



Development Permit Application

ALBERTA BEACH
4935-50th Avenue
PO Box 278
Alberta Beach, Alberta
T0E 0A0

Phone: (587) 988-7668 (Development Officer)
Fax: (780) 924-3313
Email: development@albertabeach.com

**Secondary Dwelling Unit
(Accessory/Garage/Garden)**

Cost for Development Permit \$500.00 (plus gst)
Payment made directly to Alberta Beach. Paid – Y / N

I HEREBY MAKE APPLICATION UNDER THE PROVISIONS OF THE LAND USE BYLAW FOR A DEVELOPMENT PERMIT, IN ACCORDANCE WITH THE PLANS AND SUPPORTING INFORMATION SUBMITTED HEREWITH AND WHICH FORM PART OF THIS APPLICATION.

Please review pages 6-8 of this application for definitions and Land Use Bylaw requirements.

Name: _____

Mailing Address: _____

Telephone @ Work: _____ Home: _____ Fax: _____

Registered Owner (if different from above): _____

Mailing Address (if different from above): _____

Interest of Applicant (if not the registered owner): _____

This information is being collected under the authority of Sec. 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act*. It will be used by the Development Authority to determine a development permit. The personal information provided will be protected in accordance with Part 2 of the Act. If you have any questions regarding the collection, use and disclosure of personal information, please contact the FOIP Coordinator at (780) 924-3181.

Legal Description:

Municipal Address: _____

Lot: _____ Block: _____ Plan: _____

Description of proposed development: _____

Estimated cost of development: _____

Estimated commencement date: _____

Estimated completion date: _____

Lot Width: _____ Lot Length: _____

Area of Site: _____ Area of existing development: _____

Area of proposed development: _____ Total % of Site Coverage: _____

Owner(s)/Applicants consent to communicate with Alberta Beach and its applicable contractors through electronic means.

Section 608 of the Municipal Government Act, R.S.A. 2000, c.M-26 provides that: *Any document required by this or any other enactment or bylaw to be sent by a person may be sent by any electronic means so long as it is possible to make a copy of the document from the electronic signals used by the electronic means.*

Being the registered owner(s) or Agents for the lands described on Page 1, for the purpose of this Development Permit's decision, I desire to enter into an agreement with Alberta Beach and its applicable contractors to communicate through electronic means:

Name: _____ Signature: _____

Date: _____ Email Address: _____

APPLICATION FOR DEVELOPMENT PERMIT (SECONDARY DWELLING)

<u>Garage or Garden Suite:</u> <u>(Y/N)</u>	<u>Proposed</u>	<u>Bylaw Requirements</u>	<u>Conforms</u> <i>(Yes or No)</i>
Front Yard Setback: _____		No closer than the home _____	_____
Rear Yard Setback: _____		> or = 1.0 M _____	_____
Side Yard Setback: _____		> or = 1.2 M _____	_____
Side Yard Setback: _____		> or = 1.2 M _____	_____
Separation from home: _____		> or = 2.0 M _____	_____
Height: _____		< or = 6.5 M _____	_____

No roof overhang may project any closer than 0.3 M from side or rear property lines. _____

Garage Doors (Vehicles) must be a minimum distance of 6.0 M from roads or lanes. _____

For NEW HOME CONSTRUCTION – requirements of the “New Home Buyer Protection Act”

- a) Is this an application seeking to construct a new dwelling? YES _____ NO _____
- b) If YES, please provide details of the builders’ (either contractor or property owner) new home warranty coverage as required by the Province of Alberta _____

- c) If the property owner is electing to proceed with construction – without the required new home warranty coverage – please ensure that the required waiver from the Province of Alberta (www.municipalaffairs.alberta.ca/NHBP) is forwarded with this Development Permit application.
- d) Failure to provide this information to the satisfaction of the Development Officer will result in an immediate denial of the Development Permit application for any new Secondary Dwelling.

