



Building in The Lakes of Muirfield

Building within the Lakes of Muirfield Involves some unique considerations. Even if you are familiar with the permitting process in other municipalities or other areas of the County please read this document carefully.

1. **Before applying for a Development Permit**, the building plans must first receive **Architectural Design Approval**. Architectural plans are to be submitted to Arcadis at: www.archcontrol.com. (Please note that you will require a username and password to login. Contact chris.ohalloran@arcadis.com to obtain a password.)
 - a) A Development Permit will not be issued without Architectural Design Approval. The fee for Architectural Approval is \$1,000 for single family dwellings and \$1,500 for duplex, and the fee must be submitted to Wheatland County with the Development Permit application. Arcadis will review the architectural drawings, plot plan, and supply a grading plan for the lot.
 - b) Architectural Control Guidelines can be found at <https://lakesofmuirfieldcommunity.com/index.php/architectural-controls>

Please note:

- c) The Roof Peak Elevation (TR) height must be labeled on the site plan.

Building Height means the vertical distance between the highest building grade to the peak of the roof.

- d) Highest Grade must be labeled on the site plan.
2. Once Architectural Design Approval has been granted, you may **submit your Development Permit Application**. Please follow the link: <https://wheatlandcounty.ca/documents/development-permits/>
 - a) Include a copy of the Architectural Design Approval.
 - b) You must also submit a copy of the current Land Title, listing the owners on title.
 - All owner's must be listed on the application and sign the application
 - If the property is owned by a company a copy of the Corporate Registration must also be submitted.
 - c) The fee will be \$300 for a single dwelling or \$400 for duplexes.
 3. After the Development Permit is approved, **refundable security deposits** will be required as conditions of Development Permit approval:
 - a) As per the Architectural Control Guidelines, the security deposit, in the amount of \$25,000 for single family dwellings and \$35,000 for duplexes, is to be submitted to the County in the form of certified cheque, cash, or a Letter of Credit. This will be refunded once construction has been completed and the County confirms that:
 - No damage has occurred to sidewalks, curb stops, or other municipal infrastructure;



- No damage has occurred to neighbouring areas or properties;
 - Street cleaning or clean-up of areas as a result of construction on the Lot has occurred; and
 - Lot grading complies with the approved Building Grade Plan.
- b) Prior to construction occurring, the applicant/landowner is to **purchase a water meter** from the Wheatland County Administration Office, and pay a deposit to be refunded upon County inspection of the meter installation and utility infrastructure.

These deposits can be paid by:

- Architectural Control Guidelines Deposit (\$25,000 or \$35,000) – Bank Draft, Certified Cheque, Letter of Credit, or EFT upon request
 - Water Meter and Water Meter Deposit with GST – (amount subject to change, see fee schedule for updates: wheatlandcounty.ca/documents/schedule-of-fees cheque, debit, or cash – must be paid in person to pick up the meter
4. After the deposits have been received, you may **apply for the Building Permit:**
<https://wheatlandcounty.ca/building-safety-code-permits/> – this may take between 1-3 weeks to issue.
- a) You will need a New Homeowner’s Warranty, more information can be through this link:
www.alberta.ca/new-home-warranty-overview
5. Once the building permit is approved you may **apply for any Safety Code Permits** (electrical, gas, plumbing) through this link: <https://wheatlandcounty.ca/building-safety-code-permits/>– may take between 1-3 business days to issue.
- a) A copy of the journeymen’s certificate is required to issue these permits. The journeymen listed on the permit will be contacted for all inspections.

If you have any questions regarding these processes, please contact developmentpermit@wheatlandcounty.ca or call 403-934-3321.