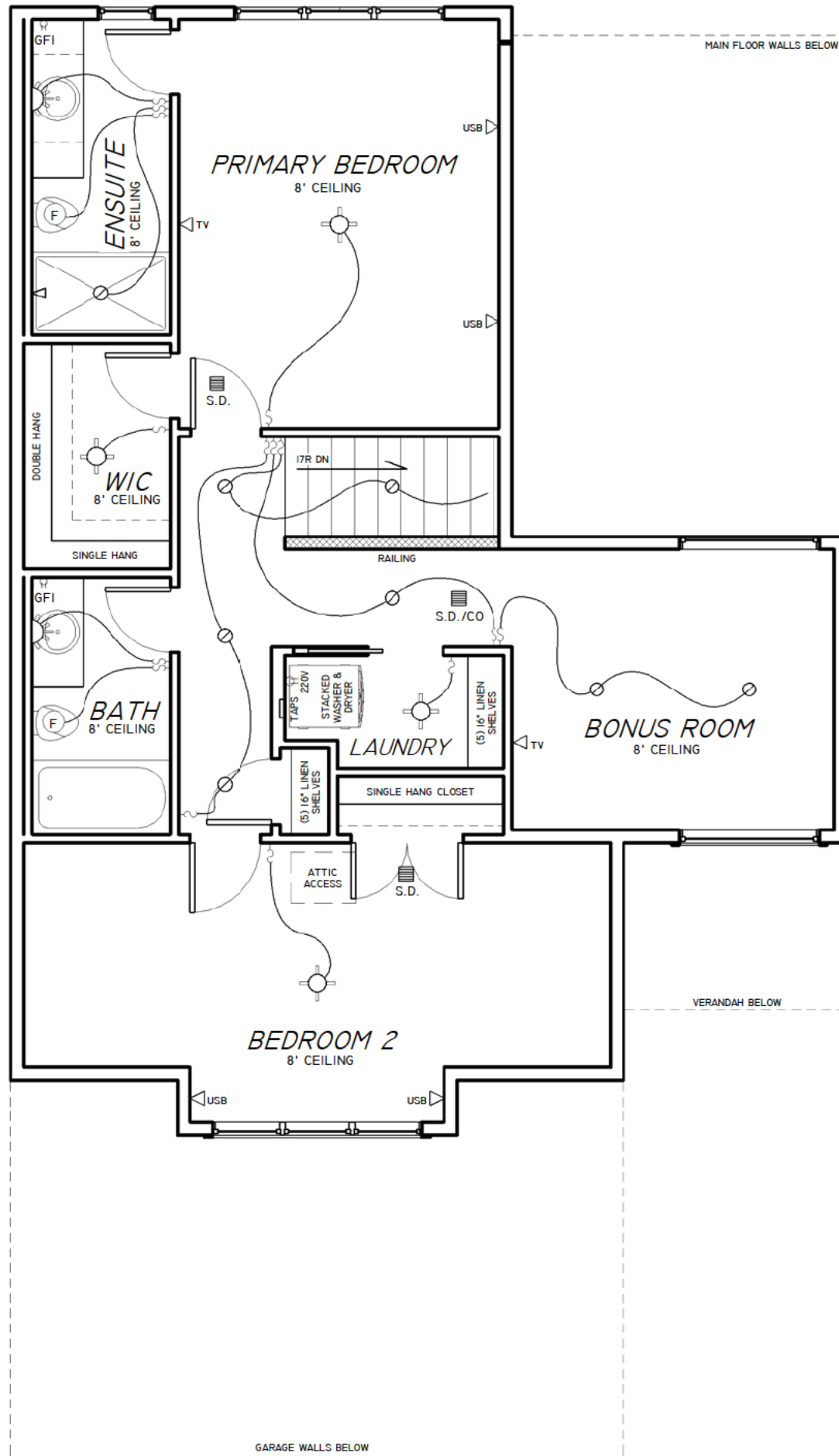
FINAL PLAN



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| MUNICIPAL ADDRESS 8630 25 AVENUE | TOTAL 1775 sq.ft | VERSION: 05/15/2024 |

G10

JUNIPER



ELECTRICAL LEGEND

- | | | | |
|--|-----------------------------|--|-----------------------------------|
| | CHANDALIER | | SWITCH |
| | CEILING MOUNTED LIGHT | | BLUE TOOTH SWITCH |
| | PENDANT LIGHT | | 220V RECEPTACLE |
| | POT LIGHT | | 110V RECEPTACLE |
| | WALL MOUNTED LIGHT | | GROUND FAULT INTERRUPT RECEPTACLE |
| | EXTERIOR WALL MOUNTED LIGHT | | PHONE |
| | UNDER CABINET LIGHTING | | TELEVISION |
| | FAN | | USB CHARGING PLUG |
| | SMOKE / CO DETECTOR | | CAT 5 CABLE |
| | SMOKE DETECTOR | | CONDUIT |

