

**COTTAGE LOT DEVELOPMENT
AND
MAINTENANCE STANDARDS**

WINAGAMI LAKE PROVINCIAL PARK

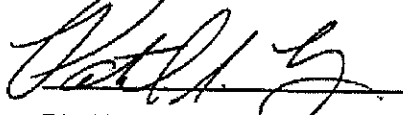
APPROVED BY:

DATE:



AREA MANAGER

June 12, 2000



REGIONAL DIRECTOR

June 15/00

REVISIONS BY:

**DISTRICT CONSERVATION OFFICER
HIGH PRAIRIE DISTRICT
WINAGAMI LAKE PROVINCIAL PARK**

JUNE, 2000

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1. Introduction

The purpose of these standards is to provide direction on how cottage lots at Winagami Lake Provincial Park may be developed and maintained. The standards are essential to ensure that new development is constructed and all leases are maintained so community character is in balance with the natural park environment. Guidelines for the application of the standards in terms of who must comply on new and existing leases, will also be established.

Provincial Parks are part of the heritage of the people of Alberta. The Department of Alberta Environmental Protection has the responsibility to manage and protect parks and their resources. The provision of cottage lots in provincial parks is a privilege extended to only a very small number of Albertans. Leaseholders are encouraged to consider their cottage lease a privilege and recognize the responsibility that comes with it. Natural Resource Service staff appreciate ongoing leaseholder assistance in protecting this important resource for future generations.

The intent of these standards is not to significantly change the existing subdivision; indeed the present development was a guide for their determination.

The standards for cottage lot development and maintenance are presented in six sections:

Application of Standards - This section details "who must" and "how to" comply with the procedures in place.

Lot Development - This concerns the use of the land within each lot.

Buildings and Structures - This presents the standards for design and construction.

Utilities and Services - This deals with the installation of sewage, water and other utilities.

Maintenance - This section provides the standards with respect to long term maintenance of the buildings and lot.

Shoreline Development - This section describes the restrictions on development along the shoreline and adjacent to, but outside the cottage subdivision.

To help explain the reasons for the standards, some sections are accompanied by a "Discussion" section for information purposes.

These cottage lot development and maintenance standards will be reviewed and updated every five years or sooner if needs or legislation dictate.

2. Application of Standards

a) Cottage Lot Development

- i) New development will be constructed in accordance with these standards.
- ii) Existing development will be required to meet these standards during replacement or upgrading. All waste water handling facilities had to be upgraded to meet these new standards as of January 1, 1995.

Discussion:

- All leaseholders were advised of this latter requirement.

- iii) All leaseholders must submit site plans (as detailed in 2b) for any construction or improvement, to the C.O. in Charge. 
- iv) All leaseholders planning development must apply to the Municipal District of Big Lakes (M.D. 125) for a Development Permit.
- v) All leaseholders planning construction must obtain a building permit through an authorized and certified agency, in compliance with the Safety Codes Act/Regulations. Information can be obtained from Alberta Department of Labour.

b) Guidelines for Submission of Plans

- i) Site plan will include:
 - a) All structures and their locations drawn to scale in the position they are to be constructed, and in relation to lease boundaries.
 - b) Access road and parking area.
- ii) Structure designs and specifications with description of finishes to be used.
- iii) Landscape plans.
- iv) All necessary permits for approval by the C.O. in Charge, prior to construction.

- v) Inspection by the C.O. in Charge will be required prior to commencement and upon completion of any development to ensure compliance with approved site plans.

c) Maintenance Standards

- i) Lot and building maintenance as detailed in Section 6 will apply to both new and existing development.
- ii) Annual inspections will be conducted by the C.O. in Charge; (see Figure 5).

Discussion:

- Inspections have been conducted in the past and help to ensure community character is being protected.
- iii) Reasonable times for completion of maintenance required as a result of an inspection will be determined at the discretion of the C.O. in Charge, in consultation with the leaseholder.
- iv) We will make every effort to assist leaseholders as they correct these conditions; however, if the Department has to become actively involved, any costs incurred will be charged back to the cottage leaseholder as per section 13 of the Disposition Regulations.

d) Non Standard Development /Appeal Process

- i) Proposed development not addressed by these standards may be submitted for consideration to the C.O. in Charge. Criteria for decisions will be based on:
 - a) Effect on community character.
 - b) Compliance with applicable legislation and park mandate.
 - c) Acceptance among other subdivision leaseholders.
 - d) Effect on the park environment.
- ii) In the event that a disagreement between the C.O. in Charge and leaseholder arises concerning the administration of these standards, the leaseholder has the option of appealing in writing to the District C.O. for a review of the issue.

