

# RECREATION VEHICLE RESORT DISTRICT

## *Frequently Asked Questions*



### **DO I NEED A DEVELOPMENT PERMIT FOR A RECREATIONAL VEHICLE/PARK MODEL IN THE RECREATIONAL VEHICLE 'R-RVR' DISTRICT?**

You need a development permit to place a park model recreational unit (known as a cottage model), or a park model trailer in the 'R-RVR' District.

You do not need a development permit for a travel trailer, fifth-wheel trailer or motorhome type recreational vehicle. Regardless of whether or not you require a development permit, you must comply with the requirements of the Lacombe County Land Use Bylaw, such as setbacks from property lines and separation distances between structures.

### **WHAT STRUCTURES CAN I HAVE ON MY LOT?**

Each lot is limited to one recreational vehicle (including park models), one covered deck, and one accessory building not exceeding 13.94 m<sup>2</sup> (150 ft<sup>2</sup>) in size. In addition to this, one wood storage box no greater than 1.22 m (4 ft) in height and 2.97 m<sup>2</sup> (32 ft<sup>2</sup>) in size is allowed, and one gazebo no greater in height than the recreational vehicle and no greater than 13.94 m<sup>2</sup> (150 ft<sup>2</sup>) in size is allowed. Covered decks for recreational vehicles (excluding park models) must be contiguous with the recreational vehicle and cannot be enclosed by any impermeable material.

The total area covered by all structures located at or higher than 0.91 m (3 ft) above grade within a lot is not to exceed 40% of the total condominium unit area, with the following maximums:

- for condominium units less than 371.61 m<sup>2</sup> (4000 ft<sup>2</sup>) in size - up to a maximum of 134.7 m<sup>2</sup> (1,450 ft<sup>2</sup>) in total site coverage
- for condominium units more than 371.61 m<sup>2</sup> (4000 ft<sup>2</sup>) in size - up to a maximum of 148.7 m<sup>2</sup> (1,600 ft<sup>2</sup>) in total site coverage

This maximum site coverage includes all recreational vehicles, including park models (this includes all tip outs, push outs, pull outs, additions, covered and/or enclosed decks, porches verandas), decks, accessory building, wood storage box, and gazebo.

Accessory buildings are not to exceed 3.35 m (11 ft) in height and should complement the recreational vehicle/park model in material, colour and appearance.

### **WHAT STRUCTURES AM I NOT ALLOWED?**

Garages, carports and guesthouses are prohibited. All off-road vehicles should be stored in a communal storage area. The County's Land Use Bylaw outlines that only one off-road vehicle (including but not limited to an ATV, dirt bike, jet ski, or snowmobile) may be parked on a condominium unit.

### **WHERE CAN I LOCATE MY RECREATIONAL VEHICLE/PARK MODEL AND ACCESSORY BUILDING?**

All recreational vehicles (including park models and motor homes) must be located a minimum of 6.10 m (20 ft) from the front property line, and 1.52 m (5 ft) from the rear property line. They must be a minimum of 0.6 m (2 ft) from one side property line, and no less than 1.5 m (5 ft) from the other side property line.

In order to ensure a safe separation distance in case of fire, no recreational vehicle/park model may be located within 3.05 m (10 ft) of another. This means that if your neighbour's recreational vehicle is located 0.6 m (2 ft) from the side property line, your recreational vehicle must be at least 2.44 m (8 ft) from that side property line.

The accessory building can be located no closer to the front property line than the recreational vehicle/park model, and no less than 0.91 m (3 ft) from the rear property line. It must also be a minimum of 0.6 m (2 ft) from one side property line, and no less than 1.5 m (5 ft) from the other side property line.

## LAND USE BYLAW DEFINITIONS

*Please note: you will be required to provide the Make, Model, Serial Number and CSA Standard of your unit on your application form.*

**RECREATIONAL VEHICLE – PARK MODEL RECREATIONAL UNIT** (ALSO REFERRED TO AS A “COTTAGE MODEL”) means a recreational vehicle built on a single chassis mounted on wheels which may be removed. The unit is designed to facilitate occasional relocation, with living quarters for a temporary residence or seasonal use, and must be connected to those utilities necessary for the operation of installed fixtures and appliances. This type of recreation vehicle has a width greater than 2.6 m (8 ft. 6 in.) in the transit mode. Park Model Recreational Units require a special tow vehicle and a special permit to move on the road. They conform to the **CSA Z-241** Standard for Park Model Recreational Units or another similar CSA standard to be approved by the Development Authority at its sole discretion.

**RECREATIONAL VEHICLE – PARK MODEL TRAILER** means a recreational vehicle designed to be towed by a heavy duty tow vehicle but is of restricted size and weight so that it does not require a special highway movement permit. The maximum width when being towed is 2.6 m (8 ft. 6 in.). This type of recreational vehicle is designed for infrequent towing, and is not fitted with a 12-volt system for fixtures and appliances. Once on site in the set-up mode, it must be connected to local utilities. The Park Model Trailer is built on a single chassis mounted on wheels and has one or more slide-outs and conforms to the **CSA Z-240** Standard for Recreational Vehicles or another similar CSA standard to be approved by the Development Authority at its sole discretion.