UPPER FLOOR ELECTRICAL

FINAL PLAN



| | | |
|--|-------------------------------|----------------------|
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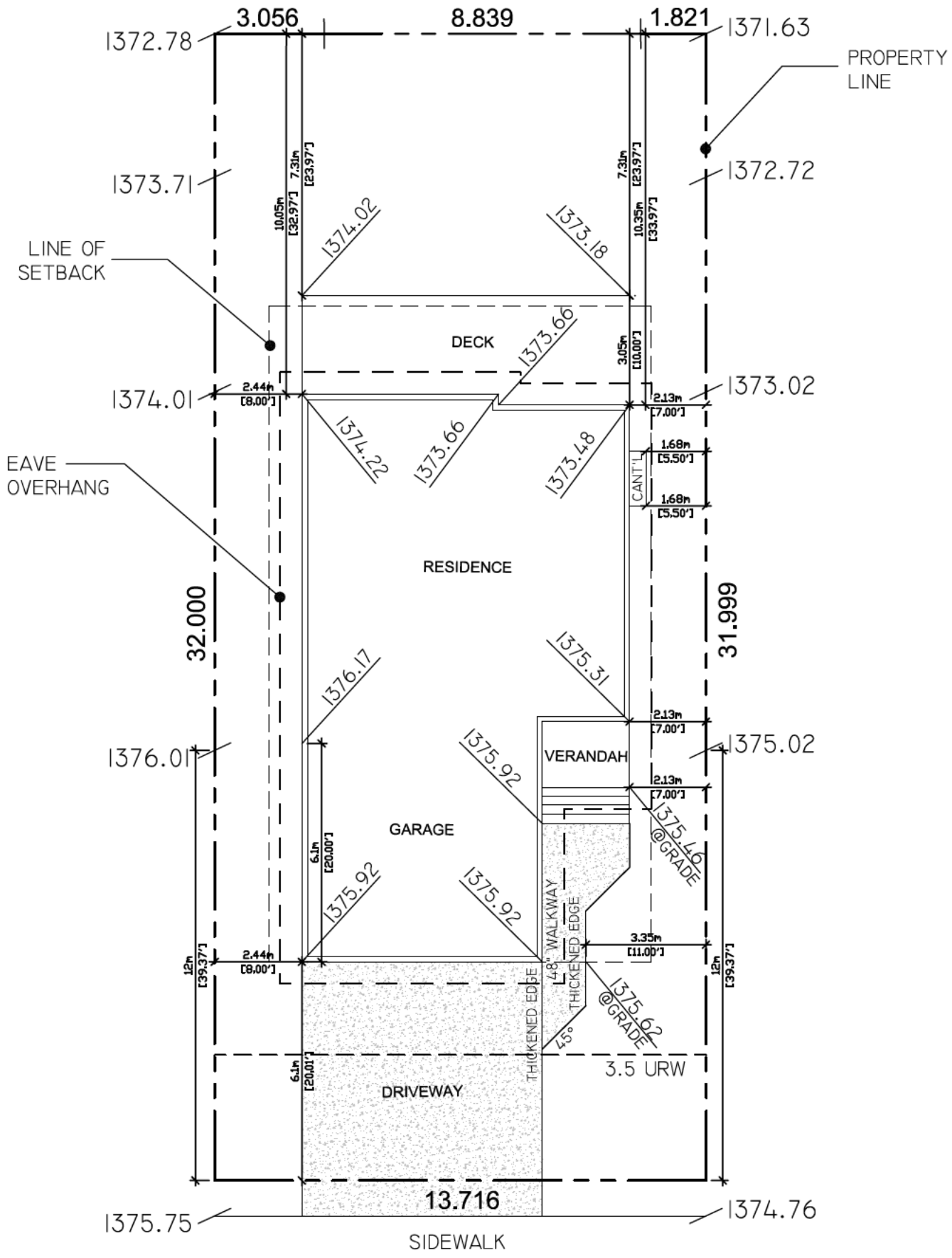
G11

CONCRETE AREAS



FRONT WALKWAY: 9.17 SQ.M. 99 SQ.FT.
 DRIVEWAY: 47.54 SQ.M. 512 SQ.FT.


LOT COVERAGE

LOT AREA: 438.91 SQ.M.
 BUILDING COVERAGE: 158.81 SQ.M.
 (%) COVERAGE: 36.18%



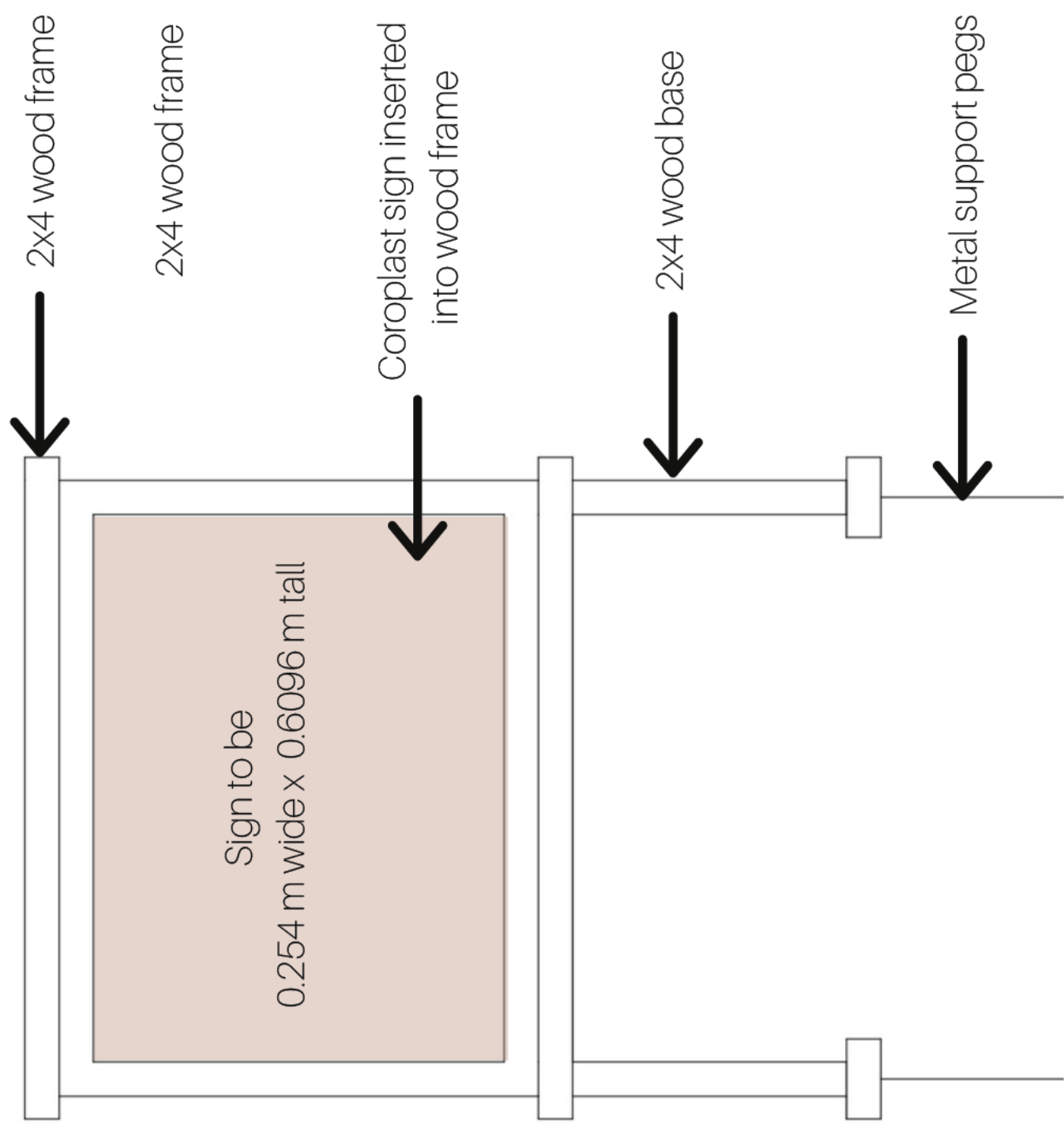
25 AVENUE

-  NON-VENTED SOFFIT
-  CONCRETE

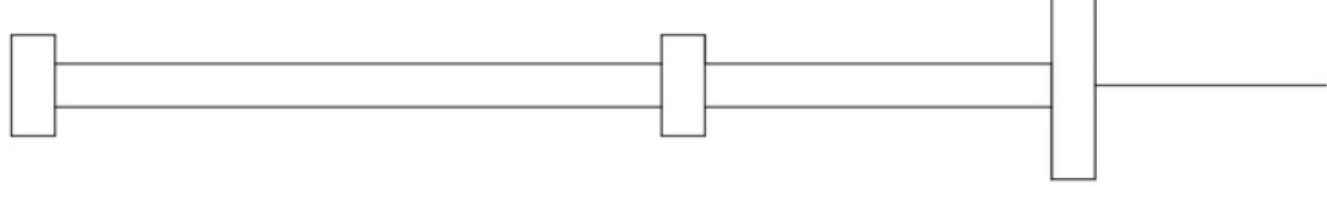
| | |
|--|------------------------|
|  | JOB NO: AR-8630 |
| | SAN: 1372.62 |
| | BOTTOM OF FTG: 1373.69 |
| | SCALE: 1=150 METRIC |

