

Please use this checklist as a general reference tool to assist in submitting your Development Permit Application. It is designed to provide helpful suggestions and considerations; however, it may not cover all requirements specific to your development or land area. Each project is unique, and additional documents, surveys, or approvals may be required depending on the location, zoning, environmental factors, and other site-specific conditions. Please submit all applications using PLANit Portal: [HERE](#)

## SECONDARY SUITE TYPE

- ☐ Garden Suite (freestanding)
- ☐ Garage Suite (Secondary Suite within an Accessory Building)
- ☐ Secondary Suite within a Dwelling

## FLOOR AREA

**Floor Area** – Total floor area of suite (does not include the floor areas of basements, attached garages, sheds, open porches, or breezeways).

- Maximum Floor area cannot exceed 92 sq. m / 990 sq. ft.
- Minimum Floor area must be at least 30 sq. m / 323 sq. ft.

|                  |              |                |
|------------------|--------------|----------------|
| Total Floor Area | Square Feet: | Square Meters: |
|------------------|--------------|----------------|

## SITE PLAN

- ☐ **Detailed Site Plan** – Please provide a site plan that is clear, legible and includes all the information below.

A Site Plan is required for **all development** and should be drawn to scale, show the entire parcel and include the following:

- legal description of subject property and all abutting properties;
- identification of all legal property lines;
- location of any proposed development on the site, including proposed lot grading activities (if applicable);
- location and dimensions of existing and/or proposed buildings including front, rear and side yard setbacks;
  - *If Garden Suite or Garage Suite, indicate distance from existing Dwelling.*
- identification of all abutting roads and existing and/or proposed access to the development; (All accesses will be assumed residential classification unless otherwise stipulated)
- identification of all rights-of-way and easements within and abutting the subject property;
- identification of all drainage courses;
- north arrow, scale, and date of drawing

\* For information on Land Use areas please refer to Parkland County's [Land Use Bylaw](#). For property information including parcel size, legal description and land use classification, use the on-line mapping system [Discover Parkland](#).

## FLOOR PLANS

- ☐ **Floor Plans** – Floor plans for all developed floors, including the area of each floor (i.e., square footage) and labeled rooms.
  - Must be professionally drafted
  - Detailed room dimensions and labelling
  - For all floors – including undeveloped basements

## BUILDING ELEVATIONS

- ☐ **Building Elevation Drawings** – Elevation drawings of the front, rear, and two sides of the building/addition, including exterior dimensions and sizes of openings (i.e. windows and doors).
  - Must be professionally drafted
  - Building height and dimensions
  - Architectural finishes
  - For all four sides of the structure (labelled North, East, South, West)

## VARIANCE REQUEST (If Applicable)

**Variance** – Is a variance to either setbacks, height, or site coverage require for the development? ☐ YES ☐ NO

If Yes, please provide the following applicable details:

☐ **Setback Variance:** Please provide the proposed setback and any relevant details on the proposed setback.

☐ **Height Variance:** Please provide the proposed height and any relevant details on the proposed height.

☐ **Site Coverage Variance:** Please provide the proposed site coverage and any relevant details on the proposed site coverage.

Please explain why the variance request is necessary. (*Required for all variance requests. Attach a separate sheet if necessary.*)

## ADDITIONAL INFORMATION

|                                                                                                                              |                                                          |
|------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| Land Title – Would you like the County to pull the land title for you? (\$30.00 fee)                                         | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Does the site have direct access to a developed municipal road? (i.e. constructed approach)                                  | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| How many approaches are currently existing on the parcel?                                                                    |                                                          |
| Are there any abandoned oil or gas well or pipeline present on the property? (Search available through <a href="#">AER</a> ) | <input type="checkbox"/> YES <input type="checkbox"/> NO |

## LOT GRADING PLAN - (Authenticated Topographical Survey)

As per Parkland County [Engineering Design Standards \(2015\)](#) Section 2.2.8 an Authenticated Topographical Survey required for all parcels classified as residential and/or if the proposed development encroaches onto any of these areas (Environmentally sensitive area, license drainage course, drainage easement, natural drainage course or natural water body, or any set backs outlined in the [Land Use Bylaw](#), Section 2.3 to 2.190), unless an existing topographical survey plan is already in place and can be prepared with submittal for the parcel. See [Surface Drainage and Lot Grading Bylaw](#). Ask an advisor for more information.

## COMMENTS (OPTIONAL)

Please use this room to provide any additional comments about your development.

Note: This checklist has been provided to help you prepare your permit application and is intended as a general reference tool only. While it offers helpful suggestions, it may not cover all requirements applicable to your specific development or land area. Each project is unique, and additional documents, surveys, or approvals may be necessary depending on the location, zoning, environmental factors, and other site-specific conditions.