Contact: District C.O.
Northwest Boreal Region
Natural Resources Service
Box 1500
High Prairie, Alberta
T0G 1E0

Discussion:

- These standards in anticipation of special development needs or requirements, provide for flexibility in their application through the appeal process.
- It would be desirable to see the formation of a Cottage Owners' Association to be involved in the process.

e) Legislation

- i) Leaseholders will comply with legislation as detailed in the Provincial Parks Act and all Regulations made pursuant to the Act.
- ii) Leaseholders will comply with all other applicable legislation, Alberta Building Codes and the Land Use Bylaw for the M.D. of Big Lakes.

Discussion:

- The leaseholder is extended no special privilege by virtue of their lease that exempts them from adhering to all park rules and regulations.
 - Specific legislation beyond these standards is included in the Parks Act and Regulations that also governs the subdivision and leaseholders.
- iii) Obtaining of any necessary permits and payment of all applicable taxes is the sole responsibility of the leaseholder.

3. Lot Development

a) Maximum Development Area

- i) Maximum area of the lot which may be occupied by improvements is 145 square meters (1,561 square feet). Improvements may include; cottage building, utility shed, bathroom structure, garage, carport, patio, deck (attached or separate).
- ii) The development area is defined as the area of land occupied by the external dimensions of a building or structure. External dimensions of any building are measured at the exterior of the wall.
- iii) Development is limited to the lot being leased. The area west of the cottage subdivision bordering on Winagami Lake is park land; (please see Section 7 for more information on shoreline development restrictions).



Discussion:

- The maximum development area has been set to ensure development on cottage lots is similar in character and scale.
- The shoreline area is part of the park and access is open to all park users.
- Leaseholders are given the flexibility to add onto existing structures for the permitted purposes in order to accommodate design alternatives and personal preferences, ie. decks, carports, foyer, porch, etc.
- However, a maximum and minimum size has been set for the cottage building itself for the reasons noted above. These figures are presented in the next section dealing with buildings and structures.

iv) Setbacks

The following setbacks from the lease boundary lines apply to all buildings and structures:

- All buildings and structures must be at least 7.62 meters (25 feet) from the front lease boundary line.

- All buildings and structures must be at least 2.28 meters (7.5 feet) from the sides of the lease boundary line.
- All buildings and structures must be at least 7.62 meters (25 feet) from the rear lease boundary line.
- The setback from the front lease boundary line does not apply to sewage holding tanks, cisterns or propane tanks.

Discussion:

- The rear lease boundary line is defined as the one closest and parallel to the 20.117 meters (66 foot) buffer between subdivision blocks or other park areas.
- The front lease boundary line is defined as the one closest and parallel to the individual block road.
- Refer to Figure 1 for illustrations of setbacks.
- The front yard setback also serves to maintain the scenic quality of the subdivision by keeping buildings back from the roadways and screened by vegetation.
- The purpose of the side and rear yard set back is to provide privacy for cottage users. The space between cottages is also important for fire control access and to prevent fires from spreading. As well, the setback serves to avoid the encroachment of improvements onto adjacent lots or the adjoining park area.

b) Landscape

Existing Vegetation

- i) Existing trees and other natural vegetation may not be removed without prior approval of the Park Ranger in Charge. In general, removal of trees and other natural vegetation will be discouraged.
- ii) Existing trees and natural vegetation that remain must be protected from damage during any construction on the lot.

Discussion:

- The lots at Winagami Lake Provincial Park are covered with a mature stand of trees that are prone to windfall and damage. Minimum removal will assist in the protection against windfall. Existing trees also provide a natural barrier or screen to enhance privacy.

Landscape Development

- iii) All plantings of trees, shrubs and perennials must be with plant species indigenous to the Winagami Lake area. Contact the C.O. in Charge for an acceptable species listing.
- iv) Limited lawn areas are permitted to cover areas left exposed by development, however unlandscaped areas should remain in their natural state.

