



## SUMMER VILLAGE OF BURNSTICK LAKE

### INFORMATION FOR APPLICATION FOR CONSTRUCTION OF DECKS AND STAIRWAYS ON MUNICIPAL RESERVE LANDS

This is an application for a **RESERVE DEVELOPMENT PERMIT ON RESERVE LANDS FOR ENCROACHMENT EXCEPTIONS only**. Summer Village of Burnstick Lake policies allow existing and new Council-approved encroachments (decks and stairs only) near the shoreline provided that; an agreement between the municipality and the owner is entered into that ensures that there is reasonable safety, aesthetics, environmental protection and no compromise of Village ownership of the reserve land and the Village is held free of liability.

#### FEES:

**New deck or stairs only:** A non-refundable development permit fee of **\$150** shall accompany the application.

#### MINIMUM REQUIREMENTS:

##### DECK:

- Encroachment Exception Agreement will be entered into between the Village and the Applicant
- Surface shall be either natural pressure treated wood, unfinished or stained in earth tone colors that blend in with the natural amenities of the area;
- Maximum height of the deck shall be 12”;
- Maximum surface area of the deck shall be 144 sq. ft.;
- Excavation may be permitted if there are extenuating circumstances to support the excavation and it receives approval from the Development Officer.

**STAIRS:**

- Encroachment Exception Agreement will be entered into between the Village and the Applicant
- Surface shall be either natural pressure treated wood, unfinished or stained in earth tone colors that blend in with the natural amenities of the area;
- Excavation may be permitted if there are extenuating circumstances to support the excavation and it receives approval from the Development Officer.
- Stairways shall be constructed only to preserve the bank's integrity and to prevent erosion of the bank or shoreline.

**TIMING:**

Similar to all developments, development or construction shall not begin until 21 days after the date of issue of the Notice of Decision of the Council and an Encroachment Exceptions Agreement has been authorized by the Development Officer. This allows for the prescribed public notice and appeal period. Unlike other development permits, Council must approve all deck and stairway development permits. Therefore this may take many weeks for Council to consider the proposal. Timing is expedited when forms are fully completed and an electronic copy is provided by e-mail along with a hard/signed copy.

**For more information, please contact:**

Therese Kleeberger  
CAO & Development Officer,  
Summer Village of Burnstick Lake  
Box 105, Caroline AB TOM OMO  
Phone: 403-304-5391

**FORM A**

**SUMMER VILLAGE OF BURNSTICK LAKE APPLICATION FOR RESERVE DEVELOPMENT PERMIT**

I/We hereby apply for a Reserve Development Permit in accordance with the accompanying plans and supporting information. A construction plan shall be submitted with this application. It shall be drawn to scale and shall clearly show where the deck or stair will be constructed on the shoreline.

**APPLICANT INFORMATION:**

Applicant Name:

\_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_ Postal Code: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Telephone: Day: \_\_\_\_\_ Night: \_\_\_\_\_

Registered Owners of land (if different from above):

\_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**LAND INFORMATION:**

**Address of property that deck or stairs will be servicing:**

Village Street Address: # \_\_\_\_\_, \_\_\_\_\_ Drive/Close/Crescent/St

Legal Description: Lot: \_\_\_\_\_ Block: \_\_\_\_\_

Registered Plan No: \_\_\_\_\_ C of T. \_\_\_\_\_

**Description of where deck or stairs will be located on the shoreline.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DEVELOPMENT INFORMATION:**

Proposed Development Site Plan (Attach further details and a sketch to scale):  
This site plan shall be drawn to scale and shall clearly show where the deck or stairs will sit on the shoreline.

Estimated start date: \_\_\_\_\_ Year \_\_\_\_\_

Estimated completion date: \_\_\_\_\_ Year \_\_\_\_\_

Estimated value of project/construction: \_\_\_\_\_

**Application Declaration**

The Applicant represents and warrants to the Summer Village of Burnstick Lake that the information contained in this application and the dimensions shown on the plans submitted with this application are true and correct. The Applicant also represents and warrants that (s)he acknowledges the Village’s Development Permit process as outlined in its Land Use Bylaws and Provincial building regulatory processes.

I, \_\_\_\_\_ hereby certify that I am the  
(print name)

Registered Owner or I am the applicant and authorized to act on behalf of the Registered Owner.

Applicant \_\_\_\_\_ Date \_\_\_\_\_  
(signature)

**Right of Access**

I hereby acknowledge that this deck or stairway is being constructed on public lands and as such, the public cannot be denied access.

Registered Owner or I am the applicant and authorized to act on behalf of the Registered Owner.

\_\_\_\_\_  
Applicants’ Signature

**Freedom of Information**

I understand that this application and accompanying information is public record that is accessible by the public. Upon request to the Summer Village, this application and file documentation will be made available for viewing.

\_\_\_\_\_  
Applicants’ Signature

**PLEASE CHECK:**

**The following cheque is enclosed** (and made out to Summer Village of Burnstick Lake).

\_\_\_ **\$150** Non – Refundable Fee shall accompany applications for decks and/or stairs on reserve lands.