

## FEE SCHEDULE FOR PERMITS AND LICENCES

Residential development permit	\$	200.00
Residential accessory (e.g.: garage, deck, shed)	\$	160.00
Discretionary use (including residential; residential accessory with variance request to setback or oversize structures; commercial; home occupation; and home-based business permits)	\$	250.00
Light Industrial (e.g.: tank, farm, salvage yard)	\$	410.00
Heavy Industrial (e.g.: industrial plant, processing facility, aggregate processing)	\$	5,000.00
Gravel pit/granular extraction of any kind	\$	50,000.00
Application re: Existing approved gravel pit/granular extraction of any kind	\$	15,000.00
Gravel pit/granular extraction annual inspection fee	\$	2,000.00
Intensive Livestock Operations	\$	200.00
Business licence (new application)	\$	100.00
Business licence (annual renewal)	\$	50.00

A current certificate of title must accompany a development permit application. If you are unable to supply a current title, a \$20 charge will apply. In addition to the fees listed above, the applicant is responsible for all reasonable fees and expenses incurred by the County in review of this application, including but not limited to consultant fees.

Fees can be paid by credit card via the County's secure payment portal at [LSAC.ca/payments](https://LSAC.ca/payments), or in person at the County Administration Office located at 56521 Rge Rd 65 (1.5km east of Sangudo).

**Please Note: The penalty for starting a development without a permit is triple the regular fee.**

## DEVELOPMENT PERMIT APPLICATION REQUIREMENTS

1. A completed application form
2. A detailed site sketch with all setback measurements
3. Non-refundable application fee
4. Current (within 14 days of application date) certificate of title
5. Modular/manufactured (mobile) home: indicate size and year; include photographs of all four sides and floor plan. Mobile homes older than 20 years of age at the time of application will require a pre-inspection.
6. Signatures of ALL landowners
7. Moved-in house: indicate size and year, and include photographs of all four sides and floor plan
8. Approval from Alberta Infrastructure and Transportation, if required
9. Appropriate technical reports or testing, at the discretion of the development authority
10. Any additional information requested by the development authority

It is the responsibility of the applicant/landowner to obtain any provincial permits (safety code permits) that may be required for the development (building, electrical, gas, plumbing, private sewage). Such permits are to be obtained from Lac Ste. Anne County.

Any documentation (including personal information) required for processing an application will become public once submitted to the Municipal Planning Commission or the development authority for review and processing.

Box 219, 56521 Rge Rd 65, Sangudo AB T0E 2A0

T 780.785.3411 TF 1.866.880.5722 F 780.785.2985 E [devassistant@LSAC.ca](mailto:devassistant@LSAC.ca) W [LSAC.ca/planning](https://LSAC.ca/planning)

## IMPORTANT GENERAL INFORMATION

- A development permit is required for any building that is equal to or greater than 9.29 m<sup>2</sup> (100.0 ft<sup>2</sup>) in area (applies to outside dimensions). A building permit shall be required for Accessory Buildings that are 9.29 m<sup>2</sup> (100.0 ft<sup>2</sup>) or greater; except where exempted through Section 3.2 of the *Land Use Bylaw*.
- Applications are NOT considered complete until ALL of the required information has been provided. Please ensure that you have completed the application form accurately and clearly, and have enclosed payment. Lack of information may delay consideration of your application.
- If the property is owned by more than one landowner, ALL landowners must sign the application. If any landowner signatures are missing, the application will be deemed incomplete;
- Incomplete applications, including unpaid applications, will be held for 30 days for submission of additional documentation. After 30 days the application will be disposed of.
- Should additional information be required, you will be contacted directly by the Planning and Development department via phone, email, fax or regular mail.
- Please be aware that a decision can take up to 40 days as per our Land Use Bylaw. However, depending on the nature of the application, permits may be issued sooner.
- If you provided your email address on the development permit application form, you will receive your development permit by email ONLY unless you request a printed copy be mailed to you.
- You may pay application fees by cheque, cash, debit, Visa or MasterCard;
- It is the applicant's responsibility to ensure that all pages are received by the department. If sending by fax, please check your fax confirmation to confirm the number of pages sent were received;
- Developmental changes such as structural size, material quality, and completion of progressive homes under construction are just some factors that affect the market value, and will cause assessments to increase. If this applies to your property, you may want to make higher monthly tax installment payments earlier in the year to accommodate for potential tax increases on your next tax notice.
- A roadside development permit from Alberta Transportation is required for roadside developments within the development control zone (300 meters from provincial right-of-way or within 800 meters of the centerline of a highway and public road intersection). See description below or visit [alberta.ca/roadside-development-permits](http://alberta.ca/roadside-development-permits).

