

**FOOTHILLS COUNTY**

309 Macleod Trail, Box 5605

High River, Alberta T1V 1M7

Phone: 403-652-2341

Fax: 403-652-7880

[www.FoothillsCountyAB.ca](http://www.FoothillsCountyAB.ca)[planning@foothillscountyab.ca](mailto:planning@foothillscountyab.ca)

October 15, 2025

«MailName»

«AddLine1»

«AddLine2» «AddLine3»

«City», «Prov» «Postal»

Dear Sir/Madam:

TAKE NOTICE that, in accordance with Land Use Bylaw No. 60/2014, a Development Permit application has been approved subject to conditions (attached) and a 21-day appeal period, for a parcel of land that is located within one half mile of your property. The details of the Development Permit application are as follows:

**Development Permit Application File#:** 25D 220**Legal Description:** SE 27-20-29 W4M; Plan 2511078, Block 8, Lot 30**Approval Description:** Single Family Dwelling with Attached Oversized Garage on RC-A**Applicant/Owner** Bonita On- Ngan of Fifth Avenue Homes / Timber Star Inc.**Location:** Located on Green Haven Close, approximately 108 metres west of 48 Street East and 225 metres north of Okotoks

Pursuant to Section 685(2) of the Municipal Government Act, a person affected by this decision has a right of appeal. Notices of Appeal, including payment of the appeal fee are to be filed with the Subdivision and Development Appeal Board within 21 days from the date of the development permit decision (attached). Notices of Appeal and payment of the appeal fee are to be received **no later than November 6, 2025**. Notices of Appeal received after the 21-day notification period will be invalid.

The form required for the Notice of Development Appeal is available on the Foothills County website. To access the form, please visit the following link: <https://www.foothillscountyab.ca/resources/notice-development-appeal>. For further assistance or if you would like us to email you the form, please contact our Planning and Development Department at **403-652-2341** or via email at [Planning@FoothillsCountyAB.ca](mailto:Planning@FoothillsCountyAB.ca).

You should not rely on Notices of Appeal filed by other persons as giving you the right to be heard at an appeal hearing, as only the appellant, applicant or authorized representative of either party is guaranteed the opportunity to be heard at an appeal hearing. If you choose to submit an appeal, please complete the '**Notice of Development Appeal**' form found on our website and return the completed form with payment of the required appeal fee to the Subdivision and Development Appeal Board Clerk by email at [appeals@FoothillsCountyAB.ca](mailto:appeals@FoothillsCountyAB.ca) or by fax at 403-652-7880.

The appeal fee will be returned 2 to 3 weeks after the appeal hearing if there is record that the appellant or someone authorized to act on behalf of the appellant was in attendance at the time of the scheduled appeal hearing.

Should you have any questions, concerns, or require clarification on the appeal process, please contact the undersigned.

**NOTE: APPEAL SUBMISSION REQUIREMENTS ARE OUTLINED ON THE  
'NOTICE OF DEVELOPMENT APPEAL' FORM**

Yours truly,  
FOOTHILLS COUNTY

Original Signed By...

Stacey Kotlar  
Development Officer  
[Stacey.Kotlar@foothillscountyab.ca](mailto:Stacey.Kotlar@foothillscountyab.ca)  
(403) 603-6207