LOT - 37 BLOCK - I PLAN - 221 0833
 8630 25 AVENUE



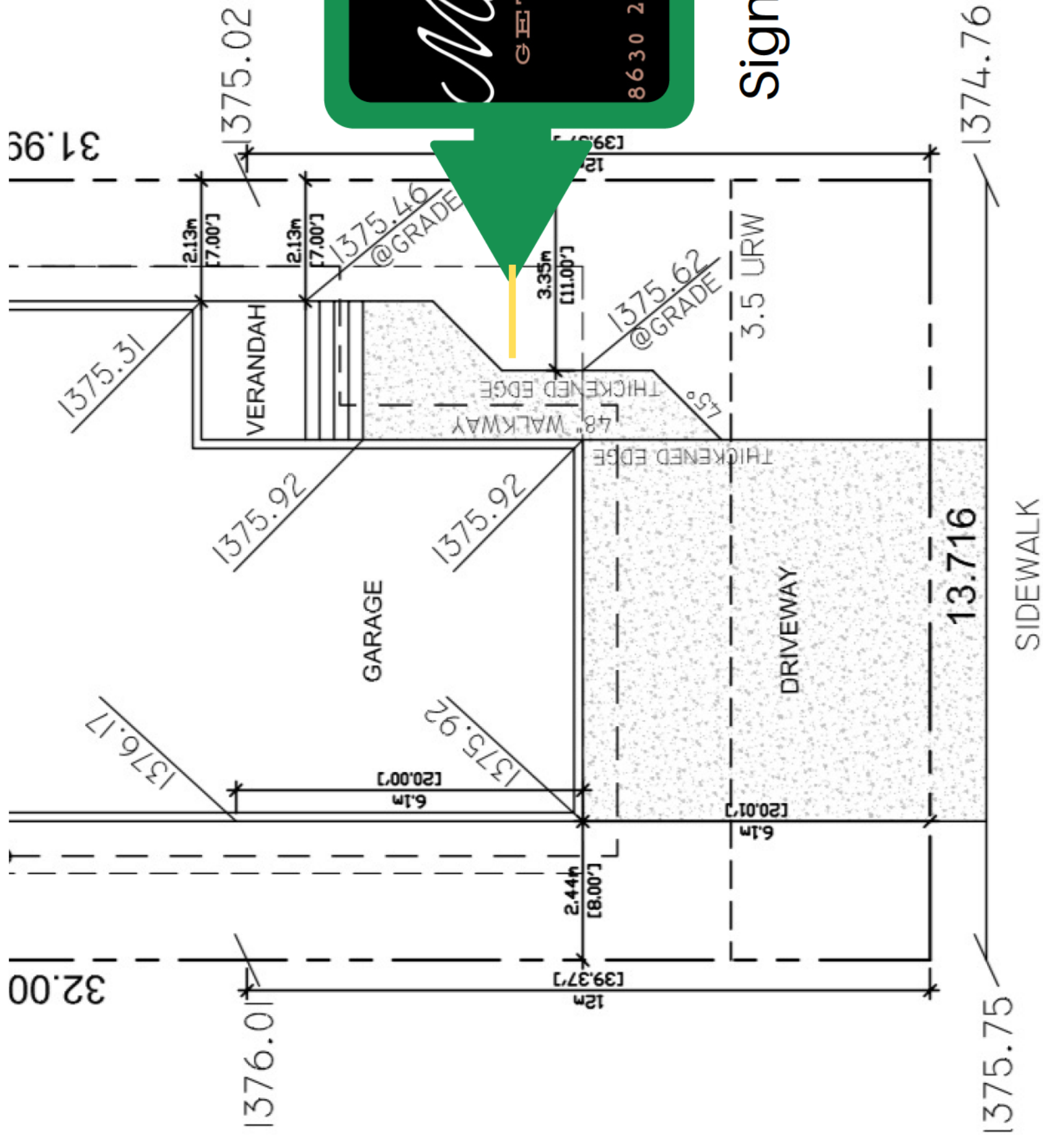


Front of sign



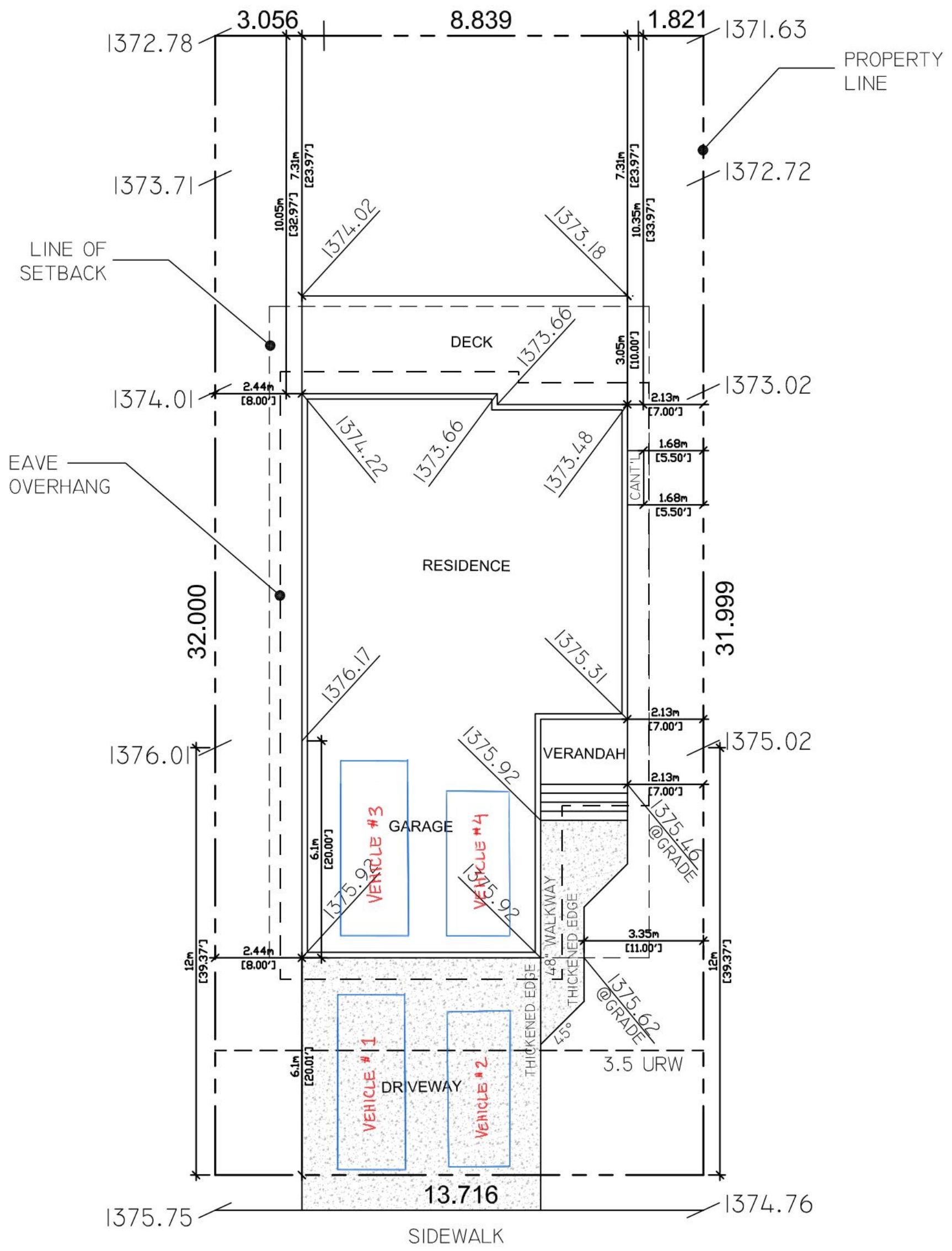
Side view

Signage for tourist home 8630 25th Ave. Coleman, AB.



Sign location


Signage for tourist home 8630 25th Ave. Coleman, AB.



25 AVENUE

-  NON-VENTED SOFFIT
-  CONCRETE



| | |
|--|------------------------|
|  | JOB NO: AR-8630 |
| | SAN: 1372.62 |
| | BOTTOM OF FTG: 1373.69 |
| | SCALE: 1=150 METRIC |

LOT - 37 BLOCK - I PLAN - 221 0833
 8630 25 AVENUE

- 10.3 The Development Officer may refer any application for a permitted use or a variance that is within their variance authority, to the Municipal Planning Commission for a decision.

11 DISCRETIONARY USES

- 11.1 Upon receipt of a completed application for a development permit for a discretionary use (except as may be otherwise provided for in this Bylaw) or for variances assigned to the Municipal Planning Commission, the Development Officer shall process the application for a decision by the Municipal Planning Commission at its next available meeting, within the timelines prescribed in the Act.

Delegation of Authority to the Development Officer

General

- 11.2 In addition to the authority otherwise assigned to it in this Bylaw, the Development Officer is authorized, but not required, to decide upon and either approve or refuse the following discretionary uses development permit applications which are otherwise assigned to the Municipal Planning Commission:
- (a) a discretionary use application for a new Manufactured Home that replaces an existing Manufactured Home in any district where a Manufactured Home is listed as a discretionary use;
 - (b) a discretionary use application for an “Accessory Building or Use” for each unit in a Tourist Accommodation for which the Municipal Planning Commission previously approved a Comprehensive Site Development Plan that allows in principle a discretionary use “Accessory Building or Use” on each unit, in any district where an “Accessory Building or Use” is listed as a discretionary use in a Tourist Accommodation;
 - (c) a discretionary use application for a Tourist Home or a Short-Term Rental / Bed & Breakfast that meets all the applicable minimum standards (i.e. the application does not propose a variance from an applicable minimum standard established in this Bylaw), and further provided that the Development Officer shall refuse a discretionary use application for a Tourist Home or a Short-Term Rental / Bed & Breakfast that proposes such a variance (i.e the Development Officer does not need to bring such an application to the Municipal Planning Commission for refusal);
 - (d) a discretionary use application for a Secondary Suite that meets all the applicable minimum standards (i.e the application does not propose a variance from an applicable minimum standard established in this Bylaw) or that proposes a variance to a standard that is within the Development Officer’s variance authority established here or elsewhere in this Bylaw, including a maximum 10% variance to the maximum habitable floor area (which is the maximum variance authority of the Municipal Planning Commission as established in the Bylaw), and further provided that the Development Officer shall refuse a discretionary use application for a Secondary Suite that proposes to exceed the maximum 10% variance authority of the Municipal Planning Commission to the maximum habitable floor area (i.e. the Development Officer does not need to bring such an application to the Municipal Planning Commission for refusal);