### **Alberta Transportation's Permitting and Referral System Roadside Planning Application Tracking Hub (RPATH)**

*To prepare for access to RPATH, users will require a valid MyAlberta Digital ID (MADI) account or MyAlberta Digital ID for Business (MADI-B) account. Individuals submitting an application require a MADI account. If you are applying on behalf of a business, municipality, or organization, a MADI-B account is required. Once your MADI or MADI-B account has been obtained, you can log in to RPATH with your MADI or MADI-B credentials to create a RPATH profile. This is required before an application or notice can be submitted or before a representative can be assigned to submit an application on your behalf.*

- Height of Buildings: No building shall be constructed that is higher than 8.2 metres (27.0 feet) or greater than the maximum height that can be effectively serviced through the local fire department.
- Signage Information: If your development includes the placement of advertising signs, please include a sketch of the sign showing the printing, the colours used, and the manner in which the sign is to be constructed.
- Business Information: For development within Hamlets (Urban Residential zoning), which are commercial in nature, you must also provide information on where the public and staff parking stalls are located.

## REGULATORY REQUIREMENTS FOR SURFACE DEVELOPMENT IN PROXIMITY TO ABANDONED WELLS

New buildings larger than 47 sq. m (500 sq. ft.) and additions to buildings that will as a result of the addition become larger than 47 sq. m (500 sq. ft.) must include documentation from the Energy Resources Conservation Board (ERCB) with this application.

You may obtain the information from ERCB's Abandoned Well Viewer, available on the [ERCB Website](#). If an abandoned gas or oil well is identified on the land that is the subject of the proposed development, the applicant must include a map that shows the actual well location, as identified in the field, and the setback established in ERCB Directive 079 in relation to existing or proposed building sites.

To obtain clarification about the information provided by the Abandoned Well Viewer, or if you do not have internet access, contact the ERCB Customer Contact Centre by telephone at 1-855-2197-8311, or by email at [inquires@aer.ca](mailto:inquires@aer.ca), or by regular mail to ERCB Information Services, Suite 1000, 250 – 5 Street SW, Calgary, AB T2P 0R4.

## RESIDENTIAL STRUCTURE INFORMATION

- If you are constructing a house, please visit [anhwp.com](http://anhwp.com) for information on the Provincial New Home Warranty requirements.
- **Modular or manufactured (mobile) home:**
  - Indicate size and year; include photographs of all four (4) sides and floor plan; mobile homes older than 20 years of age at the time of application will require a pre-inspection.
  - “Modular Home” means a finished section(s) of a complete dwelling built in a factory for transport to the site for installation.
  - Finished means fully-enclosed on the exterior and interior, but need not include interior painting, taping, and installation of cabinets, floor covering, fixtures, heating system, and exterior finishes in accordance with the *Alberta Building Code*. A modular home will be considered to be a mobile home unless:
    - a) it is fixed to a permanent foundation as per Alberta Building Code, and is designed for the permanent siting in that location as with a single family dwelling; and
    - b) contains architectural façade articulation, recesses, projections, an entrance features and/or variances in the roof line.
  - “mobile home” means a dwelling unit that is constructed with a heavy transport chassis that allows for the permanent or temporary attachment of a hitch and wheel assembly to enable the relocation of the dwelling. A mobile home may be a single structure (single-wide), or two (2) parts which when put together (double-wide), comprise a complete dwelling and will have the following features:
    - a) a minimum roof pitch of 5.0 cm (1.97 inches) of vertical rise for every 30.0 cm (11.81 inches);
    - b) minimum overhang of 15.24 cm (6.0 inches);
    - c) minimum length to width ration of 3:1;
  - This use class may be also be referred to as “manufactured home.”

**Please Note:** If you have any questions or require further clarification, we encourage you to contact the County's Planning & Development department via the contact details in the footer.

## RESIDENTIAL STRUCTURE INFORMATION (CONT.)

- **Moved-in house:**
  - An application to relocate a building shall require:
    - a) properly labeled colour photos of all sides of the structure;
    - b) a statement of the present location of the building;
    - c) a notification of the relocation route, date, and time that the relocation is to take place;
    - d) a complete site plan showing all buildings located or to be located on the parcel; and
    - e) a security deposit as per section 3.13.111 of the *Land Use Bylaw*.
- **Single Detached Dwelling:**
  - “Single Detached Dwelling” means a complete building or self-contained portion of a building for the use of one (1) or more individuals living as a single housekeeping unit with associated facilities, and intended as a permanent residence not separated from direct access to the outside by another separate or self-contained portion of a building, which may include an on-site stick built or modular home with a length to width ratio of 3:1 or less.
- **Micro Home:**
  - “Micro Home” means a primary dwelling structure with a maximum gross floor area of 54.9 m<sup>2</sup> (591.0 ft<sup>2</sup>), a permanent foundation, kitchen, and washroom deemed acceptable by the development authority.
  - A development permit application for a micro home use shall meet the requirements of Section 3.4 of the Land Use Bylaw in addition to providing the following:
    - a) detailed floor plan that provides dimensions;
    - b) elevation drawings that convey the architectural character of the Micro Home; and
    - c) a kitchen and washroom within the micro home.
  - The applicant may be required to sign a letter of undertaking (agreement) and post security in the form of an irrevocable letter of credit or cash in the amount of \$4,000.00 for a moved in residence, \$2,000.00 for a single wide manufactured (mobile) home or \$1,500.00 for any other structure greater than 27.87 m<sup>2</sup> (300 ft<sup>2</sup>) prior to the issuance of a permit and the building being moved on site. This security will ensure that any required modification to the design siting, finishing, and cladding of the relocated building are completed. The funds paid shall be held by Lac Ste. Anne County in a non-interest bearing account and shall be refunded upon notification of the completed structure; the development authority will inspect the site to determine compliance. If work is not done to the County's satisfaction, Administration shall be at the liberty to use the security to have the work completed to bring the building into compliance.