SK/ml

Encl. – Development Authority Decision



DEVELOPMENT PERMIT DECISION

DATE OF DECISION: October 15, 2025

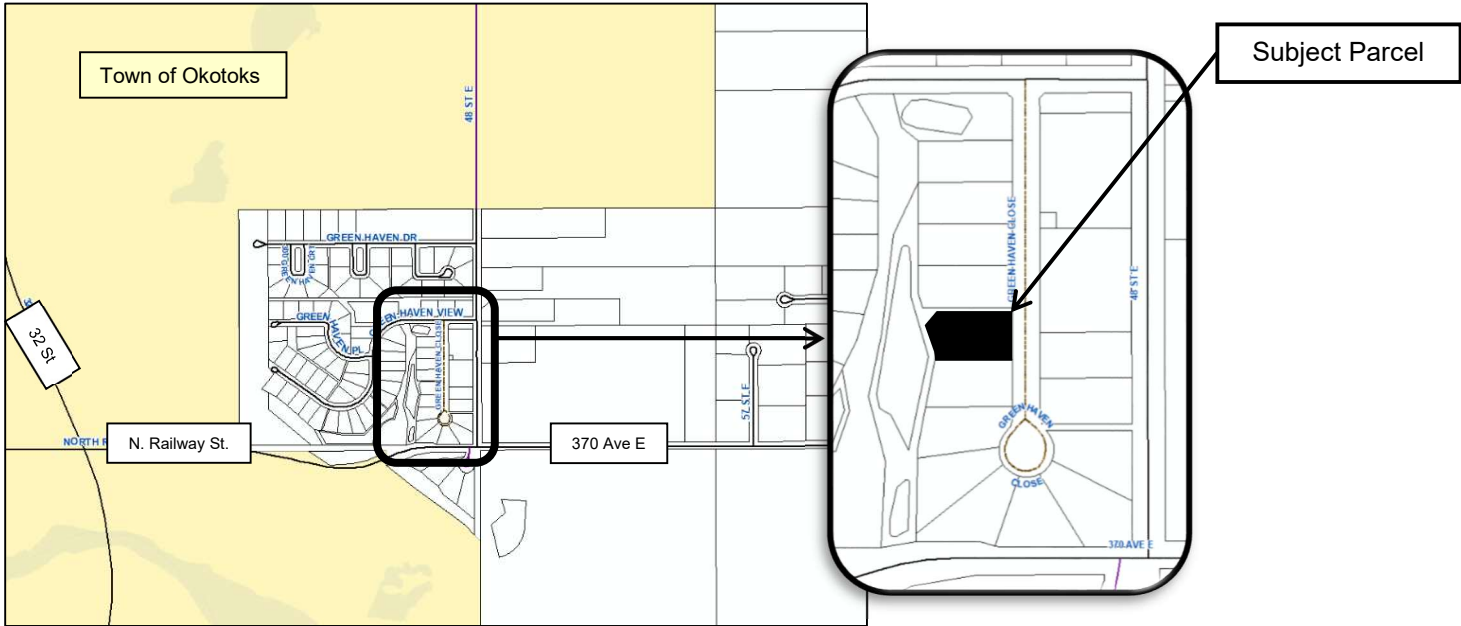
THIS IS NOT A DEVELOPMENT PERMIT OR BUILDING PERMIT. PLEASE REFER TO THE NOTES SECTION BELOW FOR ADDITIONAL INFORMATION.

DEVELOPMENT APPLICATION FILE NUMBER: 25D 220  
LANDOWNER(S): TIMBER STAR INC.  
APPLICANT(S): BONITA ON-NGAN OF FIFTH AVENUE HOMES  
PROPOSAL DESCRIPTION: SINGLE FAMLY DWELLING WITH ATTACHED OVERSIZED GARAGE ON RC-A  
LEGAL DESCRIPTION: PTN. SE 27-20-29 W4M; PLAN 2511078, BLOCK 8, LOT 30

LOCATION AND DESCRIPTION OF SUBJECT PARCEL:

The subject property is an existing 0.78 acre Residential Community Sub-district “A” parcel, located on Green Haven Close, approximately 108 metres west of 48 Street East and 225 metres north of Okotoks.

Location Map:



INTENT OF THE DEVELOPMENT PERMIT APPLICATION:

An application for Development Permit has been submitted to allow for the construction of a Single Family Dwelling with an Attached Oversized Garage, having an area of +/- 1,227 sq. ft. on the subject property.

