



# Basement or Secondary Suite

## DEVELOPMENT PERMIT APPLICATION CHECKLIST

This checklist of application submission requirements shall be **completed** and **attached** to your Development Permit application. All of the required information is necessary for the review of the application and for a timely decision to be rendered. To expedite the evaluation, staff have been instructed to accept **only** complete applications, which require:

- All application submission requirements to be included in the application; and,
- All application submission requirements to be **clear, legible, and precise**, and to be prepared to professional drafting standards.

Should the above be considered inadequate by staff, the application shall be deemed **incomplete** and will not be reviewed until the requirements have been satisfied.

**All boxes shall be “CHECKED” and information indicated attached to the application.**

OFFICE ✓ x	APPLICATION SUBMISSION REQUIREMENTS
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><b>1. Site Plan:</b> shall provide the following information:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Standard Information:</b> shown on all plans as per the “<i>How to Draw a Site Plan and Floor Plan</i>” document</li> <li><input type="checkbox"/> <b>Information on the Plan:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Location of all existing buildings. Where a building is not set perpendicular to any of the property lines, a minimum of two dimensions from one side to the adjacent property line is required</li> <li><input type="checkbox"/> Dimensions of the proposed Building Footprint and any existing structures: including existing and proposed boxouts, eaves, cantilevers, open or covered decks, verandas, landings and stairs. Indicate with a note or line weight variation the foundation wall versus boxouts or cantilever</li> <li><input type="checkbox"/> Indicate location and dimensions of hard surfaces, such as driveways and walkways</li> <li><input type="checkbox"/> Illustrate and provide dimensions of <b>all</b> registered easements and rights of ways on the property and reference registered plan number</li> <li><input type="checkbox"/> Illustrate how the detail drainage patterns will work with the development. Note: Subdivision Design Grades must be maintained along all property lines. If a retaining wall is being proposed or is required, provide grades at top and bottom of retaining walls and the length of the wall. Retaining walls 1.0m high or greater must meet the requirements of section 74.4 of the Land Use Bylaw.</li> <li><input type="checkbox"/> Parking Stalls: indicate all existing and proposed on-site parking stalls. The existing residence requires two (2) onsite parking stalls. One (1) additional parking stall shall be provided and all parking stalls shall have a width of 2.8m and a length of 5.8m. These dimensions are to be indicated on the plan. All parking shall be contained onsite on an approved parking pad, to the satisfaction of the Development Authority. <b>Tandem parking stalls are permitted</b></li> </ul> </li> </ul>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><b>2. All Floor Plans (Including Upper, Main, and Basement):</b> Plans shall be properly drafted to scale and contain the following information:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Upper Floor Plan</li> <li><input type="checkbox"/> Main Floor Plan</li> <li><input type="checkbox"/> Basement Floor Plan</li> <li><input type="checkbox"/> <b>Standard Information:</b> shown on all plans as per the “<i>How to Draw a Site Plan and Floor Plan</i>” document</li> </ul>



<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Floor Plans for ALL Floors</b> (upper, main, and basement) including: <ul style="list-style-type: none"><li><input type="checkbox"/> Dimensions of exterior wall space (including cantilevers, projections and decks)</li><li><input type="checkbox"/> Label and provide dimensions for all interior spaces (i.e. kitchen, laundry room, and appliances)</li><li><input type="checkbox"/> Bedroom windows shall be identified and dimensioned and an unobstructed opening of not less than 0.35m<sup>2</sup> in the area with no dimension less than 380mm shall be provided</li><li><input type="checkbox"/> Identify mechanical room, heating appliances, and separate source of heat to suite</li><li><input type="checkbox"/> Dimension of all doors</li><li><input type="checkbox"/> Indicate independent and direct access from outside to the basement or suite</li><li><input type="checkbox"/> Clearly identify which rooms and spaces are allocated to the primary residence and which rooms and spaces are allocated to the basement or secondary suite</li></ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>3. Copy of Current Certificate of Title(s):</b> no more than 30 days old at time of application: <ul style="list-style-type: none"><li><input type="checkbox"/> May be obtained from Alberta Registries Office. If Applicant is not the registered owner, a letter of authorization from the owner shall accompany the Certificate of Title. If the land is registered as a numbered company, the names of the principals of the numbered company shall be supplied</li><li><input type="checkbox"/> Please Note: additional documents including, but not limited to, copies of any Restrictive Covenants, Caveats, Utility Rights-of-Way, or Easements, may be required at the discretion of the Development Officer</li></ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>4. Applicable Fees:</b> Fees outlined in the Land Use Bylaw 99/059. Development fees shall be made payable to the Regional Municipality of Wood Buffalo

**\*Please Note:** Basement suites are a *Discretionary Use*. Notification of an approved basement suite will be circulated to adjacent property owners and advertised in the local newspaper. A basement suite development permit approval or refusal is subject to Appeal. Construction of the basement suite should commence following the end of the appeal period and with the appropriate safety code approvals

The personal information on this form is collected under the authority of Section 33 (c) of the *Alberta Freedom of Information and Protection of Privacy Act*. The personal information will be used as contact information and to process your application. If you have any questions regarding the collection or use of this information contact the Supervisor, Support Services, Planning and Development, Jubilee Centre, 9909 Franklin Avenue, Fort McMurray, T9H 2K4, or call (780) 793-1069.