 - (e) a discretionary use application for a Home Occupation – Class 2 that meets all the applicable minimum standards (i.e. the application does not propose a variance from the applicable minimum standards established in thus Bylaw);
 - (f) a development permit application for a discretionary use Moved-In Building or a discretionary use Moved-In Dwelling to place a type of building that is listed as a

- (b) a variance to the maximum lot coverage ratio of a Single-Detached Dwelling (with an attached garage) in the R-1 District up to a percentage that is equal to the combined potential maximum lot coverage ratios for a Single-Detached Dwelling and all Accessory Buildings, on the condition that a detached Accessory Building does not exist or has not been approved on the subject property;
 - (c) a variance to allow tandem parking for a Tourist Home, a Short-Term Rental / Bed & Breakfast, a Secondary Suite, or a Home Occupation – Class 2, provided that no portion of a parked vehicle shall overhang a curb and gutter or a sidewalk or any portion thereof.
- 14.3 The Municipal Planning Commission may exercise a discretion relative to variances in respect of the following matters:
- (a) The Municipal Planning Commission **may** approve a variance:
 - (i) that exceeds 50 percent of each yard setback standard established in this Bylaw;
 - (ii) that exceeds 20 percent of any other measurable standard established in this Bylaw;
 - (iii) in order to bring into compliance with this Bylaw a non-conforming building or use that was established or commenced subsequent to the above stated dates for each community;
 - (iv) only in the GCR-1 and NUA-1 Districts, and only relative to the number of on-site customer visits, the outdoor storage of materials, commercial vehicles or heavy equipment, and the number of employees outside of members of the household who reside on the premises, the Development Authority may vary the standards for a Home Occupation – Class 2 in order to allow a small business start-up until the business requires relocation to a commercial or industrial District, to the extent that, in the sole discretion of the Development Authority, the Home Occupation would be compatible with the neighbourhood;
 - (b) Notwithstanding the above, the Municipal Planning Commission **shall not** approve a variance of a measurable standard established in this Bylaw, as specified below or as stated in:
 - (i) the parking requirement for a Tourist Home and a Short-Term Rental / Bed & Breakfast in any District that is not within the Historic Commercial Areas Overlay District;
 - (ii) the separation distance for a Tourist Home in the in the R-1 to R-5 Districts;
 - (iii) the maximum occupancy of a Tourist Home and a Short-Term Rental / Bed & Breakfast in any land use district;
 - (iv) the number of rental units in a Tourist Home in any land use district other than the Retail Commercial C-1 District;
 - (v) the number of Tourist Homes on a property in any land use district;
 - (vi) the parking requirement for and/or not more than 10% of the maximum habitable floor area of a Secondary Suite;
 - (vii) the maximum number of sleeping units in a Work Camp;
 - (viii) the maximum lot coverage ratio for Accessory Buildings for the purpose of accommodating a Secondary Suite, Detached;