At the time of subdivision approval for this property, the Foothills Council designated the subject property as Residential Community Sub-district “A” confirm that all required setbacks/building envelopes are met, and that all restrictions and recommendations as noted within the stormwater management plan, the lot grading plans, high water table testing and the septic disposal analysis, as well as ensuring the requirement for high efficiency package wastewater systems. A refundable \$5,000 deposit requirement was also established by Council, to ensure compliance.

The current Land Use Bylaw provides that permanent dwellings are permitted up to two private garages (attached or detached) up to a maximum cumulative size of 1,200 sq. ft.

The proposed Single Family Dwelling is a Permitted Use under the Residential Community district; however, due to the proposed Oversized Attached Garage the application has been considered as a Discretionary Use under the County Residential Land use District; therefore, decisions on application for Development Permit for this use are to the discretion of the Development Officer, and subject to a 21-day appeal period.

The application for a Development Permit in accordance with the provisions of Land Use Bylaw 60/2014 of Foothills County in respect of Single Family Dwelling with Oversized Attached Garage, on the subject parcel being a portion of SE 27-20-29 W4M; Plan 2511078, Block 8, Lot 30 has been considered by the Development Officer and is **APPROVED** subject to the following.

APPROVAL DESCRIPTION:

Upon completion of the below noted pre-release conditions, this approval allows for the development and use of SE 27-20-29 W4M; Plan 2511078, Block 8, Lot 30 for construction of one Single Family Dwelling (+/- 2,875 sq. ft.) with Oversized Attached Garage (+/- 1,227 sq. ft.) to be located in accordance with the submitted and accepted Development Permit application and with the professional reports as accepted by the County.

PRE-RELEASE CONDITION(S):

Pre-release condition(s) must be complied with before the Development Permit will be signed and issued. Failure to complete the pre-release condition(s) on or before **March 15, 2026** will see this development permit decision deemed null and void, unless a time extension is issued under agreement between the Development Authority and the Applicant(s).

1. The applicant shall submit a compliance deposit in the amount of \$5,000.00. This deposit will be refunded at such time that the involved professional(s) provide written verification that all aspects of the noted reports and accepted plans have been satisfied, and that the project has been completed.

**CONDITIONS OF APPROVAL:**

*The following requirements must be completed within twenty-four (24) months from the date the Development Permit is signed and issued unless a time extension is approved under agreement between the Development Authority and the Applicant(s). **Failure to complete the conditions of approval will see the Development Permit be deemed null and void.***

1. The applicant shall maintain the development in accordance with all conditions of approval and plans that have been acknowledge by the municipality to be appropriate. **Any revisions and/or additions to the use of this land shall not proceed unless appropriate approvals and permits have been obtained;**
2. A High Efficiency Package Wastewater System must be the type installed, in addition to all standard septic system requirements, to the satisfaction of the Building and Safety Codes Department;
3. It is the landowner's responsibility to ensure that all considerations and recommendations are adhered to as identified within the following accepted documents:
  - a. Level IV Private Sewage Treatment System Assessment: Green Haven Estates – Phase 3, 4 & 5 by Groundwater Resources Information Technologies Ltd. (GRIT Ltd.), signed on September 18, 2022, by Ken Hugo, P. Geol, Senior Hydrogeologist;
  - b. Green Haven Phase 3 Grading Plan, by Scheffer Andrew Ltd., dated April 25, 2024;
  - c. Green Haven Phase 2 & 3 Stormwater Management System Report, of December 13th, 2013, by Scheffer Andrews Ltd., signed by Ross C. Thurmeier, P.Eng.;
  - d. Green Have Phase 3 Final Engineering Submission, by Scheffer Andrew Ltd, signed on April 26, 2024 by R.C. Thurmeier, P. Eng.
  - e. The submitted and accepted Plot Plan and Building Grade Form.
4. Prior to the County acknowledging completion of the development, the applicant shall obtain a letter from a designated professional confirming the development adheres to all comments and recommendations as provided within the accepted reports (above);
5. Prior to the County acknowledging completion of the development, the applicant shall obtain all necessary building and safety code permits to the discretion of the Safety Codes Officer;
6. The applicants shall provide written notification to the Development Authority upon completion of the development, as approved herein;

