



ARE YOU BUILDING A NEW BUILDING/STRUCTURE?

(Here's what you need to apply...)

1) Site Plan:

- Show all buildings on the lot (if you have a Real Property Report [RPR], this should show all of the existing structures on your property).
- Show the location and dimensions of the structure you want to build. Make sure you include the distance of the building from at least 2 different property lines.
- Show any trees or shrubs you are going to remove. You should at minimum state their approximate location and whether they are coniferous or deciduous.
- If the structure you are building does not require a foundation, show the current drainage patterns of your lot on the site plan.

2) Floor Plan:

- Show the layout and dimensions of your structure, including the entrances, windows, and steps. If the building is more than one storey or has a basement, make sure you show the layout and dimensions of the other floors.

3) Elevation Plan:

- Show what the structure will look like from the outside, on all sides of the building.
- Show the height of the building from the ground to both eave line and the building peak. (If the structure will be on the lakeshore, please show the type of foundation you will be using).

IF YOUR BUILDING OR STRUCTURE WILL INCLUDE A FOUNDATION:

4) Grading Plan (NOTE: A grading plan must be done by a qualified surveyor)

- Show the current site grades and drainage patterns.
- Show the site grades and drainage patterns planned for the property post-construction.
- Show the "Final Finished Elevation" of the structure to be construction. (A Final Finished Elevation is the grade of the main floor of the new structure).

IF YOU ARE BUILDING A SOLAR PANEL:

1) Provide a site plan showing the location of the house. If the panels will be on a different structure, then the plan must show that structure too.

- On the site plan, you MUST show where the panels will be on the roof. Provide an outline of the panel area and the dimensions of the area.

2) Provide construction specifications of the types of panels you will be using. Your contractor should be able to give you this information.

3) Provide a drawing showing the height and design of the panels, as to be actually constructed on the roof.

**IF YOU ARE APPLYING FOR A
DEVELOPMENT PERMIT ON EHA LANDS:**

Follow the same requirements as above, except for the following:

1) Tree removal permits:

- Show the approximate location of the trees to be removed on the site plan.
- Include photos of the trees to be removed.
- Provide a written explanation as to why you want or need to remove the trees.

(Note: If you receive a permit to remove a tree on EHA land, you will usually be required to leave the stumps and roots in the ground to help stabilize the lakeshore. You will also be required to plant an equivalent number of new trees).

2) Retaining wall permits:

- Show the location of the retaining wall, including the setbacks from the road and two other sides.
- Show the width of the wall, materials to be used, and the type of foundation you will use.

3) Drainage permits:

- If you are moving, removing, or adding dirt, provide a drainage plan showing the current drainage pattern on your part of the easement, and the future drainage pattern.
- Include information regarding the amount of new material you will be placing on your part of the easement.

Process for reviewing a Development Permit application in the EHA Area:

- *Application is received, and the Development Officer does a first review of the application.*
- *After all required information is received and reviewed, the Development Officer sends the application to the EHA Board with an explanation of the application. The explanation will include a recommendation for approval or refusal. The explanation may also request guidance from the Board about whether the Summer Village should ask for more information, or revisions.*

WHAT ARE THE SETBACK, HEIGHT, AND SITE COVERAGE REQUIREMENTS FOR A BUILDING/STRUCTURE?

(PLEASE NOTE: There are two different residential zones on Sundance Beach called "R1A" and "R1B". You may also be in the EHA (Easement Holders' Association) area. Please confirm which zones you are in before you start designing your structure or building)

R1A Zone:

Height: 8.5m

Setbacks:

- **Side Property Lines:**
 - **10% of your lot width or ½ the height of your building, whichever is greater, on both sides of the lot.**
 - **If you have a corner lot, you must be at least 5m from your "flanking" side yard (please check with the Development Officer to confirm which side yard is your "flanking" side yard).**
 - **Steps: 1m**
- **Other Setbacks:**
 - **Front (lakeside) and Rear: 10m each**
 - **From other buildings: 3m**

If you are building a garage or other accessory building:

- **Front (lakeside) and Rear Setbacks: 1m each**
 - **However, if you are building a garage and your car doors will face the road, you must provide a 3m setback instead of a 1m setback.**
- **Side Setback: 1.5m if the building is less than 1 storey. If it is taller than 1 storey, you will need to follow the general side setback rules.**
- **You cannot build a garage or accessory building in your front yard (the yard closest to the lake)**

Site Coverage:

- **30% of your lot size**

NOTE: If you are building a house, your first floor must have a floor area of at least 600 sq.ft.

NOTE: You must provide two parking spaces on your lot.

R1B Zone:

- **Same rules as the R1A Zone, EXCEPT:**
 - **You must provide 3 parking spaces on your property.**

EHA Area:

- **All buildings must be at least 3m from the edge of the road**
- **All buildings cannot have more than 0.6 (~2 ft.) of their height visible from the top (crown) of the road.**

WHAT BUILDINGS/STRUCTURES DO NOT REQUIRE A DEVELOPMENT PERMIT?

IF YOU LIVE ON SUNDANCE BEACH (AND YOU ARE NOT BUILDING ON THE LAKESHORE)

- **Day-to-day maintenance or repairs to a building or structure that does not involve structural changes or changes to your exterior materials.
(Example: Repairs to floorboards on a deck do not require a Development Permit. Changing your siding from wood to vinyl will require a Development Permit).**
- **Any steps or patios that are less than 0.3m (1 ft.) height.**