



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"/> 1. Site Plan: shall provide the following information:
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Standard Information: shown on all plans as per the "How to Draw a Site Plan and Floor Plan" document
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Information on the Plan:
	<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
	<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
	<input type="checkbox"/> Indicate location and dimensions of hard surfaces, such as driveways and walkways
	<input type="checkbox"/> Illustrate and provide dimensions of all registered easements and rights of ways on the property and reference registered plan number
	<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.
	<input type="checkbox"/> Parking Stalls: indicate all existing and proposed on-site parking stalls. The existing residence requires two (2) on site parking stalls. One (1) additional parking stall shall be provided per secondary suite sleeping unit. 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 on site on an approved parking pad, to the satisfaction of the Development Authority.
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> 2. All Floor Plans: Plans shall be properly drafted to scale and contain the following plans for both the Primary Dwelling and the proposed Secondary Suite:
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Upper Floor Plan
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Main Floor Plan



<input type="checkbox"/>	<input type="checkbox"/>	Basement Floor Plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Standard Information: shown on all plans as per the “ <i>How to Draw a Site Plan and Floor Plan</i> ” document
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Floor Plans for ALL Floors (upper, main, and basement) including: <ul style="list-style-type: none"> <input type="checkbox"/> Dimensions of exterior wall space (including cantilevers, projections and decks) <input type="checkbox"/> Label and provide dimensions for all interior spaces (i.e. kitchen, laundry room, and appliances) <input type="checkbox"/> Bedroom windows shall be identified and dimensioned and an unobstructed opening of not less than 0.35m² in the area with no dimension less than 380mm shall be provided <input type="checkbox"/> Identify mechanical room, heating appliances, and separate source of heat to suite <input type="checkbox"/> Dimension of all doors <input type="checkbox"/> Indicate independent and direct access from outside to the basement or suite <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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 3. Copy of Current Certificate of Title(s): no more than 30 days old at time of application: <ul style="list-style-type: none"> <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 <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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 4. Pay Applicable Fees: (as outlined in the Fees, Rates and Charges Bylaw as amended) shall be made payable to the Regional Municipality of Wood Buffalo

***Please Note:** Secondary Suites are a *Discretionary Use*. Notification of an approved Secondary Suite will be circulated to adjacent property owners (if applicable) and advertised. A secondary suite development permit approval or refusal is subject to Appeal. Construction of the secondary suite should commence following the end of the appeal period and with the appropriate safety code approvals



Development Permit Application Form

OFFICE USE ONLY

DP # _____

Fee: _____

Receipt No: _____

Purpose: A Development Permit Application is used to obtain approval to develop or use either land or a building within the RMWB. Developments exempt from requiring a development permit can be found in the Land Use Bylaw.

This Application Form shall be **complete** and include an attached Development Permit Checklist. Please Note:

- **NO DEVELOPMENT** shall commence without a valid Development Permit. Any work started prior shall be subject to a double fee penalty and further enforcement actions;
- An **Administrative Fee** will be withheld for any refunds. Please note that all applicable permit refunds will be issued by cheque only; and,
- Submission of a duly signed application form authorizes the Development Officer to enter the property to carry out inspections necessary for this development.

I/We hereby make application under the provisions of the Land Use Bylaw 26/001 for a Development Permit.

PLEASE PRINT

☐ **Applicant and Owner Information:**

Applicant Name: _____

Mailing Address: _____

Postal Code: _____

Daytime Phone: _____ Alternate: _____ Fax: _____

Email Address: _____

Registered Owner(s): _____

Mailing Address: _____

Postal Code: _____

Daytime Phone: _____ Alternate: _____ Fax: _____

Email Address: _____

☐ **Property Information**

Legal Land Description¹: Lot: _____ Block: _____ Plan: _____

Alberta Township Grid System: LSD _____ Sec _____ TWP _____ Range _____ W4M

Civic Address: _____

Project Description: _____

Has development commenced? ☐ Yes ☐ No



REGIONAL MUNICIPALITY
OF **WOOD BUFFALO**

Planning & Development Services

Regional Municipality of Wood Buffalo

Office: 9909 Franklin Avenue, Fort McMurray, AB T9H 2K4

T: 780-793-1043 E: permit.inquiries@rmwb.ca

Existing Use of Land or Building: _____
Size of Proposed Development (m²): _____
Estimated Construction Start Date: _____ End Date: _____
Estimated Construction Cost: _____

☐ **Detailed Property Information**

Lot Area: _____ Building Area²: _____
Accessory Coverage³: _____ Site Coverage⁴: _____
Building Type: _____ Number of Storeys: _____

☐ **Credit Card Information**

Credit Card #: _____ Card Type: _____
Card Holders Name: _____ Expiry Date: _____ CVV: _____

☐ **Registered Owner** (or person acting on the registered owner's behalf)

I, _____ hereby certify that
☐ I am the registered owner, or
☐ I am the agent authorized to act on behalf of the registered owner
and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application.

Signature

Date

The personal information on this form is authorized under Section 4(c) of the *Protection of Privacy Act* and is managed in accordance with the *Act*. The personal information will be used as contact information and to process your application. If you have questions about the collection or use of your personal information, please contact PULSE at 780-743-7000, 1-800-973-9663, or online at rmwb.ca/pulse.

² Total includes attached garages, cantilevers, decks, porches, and/or verandas

³ If applicable, note the area of the shed or detached garage

⁴ The percentage of the lot area covered by proposed and existing structures