IMPORTANT NOTES

Review these "Important Notes" as failure to provide information may delay application.

1. As of February 1, 2014 the Province's "New Home Buyer Protection Act" required that ALL new homes constructed have warranty coverage. This includes homes constructed by property owners for themselves. www.municipalaffairs.alberta.ca/NHBP for info.
2. The front yard of the property is the yard adjacent to the road except in the case of lake front properties where the front yard faces the lake. Where the front yard faces two roads, the front yard is the property adjacent to the road on which all adjacent properties are located.
3. Where the development requires a driveway or entrance, the owner must first obtain permission and provide and install a culvert in the size and shape that is approved by the municipality.
4. In addition to completing this application in its entirety, an Application for a Development Permit shall be accompanied by the following information and documents, as deemed relevant or required by the Development Officer:
 - a) a lot plan at scale to the satisfaction of the Development Officer showing the size and shape of the lot, the front, rear and side yards, and provisions for off-street parking, access to the site, and the location of public utilities, water bodies and treed areas;
 - b) a scaled floor plan and elevations where construction is proposed;
 - c) at the discretion of the Development Officer, an acceptable Real Property Report as proof of location of existing development, before the Development Permit is issued;
 - d) at the discretion of the Development Officer, a Real Property Report as proof of location of the proposed development, after construction is complete;
 - e) a copy of the Duplicate Certificate of Title indicating ownership and encumbrances;
 - f) if the applicant is not the registered owner, a written statement, signed by the registered owner approving the applicant as the agent for the registered owner.

Acknowledgement of Development Permit Application (must be dated and signed)

I acknowledge that if this development permit application is approved that it is subject to an appeal permit as per Municipal Government Act, RSA 2000, C-26.1 and that the decision could be overturned or amended. I do accept that if I commence development prior to the appeal expiry date, I do so at my "own risk" accepting all legal responsibilities and with all required building permits issued.

AUTHORIZATION AND RIGHT OF ENTRY:

I/we, _____ am/are the registered owner, or the agent for the registered owner, authorized to act on behalf of the registered owner, and the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts in relation to this application for a Development Permit.

As provided for by Sec. 653(2) of the Municipal Government Act I/we also consent to an authorized person(s), designated by the Municipality as the Development Authority, to enter upon the subject land and buildings for the purpose of an inspection during the processing of this application and completion of the proposed development.

Signature(s): _____

Date: _____

Following for use of Alberta Beach staff		
	YES	NO
Decision Rendered (date)		
Appeal Received (date – if applicable)		
SDAB Hearing held and closed (date)		
Development Permit Approved		
Copy to Assessor (not required if DP not approved)		

Definitions: as per Alberta Beach Land Use Bylaw 252-17

“SECONDARY SUITE” – means a development consisting of a Dwelling located within, and accessory to, a structure in which the Principal Use is a Single Detached Dwelling; the second storey of a detached garage; or an accessory building or structure. A Secondary Suite has cooking facilities, food preparation sleeping and sanitary facilities which are physically separate from those of the Principal Dwelling within the structure. A Secondary Suite also has an entrance separate from the entrance to the Principal Building, either from a common indoor landing or directly from the side or rear of the structure. This use class includes the Development or conversion of basement space or above-grade space to a separate Dwelling, or the addition of new floor space for a Secondary Suite to an existing Single Detached Dwelling.

“GARAGE SUITE” - means a single storey accessory dwelling, which is located above a detached garage. A Garage Suite is accessory to a building in which the principal use is a single detached dwelling. A garage suite has cooking facilities, food preparation, sleeping and sanitary facilities which are separate from those of the principal building located on the site. A garage suite has an entrance separate from the vehicle entrance to the detached garage, either from a common indoor landing or directly from the exterior of the structure.

“GARDEN SUITE” - means a single storey dwelling, which is located in a building separate from the principal use which is a single detached dwelling. A garden suite has cooking facilities, food preparation, sleeping and sanitary facilities which are separate from those of the principal building located on the site.

