

When do you need a Development Permit?

- Principle Building (House, cabin, etc.)
- Accessory Building (Garage, shed, bunkhouse, etc.)
- Decks (Covered and uncovered)
- Retaining walls
- New construction
- Renovations that change the structure
- Additions
- Home Occupations
- Care Homes
- Bed and Breakfasts

When do you not need a Development Permit?

(Note: zoning setbacks and requirements must still be adhered to)

- Public Works
- Temporary Signs
- Accessory Buildings less than 10m² (107 ft²) in floor area
- Fences
- Maintenance & Repair that do not include structural alterations
- Placement of mobile home in a mobile home court subject to section 6.2.3.2 (2)

Demolition & Moving Permits:

- Demolition permits are required when demolishing a building within the Resort Village.
- Moving Permits are required when moving a structure on/off a lot within the Resort Village unless it coincides with the conditions of a development permit not required.
- Buildings being moved into the Resort Village must be a minimum of 74m² (800ft²).
- Moving permits require a pre-move inspection, site plan, pictures of building, surveyors' certificate of proof of property line pin location, and legal document or letter signed by the owner. Are *approved* at the discretion of Council.

When do you need a Building Permit?

Building Permits are not issued unless a development permit has also been issued.

- New building construction
- Structural changes or renovations
- Building relocation
- Change of building use or occupation
- Increasing wall opening sizes
- Building repairs or renovations
- Interior alterations, interior development, and basement development
- All accessory buildings
- Exterior stairs or landings
- Decks that are greater than 8 inches above grade
- Roof enclosures over an existing or new deck
- Re-roofing projects where roof sheathing is being replaced or insulation is being removed.

When do you not need a Building Permit?

- Fences, driveways, sidewalks
- Cosmetic repairs such as paint or minor repair to exterior finish
- Siding replacement that does not include any structural components such as sheathing
- Replacement of windows and doors in existing opening that are not increasing the width
- Roof replacement that does not include any structural components such as sheathing.
- Accessory Buildings 10m² (107ft²) or less (still must adhere to setbacks)

What to submit for a Development Permit?

- Development Form completed fully and signed
- Site plan of the proposed development showing the lots dimensions, all buildings and dimensions, distances to property lines from buildings.

- Covered or uncovered decks
- Square footage of proposed development
- Legal Land location
- Existing use of land
- Proposed use of land
- Construction plans of the proposed development
- Building Permit completed fully if applicable

Permit fees

- Permitted Use - \$150.00
- Discretionary Use- \$300.00
- Demo & Moving Permits - \$50.00
- Minor Variance - \$150.00
- Appeal Fee - \$300.00
- Building Permit – Based on plan review, number of required inspections % mileage (i.e. 4 inspections + plan review \$500 + mileage \$72.00 + \$572 + GST)
- If construction starts prior to the issuance of a Development or Building Permit – Fine up to \$2000.00 for 1st offence and fine up to \$5000.00 for continuing offence under Bylaw 07/16.

How long does it take for a permit to be issued?

Permits usually take 1-2 months to be issued.

- Approximately 1 week for development permit review unless additional info is required from applicant.
- Then sent off to the building inspector for plan review approximately 2 weeks.
- Plan review is issued to planning staff and Decision is sent off to Municipal Office.
- Once Payment is received for permits, permit is mailed to applicant approximately 1 week.

Permitted or Discretionary Use?

- Depending on your zoning district certain developments are permitted, discretionary, or prohibited. Contact the Resort Village to determine if your development is permitted or development.

Residential Permitted Developments

Please note these do change based on your Zoning District

- Single detached dwellings
- Public parks, playgrounds and sports fields

- Municipal offices & facilities
- Public works excluding offices, shops, warehouses, and storage yards.

Residential Discretionary Developments

Are approved at the discretion of Council

- Home occupations
- Mobile homes, modular homes
- Trailer couches

Setbacks for Residential Districts

Single Detached Dwellings R-1 District

- Front yard (Road) – 7.5m (24.6ft)
- Side yard – 1.5m (4.9ft)
- Rear yard (Lake) – 5m (16.4ft), 3m (9.8ft) if a corner lot and the garage door is accessed from the side yard.
- Floor area minimum 74m² (797ft²)
- Maximum site coverage 35%
- R-1 Private Garage: One per lot not exceeding 60m² (645ft²), subject to setbacks for dwelling besides rear yard setback is 1.5m (4.9ft)
- Accessory buildings shall not exceed the area of the principal building.

