

# DEVELOPMENT PERMIT & APPEALS PROCESS

## CITY OF LLOYDMINSTER INFRASTRUCTURE SERVICES PLANNING & DEVELOPMENT

When applying for a Development Permit, the following is required:

- 1. If you are not the land owner, a letter of authorization is required.**
- 2. A detailed site plan at a minimum 1:200 showing maximum building footprint and ground levels (existing and proposed) , adjoining streets, properties, buildings, north arrow and containing and following information:**
  - Lot area in square meters,
  - Lot coverage (%),
  - Gross Floor Area in square meters,
  - All setbacks/yard dimensions in meters,
  - Number of parking stalls, loading spaces, accesses, layout dimensions, screening, curbing and surface treatment,
  - Off-site information as may be relevant to the design, adjacent buildings or proposed buildings,
  - Sidewalks,
  - Overhead and underground utilities, Location of all refuse and recycling bins.
- 3. All elevations to a minimum 1:100 scale including all of the following information:**
  - Site grading plans showing the proposed development, including principal residence, attached garage, landscaping including degree of slope away from the dwelling and garage (site grades, road grades and foundation grades),
  - Height in meters of all buildings,
  - Number of stories,
  - Exterior treatment on all elevations identifying materials and color,
  - Street elevations at a minimum 1:200 scale,
  - Sign detail.
- 4. Landscape plan(s) should include the following information:**
  - Clearly delineate the form of the landscape by defining the extent of lawns, planted areas, fencing and hard surfacing,
  - Show the locating and general description of species,
  - Show the location, size and general elements included,
  - Show the location, size and general elements included in the site amenity areas, such as seating areas or patios,
  - Provide information regarding the abutting neighborhood and site, context, impact on views, scale and relationship to development.

## DID YOU KNOW?

*Landscape plans are not required for residential lots.*

*All dimensions shall be in meters.*

*A Development Permit can become void if development has not showed progress for 6 months.*

*You have the right to appeal a refused Development Permit to the Development Appeals Board.*

### RELATED ITEMS:

[Letter of Authorization](#)

[Development Permit Application](#)



### DEFINITIONS:

**DEVELOPMENT:** The carrying out of any building, engineering, mining or other operations in, on over land or the making of any material change in the use of intensity of the use of any land or building.

### Permit Fees

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# DEVELOPMENT PERMITS & APPEAL PROCESS CONTINUED

## 5. The development Officer shall receive and consider all applications for a Development Permit and shall:

- Issue a Development Permit for those applications which constitute permitted uses in a district and conform with this Bylaw, the Act and all other City Bylaws
- Incorporate in the Development Permit for those and special regulations, performance standards or development standards with which the development shall comply and which are consistent with regulations in this Bylaw.
- Refer to Council, all application which constitutes discretionary uses.
- Issue a Development Permit for discretionary uses where the application has been approved by Council including any development standards prescribed by Council.
- Refer any application for development of permitted or discretionary uses to any municipal officer or department for comment if in his opinion it is appropriate.
- Notwithstanding the provision of Subsection 4(a) as per Zoning Bylaw, refer to Committee of Council any application which constitutes a permitted use if, in the Development Officer's opinion, utility services are not readily available to the land.
- Issue a Development Permit for those applications not specified in the list of permitted or discretionary uses in the district in which the development is proposed, but appear, in the Development Officer's opinion, to be similar in character and purpose to other permitted or discretionary uses in the said district.
- Refuse a Development Permit for any application which the Development Officers opinion, is not within the intent of this Bylaw or which falls outside the powers delegated to the Development Officer by this Bylaw. Refuse all other applications in writing stating the reason for refusal.

### Non Decision and Appeal:

An application for a Development Permit shall be deemed to be refused when decision thereon is not made on it by the Development Officer or the Council within forty (40) days after the receipt of the application in the complete and final form by the Development Officer and the person claiming to be affected may appeal in writing as provided for in **Part C, Section 9**, of the Zoning Bylaw as though he had received a refusal at the end of the period specified in this subsection.

When an appeal is made pursuant to **Part C Section 9** of the Zoning Bylaw, by a person claiming to be affected by the approval of an application for development, a Development Permit which has been granted shall not come into effect until the appeal has been determined and the permit confirmed, modified or nullified thereby.

### A Development Permit shall be void if:

- Development is not commenced and carried out within reasonable diligence within **twelve (12) months** from the date of issue or within such extended period that may be granted by Council
- At any time the development has been discontinued for a period of **six (6) months** or has not been actively carried on for a period of six (6) months
- When a Development Permit becomes void, a new application for a permit is required before a development may proceed. Such application shall be dealt with as if it was a first application and there shall be no obligation to approve such application on the basis that the previous application had been approved for that department.



### Permit Fees

Development Permit Residential: \$100.00		
Development Permit	Commercial/Industrial	Institutional
Under 500 m <sup>2</sup>	\$200.00	\$200.00
500 m <sup>2</sup> -1,000 m <sup>2</sup>	\$300.00	\$250.00
Over 1,000 m <sup>2</sup>	\$600.00	\$300.00
Development Appeals Application: \$50.00		