Discussion:

- Landscape development should respect and maintain the natural character of the park.

c) Parking and Vehicle Access

- i) If the leaseholder wishes to develop a formalized parking surface ie. concrete, gravel, paving stones, asphalt etc. in a garage or carport, the maximum size is 37 square meters (400 square feet).
- ii) The location of any parking area or driveway from the access road to a parking area must be shown in the site development plan for review and approval by the C.O.in Charge.
- iii) To ensure proper drainage on the block road intersection with the lot entrance, a culvert may be installed. If so, it must be part of the site plan.

Discussion:

- The cottage parking area or access road is not included in the maximum development area calculation except where the parking area is in a garage or carport.
- iv) Areas for additional visitor parking adjacent to the cottage subdivision will not be considered for development at this time.

Discussion:

- The number of existing developed lots in the subdivision does not necessitate additional parking areas for visitors.

4. Buildings and Structures

a) Buildings

- i) One cottage building may be constructed per lot and this will be the only building used as a dwelling unit or sleeping accommodation.
- ii) Other buildings and structures permitted are garage or carport, toilet building (complete with holding tank), utility shed, patio, and deck (whether attached to cottage or separate).
- iii) Maximum building area of cottage building is 93 square meters (1,000 square feet).
- iv) Minimum building area of cottage building is 37 square meters (400 square feet).

Discussion:

- Minimum and maximum building areas for cottages are specified to help ensure cottages are compatible in relation to each other and to the park environment.
 - Building area refers to the area the building occupies on the site and is calculated on the basis of measurements taken around the exterior of the foundation wall.
- v) The maximum height of the cottage building is 4.9 meters (16 feet), as measured on the block road facing the building from the existing grade line to the peak of the roof (not including the chimney); see Figure 3.

Discussion:

- This policy has two purposes: One is to ensure cottages are similar in height such that one cottage does not dominate or overpower its neighbour by a height differential, thereby reducing the privacy and aesthetics of adjacent lots and the park environment.

The second purpose is to encourage the construction of one story cottages so as to promote a standard that will enhance the character of the subdivision.

- The term "existing grade line" refers to the surface of the ground prior to disturbance for cottage construction.
- vi) Maximum height of accessory buildings is 3.66 meters (12 feet).
- vii) Spoil materials from basement excavations shall not be stored or regraded on-site (except where used to grade a building foundation pad) and must be removed from the park.

Discussion:

- This policy is intended to prevent soil erosion, disturbance of vegetation and the eyesore of spoil piles.
- Leaseholders are cautioned that the construction of basements may not be advisable due to ground water conditions. Where basements are proposed, proof of engineering advice must be provided to the Park Ranger in Charge with the cottage lot site plan.
- viii) All building structures other than storage sheds are to be permanent, fixed improvements. Manufactured homes, travel trailers or modified mobile units will not be approved for use as cottages or storage sheds.

Discussion:

- The purpose of this policy is to ensure all improvements are of a quality that will be attractive and complementary to the park environment and the cottage community.
- ix) Chimneys and fireplaces must be of C.S.A. approved construction and be fitted with spark suppressing chimney caps.
- x) No branches or other combustible material will be allowed to encroach within one meter of chimneys. Some manufacturer specifications may recommend a greater distance.
- xi) All buildings must be designed and constructed in accordance with the Alberta Building Code, the Land Use Bylaw for the M.D. of Big Lakes, and all other applicable legislation.

b) Architectural Requirements

- i) Colors of buildings (roofing and siding) and structures must be predominantly muted, flat earth tones, ie. (gray, green, brown). Limited use of trim colors for accent is acceptable.

Discussion:

- It is desirable that the cottages be in harmony with the scenic, visual environment of the park, while allowing for some expression of individuality in the color schemes.
- The use of natural material (ie. wood) with a rustic character is encouraged for exterior finishing.
- The selection of a natural color is more important than the actual material, but natural materials would contribute to the aesthetic character of the subdivision in the park setting.

c) Fences

- i) The installation of fences will be generally discouraged. Fence location and design must be approved in advance by the C.O. in Charge.

Discussion:

- Fences may be considered for purposes of controlling pedestrian trespass or providing privacy screening, but should be of a design that has minimal visual impact.

- ii) Maximum fence height will be 1.22 meters (4 feet).

d) Outdoor Fire Pits

- i) Must be located in areas free from overhanging branches or other combustible materials and have a vegetation free buffer of no less than 2 meters (6.56 feet) surrounding the pit.
- ii) Location and design of the firepit must be approved by the C.O. in Charge.

e) Signs

- i) The only sign permitted is one at the lot entrance, giving the name and address of the resident.