Single Detached Dwelling, Mobile Home & Modular Home R-3 District

- Front yard - 2.5m (8.2ft)
- Side Yard – 1.25m (4ft)
- Rear Yard – 2.5m (8.2ft)
- Floor area minimum 74m² (797ft²)
- Maximum site coverage 50%

Fences

- In any required rear yard abutting Jackfish Lake or abutting public reserve adjacent to the banks of the Lake, fences shall not exceed a maximum height of 1m and in all other yards shall not exceed 2m.

See attached table for all setback regulations for all zoning districts.

Plumbing/Water

- Plumbing permit is required for all plumbing (fixtures) and holding/septic tank installations.

Oct. 4, 19

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- Plumbing fees - \$30 for septic tank; \$40 for up to 10 fixtures
- Septic tank setbacks per Public Health: 1m from a building, 3m from property line, 15m from any water surface.
- Permits are required from Public Health for septic tanks and fixtures.
- Water line connections to village water main, water turn-on/off must be arranged through the Village Office.

Accessory buildings/Structures

- Private garages or carports attached to the principle building or structure shall be considered as part of the principal building/structure and subject to the regulations of the principal building.
- All buildings shall be separated from any other building by at least 1.5 m at the walls and by 0.5 m between any eaves.
- Accessory buildings shall not exceed the area of the principal building.
- Only one garage or carport not exceeding 60m² is permitted per lot.

Grading and Levelling of Lot

- Any lot proposed for development shall be graded and leveled at the owner's expense to provide for adequate drainage, which shall not adversely affect the natural drainage of the lot or adjacent properties, in accordance with the requirements of the Resort Village. An approval permit shall be required for any excavation that exceeds 0.6m (2ft) from the natural grade.

Retaining Walls

- At Council's discretion, a retaining wall may be inspected by a qualified building inspector to determine the safety and functionality of an existing or proposed retaining wall. If the wall is deemed unsafe or no longer able to confidently provide intended results, it shall be replaced or repaired at the cost of the owner. Retaining walls shall not be allowed to interfere with sight line setbacks at the intersections or corners. If a wall is absolutely required, the Resort Village shall take appropriate measures to ensure the safe flow of traffic.

Mobile Homes

- Mobile homes must be certified by the manufacturer that it complies with the Canadian Standards Association Code CSA-Z240 series standards.
- Mobile homes are only allowed in the R1 & R3 Residential Districts at the discretion of Council and must conform to all setbacks and regulations for Single Detached Dwellings.
- A moving permit is required along with site plan, building permit application, foundation plans, support & anchoring being used and cribbing specs.

When can you start construction?

- You may start construction once the application is approved and the payment is received.
- If using the landfill obtain a permit from the Village Office.
- By permit only trailer coaches *may* be allowed for up to 2 years during construction of a principle building.
- If construction starts prior to the permit being issued the owner is in violation of the Zoning Bylaw #19/89 and Building Bylaw #19/09 and is guilty of an offence and is liable on summary conviction to the penalties set forth in the ACT. A "Stop Work Order" will be issued and the permit fee will be increased to 2 times the original amount.

Permit Expiry & Extension

- All permits expire 6 months from date of issue if work has not commenced
- If construction is not completed within 12 months from the date of permit a permit extension is required.
- Extension will be issued for 12 months from the expiry date of the original permit.
- Permit extension applications are required

If you have questions about zoning regulations, please contact the Resort Village Office or Northbound Planning.

You can send completed permit forms to the Resort Village or Northbound Planning Ltd.

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**Table 1.
Zoning
Regulations**

Use	Min Lot Area (sq. m)	Min Lot Width (m)	Min Yard Front (m)	Min Yard Side (m)	Min Yard Rear (m)	Max Lot Coverage (%)	Floor Area (sq. m)
Single Detached, Mobile & Modular Homes (SW/DW) R1 District	450	15	7.5	1.5*	5	35%	74 min**
Accessory Building to a Dwelling, Private Garage, Others R1 District	- -	- -	1.5 7.5	1.5*** 1.5	1.5**** 1.5	- -	60 max 20 max
Mobile Home, Modular Homes Courts R2 District	2000	15	7.5	7.5	7.5	-	-
Accessory Building to Mobile Home, Modular Homes Court R2 District	-	-	7.5	7.5	7.5	-	30 max
Single Detached, Mobile & Modular Homes (SW) R3 District	250	7.5	2.5	1.25	2.5	50%	74 min**
All Commercial and Residential Uses and Buildings C District	450	15	7.5	1.5	1.5	-	-
All Agricultural, Residential, and Commercial Uses and Buildings UR District	4 ha.	30	7.5	1.5.	1.5	-	-
Parks, Playgrounds, Community Centres, Public Works, and Building Buildings and Facilities	NO REQUIREMENTS IN ANY DISTRICT						