

**TOWN OF WAINWRIGHT**  
**DEVELOPMENT AND BUILDING PROCEDURES**

February 2012

**GENERAL**

Permits are required for most projects including:

- new construction
- signs (all types)
- garages
- sheds over 120 ft<sup>2</sup> in floor area or over 10 ft. in height
- temporary buildings
- decks over 2 ft. above grade
- additions
- renovations
- major repairs
- establishing a basement suite
- relocations
- demolitions
- excavations
- changing the use of an existing building whether or not construction is involved.

In most cases the project will require both a development permit and a building permit. The development permit is to ensure compliance with the Land Use Bylaw and addresses such things as building and property use, site plan, appearance, parking, and other land use issues. The building permit deals with the health and safety aspects of the building such as structural performance, protection of occupants from fire, heating and ventilation requirements, etc.

Applications for both development and building permits are made at the Town Office. The development permit application is processed first and if successful, the building permit application can be processed.

**DEVELOPMENT PERMITS**

Application shall be made in accordance with Section 2.4 of Land Use Bylaw 2009-02. (Attached)

If the applicant is not the owner, then a letter indicating authorization of the project signed by the owner is to be included with the application.

The applicable fees are as follows:

Minor developments (garages, decks, excavations, change of use, home occupations, signs, small additions, fuel tanks, alterations, etc.)	\$ 50
(The Development Authority has sole discretion to determine what constitutes a minor development.)	
Residential up to 4 units	\$100
Residential over 4 units	\$150
Principal Commercial, Industrial, Institutional	\$150

If the proposed development is a permitted use and conforms to the Land Use Bylaw, a Development Permit can be issued and notice will be posted in the Town Office. If the proposed use is discretionary or in some cases where the proposed development does not conform to the Land Use Bylaw, application may be made to the Municipal Planning Commission (MPC) for special approval.

M.P.C. fees are \$200.00 per application.

Non-approval of an application or special conditions attached to a Development Permit may be appealed in accordance with the provision of Land Use Bylaw 2009-02, the fee being \$200.00.

Approved Development Permits do not come into effect until 15 days after their notice of issuance is given in order to allow for an adequate appeal period as required by Land Use Bylaw 2009-02. No appeal can be filed for a permitted use that conforms to the Land Use Bylaw.

## **OFFSITE LEVY**

The applicable Offsite Levy is due upon submitting the application for a Development Permit. Offsite Levies apply to new construction, additions, and renovations that would increase water consumption from the Town's water supply and/or sewage flows to the Town's treatment facility and/or storm water runoff. (Offsite Levy schedule attached.)

## **BUILDING PERMITS**

A Building Permit will only be issued after a Development Permit has been issued and no subsequent appeals have been duly received.

A building permit must be issued before construction begins. The application is to include plans that:

- 1) are sufficiently drawn and detailed so that compliance to the Alberta Building Code can be determined,
- 2) are approved by a professional engineer where required, and
- 3) have been reviewed by an accredited agency if required.

New principal buildings, major improvements, and some other projects will require plans review and inspections by an accredited agency approved to operate in Town. The owner/contractor must contract directly with an agency to provide these services.

The application must be accompanied by the appropriate fee of

- 1) \$54.50 for construction, renovation, additions, repairs, relocation of a building to a site within the Town, and change of use of a building; or
- 2) \$20.00 for demolition or relocation of a building to a site outside of the Town.

If work on the project is started before a building permit is obtained, the fee is twice that indicated above.

## **GENERAL DEVELOPMENT CONDITIONS**

**All excavated material and construction wastes must be held within the confines of the property.** Disposal of all waste material is the responsibility of the property owner.

No burning is allowed within Town limits. Debris is to be disposed of at the landfill site.

Topsoil is already on the lots. **It is strongly recommended that the Developer scrape the topsoil into a storage pile on the property for use in final landscaping.** The Town will not supply any free topsoil and will only sell and deliver topsoil as supply and resources allow.

**All landscaping shall be completed within 2 years of occupancy.**

**In commercial and industrial districts and for *apartment* projects, the required hard-surfacing shall be completed before occupancy of the *building* and in all other districts, the hard-surfacing shall be completed within 24 months of occupancy.**

The owner will be required to enter into a development agreement with the Town regarding the completion of the hard-surfacing and landscaping and this agreement will be registered as a caveat on the title of the property until said items are completed.

## **SITE INSPECTION**

Before construction begins, the property owner must sign or provide written authorization for his/her designate to sign a Lot Condition Report recording the condition of adjacent Town property including property pins, water shut off assembly, curb and sidewalk. Any damages to these items requiring repair noted after construction, including landscaping, and not recorded on the Lot Condition Report will be repaired by the Town and charged to the property owner.

## GAS SERVICING

Gas lines are installed from the main (usually in the back alley) to the meter by the Town at the costs shown below. The meter is also installed by the Town at no additional cost. **A copy of the gas permit for the building is required to be filed at the Town Office before the gas is turned on.**

<u>Gas Line Size</u>	<u>Basic</u>	plus	<u>per lineal metre</u>
¾" (Domestic)	\$435.00		\$22.00
¾" (Duplex)	\$724.00		\$22.00
1"	\$520.00		\$22.50
2"	\$780.00		\$30.00

An additional \$35.00/m is charged for winter construction (when thawing is required).