- ii) The sign may not be attached to any live vegetation.
- iii) The size, color and design of the sign must be approved by the C.O. in Charge.

S. Utilities and Services

a) Potable Water

- i) Provision of potable water is the individual responsibility of each leaseholder.
- ii) There is no potable water available from ground water sources in this area, therefore water wells will not be permitted.
- iii) Cisterns will be considered on an individual lot basis. Advance approval must be obtained in writing from the C.O. in Charge. Cisterns must be either incorporated into a building structure or placed below grade. If this system is to be used, it must be shown on the site plan for approval. There are no regulations governing tank size, however any new tanks must be certified for storage of potable water.
- iv) Lake intake systems at Winagami Lake Provincial Park are not viable given the physical make up of the subdivision, and the generally undesirable quality of the lake water.

b) Sewage

- i) Each cottage must have a holding tank that will receive all sewage and gray water generated on the site. Arrangements for tank pump out and sewage disposal are the leaseholders' responsibility.
- ii) The design for new holding tanks must meet or exceed the requirements of CAN 3-B66 Code and current standards and be certified by a recognized testing agency. Alberta Labour can be contacted for information on these agencies. Site plans for this development must be submitted to the C.O. in Charge for approval.

Discussion:

- It is recommended that tanks be installed underground, and that due to ground water conditions, be constructed of reinforced concrete.

- iii) Holding tanks are to be installed in accordance with the Plumbing Code Regulation.
 - iv) Holding tanks shall be accessible for pumping out and shall be within 5 meters (16.4 feet) from the lot roadway or driveway. A holding tank installation drawing is shown in Figure 4 for information purposes.
- c) Satellite Dishes/Other Antennae
- i) Satellite dishes and other antennae are to be of a design, color and size, sited and installed, such that the result has the least possible visual impact on the park landscape. Any installation must be approved by the C.O.in Charge.
- d) Other Utilities
- i) The installation and expense of all utilities and services including the location of any underground lines, is the leaseholders' responsibility. Any new power installations ie. secondary service lines being run to out-buildings shall be underground.
 - ii) All installation of utilities will be subject to approval by the C.O. in Charge.
 - iii) All installation and connections will be subject to all applicable Codes, standards and inspections.
 - iv) Existing overhead power lines within each cottage lot are the leaseholders' responsibility.
- e) Road Maintenance
- i) The responsibility for grading and snow removal on cottage subdivision access roads will be negotiated between the C.O. in Charge and the Cottage Association.

6. Lot and Building Maintenance

a) Landscape

- i) Noxious weed control is the responsibility of the leaseholder and must adhere to park standards. Control measures, chemical type and application method must be approved in advance by the C.O. in Charge.
- ii) Hazardous tree removal is the responsibility of the leaseholder and subject to prior approval by the C.O. in Charge.
- iii) Noxious weed control and hazardous tree removal on vacant unleased lots is the responsibility of the park. When necessary, neighbouring leaseholders will be notified of any work being done.

b) Buildings

- i) Buildings and structures must be kept well maintained and in a good state of repair.
- ii) Exterior finishes must be regularly maintained.
- iii) When exterior finish maintenance is required for an entire building, it is to be done in accordance with 4 (b) (i).

Discussion:

- To protect community character, leaseholders must not let their exterior finish deteriorate or their repairs lapse so as to project an unkempt look.

c) Lot

- i) Storage of building materials, equipment, or other materials on the cottage lot and outside buildings, will not be permitted except during initial construction, and must be approved in advance by the C.O. in Charge.
- ii) Chemicals such as pesticides, herbicides, paints and thinners are to be stored in a properly vented outside shed. Any other chemicals must be approved for storage and use by the C.O. in Charge. Disposal of any hazardous materials must be at a facility approved for the disposal of these wastes.

- iii) Fuels for cottage heating must be in C.S.A. acceptable containers only. Permanent or fixed location containers must be shown on site plans.
- iv) Fuels and oil used for recreational purposes must be stored in accordance with applicable fire codes and in C.S.A. approved containers. No other fuel storage facilities will be allowed.
- v) Accumulations of waste material, debris, refuse or garbage will not be permitted on leased lots.

d) Garbage Disposal

- i) Household garbage may only be disposed of in the designated receptacles provided for in the park. Construction waste or any other refuse must be disposed of outside the park at an acceptable landfill or disposal site.

e) Safety

- i) The leaseholder shall not allow any unsafe situation or practice to occur which may be a danger to life, health, safety or property.
- ii) The leaseholder shall not undertake any activity that may result in damage to flora, fauna, lands or water either on the lease or adjoining areas.
- iii) Security and enforcement services are provided by the McLennan R.C.M.P. detachment and C.O. staff. Structural fire fighting services are provided by the Town of High Prairie. Forest fire fighting services are provided by Land and Forest Service.