**ADVISORY REQUIREMENTS:**

*The following requirements are provided by Foothills County to inform the applicant(s) and landowner(s) of their necessity. It is the responsibility and liability of the applicant(s) and landowner(s) to ensure adherence with these requirements for the life of the development.*

1. Development shall comply with the applicable Building and Fire Codes at all times. The applicants are required to obtain all necessary building, plumbing, gas, septic, and electrical permits and inspections applicable to use and occupancy as a single family dwelling;
2. No topsoil shall be removed from the subject property and natural drainage of the property must be maintained. Alterations to natural drainage may proceed only under the authorization of an issued Development Permit for Lot Grading or as acknowledged within the accepted Stormwater Management System Report;
3. The single family dwelling and attached garage must not exceed the maximum height of 12 metres (39.37 ft.), which is the maximum permitted within the Residential Community Land Use District;
4. No portion of the single family dwelling with attached garage shall be used for the purpose of any business related uses without first obtaining any necessary approvals from the Foothills County;
5. Emergency address signage shall be installed and maintained, to the satisfaction of the County's GIS Department;
6. All installation(s) of exterior lighting must adhere to the guidelines and technical specifications as outlined within the Dark Sky Bylaw;
7. The issuance of a development permit by the County does not relieve the landowners of the responsibility of complying with all other relevant County bylaws and requirements, nor excuse violation of any provincial or federal regulation or act which may affect use of the land;
8. The applicants shall be responsible for payment of any professional costs including legal fees that may be incurred by the County with respect to the implementation of this permit;

**NOTES:**

1. **This is not a Building Permit.** Construction practices and standards of construction of any building or any structure authorized by the Development Permit, once signed and issued, must be in accordance with the Building and Safety Codes Permits. An application must be made for all required Building and/or Safety Codes Permits.
2. **This is not a Development Permit.** The Development Permit may be signed and issued upon completion of the 21-day appeal period, or submission of the executed appeal notification period waiver; should no appeals be received, and completion of all Pre-Release Conditions (if any). Development can not proceed until this permit has been signed and issued.
3. This Development Permit Decision is subject to a 21-day appeal period. Pursuant to Section 685(1) and 685 (3) of the Municipal Government Act, a person affected by this decision has a right of appeal. Notification of this Development Permit Decision will be advertised in two issues of the Western Wheel and posted on our website, [www.foothillscountyab.ca](http://www.foothillscountyab.ca).
4. The Development Permit, once signed and issued, shall thereafter be null and void if the development or use is abandoned for a period of six months.
5. The conditions of this Development Permit Decision must be met and adhered to at all times. Fines and/or Enforcement action may occur if operating outside of the Development Permit Decision.





Notice of Appeal

Subdlvislon and Development Appeal Board (SDAB)  
Foothills County [www.foothillscountyab.ca](http://www.foothillscountyab.ca)

