

Fence Permit Application package

Development permits

A development permit ensures the proposed development meets the requirements of the Land Use Bylaw (Land Use Bylaw C-824-12). A Land Use Bylaw is required by the Municipal Government Act and establishes specific regulations for development, such as land use, setbacks, building heights or site coverage.

Included in this application package

- ❖ Fence brochure
- ❖ Development permit application form
- ❖ Owner's Authorization form
- ❖ Right of Entry Authorization form

City of Spruce Grove Development Authority

Director of Planning & Development and
Development Officers
Bylaw C-701-09

Planning & Development Office

414 King Street
Spruce Grove, AB T7X 3E8
Phone: 780-962-7582
Email: permits@sprucegrove.org

Development process

- 1 Pre-Application meeting** – a pre-application meeting may be held if required
- 2 Submit application and fee** – submit completed forms, supporting documentation and fee.
- 3 Completeness review (10 days)** – upon receiving application and fee, staff review application to deem it complete (MGA Section 653.1). Acceptance letter is sent once application is deemed complete
- 4 Review and Decision (3-4 weeks)** – application is review and the Development Officer issues a decision (Section 13, Land Use Bylaw C-824-12).
- 5 Appeal (21 days from decision)** – the applicant, or any affected person can appeal the decision or conditions for a discretionary use to the Subdivision and Development Appeal Board (Section 19, Land Use Bylaw C-824-12).



Appeals

If your application has been refused, or approved subject to conditions set forth by the Development Officer, you can appeal the decision to the SUBDIVISION AND DEVELOPMENT APPEAL BOARD. If an applicant wishes to appeal the decision, a written notice of appeal must be served to the Subdivision and Development Appeal Board prior to the appeal expiry date noted on the permit, accompanied by the appropriate fee.

SUBMIT APPEALS TO:

Subdivision and Development Appeal Board
City Clerk's Office
City of Spruce Grove
315 Jespersen Avenue
Spruce Grove, AB T7X 3E8



Where to Apply

Office Location:

414 King Street
Spruce Grove, Alberta

Office Hours

Monday to Friday

8:30 a.m. to 4:30 p.m.



Mailing Address:

City Hall
315 Jespersen Avenue
Spruce Grove, AB T7X 3E8

Phone: 780-962-7582

Fax: 780-962-1062

Revised January 2022



**Building
a Fence?
Planting
a Hedge,
Row of
Trees,
or Shrubs?**

The Community of Choice!

Do you require a permit for your fence, hedge, row of trees, or shrubs?

A Development Permit is only required for corner lots or where the maximum height will exceed regulations.

Application Requirements

You will be required to provide:

- Completed Development Permit application
- Three (3) copies of the site plan indicating the location, height and other relevant information of the proposed fence
- Completed Right of Entry Form
- Current Land Title (no more than 3 weeks old)
- Application fee

Printable copies of all permit application packages may be obtained from The City of Spruce Grove website

www.sprucegrove.org

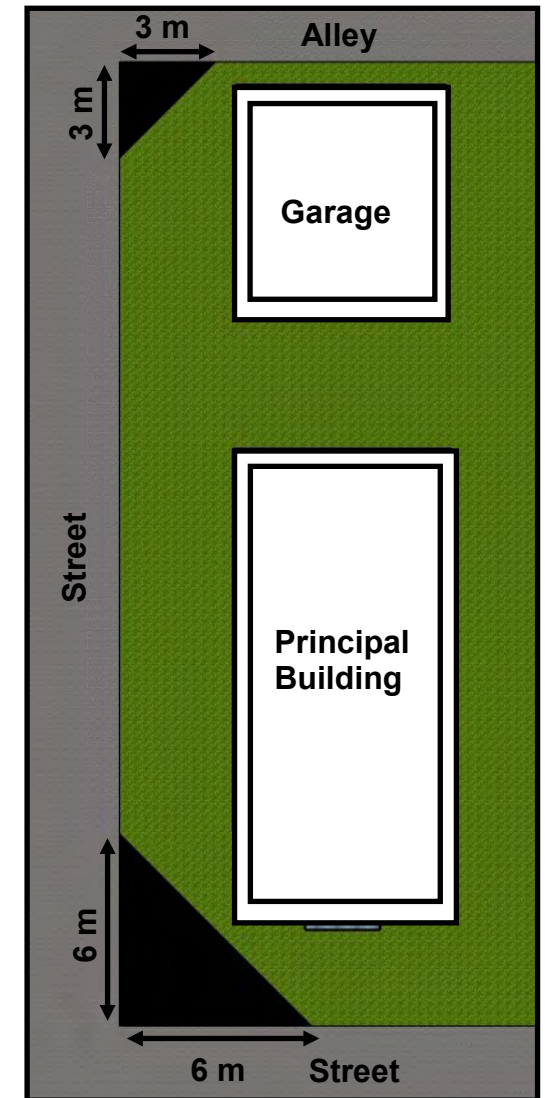
Residential Fence Regulations: Including hedge, row of trees or shrubs

Whether a permit is required or not, the following regulations must be adhered to:

- Shall not be higher than 1 metre (3.3 ft) in street side yards
- Shall not be higher than 1 metre (3.3 ft) in front yards
- Shall not be higher than 2 metres (6.6 ft) in side or rear yards
- Shall not adversely affect adjacent lands or be placed on public property
- Shall not be located closer than 1.5 metres (5 ft) from any fire hydrant



Fence Regulations for Intersections



■ Area of property where a fence cannot be constructed

*Unusual circumstances?
Talk to the Development Officer
(780) 780-962-7582*



Planning and Development
414 King Street, Spruce Grove, AB
 Phone: 780-962-7582
 Fax: 780-962-1062

DEVELOPMENT PERMIT APPLICATION

Business Hours
 M-F: 8:30 a.m. – 4:30 p.m.

PROJECT LOCATION – REQUIRED

Suite:	Street Address:	Street Name:
Legal Description: Unit / Lot / Block / Plan or Quarter / Section / Township / Range / Meridian		
/	/	/

TYPE OF USE – REQUIRED

New Home Construction	Addition	Temporary Business
Detached Garage	Show Home Conversion	Variance
Shed	Change of Occupancy or Use	Other
Deck	Secondary Suite	Accessory Building - Other

DETAILED PROJECT DESCRIPTION INCLUDING USE - REQUIRED

	Is the development existing or has commenced?	Yes	No

BUILDING TYPE – REQUIRED

Residential Single Detached Semi Detached	Multi-family Dwelling Number of units: _____	Commercial Industrial Institutional Total Area: _____ m ²
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ACCESSORY BUILDINGS / ADDITIONS

Total Area (m ²):	Height (if applicable):	Residential	Commercial Industrial Institutional
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CHANGE OF OCCUPANCY OR USE – COMPLETE ONLY IF APPLYING FOR CHANGE OF USE OR OCCUPANCY OR FAMILY DAY HOME

Total Area (m ²):

FAMILY DAY HOME – COMPLETE ONLY IF APPLYING FOR A FAMILY DAY HOME

Are room alterations involved: YES NO If yes – Number of Rooms: _____ List Rooms: _____

Describe alterations:

Number of resident employees: (employees that reside in the home):	Number of children (including children under the age of 5 who are otherwise permanent residents of the dwelling):
Hours of Operation:	Number of daily business visits to the property:
Number of household vehicles:	Number of onsite parking stalls:

Mailing Address
 315 Jespersen Ave
 Spruce Grove, AB T7X 3E8

This information is being collected under the authority of section 33(c) the Freedom of Information and Protection of Privacy (FOIP) Act. It will be used to administer a development permit. The personal information provided will be protected in accordance with Part 2 of the Act. If you have any questions regarding the collection, use and disclosure of personal information, please contact the FOIP Coordinator at 780-962-2611.



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DEVELOPMENT PERMIT APPLICATION

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SECONDARY SUITE / GARAGE SUITE / GARDEN SUITE

The proposed secondary suite is located within: The principal dwelling unit Basement / Second Floor or Other The second story of a detached garage An accessory building Other (describe): _____	Floor area of the secondary suite (m ²):	Number of bedrooms in the secondary suite:
	Floor area of the principal dwelling unit (m ²):	
	Number of parking stalls available on site: * Please note the location of all parking stalls on the accompanying site plan.	

OWNER OR REPRESENTATIVE – REQUIRED

I am the registered owner of the land described above	I have been designated as the representative of the owner (written consent attached)
Owner Name:	Agent Name:
Company Name:	Company Name:
Signature:	Signature:

MAILING ADDRESS (OWNER) – REQUIRED

Mailing address:	City:	Province:	Postal Code:
Phone no.:	Fax no.:		
Email Address:			

APPLICANT SAME AS OWNER/REPRESENTATIVE – REQUIRED

Applicant Name:	Phone no.:	Fax no.:
Company Name:		
Mailing address:	City:	Province: Postal Code:
Applicant e-mail address:		

I acknowledge that if the development permit application is approved it is subject to an appeal period as per the Municipal Government Act, RSA 2000, c-26.1 and that the decision may be ultimately overturned or amended. I do accept that if I commence development prior to the appeal expiry date, I am doing so with the appropriate development and building permits issued and at my own risk accepting all legal responsibilities.

Applicant's signature

Date

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APPLICANT'S AUTHORIZATION FOR DEVELOPMENT APPLICATION

Planning and Development
414 King Street Spruce Grove

Phone: (780) 962-7582
Fax: (780) 962-1062

Business Hours
M-F: 8:30 a.m. – 4:30 p.m.

I/We _____ being registered owner(s)
Print in Block Letters

Of _____ do hereby authorize
Legal Description of Property (Plan, Block, Lot)
to make application for
development affecting the
above noted property

Individual or Firm Seeking Application

Registered Owner Name as Per Certificate of
Title

Name of Signing Authority

Title or Position of Signing Authority

Registered Owner(s) Signature(s)

Address

Date

Mailing Address
315 Jespersen Ave
Spruce Grove, AB T7X
3E8

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MUNICIPAL GOVERNMENT ACT, R.S.A. 2000, c.M-26

RIGHT OF ENTRY AUTHORIZATION

Planning and Development
414 King Street Spruce Grove

Phone: (780) 962-7582
Fax: (780) 962-1062

Business Hours
M-F: 8:30 a.m. – 4:30 p.m.

Owner(s) consent to the Right of Entry by an authorized person of the City of Spruce Grove for the purpose of a land site inspection relative to a proposed development permit application or Land Use Bylaw amendment.

Section 542 of the Municipal Government Act, R.S.A. 2000, c.M-26 stipulates that:

542(1) If this or any other enactment or a bylaw authorizes or requires anything to be inspected, remedied, enforced or done by a municipality, a designated officer of the municipality may, after giving reasonable notice to the owner or occupier of land or the structure to be entered to carry out the inspection, remedy, enforcement or action,

- (a) enter on that land or structure at any reasonable time, and carry out the inspection, enforcement or action authorized or required by the enactment or bylaw,
(b) request anything to be produced to assist in the inspection, remedy, enforcement or action, and
(c) make copies of anything related to the inspection, remedy, enforcement or action.

(1.1) A consent signed under section 653 is deemed to be a reasonable notice for the purposes of subsection (1).

In accordance with the above Section and this City's Land Use Bylaw requirements, it is necessary that this form be completed and returned with your application submission in order that an authorized person from the City may be able to do a site inspection if required on the property.

I/We grant consent for an authorized person of the City of Spruce Grove to enter upon the subject land for a site inspection.

Legal Land Description

Registered Owners Name as Per Certificate of Title

Name of Signing Authority

Property Address

Signature

Print Name & Title

Date

Mailing Address
315 Jespersen Ave
Spruce Grove, AB T7X
3E8

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