7. Shoreline Development

a) In the Lake

- i) Dredging in the lake to remove aquatic vegetation growth, or any alterations to the lake bottom or shoreline will not be permitted.
- ii) Aquatic vegetation growth in the lake cannot be cut without a permit. If plant growth needs to be cut in a given year, a permit will be applied for through the necessary Provincial Government agencies by the C.O. in Charge. If approved, the cost of any vegetation cutting will be the responsibility of the cottage leaseholder(s) who requested the cutting.

- iii) Only 1 boat dock will be allowed per cottage block. If additional boat docking requirements are necessary, a dock with a "T" structure at the end of and perpendicular to the existing dock will be permitted upon approval from the C.O. in Charge. Boat lifts will be allowed in the lake upon approval of the C.O. in Charge as long as they don't cause congestion or shoreline erosion.
- iv) Driftwood and debris floating into the shore can be cleaned up by leaseholders. However this debris cannot be burned or buried and must be disposed of at an approved landfill site.

Discussion:

- Winagami Lake provides a very important waterfowl and fisheries habitat. Any alteration to the lake such as the indiscriminate cutting of aquatic plant growth can have a harmful effect on this habitat.

b) Along the Lakeshore

- i) Removal of shrubs and grasses along the lakeshore will not be permitted without the authorization of the C.O. in Charge.
- ii) Alterations to the shoreline will not be permitted.
- iii) Placement of non permanent recreation facilities, ie. volleyball nets, benches, boat lifts and docks, etc. or storage of boats and other recreational equipment along the lakeshore will be considered only upon request to the C.O. in Charge. Existing recreation facilities may not be allowed to remain if they cause shoreline deterioration.
- (iv) All docks and lifts are to be removed from the water before the lake freezes up in the fall. As the area along the shoreline is not leased lands, other recreation equipment such as boats and volleyball nets, etc. cannot be left in place over the winter.
- (v) Boat dock owners are responsible for the safe installation of boat dock structures. These owners should purchase liability insurance for any docks being installed.

Discussion:

- Alterations to the lakeshore or removal of lakeshore vegetation can cause significant erosion problems which are harmful to fisheries and waterfowl habitat.
- Alterations also tend to de-stabilize and change the character of the shoreline potentially causing siltation and other problems.
- The lakeshore area including all boat docking structures is a public area and is not for the exclusive use of cottagers.

c) Cottage Subdivision Access to Lake

- i) One main trail access from each cottage block road will be provided and maintained by the park. Other existing accesses may be honored if it is not feasible to have them closed and reclaimed. Where additional trails exist that can be closed and reclaimed, this will be done using park staff and resources.
- ii) One stair structure from each cottage block trail will be maintained. Other stair structures that are not required will be removed and the areas reclaimed using park staff and resources.

Discussion:

- Too many access points from the cottage subdivision down to the lake results in erosion and windfall problems.

8. Information/Inquiries

- a) For information regarding these standards, the cottage subdivision or Winagami Lake Provincial Park, contact:

Conservation Officer in Charge
Winagami Lake Provincial Park
Box 1500
High Prairie, Alberta
T0G 1E0
Phone: 523-6520

- b) For information regarding the Municipal District of Big Lakes development permits or questions on their Land Use Bylaw, contact:

Community Services and Development Officer
M.D. of Big Lakes # 125
Box 239
High Prairie, Alberta
T0G 1E0

Phone: 523-5955

- c) For information regarding building permits and Provincial Standards, contact:

Alberta Department of Labour
Client Services Division
Provincial Building
Box 900-24
Peace River, Alberta
T8S 1T4

Phone: 624-6163

- d) For information regarding policing of the cottage subdivision, contact:

Royal Canadian Mounted Police
McLennan Detachment
Box 419
McLennan, Alberta
T0H 2L0

Phone: 324-3061

e) Legislative References

- Provincial Parks Act and
Disposition Regulations
- Fisheries Act
- Municipal Government Act
- Public Lands Act
- Water Resources Act