### IMPORTANT NOTES

No development shall be started until the County has issued a development permit.

Where the proposed development is a permitted use and complies with the provisions of the County’s Land Use Bylaw, a development permit will be issued as soon as a decision is made to approve the application. Neighbours do not have any right of appeal for a permitted use.

Any decision made by the County on an application for a discretionary-use development or relaxation of one or more provisions of the Land Use Bylaw will be subject to appeal. If an application is refused, or the applicant or other party is not satisfied with one or more conditions of approval, then an appeal can be made to the appropriate appeal board (Land and Property Rights Tribunal or the County’s Subdivision and Development Appeal Board). The length of the appeal period is 21 days; if no appeals are received within this time period, the decision will be upheld by the County. If the decision was to approve the development, and there are no outstanding conditions of approval required to be completed prior to issuance, a development permit will normally be issued.

If an appeal is filed against a decision, the application will be referred to the appropriate appeal board. The appeal board will then hear the application on its own merit and make a decision to approve or refuse the application. Should an approval be given, and there are no outstanding conditions of approval required to be completed prior to issuance, a development permit will be issued.

Once a permit has been issued, the applicant(s) will have no more than 12 months from the date of issuance to commence the development described within the permit, and will have no more than 24 months from the date of issuance to complete the development. If the development described within the permit has not commenced within 12 months of the date of issuance, or the development has not been completed within 24 months, the permit may be declared null and void. Any request for an extension of these deadlines must be made in writing to the County; prior to the expiry of the 12 month deadline for development which has not commenced; and prior to the expiry of the 24 month deadline for development which has been commenced, but has not been completed.

Once the development is started, it is not to be abandoned or left for an extended period of time in what the County considers to be an unsightly or unsafe condition. The development must be completed in accordance with the development approval.

No changes or additions are to be made to the development without prior approval of the County.

For further details on the regulations for RV developments, please consult Sections 7.10 and 6.2 of the Land Use Bylaw, which can be accessed on the County’s website at: [www.lacombecounty.com](http://www.lacombecounty.com)

### NO RELAXATIONS OF THE REGULATIONS WILL BE PERMITTED IN THE ‘R-RVR’ DISTRICT



**If you require more information, please contact  
Planning Services at 403-782-8389.**

# RECREATION VEHICLE RESORT DISTRICT

## *Development Permit Application Information*



**COMPLETE THE ATTACHED APPLICATION FORM** by printing clearly or filling out all of the required fields electronically. The application must be signed by the registered owner(s) of the land if different from the applicant. Please note that handsigned electronic signatures are accepted, but digital encrypted type signatures are not accepted.

**INCLUDE A SITE PLAN** drawn to scale showing:

- the legal description of the property;
- the parcel dimensions;
- the location and use of all existing and proposed buildings and recreational vehicles, with distances from property boundaries;
- the location, with distances, of park models on adjacent lots;
- the location of any water bodies and other drainage courses, existing or proposed storm water drainage works, treed areas, shelter belts and other physical features of the land to be developed; and
- the existing access to the property.

**PHOTOGRAPHS** are required to be submitted with any application for a moved-in building, including all pre-owned manufactured or mobile homes. These photographs are needed to consider the quality of the exterior appearance of the home or building, to ensure the exterior finishes and materials are in an acceptable condition.

**A NON-REFUNDABLE PROCESSING FEE** must also be paid. The current fee is \$200 for an application within a Recreational Vehicle Resort District. **All fees are payable to Lacombe County via cheque, cash, debit, or credit card. Credit card payments are completed using OptionPay (a third party software provider) and are subject to additional surcharges.**

**MORE INFORMATION** may be requested by the County to properly evaluate the application.

**RETURN THE APPLICATION TO**



Lacombe County  
Attention: Planning Services  
RR 3 Lacombe AB T4L 2N3  
[planning@lacombecounty.com](mailto:planning@lacombecounty.com)

# RECREATION VEHICLE RESORT DISTRICT

## Development Permit Application Form



**THIS FORM IS TO BE COMPLETED & SIGNED IN FULL, WHEREVER APPLICABLE, BY ALL REGISTERED OWNER(S) OF THE LAND AND/OR BY A PERSON AUTHORIZED TO ACT ON BEHALF OF THE LANDOWNER(S)**

### 1 LANDOWNER INFORMATION

Name of registered owner(s) of land		
Address		
Town	Province	Postal Code
Home Phone	Cell Phone	
Email		

I would like to pick-up my Notice of Decision and Development Permit, rather than having it mailed.

I would also like an emailed copy of my Notice of Decision and Development Permit.