- (k) to require, relative to a temporary development permit, the cessation and removal from the property of any improvements associated with the temporary development permit upon its expiry, the posting of a refundable security deposit to ensure its cessation and removal, and the implied consent and default agreement from the landowner or applicant upon accepting the issuance of a temporary development permit whereby the Municipality shall not be liable for any costs involved in the cessation or removal of any development at the expiration of the temporary development permit;
 - (l) to require that the landowner or applicant provide to the Development Officer copies of applications for, or copies of, permits issued under the Safety Codes Act to demonstrate that such applications or permits are consistent with the development permit issued for the proposed development;
 - (m) to specify the timing of the completion of any part of the proposed development.
- 19.3 Minor details of the conditions imposed upon a development permit may be revised, upon request from the applicant and landowner or upon the Development Officer's initiative as deemed necessary and applicable, pursuant to section 24 of the land use bylaw.

20 DECISION AND NOTIFICATION OF DEVELOPMENT PERMIT

- 20.1 The Development Authority shall decide on a development permit application within the timeline prescribed in the Act.
- 20.2 A decision on a development permit is deemed to have been made on the date that it is put into writing.
- 20.3 Notification of decisions on development permit applications are to be made in the following manner:
- (a) When the Development Officer has made a decision on a permitted use development permit application that conforms in all respects to the provisions of this Bylaw, the Development Officer **may notify** the public by publishing a notice in any manner that is deemed appropriate in accordance with an applicable Municipal policy or bylaw.
 - (b) When the Development Authority has made a decision on a permitted use development permit application in which the provisions of the Land Use Bylaw were relaxed or varied or where there is a possibility of the provisions having been misinterpreted, or has made a decision on a discretionary use development permit application, with or without a variance to a development standard, the Development Officer shall, on the same day the decision is made, notify, as may be applicable, the applicant, the landowner of the subject parcel (if not the same as the applicant), adjacent landowners and any other person that the Development Officer deems likely to be affected by the decision, in one of the following manners:
 - (i) by mail, or
 - (ii) by placing an advertisement in a local newspaper circulating in the municipality, or
 - (iii) by posting a notice in a conspicuous place on the property, or
 - (iv) a suitable alternative in accordance with the provisions of the Municipal Government Act, or an applicable municipal policy or bylaw, including email, or
 - (v) any combination of the above.
 - (c) In the case of a refusal of a development permit, the Development Officer **shall notify** the persons who would have been notified had the development permit been approved.

20.4 A notice of decision on a development permit application shall include:

- (a) the street address and legal description of the subject property;
- (b) the nature of the proposed development or use shown on a site plan (if applicable);
- (c) if applicable, the location and/or extent of any variances, shown on a site plan;
- (d) if applicable, the nature of any conditions that are attached to the permit;
- (e) if applicable, the reasons for refusing an application; and
- (f) if applicable, the date by which the legislated 21-day appeal period expires and by which any person who has grounds to appeal must file a notice of appeal, and whether the appeal lies with the local Subdivision and Development Appeal Board or the Land and Property Rights Tribunal.

21 APPEALS

21.1 Any person affected by a decision of, or an order, issued by the Development Authority or by the Development Authority's failure to make a decision within the legislated timeline, has the right, pursuant to the Municipal Government Act, to appeal said decision, order or failure in accordance with the relevant provisions of the Act.

21.2 An appeal shall be commenced by serving a written notice of the appeal to the Subdivision and Development Appeal Board or the Land and Property Rights Tribunal, as the case may be, and the reasons for it in accordance with the relevant provisions of the Municipal Government Act within 21 days after the written decision is given or the order is made or the date on which the legislated timeline or extension expires.

21.3 Any person affected by a decision of an appeal body may appeal such decision to the Court of Appeal in accordance with the relevant provisions of the Act.

21.4 Upon receiving an appeal, the Subdivision and Development Appeal Board shall notify those persons that are required to be notified of an approval or a refusal of a development permit.

22 VALIDITY AND CONTINUANCE OF A DEVELOPMENT PERMIT

Validity

22.1 Notwithstanding the issuance of a Notice of Decision regarding a development permit application, a development permit is not valid, shall not be issued and development shall not commence:

- (a) until an appeal period, excluding an appeal period to the Court of Appeal, has expired and no appeal was made, if applicable; or
- (b) if an appeal, excluding an appeal to the Court of Appeal, is made, until the appeal is decided upon and rendered; and
- (c) until all conditions of the development permit, except those conditions of a continuing nature, have been met or fulfilled to the Development Officer's satisfaction.

22.2 A Notice of Decision to approve a development permit application with conditions that must be satisfied prior to the issuance of the development permit shall remain effective for a period of six months and shall then expire and shall be deemed null and void unless the person to whom the Notice of Decision was issued continues to collaborate with the Development Authority to satisfy or complete the conditions.



RESIDENTIAL – R-1

PURPOSE: *To provide for a residential environment with the development of predominantly Single-Detached Dwellings while providing opportunities for additional land uses.*

1. PERMITTED USES

- Accessory Building or Use up to 72.8 m² (784 ft²), not in the front yard of the principal building and/or not prior to the establishment of the principal building or use
- Day Home
- Exploratory Excavation / Grade Alteration / Stockpiling
- Home Occupation – Class 1
- Private Utility – except freestanding Solar Collector and freestanding Small Wind Energy Conversion System
- Secondary Suite, Attached
- Sign – Types:
 - Home Occupation
 - Subdivision Entrance
 - Subdivision or Development Marketing
- Single-Detached Dwelling

DISCRETIONARY USES

- Accessory Building or Use up to 72.8 m² (784 ft²) in the front yard of the principal building and/or prior to the establishment of the principal building or use
- Accessory Building or Use over 72.8 m² (784 ft²)
- Canvas Covered Structure
- Day Care Facility
- Duplex / Semi-Detached Dwelling
- Home Occupation – Class 2
- Manufactured Home
- Moved-In Building
- Moved-In Dwelling
- Private Utility – freestanding Solar Collector and freestanding Small Wind Energy Conversion System
- Secondary Suite, Detached
- Short-Term Rental / Bed & Breakfast
- Tourist Home