APPENDIX

Winigami Lake

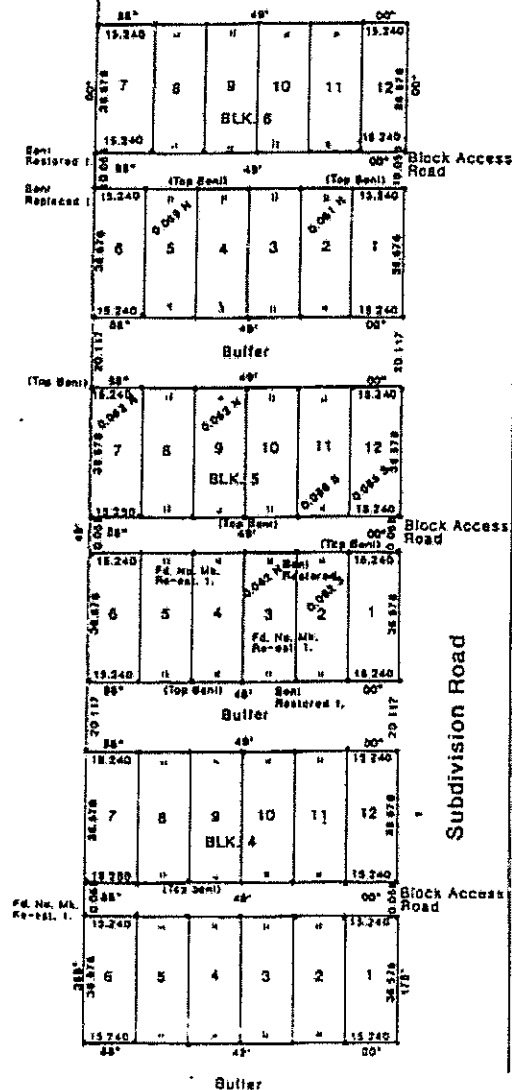
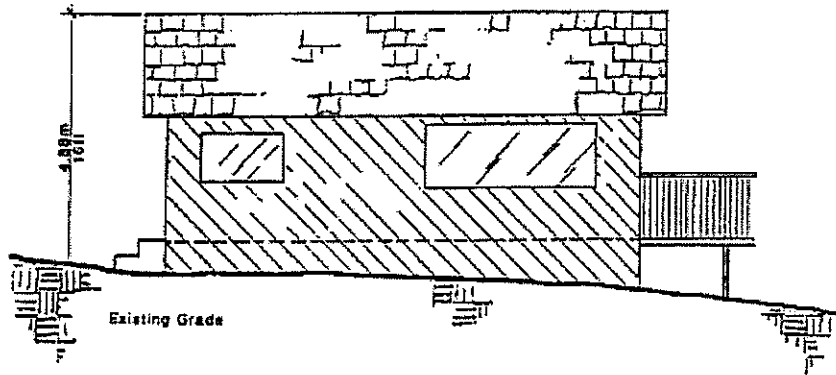
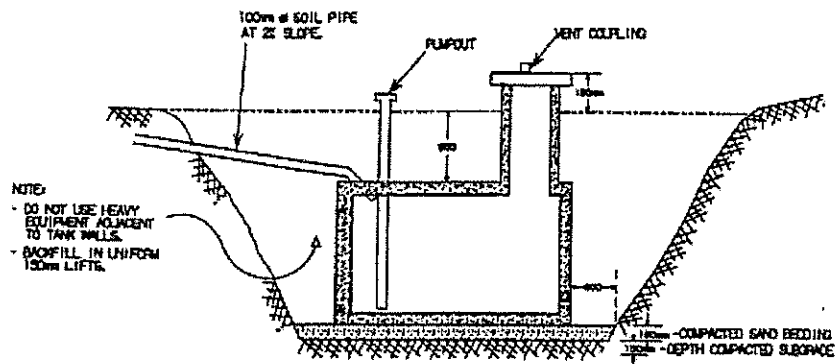


FIGURE 2b

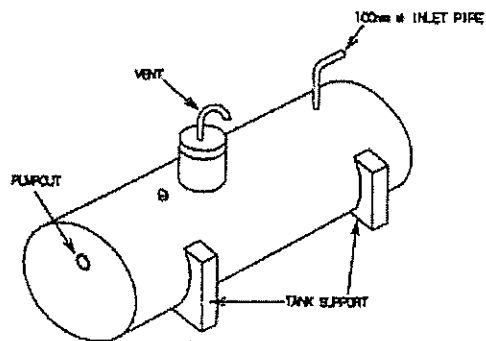


SIDE ELEVATION

TR	REVISION	APP'D	DRAWING	FIGURE 3	
			COTTAGE MAXIMUM HEIGHTS		
			WINAGAMI LAKE PROVINCIAL PARK		
			PROJECT	COTTAGE DEVELOPMENT	
			STANDARDS		
			SHEET	FILE	SCALE
			1.0		N.T.S.