### 2 APPLICANT AUTHORIZED TO ACT ON BEHALF OF REGISTERED LANDOWNER(S) (IF APPLICABLE)

Name of applicant(s)		
Address		
Town	Province	Postal Code
Home Phone	Cell Phone	
Email		

### 3 LEGAL LAND DESCRIPTION OF PROPERTY TO BE DEVELOPED

Name of Development		
Unit	Condominium Plan No.	Total Parcel Size

### 4 DEVELOPMENT INFORMATION

Existing Use of Land	Describe the Proposed Development
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**5 DETAILS OF PARK MODEL OR RECREATIONAL VEHICLE**

*Photographs of all exterior sides of the park model or recreational vehicle must accompany the application.*

Make	Year	Serial Number
Model	CSA Standard	
Length	Width	Height
Exterior Finish	Total Area	
Estimated Construction Value \$		

**6 DETAILS OF A COVERED DECK, ENCLOSED PORCH, SUNROOM OR ADDITION TO A PARK MODEL**

Type of Structure	Type of Footings and/or Foundation	
Length	Width	Height
Exterior Finish	Total Area	
Estimated Construction Value \$		

**7 DETAILS OF AN ACCESSORY STRUCTURE**

Type of Structure		
Length	Width	Height
Exterior Finish	Total Area	
Estimated Construction Value \$		

**8 DETAILS OF A GAZEBO**

Type of Structure		
Length	Width	Height
Exterior Finish	Total Area	
Estimated Construction Value \$		

**9 DETAILS OF A WOOD STORAGE BOX**

Type of Structure		
Length	Width	Height
Exterior Finish	Total Area	
Estimated Construction Value \$		

**10 TOTAL LOT COVERAGE**

*Please note the maximum site coverage allowances, which can be found on Page 1 of this application package.*

Total Square Footage of All Structures on Lot:
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**11 CHANGES TO SITE GRADES**

Please indicate if any changes are proposed to the lot grades. Where changes are proposed, the County will require drawings showing the grade alterations.

**12 OTHER COMMENTS OR INFORMATION THE COUNTY NEEDS TO CONSIDER**

**13 STATUS OF THE PROPOSED DEVELOPMENT**

Please indicate if any site work has been started on the proposed development. If so, specify the work done.

*You are advised that no further work on the development is to occur until a permit has been issued by the County.*

**14 SUPPORTING DOCUMENTS ATTACHED**

- Site Plan
- Photographs
- Condo Board Approval
- Other (please specify)

**15 OTHER APPROVALS**

Is the proposed development the subject of a licence, permit, approval, or other authorization granted by the Natural Resources Conservation Board, Energy Resources Conservation Board, Alberta Energy Regulator, Alberta Energy and Utilities Board or Alberta Utilities Commission?

YES  NO

If "yes", please describe

Is the proposed development the subject of the application is the subject of a licence, permit, approval, or other authorization granted by the Minister of Environment or granted under any Act the Minister is responsible for under s.16 of the Government Organization Act\*?

YES  NO

If "yes", please describe

*\*The Minister is responsible for the following Acts: Alberta Land Stewardship Act, Environmental Protection Act, Public Lands Act, Surveys Act, Water Act.*

**16 DECLARATION**

- I/We declare that the information given on this form and accompanying plan(s) and other documents are to the best of our/my knowledge a true statement of facts concerning the proposed development
- I/We also give my/our consent to allow a person appointed by the County the right to enter upon the said property with respect to this application only.
- I/We hereby consent to the public release and disclosure of all information contained within this application and supporting documentation as part of the development process.

Registered Landowner Signature	Date
Registered Landowner Signature	Date
Applicant Signature (If Different than the Registered Landowner)	Date
Applicant Signature (If Different than the Registered Landowner)	Date

*Please note that all information that you provide will be treated as public information in the course of Lacombe County's consideration of this development application pursuant to the Municipal Government Act, R.S.A. 2000 Chapter M-26 and the County's Land Use Bylaw. By signing this application, you consent to the public release of any information provided by you pursuant to this development. Information you provide will only be used for purposes related to the evaluation and consideration of this development application. If you have questions about this, please contact the FOIP Coordinator, Lacombe County, RR 3, Lacombe AB T4L 2N3 (403) 782-6601.*

# RECREATION VEHICLE RESORT DISTRICT

## Site Plan



BELOW ARE THE STANDARD SITE PLAN REQUIREMENTS FOR ALL APPLICATIONS WITHIN AN RV RESORT.

- Include the legal description of the property.
- Identify the parcel dimensions.
- Include the location and use of all existing and proposed buildings with distances from property boundaries.
- Identify the location, with distances, of park models on adjacent lots.
- Identify the location of any water bodies and other drainage courses, existing or proposed storm water drainage works, treed areas, shelter belts and other physical features of the land to be developed.
- Identify site grading and drainage (indicated with directional arrows) if you are changing the site grade.
- Identify the existing access to the property.
- Indicate north on the site plan, and ensure all distance units are indicated.

