

## CALL BEFORE YOU DIG!

Contact Alberta 1st Call at 1-800-242-3447 or online on the Click Before you Dig website concerning utility and service locations.

## Questions? We're here to help!

Planning and Development staff will be happy to assist you with all your questions and concerns.

If you would like more information, visit our website to view the current Land Use Bylaw.



This brochure has no legal status and cannot be used as an official interpretation of the various regulations currently in effect. Users are advised to contact Planning and Development Services for more information. The City of Camrose accepts no responsibility for persons relying solely on this information.

## NOTE:

- In addition to the Development Permit, you may require Building, Electrical or Plumbing Permits. Contact the City of Camrose Safety Codes Department for more information.
- Detached Secondary Suites are only permitted in certain Residential Districts.
- You cannot determine your property line by measuring from a sidewalk, lane or based on an existing fence. You must determine your property line through a survey or by locating your survey pins. Once you determine where your property line is, measure the setbacks from the property line.



CITY OF  
**Camrose**

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🌐 [www.camrose.ca](http://www.camrose.ca)

CITY OF  
**Camrose**



ARE YOU BUILDING  
A DETACHED  
SECONDARY SUITE?  
(Garage or Garden Suite)

[www.camrose.ca](http://www.camrose.ca)

## DO I REQUIRE A PERMIT?

All secondary suites, detached or otherwise, within the City of Camrose, require a development permit.

## FORMS OF SECONDARY SUITES?

A secondary suite may take the form of:

- ◇ A suite which is an accessory dwelling unit located within the **basement**, main floor, or upper floor of the principal dwelling,
- ◇ 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
- ◇ A **garden suite**, which is an accessory dwelling unit located within the rear yard area of the principal residence.

## WHAT DO I NEED TO BRING IN WITH ME WHEN I APPLY FOR THE PERMIT?

1. Completed Detached Secondary Suites Permit Application Form and Owner's Authorization (if you are not the owner);
2. Required Fee—as per the current City of Camrose Fees and Charges Schedule;
3. Site Plan:
  - a) North arrow
  - b) Scale of plan
  - c) Legal description
  - d) Municipal address
  - e) Fully dimensioned parcel boundaries
  - f) Front yard, side yard and rear yard dimensions
  - g) Location of sidewalks and curbs (existing and proposed)
  - h) Location of buildings (existing and proposed) with front yard, side yard, and rear yard dimensions
  - i) Parking areas (stall dimensions), entrances and exits abutting public roadways
  - j) Existing easements
  - l) Proposed grade and drainage of the property
  - m) Location of service connections (existing and proposed)
4. Two copies of the building plans showing floor plans, all elevations, windows, and perspective relationship of the proposed building to adjacent buildings.

## WHERE ARE GARDEN / GARAGE SUITES

### PERMITTED?

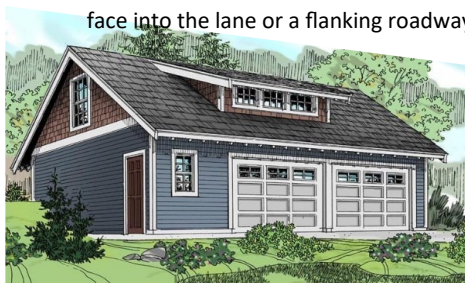
A garden suite or garage suite shall only be located on a corner lot, or a lot that is served by a rear lane.

## WHAT ARE THE REGULATIONS FOR A DETACHED SECONDARY SUITE?

### REGULATIONS

A garage suite shall only be permitted subject to the following:

- a) The garage shall be maintained as the principal use of the building (not a home business, for example);
- b) The Secondary Suite shall be an accessory use of the building,
- c) The garage in which the Secondary Suite is located shall meet the lot coverage and setback regulations of the district in which it is located and shall not be permitted to apply the reduced setbacks for accessory buildings outlined in Subsection 9.3;
- d) The height of the accessory building (garage) shall not exceed the height of the principal building;
- e) Windows contained within the Secondary Suite shall be placed and sized such that they minimize overlook into yards and windows of abutting properties through one or more of the following:
  - i) **Off-setting window placement to limit direct views of abutting rear yard or side yard amenity areas, or direct view into a Secondary Suite window on an abutting site;**
  - ii) **Strategic placement of windows in conjunction with landscaping or the placement of other accessory buildings or structures; and**
  - iii) **Placing larger windows such as living room windows, to face a lane, a flanking street, or the larger of any side yard abutting another property.**
- f) Balconies may be allowed as part of a Secondary Suite developed above a detached garage. Balconies may only face into the lane or a flanking roadway.



## OTHER CONSIDERATIONS

- a) In the case of an accessory building (garage) which contains a Secondary Suite, and is permitted in accordance with Subsection 9.28, the **height, setbacks and lot coverage for the accessory building shall be in accordance with district regulation for the principal building** and shall not be permitted to have reduced setbacks outlined in Section 9.3.
- b) No roof overhang shall be within 0.3 m from the side and rear property line;
- c) Must be 2.0 m from any other building on the property.
- d) A maximum of one (1) Secondary Suite is permitted per lot .
- e) Parking shall be provided in accordance with Section 10.0 Parking and Loading Requirements.

## SITE COVERAGE

The total combined floor area of accessory developments shall not exceed the values given in each district. Different districts have different site coverage percentages which may range from:

1. Maximum Total Site Coverage 50%-65% (depending on property zoning).
2. Maximum Accessory Structure Coverage 15%.

## HEIGHT

The height of the accessory building (garage) shall not exceed the height of the principal building;