Sec. 4.12 of Alberta Beach Land Use Bylaw 252-17 “SECONDARY SUITES” – states:

1. A secondary suite shall be operated as an accessory use only and shall not change the residential character of the principal dwelling involved.
2. A secondary suite shall not contain more than fifty percent (50%) of the total floor area of the principal dwelling.
3. On-site parking shall conform to the parking regulation of this Bylaw for the principal dwelling unit, and one (1) additional on-site parking stall shall be required for each bedroom provided in the secondary suite.
4. Required parking stall(s) shall not be allowed on public roadways.

5. Prior to its use as an approved secondary suite the property owner shall be required to meet all applicable safety code requirements.
6. The applicant shall provide an original copy of a fire inspection report to the Development Officer, no older than 1 month, showing no deficiencies or evidence that all identified deficiencies have been corrected, prior to the issuance of an approval for a Secondary Suite.

Sec. 4.11 of Alberta Beach Land Use Bylaw 252-17 "GARAGE AND GARDEN SUITES" – states:

1. A Garage Suite shall be developed as an integral part of a detached garage where the principal building is a single detached dwelling.
2. Only one secondary suite, garage suite or garden suite may be developed in conjunction with a principal building on a site.
3. A Garage Suite shall have an entrance separate from the vehicle entrance to the detached garage, either from a common indoor landing or directly from the exterior of the structure.
4. The minimum site width for a site with a garage suite or a garden suite shall be 12.0 m (39.4 ft.).
5. The maximum height of a garage suite shall be 6.5 m (21.3 ft.), or the height of the principal building, whichever is the lesser.
6. The maximum height of a garden suite shall be 4.5 m (14.8 ft.).
7. The maximum floor area for garage and garden suites shall not exceed that of the principal use upon the parcel.
8. The minimum floor area of a garage suite or garden suite shall be 30.0 m² (322.9 ft²).
9. The minimum side yard setback shall be:
 - a) For that portion of a detached garage that contains a Garage Suite, the same as that for the principal building in the applicable district.
 - b) For that portion of a detached garage that contains a Garage Suite, the same as that for the principal building in the applicable district.
 - c) On a corner site where a Garage Suite or Garden Suite abuts a flanking street, other than an alley, the minimum street side yard setback shall not be less than that provided for the principal building.

10. The minimum distance between a detached garage containing a Garage Suite, or Garden Suite and the principal building on the same site shall be 4.0 m (13.1 ft.).
11. A minimum of one parking stall shall be provided in addition to the required number of parking stalls for the principal building.
12. No decks on Garage Suite or Garden Suite roofs shall be allowed.
13. Balconies shall be allowed as part of a Garage Suite developed above a detached garage only where the balcony faces the alley or a flanking street.
14. Windows contained within the Garage Suite portion of the detached garage shall be placed and sized such that they minimize overlook into yards and windows of abutting properties through one or more of the following:
 - a) Off-setting window placement to limit direct views of abutting rear or side yard amenity areas, or direct view into a Garage Suite or Garden Suite window on an abutting site;
 - b) Strategic placement of windows in conjunction with landscaping or the placement of other accessory buildings; and
 - c) Placing larger windows such as living room windows, to face an alley, a flanking street, or the larger of any side yard abutting another property.
15. A Garage Suite or Garden Suite shall not be allowed within the same site containing a Secondary Suite, Group Care Facility or Limited Group Home, or Home Occupation.
16. Where Garage Suites are discretionary within the applicable district, the Development Authority may exercise discretion in considering a Garage Suite having regard to:
 - a) Compatibility of the use with the siting, grade elevations, height, roof slopes and building types and materials characteristic of surrounding low density ground-oriented housing and development;
 - b) The effect on the privacy of adjacent sites; and
 - c) The policies and guidelines for Garage Suites contained in a Statutory Plan for the area.