





## **Development Permit and Building Permit Process Guidelines**

This is a guide to help you with County and Resort Development Permits as well as building permits issued by the City of Red Deer.

**A County of Red Deer Development Permit is required when you make any structural addition/change to your unit (replace a recreational vehicle, build a deck, add a sunroom, etc.)**

**A Carefree Resort Development Permit is required when you are planning to remove/replace a recreational vehicle; build a deck, landing or patio; add an awning or deck enclosure; construct a fence or shed; install or upgrade an existing propane system; or undertake any construction or renovation to or on your lot.**

**A Building Permit is required when building decks higher than 24 inches, sunrooms or other building projects.**

- 1) When designing your structural project, owners need to comply with the County of Red Deer Bylaws as well as Carefree Resort Bylaws and Policy Statements. Copies of these Bylaws and Policy Statements are available on the Carefree Resort website and at the office.
- 2) Apply for a County of Red Deer Development Permit. Application forms are available from the Resort office (Email [info@carefreeresort.com](mailto:info@carefreeresort.com)) or on Carefree Resort's website.
- 3) All Building Permits are issued by the County of Red Deer. Building permits ensure projects meet Alberta Building Codes.
- 4) Complete the Carefree Resort Development Permit Application, available from the office or on Carefree's website. Submit completed application to the Resort Office together with County Development Permit and relevant Building Permit(s). Once the application is approved by Management and the Board of Directors (if required), a Notice of Decision will be issued, to which certain conditions may be attached. If you are not satisfied with a Development Permit decision or conditions of approval, you have the option to appeal to the Board of Directors ([board@carefreeresort.com](mailto:board@carefreeresort.com)).

When Carefree's development permit is issued, construction or activity must commence and be completed within 45 days. Extensions may be granted upon written request. A staff member will inspect the project during the construction phase, and a final inspection will be conducted upon completion to ensure you have met the Resort's Bylaws and Policies. Deficiencies or non-conformities will be corrected within a reasonable time of being notified.

**ON APPROVAL FROM CAREFREE RESORT, OWNERS ARE REQUIRED TO DISPLAY ALL DEVELOPMENT AND BUILDING PERMITS ON THEIR UNITS UNTIL THE PROJECT IS COMPLETED.**

PERMIT # \_\_\_\_\_

**APPLICATION FOR CAREFREE RESORT DEVELOPMENT PERMIT**

LOT # \_\_\_\_\_ OWNER(S)/APPLICANT: \_\_\_\_\_

Home Phone # \_\_\_\_\_ Cell # \_\_\_\_\_ Fax # \_\_\_\_\_

PROPOSED DEVELOPMENT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed Start Date: \_\_\_\_\_

PROJECT DRAWINGS ATTACHED: Site Plan \_\_\_\_\_ Elevations & Details \_\_\_\_\_ Floor Plan \_\_\_\_\_

I have received a copy of the Bylaws and the Policies of Carefree Resort on Gleniffer Lake and agree to follow any and all requirements as set out in those documents.

I agree to comply with the Development Permit process guidelines and to complete the project within 45 days of the approval date of this permit unless otherwise stated.

I agree that a Board Member or designated Staff member may enter upon the job site, at any time without notice, during the construction period or for any inspection of the project in relation to Carefree Resort Bylaws and Policies.

I agree that all construction shall conform to and meet the current Alberta Building Code standards and any other applicable code or standard that may be adopted from time to time.

I agree that inspections for electrical, plumbing, pipe fitting, propane, fireplaces and any other that may be required, are at the expense of the owner, and must be completed as required.