2. MINIMUM LOT SIZE – see Schedule 4 section 16

| Use | Width | | Length | | Area | |
|--|--|----|--------|-----|----------------|-----------------|
| | m | ft | m | ft | m ² | ft ² |
| Single-Detached Dwelling | 13.7 | 45 | 30.5 | 100 | 418.1 | 4,500 |
| Duplex / Semi-Detached Dwelling (per building – i.e. for two units) | 15.3 | 50 | 30.5 | 100 | 465.0 | 5,000 |
| All other uses | As approved by the Subdivision Authority | | | | | |
| Corner lots | See Schedule 4 | | | | | |

3. MINIMUM PRINCIPAL BUILDING YARD SETBACKS

| Use | Front Yard | | Side Yard | | Rear Yard | |
|--------------------|--|---|-----------|----|-----------|----|
| | m | ft | m | ft | m | ft |
| All principal uses | 6.1 to property line or 6.5 to back of existing or future public walkway or 7.5 to back of public curb | 20 to property line or 21.33 to back of existing or future public walkway or 7.5 to back of public curb | 1.5 | 5 | 7.6 | 25 |



4. MINIMUM ACCESSORY BUILDING YARD SETBACKS

- Front Yard – the actual front yard setback of the principal building
- Side Yard, where building does not contain a Secondary Suite – 0.6 m (2 ft)
- Side Yard, where building contains a Secondary Suite – 1.5 m (5 ft)
- Rear Yard, where building does not contain a Secondary Suite – 0.6 m (2 ft)
- Rear Yard, where building contains a Secondary Suite – 1.5 m (5 ft)

5. MAXIMUM LOT COVERAGE RATIO

- Principal building, except Duplex / Semi-Detached Dwelling – 35%
- Duplex / Semi-Detached Dwelling (on one certificate of title) – 45%
- Accessory buildings, except on a Duplex / Semi-Detached Dwelling lot – 15%
- Accessory building on a Duplex / Semi-Detached Dwelling lot – 5%

6. MAXIMUM BUILDING HEIGHT

- Principal building, up to two-storey, no walkout basement – 10.0 m (32.8 ft)
- Principal building, two-storey walk-out basement – 13.0 m (42.7 ft)
- Secondary Suite, Detached (above garage) – 7.5 m (24.6 ft)
- Secondary Suite, Detached (stand-alone structure) – 5.0 m (16.4 ft)
- Other accessory buildings – 5.0 m (16.4 ft)

7. MINIMUM HABITABLE FLOOR AREA OF PRINCIPAL BUILDING

- Single-Detached Dwelling – 102 m² (1,100 ft²) habitable floor area

8. STANDARDS OF DEVELOPMENT – See Schedule 4.

9. OFF-STREET PARKING AND LOADING – See Schedule 6.

10. RELOCATION OF BUILDINGS – See Schedule 7.

11. CRITERIA FOR HOME OCCUPATIONS – See Schedule 8.

12. MANUFACTURED HOME DEVELOPMENT STANDARDS – See Schedule 9.

13. STANDARDS FOR SECONDARY SUITES – See Schedule 15.

14. STANDARDS FOR SHORT-TERM RENTAL/BED & BREAKFAST AND TOURIST HOME – See Schedule 17.

15. DEFINITIONS – See Schedule 18.

Table 1
MINIMUM OFF-STREET PARKING SPACES

| PROPOSED USE | PARKING SPACES REQUIRED * |
|--|---|
| Residential, except in the CM-1 District | |
| Apartment and Multi-Unit Residential Building | 1.75 per dwelling unit containing 2 or more bedrooms 1.25 per dwelling unit containing no more than 1 bedroom |
| Seniors Supportive Housing Facility | 0.5 per accommodation unit |
| Secondary Suite | 1.0 per secondary suite |
| All Other Residential Uses | 2 per dwelling unit |
| Commercial, except in the CM-1, UTAR, and NUTAR Districts | |
| Retail – Store, Small | 1 per 45.1 m ² (485 ft ²) net floor area (NFA) ** |
| Retail – Store, Large | To be determined by the recommendations of a traffic engineering review |
| Service Station and Automobile or Equipment Repair | 1 per 45.1 m ² (485 ft ²) NFA; minimum 6 spaces per development |
| Office and Personal Service | 1 per 60.0 m ² (645 ft ²) NFA |
| Food and/or Beverage Service | 1 per 5 seats or 1 per 12.0 m ² (130 ft ²) NFA, whichever is greater, plus 1 space per 2 employees |
| Motel | 1 per guest room |
| Hotel | 1 per guest room |
| Drive-in Food Service | As for Food and/or beverage service , but with a minimum of 10 spaces per development |
| Auto Sales and Service | 1 per 49.7 m ² (535 ft ²) of site area |
| Short-Term Rental / Bed & Breakfast | 1 per 4 guests in addition to parking required for the principal use. Parking for all principal use and guest vehicles, including recreation vehicles, utility trailers and ATV trailers shall be accommodated on the subject property, and the parking of all principal use and guest vehicles, including recreation vehicles, utility trailers and ATV trailers shall not be allowed on the street, regardless of the provisions in other municipal bylaws (e.g. for landowner on-street parking or the recreational vehicle of the landowner). The Development Authority shall not approve a variance to the off-street parking standard for a Short- Term Rental / Bed & Breakfast in any District that is not within the Historic Commercial Areas Overlay District. |
| Tourist Home | 1 per 4 guests. Parking for all vehicles, including recreation vehicles, utility trailers and ATV trailers shall be accommodated on the subject property, and the parking of all vehicles, including recreation vehicles, utility trailers and ATV trailers shall not be allowed on the street, regardless of the provisions in other municipal bylaws (e.g. for landowner on-street parking or the recreational vehicle of the landowner). The Development Authority shall not approve a variance to the off-street parking |

STANDARDS FOR SHORT-TERM RENTAL / BED & BREAKFAST AND TOURIST HOME

1. DEFINITIONS

- 1.1 **Short-Term Rental / Bed & Breakfast** means the operation of short-term commercial accommodation within a dwelling unit, including a Secondary Suite or a room(s) in or a portion of a dwelling unit for a period not exceeding 30 days, and the owner of the property is required to occupy the dwelling unit as their primary residence and be present on the premises during the operation of the Short-Term Rental / Bed & Breakfast. Refer to the definition of Primary Residence. Short-Term Rental / Bed & Breakfast does not include a boarding house, hotel, hostel, motel, or Tourist Home.
- 1.2 **Tourist Home** means the operation of short-term commercial accommodation within a dwelling unit where the entire property is rented to only one reservation at a time for a period not exceeding 30 days and the owner of the property is not required to occupy the dwelling unit as their primary residence. Refer to the definition of Primary Residence. Tourist Home does not include a boarding house, hotel, hostel, motel, or Short-Term Rental / Bed & Breakfast.
- 1.3 **Tourist Home Rental Unit** means the building or portion thereof and the entire premises contained in a certificate of title that are rented as a single reservation to a party who occupies either the entire building or a portion thereof and the entire premises for the rental period.
- 1.4 **Primary Residence** means the residence where a person normally resides and has control and management of the property by a form of ownership.

