

Development Permit Application Policy

Condominium Corporation #882 2999

POINTS WEST RESORT

(Hereinafter known as the Corporation)

Revision 2008

In respect to exclusive right of passage to Points West Resort for sole responsibility of the owners of said Condominium Corporation.

Terms and Conditions:

Please refer to the Corporation By-laws, Town of Sylvan Lake Land Use By-law #1307/2003, and Points West Resort Policy and Guidelines 2007 before the commencement of onsite development.

Development Permit Application:

Development Permit Application Forms can be obtained from Sunreal Property Management Ltd. through owner request by contacting the Property Manager, or other Sunreal staff member at the office at (403) 343-0200, via email at mstevens@sunrealgroup.com, or by visiting the office at 4945-49th Street, Red Deer, Alberta.

1. The Lot Owner must fill out the Development Permit Application form **completely** and with as much detail as possible. **Diagrams** of the proposed development and its location on the lot **MUST** be included with the application form.
2. Sunreal Property Management Ltd. will *conditionally approve* the proposed development based on the details and diagrams provided by the Owner and return the approved permit application to the Owner.
3. **Town of Sylvan Lake approval** of the development is required once the development plans are Corporation approved.
4. Following Town approval and development completion, the forms are required to be forwarded **back to Sunreal** in order *for development to commence*. Once a Town Permit No. is supplied,

- Sunreal Property Management Ltd. will issue a **Corporation Permit to display** onsite of the development.
5. Sunreal Property Management Ltd. needs to be contacted upon completion of the development. Sunreal will then forward the development approvals to the **Board for an inspection.**
 6. The Board will complete the final inspection of the property to ensure the development is completed as per the Corporation and Town approvals.
 7. **Upon development completion and following the final inspection, the Board must sign off on a final approval.** This final approval will be forwarded to the lot owner and Sunreal Property Management Ltd. for permanent record.
 8. If the development is **not approved or finalized** by the Board, Sunreal Property Management and the Board will take action to ensure the **work is completed as per the above policy.**

****NOTE: It is the lot owner's responsibility to ensure no damage is done to the common property during construction. If damages are incurred, the lot owner responsible for the construction will be invoiced for the damages.**