**We, the owners of Lot # \_\_\_\_\_ acknowledge and agree that we are solely responsible for obtaining all necessary development and building permits for the development in this application and we also acknowledge and agree that we are responsible for ensuring that the development is completed in accordance with the requirements of all applicable building codes, regulations, permits and bylaws including, but not limited to, Carefree Resort's Bylaws and Policy Statements. In consideration of our application herein being considered for approval by Carefree Resort we hereby agree to indemnify and save harmless Carefree Resort, its Board of Directors, management and employees from any and all claims which might arise as a result of our not obtaining all necessary development and building permits for the development contemplated in this application and/or as a result of our not completing the development in accordance with the requirements of all applicable building codes, regulations, permits and bylaws including, but not limited to, Carefree Resort's Bylaws and Policy Statements.**

\_\_\_\_\_  
**Owner(s) Signature**

**PERMIT #** \_\_\_\_\_

**Prior to construction, we, the owners of Lot # \_\_\_\_\_, agree to submit to the Carefree Resort office a copy of the Red Deer County Development Permit.**\_\_\_\_\_

**Deck Enclosures and Decks over 24 inches:**

**We, the owners of Lot # \_\_\_\_\_ agree to submit to the Carefree Resort office copies of all Building Permits prior to construction.**\_\_\_\_\_

**ON APPROVAL FROM CAREFREE RESORT, OWNERS ARE REQUIRED TO DISPLAY ALL DEVELOPMENT AND BUILDING PERMITS ON THEIR UNITS UNTIL THE PROJECT IS COMPLETED**

Date: \_\_\_\_\_ Owner(s)/Agent: \_\_\_\_\_  
(Signature)

**FOR OFFICE USE ONLY**

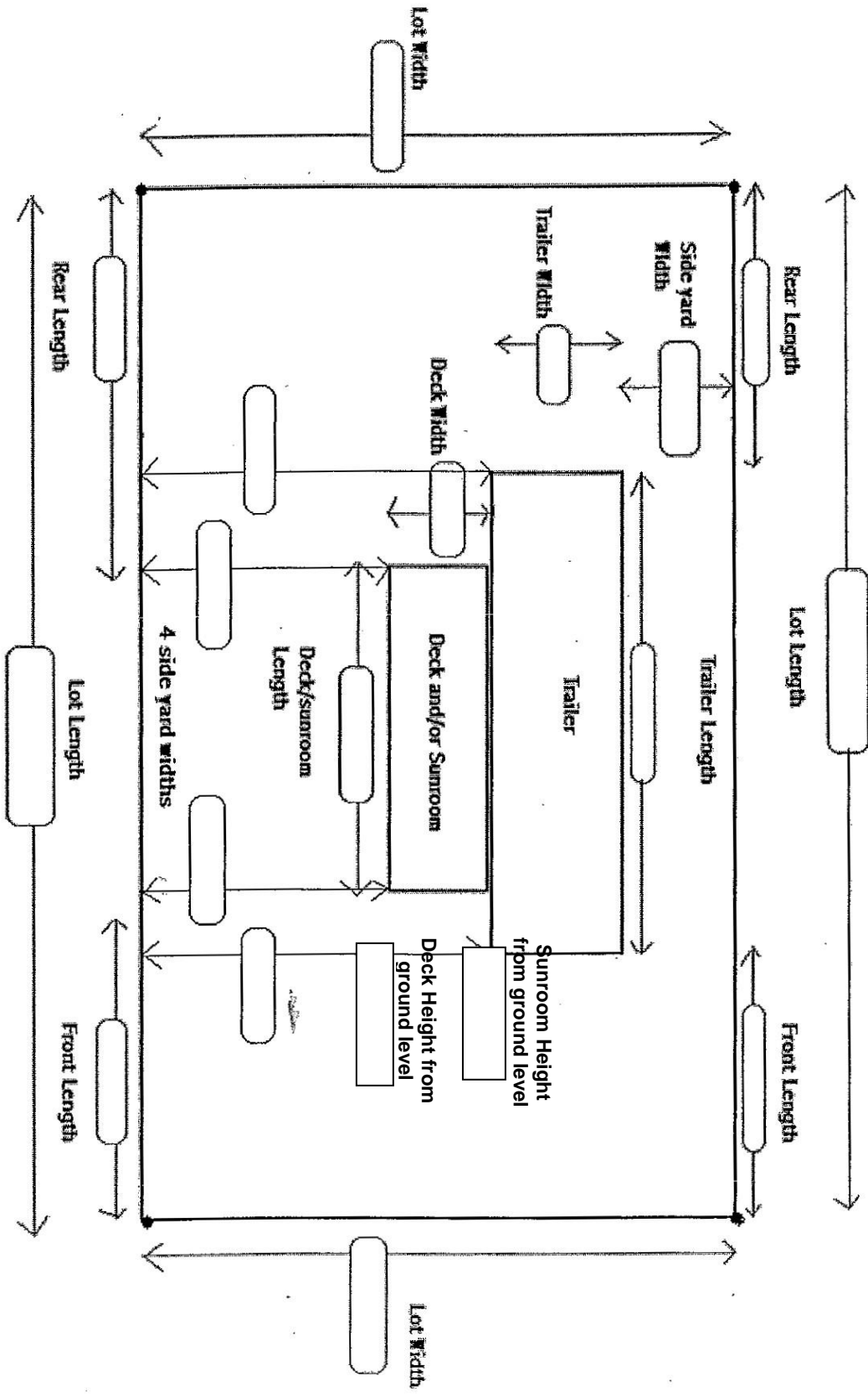
Date Received: \_\_\_\_\_ Reception: \_\_\_\_\_  
(signature)