2. STANDARDS

2.1 General Standards

- (a) A Short-Term Rental / Bed & Breakfast and a Tourist Home may be allowed only in a land use district where Short-Term Rental / Bed & Breakfast and/or Tourist Home are specifically listed as uses – no other uses in any district shall be interpreted to be “similar uses”.
- (b) The Development Officer shall maintain an inventory by civic address and/or map of all Short-Term Rental / Bed & Breakfast and Tourist Home operations that have been issued a development permit and a business license. This inventory shall inform the Development Authority’s decision in the case of discretionary use applications.
- (c) The Development Officer shall notify the owners of all adjacent properties as well as those within 100 metres (328 ft) of the subject property on both sides of the street in which the subject property is located of the Development Authority’s decision to approve a discretionary use Short-Term Rental / Bed & Breakfast or Tourist Home.
- (d) The operator of a Short-Term Rental or Tourist Home shall be made aware through the issuance of a development permit of their responsibility to comply with federal and provincial legislation (e.g. Alberta Health, the Safety Codes Act, and Fire Code regulations) and other municipal bylaws [e.g. the Community Standards Bylaw regarding the control of wildlife attractants (e.g. by providing a bear proof garbage receptacle), restrictions on noise, loud music or other disturbances, fire bans, and the requirement to obtain a business license under the Business License Bylaw).

2.2 Separation Distance

- (a) There shall be a minimum separation distance of 200 m between Tourist Homes in the Residential R-1 to R-5 land use districts.
- (b) The 200 m separation distance shall be measured from points located on the property lines in closest proximity to each other between two Tourist Homes.
- (c) The Development Authority shall not approve a variance to the 200 m separation distance.

2.3 Maximum Occupancy and Number of Rental Units shall be determined as follows:

(a) for a Short-Term Rental / Bed & Breakfast:

- (i) The Developmental Authority shall not approve a development permit for both a Short-Term Rental / Bed & Breakfast and a Tourist Home on the same property.
- (ii) During all times that a Short-Term Rental / Bed & Breakfast is rented to guests, the landowner shall occupy either the principal dwelling unit or a portion thereof or a Secondary Suite or one of the Duplex / Semi-Detached Dwelling units on the property from where a Short-Term Rental / Bed & Breakfast is operated.
- (iii) A Short-Term Rental / Bed & Breakfast operation may offer for rent more than one rental unit in the operation in accordance with the definition established in this Schedule, subject to complying with the parking requirements and restricting occupancy to two guests per bedroom including one bonus room (e.g., the living room with pull-out couch). The Development Authority shall not approve any variance to the maximum occupancy standard or the off-street parking standard for a Short-Term Rental / Bed & Breakfast.

(b) for a Tourist Home:

- (i) The Developmental Authority shall not approve a development permit for both a Tourist Home and a Short-Term Rental / Bed & Breakfast on the same property.
- (ii) In the R-1 to R-5, CSV, CRV, GCR-1 and NUA-1 land use districts, the Development Authority shall not issue a development permit for more than one Tourist Home rental unit as defined in this Bylaw per certificate of title, regardless of the number of approved dwelling units on the parcel (e.g. a Single-Detached Dwelling, a Secondary Suite, a Duplex / Semi-Detached Dwelling, a Multi-unit Residential Building or an Apartment Building).
- (iii) On a parcel in any land use district except the C-1 and C-2 districts where a development permit for a Secondary Suite had previously been issued, the Development Authority shall, as conditions of approval:
 - (A) require that those portions of the building and premises that are not rented as part of the approved Tourist Home rental unit (e.g. either the Single-detached Dwelling or the Secondary Suite), shall remain unoccupied during the rental period of the Tourist Home; and/or
 - (B) require that the building or portion of the building that is designed as a Secondary Suite shall not be operated as a Secondary Suite unless the development permit for a Tourist Home is surrendered and revoked; and/or;
 - (C) require that the entire property / building is rented as one Tourist Home rental unit for a single reservation.

- (iv) On a parcel in any land use district except the C-1 and C-2 districts where the principal building is a Duplex / Semi-Detached Dwelling owned under a single certificate of title, the Development Authority shall, as a condition of approval, require that both units in the Duplex / Semi-Detached Dwelling are rented as one Tourist Home rental unit for a single reservation pursuant to the Tourist Home maximum occupancy standards established in this Bylaw for the applicable land use district, and that the separate rental of one or both Duplex / Semi-Detached Dwelling units under the *Residential Tenancies Act* shall require that the development permit for a Tourist Home is surrendered and revoked.
- (v) A Tourist Home in any land use district where it is listed as a use shall comply with the maximum occupancy standards stated in the **table below**, in addition to the applicable parking standards. The maximum occupancy shown in the table below is the maximum number of guests over the age of two that may be advertised for rental accommodation, subject to the ability to accommodate the off-street parking requirement as stated in Schedule 6 and a maximum of 2 guests per bedroom including one bonus room (e.g., the living room with pull-out couch). The Development Authority shall not approve any variance to the maximum occupancy standard or the off-street parking standard for a Tourist Home.

| Land Use District | Maximum Occupancy |
|---|---|
| Residential R-1 to R-5 | 6 |
| CSV and CRV | 8 |
| Grouped Country Residential – GCR-1 Non-Urban Area – NUA-1 Retail Commercial – C-1 Drive-In Commercial – C-2 | Based on the number bedrooms and the site conditions to comply with the off-street parking requirements |

(c) **for Short-Term Rental / Bed & Breakfasts and Tourist Homes**

- (i) The number of rental unit(s) and bedrooms in and the maximum occupancy of the Short-Term Rental / Bed & Breakfast or the Tourist Home, as provided for in this Schedule, shall be stated on the application form and included as a condition of approval in the development permit. The Development Authority may limit the number of rental units and/or reduce the maximum occupancy of a Short-Term Rental / Bed & Breakfast or a Tourist Home established in the above standards on a case-by-case basis, based on considerations stated in this Schedule.

2.4 **Recreational Vehicles:** A recreational vehicle shall not be used as accommodation for the landowner / operator, other residents of the property or for the guests in a Short-Term Rental / Bed & Breakfast or a Tourist Home.