309 Macleod Trail, Box 5605, High River, AB T1V 1M7 • Tel: 403-652-2341 Fax: 403-652-7880

|                                                                                                      |                  |                   |                                    |
|------------------------------------------------------------------------------------------------------|------------------|-------------------|------------------------------------|
| <b>APPELLANT INFORMATION</b> (e.g. Landowner or Affected Party)                                      |                  |                   |                                    |
| Name of Appellant(s)                                                                                 |                  |                   |                                    |
| Mailing Address                                                                                      |                  | Province          | Postal Code                        |
| Main Phone #                                                                                         |                  | Alternate Phone # |                                    |
| I consent to receive documents by email: <input type="checkbox"/> Yes <input type="checkbox"/> No    |                  |                   |                                    |
| Email Address:                                                                                       |                  |                   |                                    |
| <b>AGENT INFORMATION &amp; CERTIFICATION</b> (complete section if applicable)                        |                  |                   |                                    |
| Name of Organization:                                                                                |                  |                   |                                    |
| Contact Name:                                                                                        |                  |                   |                                    |
| Mailing Address                                                                                      |                  | Province          | Postal Code                        |
| Main Phone #                                                                                         |                  |                   |                                    |
| I consent to receive documents by email: <input type="checkbox"/> Yes <input type="checkbox"/> No    |                  |                   |                                    |
| Email Address:                                                                                       |                  |                   |                                    |
| I (We)_____hereby authorize _____<br>to act on my (our) behalf on matters pertaining to this appeal. |                  |                   |                                    |
| _____<br>Signature of Appellant(s)                                                                   |                  | _____<br>Date     | _____<br>Signature of Appellant(s) |
| _____<br>Date                                                                                        |                  | _____<br>Date     |                                    |
| <b>SITE INFORMATION</b>                                                                              |                  |                   |                                    |
| Municipal Address (house and street number):                                                         |                  |                   |                                    |
|                                                                                                      |                  |                   |                                    |
| Legal Land Description:<br>Quarter-Section                                                           | Plan<br>Township | Block<br>Range    | Lot<br>Meridian                    |

|                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                              |                                                                                                                                                                                                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>I AM APPEALING</b> (check only one)                                                                                                                                                                                                  |                                                                                                                                                                                                                                              |                                                                                                                                                                                                  |
| <b>Development Authority Decision</b><br><input type="checkbox"/> Approval<br><input type="checkbox"/> Conditions of Approval<br><input type="checkbox"/> Refusal<br><u>Development Permit #</u><br><br>Date of Decision: (Y/M/D) _____ | <b>Subdivision Authority Decision</b><br><input type="checkbox"/> Approval<br><input type="checkbox"/> Conditions of Approval<br><input type="checkbox"/> Refusal<br><u>Subdivision Application #</u><br><br>Date of Decision: (Y/M/D) _____ | <b>Decision of Enforcement Services</b><br><input type="checkbox"/> Stop Order<br><input type="checkbox"/> Compliance Order<br><u>Enforcement Order #</u><br><br>Date of Decision: (Y/M/D) _____ |
| <b>REASON FOR APPEAL</b> (attach separate page(s) if required)                                                                                                                                                                          |                                                                                                                                                                                                                                              |                                                                                                                                                                                                  |
| All appeals should contain the reasons for the appeal, including the issues in the decision or the conditions imposed in the approval that are the subject of the appeal.                                                               |                                                                                                                                                                                                                                              |                                                                                                                                                                                                  |
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Submitting an Appeal – Subdivision Authority Decisions

Appeals of decisions on subdivision applications are covered by [sections 678 to 682 of the Municipal Government Act](#).

A decision on an application for subdivision may be appealed by the applicant, by a Government department (if that department is required to be circulated on the application) or by the School Authority (with respect to matters related to municipal reserve or school reserve lands).

Appeals must be made by filing a notice of appeal within **14 days** of receipt of the decision with either the local Subdivision and Development Appeal Board or the Land and Property Rights Tribunal. Which board is the appropriate board to hear the appeal will depend on certain factors with respect to the land involved. The Land and Property Rights Tribunal hears subdivision appeals where there is a provincial interest. Otherwise, the appeals are heard by the local SDAB.

