

**Development Permit Application  
SECONDARY SUITE**

**SITE ADDRESS**

Complete Civic Address: \_\_\_\_\_  
House Street Postal Code

**APPLICANT**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Email: \_\_\_\_\_

**PROPERTY OWNER**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Email: \_\_\_\_\_

**PERMIT REQUIREMENT LIST**

All application requirements are as per The City of Red Deer *Zoning Bylaw*.

- 1. Site Plan which shall include:**
  - North Arrow
  - Property lines shown and labelled
  - Location of building(s) in relation to property lines; including front, rear, and side yard setbacks
  - Location, dimensions, and number of on-site parking areas (including attached/detached garages), **label stalls for principal dwelling and secondary suite**
  - Location of the entrance to the secondary suite
  - All easements and right-of-ways shown and labelled
  - Location of retaining walls (if present or required)
  - Location and width of hard surfaced walkway between the parking associated with the secondary suite, and the entrance of the same
  - Location and labelling of all abutting streets, lanes, highways, road right-of-ways, and sidewalks
- 2. Color photos of all four sides of the house.**
- 3. Building Floor Plan which shall include:**
  - Room dimensions
  - Proposed use of each room
  - Total area of developed space
- 4. Letter of Authorization from the property owner registered on title, including contact information.**
- 5. Letter of Intent providing a detailed description of the proposed development.**

**APPLICANT DECLARATION**

- I am aware that this proposal will be reviewed by Inspections and Licensing, and may be delayed or refused if the application and/or information provided is incomplete.
- I understand that additional information may be required after the permit application has been submitted.
- I understand if the proposed development is located within an area where development constraints exist, (e.g. operating or non-operating landfill, escarpment, overhead utilities, etc.) additional information and/or reports may be required.
- I understand that this permit application may be refused if the proposed development does not conform to the *Zoning Bylaw* and/or amendments.

**Signature of this document indicates your acknowledgment of the permit requirements.**

\_\_\_\_\_  
 Name of Applicant Signature