PRECAST CONCRETE TANK



FIBERGLASS TANK

FIGURE 4

WINAGAMI LAKE PROVINCIAL PARK

LESSEE _____
DATE OF INSPECTION _____

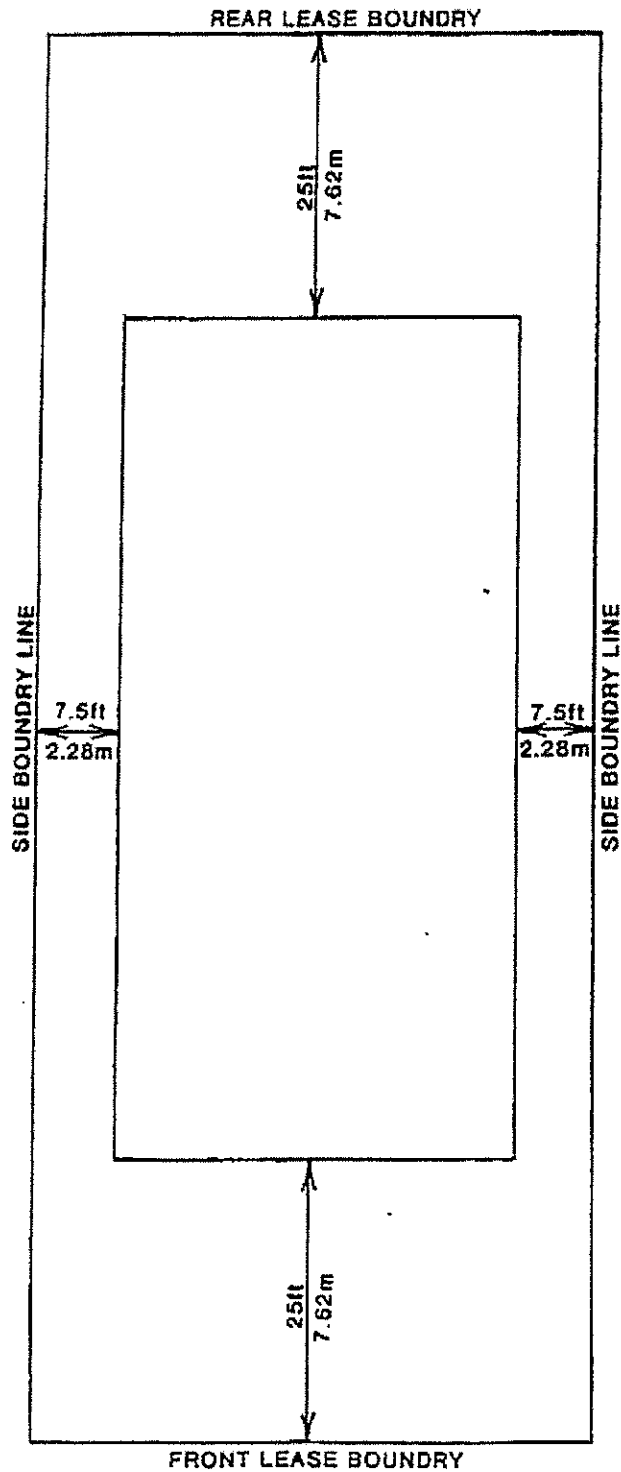
BLOCK _____ LOT _____

	N/A	MEETS STANDARDS	BELOW STANDARDS	ACTION REQUIRED
Landscape/Vegetation				
Cottage Building				
Other Buildings/ Structures				
Lot				
Utilities				
Unsafe Conditions				
Sewage Disposal System				
Trail				
Shoreline				

INSPECTED BY _____ FOLLOW UP INSPECTION REQUIRED:
YES _____ NO _____ DATE _____

LEASE HOLDER CONTACTED (If Required): DATE: _____
ARRANGEMENTS MADE: _____

REMARKS:



Block Access Road

LOT SIZE (15.240m X 36.576m)