## ACCESSORY BUILDINGS INFORMATION

- Any development permit application for construction of an accessory building prior to the construction of the main building or use (residence) becomes a discretionary permit application. Therefore, the application must be presented to Municipal Planning Commission (MPC) for approval. A detailed description of the building and use must accompany the permit application. The processing time for discretionary permit applications can be 3 to 6 weeks;
- Shop or Garage:**
  - All garages shall be restricted to a maximum 6.0 m (19.70 ft.) wall; all garages (attached or detached) over 111.5 m<sup>2</sup> (1,200.0 ft<sup>2</sup>) are to be treated as a discretionary use; all garages as a second or additional garage on a property shall be treated as a discretionary use.

## SETBACK AND MINIMUM FLOOR AREA REQUIREMENTS

**Please Note:** All setbacks are measured from edge of property line to eaves of structure(s).

### AGRICULTURAL 1 (AG1), AGRICULTURAL 2 (AG2) AND AGRICULTURAL FRINGE (AGF)

**Front:** 25.0 m (82.02 ft.) from any municipal roadway  
40.0 m (131.23 ft.) from any highway right-of-way  
**Rear:** 7.5 m (24.61 ft.)  
**Side:** 6.0 m (19.69 ft.)  
**Min. floor area (principal building):** 55.0 m<sup>2</sup> (592.02 ft<sup>2</sup>)

### COUNTRY RESIDENTIAL RANCH (CRR), EXISTING COUNTRY RESIDENTIAL (CRX), COUNTRY LIVING RESIDENTIAL (CLR), COUNTRY RESIDENTIAL 3 (CR3) AND COUNTRY RESIDENTIAL SUBDIVISION (CRS)

**Front:** 10.0 m (32.81 ft.) fronting any internal multi-parcel subdivision roadway  
25.0 m (82.02 ft.) from any municipal roadway  
40.0 m (131.23 ft.) from any highway right-of-way  
**Rear:** 7.5 m (24.61 ft.)  
**Side:** 6.0 m (19.69 ft.)  
**Min. floor area (principal building):** 55.0 m<sup>2</sup> (592.02 ft<sup>2</sup>)

### URBAN RESIDENTIAL (UR)

**Front:** 7.5 m (24.61 ft.)  
**Rear:** 7.5 m (24.61 ft.)  
**Side:** Lesser of 10% of lot width or 1.5 m (4.92 ft.)  
**Lane:** 4.5 m (14.76 ft.)  
**Min. floor area:** 55.0 m<sup>2</sup> (592.02 ft<sup>2</sup>)

### LAKESIDE RESIDENTIAL (LR) — SINGLE FAMILY

**Front:** 10.0 m (32.81 ft.) fronting any internal multi-parcel subdivision roadway  
25.0 m (82.02 ft.) from any municipal roadway  
40.0 m (131.23 ft.) from any highway right-of-way  
**Rear:** 7.5 m (24.61 ft.)  
**Side:** 6.0 m (19.69 ft.)  
**All:** Setback from lakeshore line as established by the LSAC environmental inventory  
**Min. floor area (principal building):** 55.0 m<sup>2</sup> (592.02 ft<sup>2</sup>)

### COUNTRY RESIDENTIAL ESTATE (CRE)

**Front:** 10.0 m (32.81 ft.) fronting any internal multi-parcel subdivision roadway  
25.0 m (82.02 ft.) from any municipal roadway  
40.0 m (131.23 ft.) from any highway right-of-way  
**Rear:** 7.5 m (24.61 ft.)  
**Side:** 6.0 m (19.69 ft.)  
**Min. floor area (dwelling):** 111.48 m<sup>2</sup> (1200.0 ft<sup>2</sup>)  
**Min. floor area (garage):** 75.0 m<sup>2</sup> (807.29 ft<sup>2</sup>)