

Office Use Only		
Submission Date: _____	Received By: _____	Folder Number: _____

Development Permit Application
SECONDARY SUITE
Please PRINT

SITE ADDRESS

Complete Civic Address: _____

Legal Land Description: _____ Zoning: _____

APPLICANT

Name: _____ Phone: _____

Mailing Address: _____

Email: _____

PROPERTY OWNER

Name: _____ Phone: _____

Mailing Address: _____

Email: _____

PROPOSED DEVELOPMENT

OFFICE USE ONLY

SEE REVERSE FOR REQUIRED DOCUMENTS

The City of Red Deer collects personal information, including name and contact information, for the purpose of providing programs, services and contacting customers in this regard. The City of Red Deer is authorized to collect this personal information under section 33 of the Freedom of Information and Protection of Privacy Act and by section 3 of the Municipal Government Act. Please contact the Inspections & Licensing Manager at The City of Red Deer, 4914 48 Avenue, Red Deer, Alberta, or phone 403-342-8190 if you have questions about this collection of information.

PERMIT REQUIREMENT LIST

Depending on the type of development, some requirements and information may not apply.
All application requirements are as per The City of Red Deer *Land Use Bylaw*.

- 1. Site Plan, (metric, to scale, 11" x 17"). A digital copy (PDF) may be requested. The Site Plan 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)
 - 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 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. A digital copy (PDF) may be requested. The Floor Plan shall include:**
 - Room dimensions
 - Window dimensions
 - Proposed use of each room
 - Total area of developed space
- 4. Letter of Authorization from all property owners registered on title, including contact information.**
- 5. Letter of Intent providing a detailed description of the proposed development.**
- 6. Certificate of Title that is dated within the last thirty (30) days.**
 - Copies of all Restrictive Covenants

Applicant:

- 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 that this permit application may be refused if the proposed development does not conform to the *Land Use Bylaw* and/or amendments.

Signature of this document indicates your acknowledgement of the above requirements.

Name of Applicant (please print)

Signature of Applicant