



CITY OF CAMROSE
DETACHED SECONDARY SUITE
DEVELOPMENT PERMIT
APPLICATION
 (GARAGE SUITE / GARDEN SUITE)

Date	_____
Permit #	_____
Permit Fee \$	_____
G.L. Code	1-1-61-00-0306
Receipt #	_____
Roll #	_____
Land District	_____

Applicant: _____

Mailing Address: _____

Contact Info: Phone: _____ Fax: _____ Cell: _____

Contact Email: PRINT CLEARLY: _____

Registered Owner: _____

Project Address: _____			
Land Description:	Lot:	Block:	Plan:

Proposed Building:

Length: _____ Width: _____ Wall Height: _____ Roof Pitch: _____ Height: _____ (grade to peak)

Principal Use: _____ Accessory Use: _____

Setbacks: Front _____ Side _____ Side _____ Rear _____ Distance from dwelling: _____

Property Coverage Calculations:

Lot Area: length _____ width _____ total area _____ (length x width = Area)

15% of Lot Area: _____ (0.15 X Lot Area) 50% of Lot Area: _____ (0.50 X Lot Area)

Area of Existing House: _____ (Include all covered areas)

Area of Existing Accessory Buildings: _____ (sheds/garages)

Area of Proposed Accessory Building: _____ (new area only)

Area of Existing & Proposed Accessory Buildings: _____ (must be less than 15%)

Total Building Area: _____ (must be less than 50%)

Total Lot Coverage: _____ % (Building Area ÷ Lot Area X 100)

Height of Existing House: _____ (from grade to peak)

APPLICANT SIGNATURE _____
DATE

APPROVED with Conditions: _____ **REFUSED with reason;** _____

1. Please call Alberta 1st Call a minimum of 2 days prior to construction - 1-800-242-3447.

DEVELOPMENT APPROVAL SIGNATURE _____
DATE

Should you wish to appeal any or all of the conditions as noted, you may do so by completing a "Notice of Appeal" form and return it to the Secretary of the City of Camrose Development Appeal Board with the applicable fee of \$200.00 within 21 days of the date of notification of the decision; or the issuance of the development permit. Such forms may be obtained in person or by downloading from the City of Camrose Website (www.camrose.ca).

The information contained on this form is collected under the authority of the *Freedom of Information and Protection of Privacy Act* and shall only be used for the purpose for which it was collected.

TO BE COMPLETED BY PLANNING AND DEVELOPMENT STAFF

DETACHED SECONDARY SUITE APPLICATION PERMIT CHECKLIST:

- Permit Fee
- Owner Authorization (if applicable)
- Drawings
 - o showing floor plans, all elevations, windows, and perspective relationship of the building to adjacent buildings
- Site Plan that includes:
 - o Lot Dimensions:
 - Side yard A
 - Side yard B
 - Width
 - Front yard
 - Rear yard
 - o Existing Structures (length, width and height)
 - o Proposed Accessory Building on Property
 - Setbacks to other structures on property

ZONING	ACCESSORY BUILDING %	TOTAL LOT COVERAGE %
R1	15%	50%
R2	15%	50%
R3	15%	65%
MH	15%	50%
SRD	15%	50%

Reference the following Land Use Bylaw sections for Detached Secondary Suite permits:

- 9.1 – Access to a Site (page 57)
- 9.2 – Accessory Buildings and Uses in all Residential (page 57)
- 9.3 – Accessory Buildings in Residential (page 58)
- 9.9 – Canvas and Tent Structures (page 62)
- 9.28 – Secondary Suites (page 76)
- 9.29 – Sight Triangle (page 77)
- 9.33 – Yard Projections (page 80)

Definitions:

Principal Use	means the primary or main purpose for which a <i>building</i> or land is used.
Accessory Use	means subordinate, incidental to and exclusively devoted to a principal use of a building , structure or property.
Secondary Suite	means a self-contained dwelling unit located within or on the same lot as a principal dwelling unit , meeting the requirements of the Alberta Building Code, where both dwelling units are registered under the same land title, and provides sleeping, cooking (including stove or provision of 220 volt wiring), and toilet facilities, as well as heating and ventilation systems that are separate from those of the principal dwelling. A secondary suite also has an entrance separate from the entrance to the principal dwelling, either from a common indoor landing or directly from the exterior of the structure, that leads directly to the outdoors. A secondary suite may take the form of: <ul style="list-style-type: none">(a) A suite which is an accessory dwelling unit located within the basement, main floor, or upper floor of the principal dwelling,(a) A garage suite, which is an accessory dwelling unit located either above or attached to the side of a garage, or takes the form of conversion of an existing garage, or(b) A garden suite, which is an accessory dwelling unit located within the rear yard area of the principal residence.

STAFF COMMENTS:
