WHAT YOU NEED TO KNOW BEFORE YOU BUILD

For assistance with the development and building process contact:

Planning & Development Department
5102-48th Avenue
Town of Ponoka, AB
(403) 783-0119
WHO NEEDS TO READ THIS PAMPHLET?
If you need to build, purchase land to build on or change the use of a parcel or an existing building in the Town of Ponoka, you should read this pamphlet first. It contains general information about the development and building process you will need to be aware of prior to commencing development or construction.

ARE THERE ANY BYLAW REQUIREMENTS I SHOULD BE AWARE OF?
You are advised to refer to Land Use Bylaw No. 013-97 for details pertaining to your specific development. A copy is available for viewing and printing on the Town of Ponoka web site www.ponoka.ca under BUSINESS.

The Land Use Bylaw contains requirements that must be addressed in relation to your proposed development. These include things such as:
- Parcel site coverage
- Lot sizes
- Density
- Permitted and Discretionary uses
- Front, rear and sideyard setbacks
- Signage
- Parking requirements
- Landscaping requirements
- Lot grading plan and elevations
- Etc.
WHAT IS DEVELOPMENT?
Any change to land or buildings, either physical or in the use of the property, is considered development.
Typically development involves construction or modification of a building, but it can also include excavation or a change of use or intensity of use. The Town of Ponoka’s Planning & Development Officer can assist applicants with development requirements and questions.

DO I NEED A PERMIT TO DEVELOP?
In most cases a development permit will be required prior to the start of development. Exceptions are for works of maintenance or repair if such work does not include structural alterations, accessory buildings under 15 sq. meters (160 sq. feet) or fences. A building permit may however still be required.
If there is any doubt as to whether a development requires a permit, contact the Town’s Planning & Development Department.

You may also be required to obtain additional permits such as building, electrical, gas and plumbing.
HOW DO I APPLY FOR A DEVELOPMENT PERMIT?
The Town of Ponoka Land Use Bylaw 013-97 contains the process for applying for a development permit. Application forms are available from the Planning & Development Department. Prior to making the application, you may wish to discuss the proposed development.

A completed application will include:
- A completed Development Permit application form
- A completed Building Permit application form
- Plans and drawings to allow consideration of the proposal and may include a landscaping plan, parking layout, elevation sketch, storm water management plan or other diagrams that may be required.
- A site plan, in a scale satisfactory to the Planning & Development Officer shall be provided and will show:
  - Dimensions of the lot
  - Location of both existing & proposed buildings, accessory buildings and parking with all setbacks & side yard requirements shown
  - North point
- Location of adjacent streets and avenues
- The applicable fees
WHAT HAPPENS TO MY COMPLETED APPLICATION?
The application is reviewed in accordance to the land use bylaw. If the development is a “permitted use” and complies with the requirements of the bylaw, then the Planning & Development Officer may issue a development permit.

For example, an accessory building such as a garage is a permitted use in the Low Density Residential District (R1) and a permit can be issued by the Development Officer if all the land use bylaw regulations are met.

IS THE PLANNING & DEVELOPMENT OFFICER’S DECISION FINAL?
The decision of the Planning & Development Officer may be appealed within 14 days from the issuance of the notice of decision. Development should not commence prior to the end of the appeal period. If an appeal has been filed, no development can occur until the appeal has been heard and a decision issued. An appeal may be launched by either the applicant or a person affected by the decision.
CAN I START TO DEVELOP AFTER I GET A DEVELOPMENT PERMIT?
Yes, provided that any person claiming to be affected by the decision has not submitted an appeal to the Subdivision and Development Appeal Board.

HOW DO I GET A BUILDING PERMIT?
A building permit is issued in accordance with the Provincial Safety Standards Act. Along with a completed application and the required fee, cross section drawings or blueprints (in an appropriate scale) must be submitted in triplicate. Adequate information must be provided so the Building Inspector can review the drawings to determine if they comply with the Provincial Safety Codes Act. Certain drawings may require the stamp of a qualified Engineer.
PLEASE BE ADVISED THAT APPROPRIATE DOCUMENTS MUST BE INCLUDED UPON SUBMITTING A BUILDING PERMIT APPLICATION

☐ THREE (3) complete sets of construction drawings

Construction drawings must include floor plans and elevations

☐ *Plot (site) plan (see details listed)
☐ Approved Development Permit
☐ Engineered roof truss system layout and specifications
☐ Engineered floor system layout and specifications
☐ Engineer stamped drawings for the pile and grade beam foundation for attached garage

Please indicate the following information on your plot/site plan:

☐ Property lines
☐ Size of existing and proposed buildings
☐ Roads/laneways surrounding property
☐ Measurements and setbacks (front yard, side yards, and rear yard from proposed development to all property lines in meters or feet)

Site plans should be reasonably accurate and drawn to scale. It must show the dimensions of the land (lot) on which the building is to be located. Plan shall accurately show the location of all buildings on, or to be placed on the lot. Footprint must include decks, overhangs, chimney chase, stairs, etc.
THIS GUIDELINE IS MEANT TO BE A BASIC SUMMARY OF KEY POINTS ON A SIMPLE DEVELOPMENT PERMIT. ALL PARTS OF THE TOWN OF PONOKA LAND USE BYLAW NO. 013-97 CAN BE APPLIED TO ANY DEVELOPMENT PERMIT IF THE NEED ARISES. CERTAIN DEVELOPMENT PERMITS MAY REQUIRE ADDITIONAL STUDIES OR PLANS TO BE UNDERTAKEN PRIOR TO REVIEW FOR APPROVAL.