Notice of appeal should be filed with the Land and Property Rights Tribunal when the subject property is:

- within Alberta’s "Green Area"
- ‘adjacent’ to or contains a body of water
  - adjacent means contiguous or would be contiguous if not for a railway, road, utility right of way or reserve land
- adjacent to or contains (either partially or wholly) land identified on the Listing of Historic Resources or public land set aside for use as historic resource
- the subject of a license, 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
- the subject of a license, permit, approval or other authorization granted by the Minister of Environment and Protected Areas
- within the following distances:
  - 1600 metres of a provincial highway
  - 450 metres of a hazardous waste management facility
  - 450 metres of the working area of an operating landfill
  - 300 metres of the disposal area of any landfill
  - 300 metres of a wastewater treatment plant
  - 300 metres of the working area of a non-hazardous waste storage site

*Some of the distances may be varied in writing by a provincial government department, in which case the SDAB will hear the appeal.*

Submitting an Appeal – Development Authority Decisions

Appeal of development authority decisions are covered by [Sections 684 to 687 of the Municipal Government Act](#).

A decision on an application for development may be appealed by the person applying for the permit or by any person affected by an order, decision or development permit made or issued by a development authority.

An order issued under a decision of Enforcement Services, being a Stop Order or Compliance Order, may be appealed by the person affected by the order.

Appeals must be made by filing a notice of appeal within **21 Days** after the date on which the written decision is given with either the local Development Appeal Board or the Land and Property Rights Tribunal. Which board is the appropriate board to hear the appeal will depend on certain factors with respect to the land involved. The Land and Property Rights Tribunal hears development appeals where there is a provincial interest. Otherwise, the appeals are heard by the local Subdivision and Development Appeal Board.

Notice of appeal should be filed with the Land and Property Rights Tribunal when the subject property is:

- The subject of a license, 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
- The subject of a license, permit, approval or other authorization granted by the Minister of Environment and Protected Areas

THE APPEAL FEE MUST ACCOMPANY THE NOTICE OF APPEAL FORM

*\*Appeal fees are set in the County’s Fee Bylaw, which is generally reviewed and amended annually.*

| Appeal Type                                                                                                                                                                                                          | Fee     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| Development Authority Decision<br>(fee refunded if appellant appears before the Subdivision and Development Appeal Board)                                                                                            | \$100   |
| Development Authority Decision – Automatic Refusal                                                                                                                                                                   | \$575   |
| Stop Order                                                                                                                                                                                                           | \$575   |
| Subdivision Authority Decision<br>(paid at time of subdivision application and used as a credit on endorsement fees except where the owner/agent appeals the subdivision decision or a condition of the subdivision) | \$2,000 |

## How to submit your appeal and pay your fee

Completed Notice of Appeal forms may be submitted by mail, in person or by email. Your Notice of Appeal must be received on or before the final appeal deadline and must include the applicable fees as outlined above.

*Mail or deliver to:*

SDAB Clerk, Foothills County  
Box 5605, 309 Macleod Tr. S., High River, AB T1V 1M7

*Email to:*

[appeals@foothillscountyab.ca](mailto:appeals@foothillscountyab.ca)

Please make cheques payable to "Foothills County"

To pay by Credit Card, please use the Credit Card Authorization section found on page 2 of the Notice of Appeal Form.

**\*\*NOTE FOR EMAIL SUBMISSIONS ONLY: IF YOU DO NOT RECEIVE AN EMAIL CONFIRMATION NOTIFYING YOU OF RECEIPT OF YOUR APPEAL, PLEASE CONTACT THE SDAB CLERK IMMEDIATELY\*\***

## What happens after my appeal is submitted?

Once your completed Notice of Appeal form is submitted on time and with the required fee, the appeal will be heard by the SDAB within 30 days. The SDAB Clerk will provide you with additional information regarding the appeal hearing.

If the appeal is against the decision of a Subdivision Authority, notice will be sent to you and to landowners adjacent to the subject property. If the appeal is against the decision of a Development Authority, notice will be sent to you and to landowners located within the half mile surrounding the subject property.

## More information

For more information about filing an appeal or SDAB procedures, please contact the SDAB Clerk at:

Phone: 403-652-2341

Email: [appeals@FoothillsCountyAB.ca](mailto:appeals@FoothillsCountyAB.ca)