



# SECONDARY SUITE

## DEVELOPMENT PERMIT APPLICATION PACKAGE

Please Email Applications to [development@parklandcounty.com](mailto:development@parklandcounty.com)

OFFICE USE ONLY		
Application Fee Total: \$	Development Permit Fee (DAF): \$ <i>Tax Exempt</i>	Certificate of Title (TITL): \$ <i>Tax Exempt</i>
Date:	Received By:	Receipt Number:
Development Permit #	Receipt Made to: <input type="checkbox"/> Applicant <input type="checkbox"/> Landowner	

PARCEL INFORMATION				
Plan	Block	Lot/Unit	Subdivision	
Meridian <input type="checkbox"/> W4 <input type="checkbox"/> W5	Range	Township	Section	Quarter Section <input type="checkbox"/> PT <input type="checkbox"/> NW <input type="checkbox"/> NE <input type="checkbox"/> SW <input type="checkbox"/> SE
Municipal Address:				

PROJECT INFORMATION	
Type of Development	
Does this development require a variance to height, setbacks, or site coverage, etc.?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please complete variance request section within application package.</i>

APPLICANT INFORMATION		
Name:	Company:	
Address:		
City:	Province:	Postal Code
Email Address:	Phone Number:	
Name or Business Name to be listed on permit:		

LANDOWNER INFORMATION (If different from above)		
Name:	Company:	
Mailing Address:		
City:	Province:	Postal Code
Email Address:	Phone Number:	

LANDOWNER AUTHORIZATION	
This signature is to advise that I/we, am/are the owners of the above-referenced property and hereby authorize the above applicant to act as an agent for the address noted above in all matters relating to this project including applying for development and building permits within Parkland County.	
Registered Owner Name:	Date:
Signature:	

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## APPLICANT DECLARATION

- I hereby consent to receive communication and development permit decision through electronic means.
- It is understood that if this application is approved or refused by the Development Authority it may be appealed to either the Subdivision and Development Appeal Board (SDAB) or the provincial Land and Property Rights Tribunal (LPRT), depending on parcel location. It is further understood that the SDAB or the LPRT may confirm, revoke, or vary the Development Permit or any condition as a result of such an appeal being duly served, and that any work undertaken prior to an appeal being filed is entirely at the applicant's risk.
- Any approvals granted regarding this application does not excuse the applicant from complying with the requirements of any Federal, Provincial or other Municipal Legislation or the conditions of any easement, restrictive covenant or agreement affecting the buildings or lands.
- Permit fees will automatically be doubled for development that has been started or completed before a development permit has been issued.

**I confirm by my signature below that the information contained in this application, including plans and details, is to my knowledge, true and complete:**

Applicant Name:

Date:

Signature:

The personal information provided by you is being collected under the authority of the Municipal Government Act and will be used for the purposes under that Act. The personal information that you provide may be made public, subject to the provisions of the Freedom of Information and Protection of Privacy Act (FOIP). If you have any questions about the collection, use, and disclosure of this information, please contact the FOIP Coordinator at Parkland County, 53109A HWY 779, Parkland County, Alberta T7Z 1R1 (780-968-8888) or email foip@parklandcounty.com.

**MUST BE COMPLETED BY APPLICANT AS PART OF APPLICATION PACKAGE**

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 **Garden Suites and Garage 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 (see attached example on next page or use the template provided).

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).
  - For all four sides of the structure (labelled North, East, South, West)
  - Must be professionally drafted
  - Building height and dimensions
  - Architectural finishes

**MUST BE COMPLETED BY APPLICANT AS PART OF APPLICATION PACKAGE**

**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 Required – 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 and/or proposed on the parcel?	
Are there any abandoned oil or gas well or pipeline present on the property? (Search available through <a href="#">AER</a> )	<input type="checkbox"/> YES <input type="checkbox"/> NO

**COMMENTS (OPTIONAL)**

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

*For informational purposes only.*

Please provide a detailed site plan with your application according to the following information.

## SITE PLAN REQUIREMENTS

**Detailed Site Plan** – Refer to the sample site plan following the Development Permit application for Site Plan requirements.

The Site Plan must include the following information in order for it to be considered complete:

- Location of all existing and proposed building(s);
- Dimensioned area of trees to be cleared for building pocket
- Size of proposed building(s);
- Distance of proposed development from property lines;
  - North, East, South, and West Property lines
- Distance from water sources such as floodplains, top of banks and waterbodies (sloughs, dugouts, rivers, creeks or wetlands) within or adjacent to the parcel;
- Distance from steep slopes
- Driveway / Access
- Abutting roadways
- All rights-of-ways, restrictive covenant(s), and easements within or adjacent to the parcel
- Legal Description of subject property

Setback requirements can be obtained from Parkland County's [Land Use Bylaw 2017-18](https://maps.parklandcounty.com/discoverparkland/) after identifying your property's zoning by visiting <https://maps.parklandcounty.com/discoverparkland/>

## SAMPLE SITE PLAN

