



Development Permit Applications

Depending on the type of work, your development may require a permit, the chart below explains what may require a permit:

Development:	Permits Required:				
	Development	Building	Electrical	Plumbing	Gas
Building a new home or building	X	X	X	X	X
Building a deck over 2ft (0.6m)	***	X			
Building a fence	***				
Adding a shed over 100ft ² or 10m ²	X	X	***		
Building a garage	X	X	X		***
Developing a basement		X	X	X	X
Secondary/Garden Suite	X	X	X	X	X
Building an addition	X	X	X	***	***
Interior renovations		X	***	***	***
Locating a new modular home	X	X	X	X	X
Demolishing/relocating a building	X	X			
Home occupation/Historic Mixed Use Dwelling	X	***	***	***	***
Occupying a building (change of use)	X	***	***	***	***
Putting up a new freestanding sign	X	***	***		
Replacing sign copy for an existing business					
Installing new sign copy for a new business	X				
Installing a hot tub, pond or pool		X	X		
Installing a wood burning stove		X			

*** Permit may be required

Please note:

Developments not requiring a development permit will remain subject to the regulations of the City of Lacombe Land Use Bylaw.

Developments not requiring a Development Permit may still require a **Building Permit** for any structural alterations. Building Permit applications are usually submitted at the same time as the Development Permit.

In addition to your Development Permit, permits for Electrical, Plumbing & Gas may also be required.

Development Permit FAQ

1. Why are Development Permits required?

A Development Permit application reviews the proposed development to determine if it aligns with and compliments the Land Use District (zone) in which the development is proposed. The permit also

assesses the impact of a proposed development on surrounding properties and determines what is required to accommodate a new use or change to an existing use.

2. What are the regulations of a Development Permit?

Regulations may vary in relation to:

- the type of use
- size of development (height, site coverage, setbacks from property line)
- City of Lacombe's Zoning Map
- type of development
- whether the development occurs on a corner or interior lot

3. What is the difference to the application process if my development is Permitted, Discretionary, or has a Variance?

Permitted Use Developments – The permit can be issued by the Development Officer. A complete application may be reviewed and issued between 1-2 weeks.

Occupancy Permits - Both Permitted and Discretionary occupancy uses may be issued by the Development Officer. Discretionary occupancy permits are subject to an appeal period, extended advertising dates and a fee paid at time of application.

Discretionary Use Developments - The application must be presented to the **Municipal Planning Commission (MPC)** for approval. New build discretionary use projects in non-residential districts and all discretionary use residential projects require MPC approval. When applying for a discretionary use, the applicant is encouraged to speak to the Development Officer in advance of submitting an application. This process helps to identify the various regulations that need to be considered, and provides an opportunity for any amendments to be made to ensure the application can be processed efficiently.

Developments requiring a Variance to the regulations – These are developments listed as a permitted use that may not comply with another area of the Land Use Bylaw. Depending on the variance requested, the application may be required to obtain MPC approval.

The Development Officer is available to assist applicants in understanding what regulations apply to each application.

Please Note: The Development Officer may, at their discretion, refer any Development Permit Application to the Municipal Planning Commission for consideration.

4. How much does a Development Permit cost?

The cost of the Development Permit will depend on the type of development and whether it is considered a permitted or discretionary use.

Please Note: Fees will be doubled if any work is commenced prior to the issuance of a Development Permit.

5. Why does the City take Development Permit deposits?

Deposits/security may be required to ensure conditions of the Development Permit or Development Agreement are met including but not limited to landscaping and hard surfacing. Where deposits are required, they must be paid prior to the issuance of Development and Building Permits.

6. What do I need to include in my Development Permit application?

Please review the **Developer Checklist** for a comprehensive checklist of things you may need.

7. What happens after a decision has been made regarding the Development Permit application?

If a Development Permit decision was made by the Development Officer, the applicant and/or landowner have fourteen (14) days to appeal the decision or any conditions placed on the development approval. If no appeals are made the Development Permit is issued.

If the Development Permit was a discretionary use, the application is subject to a public appeal for a period of fourteen (14) days from the date the decision was posted. If no appeals are made the Development Permit is issued. Decisions by the Municipal Planning Commission will also have a sign posted on the affected property. Anyone who feels they are affected by the proposed development or any conditions placed on the development approval has the right to appeal to the Subdivision and Development Appeal Board (SDAB).

On all Development Permits if no appeals are made during the appeal period the applicant must comply with the conditions placed on the Development Permit. The applicant is responsible for providing: adequate water and sanitary services; storm water management; improvements to lanes, sidewalks, curbs, landscaping and fencing; parking provisions; fire protection; and any other requirement outlined in their development permit and/or development agreement.

If any application is appealed, a meeting of the **Subdivision and Development Appeal Board** must be held within 30 days if an appeal has been received.

8. Permit file closure

Deposits are collected by the City of Lacombe to ensure that the conditions placed on a permit application are completed and the file can be closed 'compliant'. The City of Lacombe seeks to close all permits as 'compliant' and return deposits accordingly. A permit can only be closed compliant when the following are complete:

1. When the City is in receipt of all the Permit Service Reports, indicating that all the relevant permits issued have had their final inspection and been given permission for occupancy. In the case where deficiencies are noted, the applicant should correct the work within 30 days and sign and return the report to the inspection agency
2. The City Planning Staff have inspected the property and confirmed that the development is complete as was approved on the Permit, and all conditions in the Development Permit have been met
3. The City has completed an inspection of the development and determined that there is no damage to the City owned land or infrastructure, the corporate curb stop is visible and operational and that the civic address is posted on the building with numbers and/or letters that are a minimum of 15cm in height.

The City may retain your deposit or security if deficiencies are not rectified or if the conditions of the permits have not been met in a timely manner. Please see the Planning and Development Department's Administrative Directives for more information on the process for retaining deposits.

Note: Files closed non compliant may be reviewed at the request of the owner. If conditions previously not complied with are met the Permit can be closed Compliant and the retained deposit will be returned in full.