Date Reviewed: \_\_\_\_\_ General Manager: \_\_\_\_\_  
(signature)

**Status:**      APPROVED as SUBMITTED \_\_\_\_\_      REFERRED to BOARD \_\_\_\_\_  
                  APPROVED with CONDITIONS \_\_\_\_\_      REJECTED \_\_\_\_\_

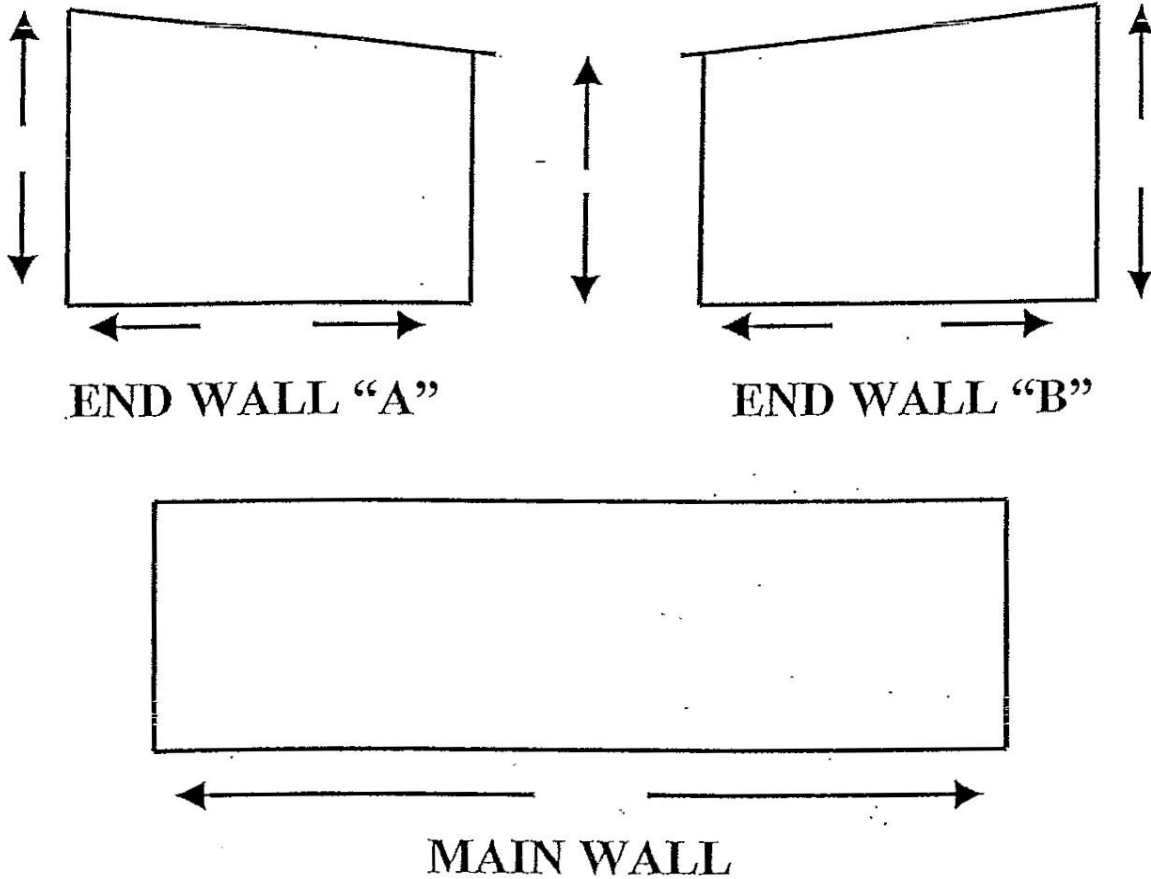
COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This drawing is not to scale. Fill in all blanks with correct measurements, preferably in feet and inches. Indicate if deck has sunroom. Give measurements for deck and sunroom. Draw colored or dotted line to indicate fences. Draw in shed complete with measurements, indicate location of propane tank and firepit. Indicate where parking will be. Please make sure all blanks are filled in or development permit will be returned.



