

For your Development Permit Application to be deemed complete for acceptance and processing by Parkland County, the following Mandatory Items and any applicable Additional Items must be provided.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

SECONDARY SUITE TYPE

- Garden Suite (freestanding)
- Garage Suite (Secondary Suite within an Accessory Building)
- Secondary Suite within a Dwelling

FLOOR AREA

Floor Area – Total floor area of suite (does not include the floor areas of basements, attached garages, sheds, open porches, or breezeways).

- Maximum Floor area cannot exceed 92 sq. m / 990 sq. ft.
- Minimum Floor area must be at least 30 sq. m / 323 sq. ft.

Total Floor Area

Square Feet:

Square Meters:

SITE PLAN

- Detailed Site Plan** – A **surveyed plot plan is required for secondary suites** on properties located in **multi-parcel residential subdivisions**. For all other parcels please provide a site plan that is clear, legible and includes all the information below.

A Site Plan is required for **all development** and should be drawn to scale, show the entire parcel and include the following:

- legal description of subject property and all abutting properties;
- identification of all legal property lines;
- location of any proposed development on the site;
- location and dimensions of existing and/or proposed buildings including front, rear and side yard setbacks;
 - *If Garden Suite or Garage Suite, indicate distance from existing Dwelling.*
- identification of all abutting roads and existing and/or proposed access to the development;
- identification of all rights-of-way and easements within and abutting the subject property;
- identification of all drainage courses and/or the proposed storm water drainage plan;
- north arrow, scale, and date of drawing

FLOOR PLANS

- Floor Plans** – Floor plans for all developed floors, including the area of each floor (i.e. square footage) and labeled rooms.
 - Must be professionally drafted
 - Detailed room dimensions and labelling
 - For all floors – including undeveloped basements

BUILDING ELEVATIONS

- Building Elevation Drawings** – Elevation drawings of the front, rear, and two sides of the building/addition, including exterior dimensions and sizes of openings (i.e. windows and doors).
 - Must be professionally drafted
 - Building height and dimensions
 - Architectural finishes
 - For all four sides of the structure (labelled North, East, South, West)

VARIANCE REQUEST (If Applicable)

Variance – Is a variance to either setbacks, height, or site coverage require for the development? YES NO

If Yes, please provide the following applicable details:

Setback Variance: Please provide the proposed setback and any relevant details on the proposed setback

Height Variance: Please provide the proposed height and any relevant details on the proposed height.

Site Coverage Variance: Please provide the proposed site coverage and any relevant details on the proposed site coverage.

Please explain why the variance request is necessary. (*Required for all variance requests. Attach a separate sheet if necessary.*)

ADDITIONAL INFORMATION

Land Title – Would you like the County to pull the land title for you? (\$10.50 fee)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Does the site have direct access to a developed municipal road? (i.e. constructed approach)	<input type="checkbox"/> YES <input type="checkbox"/> NO
How many approaches are currently existing on the parcel?	
Are there any abandoned oil or gas well or pipeline present on the property? (Search available through AER)	<input type="checkbox"/> YES <input type="checkbox"/> NO

COMMENTS (OPTIONAL)

Please use this room to provide any additional comments about your development.