VILLAGE OF CHAUVIN

Quick Applicant Guide for Development Permits
Based on Land Use Bylaw No. 2024-03

Purpose of this Guide: This guide provides property owners, developers, and contractors with a quick, step-by-step overview of how to apply for a Development Permit in the Village of Chauvin pursuant to Land Use Bylaw 2024-03. Always discuss your proposal with the Planning and Development staff early in the planning process.

Step 1: Check If You Need a Permit

Under Bylaw 2024-03 (Section 5.1 & 5.2), most construction, change of use, site grading, or building relocation requires a permit. However, certain minor developments are exempt if they comply with all standard setbacks and district regulations.

Exempt Developments (No Permit Required)

- **Routine Maintenance:** Maintenance or repair work that does not involve structural alterations or major renovations.
- **Fences & Gates:** Fences under 1.0 m (3.0 ft) in front yards, and under 1.9 m (6.0 ft) in side or rear yards (except on corner lots or near traffic sightlines).
- **Small Accessory Buildings:** Structures under 11.1 m^2 (120 ft^2) that meet all required setbacks and regulations.
- **Minor Home Occupations:** Minor home occupations (no non-resident staff, no client visits to the residence).
- **Other Exemptions:** Gazebos, roof-mounted solar panels, micro wind turbines, and up to one (1) securely fastened residential tented structure.
- **Landscaping:** Landscaping where proposed grades do not alter drainage patterns on adjacent properties.

CRITICAL NOTE: Note: Even for exempt developments, if a variance (relaxation of regulations) is required, a Development Permit is MANDATORY.

Step 2: Determine Your Land Use District (Zoning)

Before preparing your application, locate your property on the Village Land Use District Map (Section 11 & 22) to determine its designation and allowed uses:

Symbol	District Name	Key Allowed Uses / Overview
R1	Residential District	Single-detached, duplexes, row houses, secondary/garage suites, home occupations.
RMHS	Residential Manufactured Home Subdivision	Manufactured homes on individually owned registered lots.
RMHP	Residential Manufactured Home Park	Manufactured homes on rented park stalls.

C1	Central Commercial District	Main street retail, offices, restaurants, personal services, mixed-use.
C2	Secondary Commercial District	Commercial, highway services, auto sales, drive-in businesses, storage.
M	Industrial District	Light/medium industrial, oilfield services, warehousing, fleet services.
P / I	Community / Institutional	Parks, recreation facilities, schools, places of worship, health services.
UR	Urban Reserve	Agricultural / holding land reserved for future urban expansion.
DC	Direct Control	Unique or site-specific developments governed directly by Council.

Key Consideration: Check Permitted vs. Discretionary Uses:

- **Permitted Uses:** Must be approved if all LUB regulations are fully satisfied.
- **Discretionary Uses:** Approved at the discretion of the Development Authority/MPC and subject to notification of adjacent property owners.

Step 3: Prepare Application Requirements

Under Section 5.4, a complete application must be submitted to the Development Officer along with the non-refundable fee (per the Fees & Charges Bylaw). Requirements include:

1. Standard Submission Package

- Completed application form signed by the registered landowner (or authorized representative).
- Statement of existing and proposed land use/occupancy.
- Application fee as per the Village Fees & Charges Bylaw.

2. Detailed Scaled Site Plan

A scaled site plan (showing North arrow and measurements) illustrating:

- Legal description and property lines.
- Front, side, and rear yard setbacks.
- Location and dimensions of existing/proposed buildings (principal & accessory).
- Off-street parking, loading spaces, driveways, and vehicular access points.
- Site coverage calculation (as a percentage of total lot area).
- Location of utility rights-of-way and municipal easements.

3. Architectural & Technical Plans (When Applicable)

- **Building Drawings:** Floor plans, post-construction elevations, and foundation details.
- **Real Property Report (RPR):** Required for new buildings or additions to verify boundaries.
- **Grading & Drainage Plans:** Required for major developments, multi-family units, or altered grades.
- **Landscaping Plans:** Required for commercial, industrial, or multi-family developments.
- **Manufactured Homes:** Current photos and CSA Z240 / Alberta Building Code compliance proof.

- **Demolition Permits:** Demolition work schedule, safety plan, debris destination, and utility disconnect confirmation (Section 5.5).

Step 4: Application Review & Timelines

Once submitted, the Development Authority processes the application following established statutory steps (Section 5.6 & 5.7):

- **1. Completeness Review (20 Days):** The Development Officer checks for completeness within 20 days and issues a Notice of Complete/Incomplete Application.
- **2. Incomplete Applications:** If deemed incomplete, missing items must be submitted by the specified deadline or the application is automatically deemed refused.
- **3. Decision Authority:** Permitted use applications are reviewed by the Development Officer. Discretionary uses or requests requiring variances are referred to the Municipal Planning Commission (MPC).
- **4. Referrals:** Applications near railways, highways, or sour gas facilities (within 1.5 km of sour gas wells) are referred to relevant authorities (AER, provincial agencies).

Step 5: Decision, Notice & Appeal Process

Permit Approval & Notice (Section 5.10)

- **Permitted Uses:** Written notice is sent to the applicant and posted on the Village website.
- **Discretionary Uses / Variances:** Written notice is mailed to all affected adjacent property owners and posted on the Village website.

21-Day Appeal Period

Development Permits DO NOT come into effect until 21 days after the notice of decision is received (deemed received 5 days after mailing). Any work done prior to appeal period expiry is at the applicant's sole risk.

Appeals (Section 7)

- **Filing Deadline:** Applicants or affected persons may appeal a decision, order, or permit condition within 21 days.
- **Hearing Body:** Appeals are heard by the Joint Subdivision and Development Appeal Board (SDAB) or the provincial Land and Property Rights Tribunal (LPRT) where applicable.

Permit Expiry (Section 5.10.6)

A permit is deemed VOID if development is not commenced within 12 months of approval or completed within 12 months of commencement.

Summary of Key Specific Land Use Rules

Topic / Development Type	Key Regulation Summary
Accessory Buildings (Section 9.1)	Max height 4.6 m (15 ft) in R1. Must be set back at least 2.1 m (7 ft) from main building. Cannot exceed 15% site coverage.
Manufactured Homes (Section 10.8)	Must be new or under 5 years old (unless approved with photos by DA). Must have full perimeter foundation/skirting within 30 days and min. 4 tie-downs.
Secondary / Garage Suites (Sec 10.14-10.16)	Max 1 suite per lot. Min. floor area 30.0 m^2 (323 ft^2), max 80.0 m^2 (860 ft^2). Requires 1 additional dedicated on-site parking stall.
Sea Cans / Shipping Containers (Sec 10.12)	1 perm. sea can allowed in rear yard of R1 with permit (max 6.0 m length, clad to match area). Temp placement allowed for 6 mos during home construction.
Home Occupations (Section 10.6)	Major home occupations allow 1 non-resident employee on-site and max 20% dwelling floor area (max 31 m^2). Minor home occupations require no permit.
Cannabis & Alcohol Retail (Sec 10.1 & 10.4)	100 m separation required from schools, daycare, healthcare facilities, parks, and school reserves.

Contact & Enquiries

For development permit applications, land use enquiries, or to discuss your plans before submitting:

Village of Chauvin - Municipal Office

Address: Village Office, Chauvin, AB
Authority: Development Officer / Chief Administrative Officer (CAO)
Phone: 780-858-3881
Email: info@villageofchauvin.com
Bylaw Reference: Village of Chauvin Land Use Bylaw No. 2024-03