2.5 **Parking**

- (a) The off-street parking standards for a Short-Term Rental / Bed & Breakfast or Tourist Home shall be in accordance with Schedule 6, Section 8 of this Bylaw, and the parking of all vehicles, including recreation vehicles, utility trailers and ATV trailers shall not be allowed on the street, regardless of the provisions in other municipal bylaws (e.g. for landowner on-street parking or the recreational vehicle of the landowner).

- (b) The Development Authority shall not approve a variance to the off-street parking standard for a Short-Term Rental / Bed & Breakfast or a Tourist Home in any District that is not within the Historic Commercial Areas Overlay District.
- (c) In the R-1 to R-5, CSV and CRV land use districts, the vehicles of guests visiting the renting guests of a Short-Term Rental / Bed & Breakfast or a Tourist Home may be parked on the street for the duration of the visit, subject to other provisions in this Schedule.

2.6 Guests Visiting Renters

- (a) In the R-1 to R-5, CSV and CRV land use districts, guests visiting the renting guests of a Short-Term Rental / Bed & Breakfast or a Tourist Home shall not exceed the number of people that can be reasonably accommodated in two passenger vehicles including a mini-van, and such visitors shall not become *de facto* renters or occupants of the Short-Term Rental / Bed & Breakfast or the Tourist Home, i.e. the guests shall not be allowed to stay overnight in the rental unit.

2.7 Work Crews and Home Occupation – Class 2

- (a) In the R-1 to R-5, CSV, CRV, GCR-1, and NUA-1 land use districts, a Short-Term Rental / Bed & Breakfast or a Tourist Home shall not be rented for any period of time to or occupied by a person or by a work crew, where such person or work crew:
 - (i) requires bringing a commercial vehicle (other than a standard passenger vehicle/truck which is the person's employment vehicle) or equipment to the premises; or
 - (ii) requires using the premises for any portion of an occupation that is reasonably categorized as a business, including a Home Occupation – Class 2 (except the landowner who has complied with the provisions of this Bylaw regarding Home Occupations).

2.8 Advertising and Apprising Renters and Guests of the Applicable Rules

- (a) The Short-Term Rental / Bed & Breakfast development permit owner shall provide their personal contact information to the Development Officer. The Tourist Home development permit owner shall provide to the Development Officer the name and phone number of a local person (an adult) who can respond to any complaints in person within a 30-minute contact time), and who is authorized to act as their representative. The owner of the Short-Term Rental / Bed & Breakfast operation or the Tourist Home shall be required as a condition of approval to keep this information up to date throughout the lifetime of the Short-Term Rental / Bed & Breakfast or Tourist Home operation.
- (b) The Short-Term Rental / Bed & Breakfast or Tourist Homeowner shall post their development permit number and business license number and the approved number of rental units and the maximum occupancy on all of their advertisements of the rental property as a condition of development permit approval.
- (c) The operator of a Short-Term Rental / Bed & Breakfast or a Tourist Home shall make available to their guests a copy of this Schedule, the Community Standards Bylaw, the Fire and Rescue Services Bylaw, and shall ensure that guests are aware of and adhere to the rules established in those bylaws and posted fire bans in the area – albertafirebans.ca.

2.9 Signage

- (a) The landowner of the property on which a development permit for a Short-Term Rental / Bed & Breakfast or Tourist Home is applied for shall be required as part of submitting a complete development permit application and as a condition of the development permit to provide and maintain:
 - (i) In a residential district, one Home Occupation, Tourist Home and Short-Term Rental / B&B Sign between 0.18 m² (3 ft²) and 0.72 m² (8 ft²), that shall not extend more than 1.5metres (5ft) above grade and shall be located in the front yard visible to the public; and
 - (ii) in a commercial district, a sign to the Development Officer's satisfaction.

2.10 Compatibility with Neighbouring Parcels of Land

- (a) The operation of a dwelling unit in a residential land use district as a Short-Term Rental / Bed & Breakfast or Tourist Home shall not alter or detract from the appearance or use of the subject property as a residential property, or from the general character of the immediate residential neighbourhood, and shall not unduly interfere with the amenities of the residential neighbourhood or materially interfere with or affect the use, enjoyment, or value of neighbouring parcels of land.
- (b) In the R-1 to R-5, CSV, CRV, GCR-1 and NUA-1 land use districts, the Development Authority may deny a discretionary use development permit application for a Short-Term Rental / Bed & Breakfast or a Tourist Home, including for, but not limited to, the reason that other Short-Term Rentals / Bed & Breakfasts, Tourist Homes or Home Occupations – Class 2 had previously been approved in the immediate neighbourhood and that the addition of another in the same area will, in the sole discretion of the Development Authority, unduly interfere with the amenities of the neighbourhood or will materially interfere with or affect the use, enjoyment, or value of neighbouring parcels of land – for example, as a result of concerns related to expected additional traffic volume, parking of vehicles, late night noise, etc.

3. TEMPORARY NATURE AND EXPIRY OF A SHORT-TERM RENTAL / BED & BREAKFAST AND TOURIST HOME DEVELOPMENT PERMIT

- 3.1 The development permit for a Short-Term Rental / Bed & Breakfast or Tourist Home shall be temporary, and the period for which it shall be valid and during which the use may be operated shall coincide with the period during which:
 - (a) the original applicant for and holder of the development permit continues to be the landowner; and
 - (b) the landowner holds an active Business License; and
 - (c) the development permit complies with the standards established in this Schedule, as these standards may be amended from time to time.
- 3.2 For greater clarity:
 - (a) In the event that the property is transferred to a third party the development permit shall expire, and a new development permit application by the new landowner shall be required to continue the use; and
 - (b) if the Business License lapses, is transferred to another person, or is revoked for any reason, the development permit shall expire, and a new application shall be required to reinstate the development permit and subsequently the business license; and



- (c) at the annual renewal of the business license, if this Bylaw has been amended regarding the standards for Short-Term Rentals / Bed & Breakfast or Tourist Home since the initial issuance of the development permit or since the previous business license was issued, the initial development permit shall expire and the applicant for the business license is required to obtain a new or revised development permit in compliance with the revised standards – i.e. a “non-conforming” Short-Term Rental / Bed & Breakfast or Tourist Home shall not be operated without renewing the development permit to comply with amended standards and conditions.

4. CONTRAVENTIONS, FINES AND PENALTIES

- 4.1 Contraventions/violations of this or any other municipal bylaw by the operator of a Short-Term Rental / Bed & Breakfast or a Tourist Home or by their guests shall result in the issuing of fines and penalties to the perpetrator (i.e. either the landowner or the guests as may be applicable), pursuant to the Fees Rates and Charges Bylaw. Refer to the Administration part of this Bylaw.