G.S.T. is charged on the total cost.

3 working days notice is required for installation of the gas line.

### **Requirements:**

- **The site must be clear of obstructions and the foundation backfilled before the gas line can be installed. The desired location of the meter on the building must also be marked. Decks or other obstructions will not be permitted in front of or within 0.6m (2') beside a meter or regulator.**
- **The gas line riser must be properly sleeved with a minimum 100mm (4") pipe if concrete is being poured around it to prevent direct contact of the concrete on the gas line due to the abrasive nature of the concrete on the line. This also applies to other hard-surfacing such as asphalt and paving stones.**

## WATER CONNECTIONS

Water connections to the curb stop shall use compression fittings or similar alternative. Soldering is not permitted.

Where not already provided, duplex services shall use a Y compression fitting (with 2 separate curb stops) to split the service line to facilitate even flow to both units.

Water connections are to be inspected by the Town prior to back filling.

## WATER METERS

Water meters will be installed by the Town with no charge for meters up to and including 2" and a fee equal to the cost of the meter for meters over 2". **A copy of the plumbing permit for the building is required to be filed at the Town Office before the water meter is installed.**

2 working days notice is required for installation of the water meter.

**Shut off valves** are to be installed by the Developer (Developer's plumber) within 1 foot both up stream and down stream of the meter. The section of piping containing the meter shall be horizontal.

**Remote reader cables** are to be installed by the Developer along the gas line into the house leaving 12-14 inches of excess wire at the meter site and 14-16 inches of excess wire at the remote reader site which is to be located by the gas meter. A minimum of 4-conductor cable is to be used.

### **Requirements:**

- **The valves and cables must be installed before the meter is installed.**
- **The water service will be turned on by the Town only and only after the meter is installed.**
- **Water and sewer billing commence as soon as the water meter is installed.**

## LAND USE BYLAW 2009-02

### 2.4 APPLYING FOR A *DEVELOPMENT PERMIT*

2.4.1 An application for a *development permit* shall be made on Form A, attached hereto and forming part of this bylaw and shall be accompanied by the following information:

- (1) a site plan showing:
  - (a) the legal description,
  - (b) *setbacks* and *yards*,
  - (c) location of off-street loading and vehicle parking,
  - (d) ingress and egress points to the *site*,
  - (b) the position and distance of any existing *buildings* in relationship to the proposed *development*,
  - (f) utility service lines,
  - (g) location and position of structures on the *site*, including any “For Rent” or identification *signs*,
  - (h) location of an access to garbage storage areas and the fencing and *landscaping* of these facilities, and
  - (i) landscape plan of the entire *site*, which shall also show intended surfacing for drives and *parking areas*;
- (2) floor plans and elevations;
- (3) a statement of uses;
- (4) a statement of ownership of land and interest of the *applicant*;
- (5) the estimated dates of commencement and completion;
- (6) the estimated cost of project or contract price;
- (7) a fee set by resolution of *Council* and included in the Policy Book; and
- (8) such other information as may be required by the *Development Authority*.

2.4.2 In addition to Subsection 2.4.1, for each application for industrial use, the *Development Authority* may require any of the following information:

- (1) location,
- (2) type of industry,
- (3) size of *buildings*,
- (4) number of employees,
- (5) estimated water demand and anticipated source,
- (6) type of effluent and method of treatment,
- (7) transportation routes to be used (rail and road),
- (8) reasons for specific location,
- (9) any *accessory building or works* required (pipeline, railway spurs, etc.),
- (10) anticipated residence location of employees, and/or
- (11) any such other information as may be reasonably required by the *Development Authority*.

## OFFSITE LEVY SCHEDULE

1. For each single-family dwelling unit, the sum of Five Hundred Dollars (\$500.00).
2. For each bachelor suite contained in a proposed apartment building, the sum of Two Hundred and Fifty Dollars (\$250.00).
3. For each one-bedroom suite contained in any proposed apartment building, the sum of Three Hundred Dollars (\$300.00).
4. For each two-bedroom suite contained in any proposed apartment building, the sum of Four Hundred Dollars (\$400.00).
5. For each three-bedroom suite contained in any proposed apartment building, the sum of Four Hundred and Fifty Dollars (\$450.00).
6. For each four-bedroom suite contained in any proposed apartment building, the sum of Five Hundred Dollars (\$500.00).
7. For each duplex, triplex, or four-plex, the sum of Five Hundred Dollars (\$500.00) per dwelling unit.
8. For hotels, motels, motor inns, lodges, hospitals and other dormitory type structures, the sum of One Hundred and Fifty Dollars (\$150.00) per accommodation unit and Twenty-Five Cents (\$0.25) per square foot of the remaining floor area calculated on the basis of the external dimensions of the building.
9. For theatres, churches, halls, schools, restaurants, garages and dry cleaning establishments, the sum of Twenty-Five Cents (\$0.25) per square foot of the total floor area calculated on the basis of the external dimensions of the building.
10. For laundrys, laundromats, car washes, dairies, and readi-mix concrete plants, the sum of Fifty Cents (\$0.50) per square foot of the total floor area calculated on the basis of the external dimensions of the building.
11. All other commercial, industrial or other establishments the sum of Twenty Cents (\$0.20) per square foot of the total floor area calculated on the basis of the external dimensions of the building.