• - indicates property pin placement

### DECK ENCLOSURE WALLS



**Draw In All Windows & Doors**  
**Show All Measurements**  
**Show All Glass Sizes**  
**Show Glass Percentage Below**

End Wall "A" =     %  
End Wall "B" =     %  
Main Wall =        %

Permit # \_\_\_\_\_

**Carefree Resort Development Permit (DP) Checklist  
Appendix A**

(Must be attached to your Application for a Carefree Development Permit)

<b>Lot #</b> _____	<b>Owners/Applicant</b> _____	
<b>Home Phone #</b> _____	<b>Cell #</b> _____	<b>Fax #</b> _____

**Instructions for Lot Owners:** Check all relevant boxes. Please have all requirements in order to expedite the approval process. Note: DP applications with incomplete information may be delayed or rejected.

Owners Check	FOR OFFICE USE ONLY
<input checked="" type="checkbox"/>	

County of Red Deer Development Permit		
Building Permit(s)		

**DECKS:**

Property pins have been located		
Building Permit if height of deck is greater than 24"		
Lot drawings with measurements provided		
Minimum 10 foot setback from side property line		
Minimum 5 foot set back from rear property line		
Lot coverage: not exceeding 60%		

**OVERSIZED DECKS:**

Neighbor's approval (if applicable)		
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**ENCLOSURE:**

Property pins have been located		
Lot drawings with measurements provided		
Wall measurements provided with percentage of glass in each wall (minimum of 60%)		
Architectural drawings/blueprints provided		
Access gate for utilities (if applicable)		

PERMIT # \_\_\_\_\_

Owners Check	FOR OFFICE USE ONLY
X	

**AWNINGS:**

List of material to be used provided		
Lot drawing with measurements provided		

**R.V.s:**

New electrical pedestal (prepaid)		
Lot drawings with measurements provided		
Accredited Survey Report showing pin locates for Park Model installs 2 feet inside the property line		
Minimum clearance of 20 inches underneath		
Pre inspection by Carefree staff prior to entry		
Carefree staff present when unit is placed on the lot		

**SHEDS:**

Lot drawings with measurements provided		
Property Pins located		
All exterior material maintenance free		
Shed height maximum 10'		

**FENCES:**

Property pins located		
Lot drawings with measurements provided		
Access gate for utilities (if applicable)		

**CEMENT DRIVEWAYS EXTENDED TO COMMON PROPERTY:**

Letter of Intent signed and attached		
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**CONDO FEES:**

Account Current		
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**FOR OFFICE USE ONLY**

All required info provided: \_\_\_\_\_, Carefree General Manager

If Board approval required, General Manager's Recommendation: \_\_\_\_\_

RESORT INSPECTIONS:	Completed by:	Date Completed
If required, Board approval received		
First site inspection		
Final site inspection		
All inspection reports received		
Project cancelled		



