

Application Guide

What's an Accessory Building?

Please submit all applications using PLANit Portal: [HERE](#)

An accessory building is a permanent or temporary structure that is dedicated to an existing dwelling on a residential property, or, in the case of a bareland recreational resort property, the personal recreational use of the property. Typical accessory buildings include, but are not limited to, garages, storage sheds, shops, and gazebos*, and include accessory buildings proposed to be placed on skids. All accessory buildings are subject to the regulations of the Land Use Bylaw. Accessory buildings under 10m² (108 ft²) do not require a development permit.

**If there is no dwelling on the property, these types of buildings are considered out-buildings. Out-buildings are subject to separate regulations under the Land Use Bylaw.*

Notes&Tips

This guide and the attached sample drawings have been provided to help you prepare your development 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.

- Keep hand drawings clear and legible by using a straight edge and printing neatly
- Use an existing Real Property Report or Plot Plan to prepare your site plan if one is available
- Gather property details including parcel size & Land Use District from Parkland County's on-line mapping system [Discover Parkland](#)
- Property line setback requirements can be found in the applicable Land Use District section for your property (i.e. Country Residential setbacks can be found in Section 2.3 to 2.190 [Land Use Bylaw](#))
- Use consistent units of measurements (meters or feet)
- If a Land Title is not uploaded with your application, one will be obtained & a \$30.00 fee will be added
- If the proposed building is associated with a business, you must apply for a Home Based Business development permit
- Additional information and/or professional plans may be requested by the Development Authority as per Land Use Bylaw Section 7.40

Documents to Prepare

Documents required for an Accessory Building application, must be uploaded with your application in PDF format.

- ☐ **Landowner Authorization Form/Application Declaration**– signed by both the applicant and at least one property owner on title. The [form](#) is provided at www.parklandcounty.com/planitforms
- ☐ **Land Title**– dated no more than 14 days prior to the application date. You can obtain a land title at a [Registries Office](#) or on the [Alberta Land Titles webpage SPIN2](#)
- ☐ **Site Plan**– A clear, legible site plan (see attached example)
- ☐ **Floor Plans**– A clear, legible floor plan for each developed floor (see attached example)
- ☐ **Building Elevation Drawings**– A clear, legible drawing for each exterior wall (front, rear, sides) of the proposed building (see attached example)
- ☐ **Jmr Ep_bg l e Nj_l** + 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 Jmr Ep_bg l e @wj_u](#). Ask an advisor for more information.

Building And Lot Coverage Details

Calculate the total square footage and height for all existing and proposed accessory buildings on the property (use the worksheet below). For Lakeshore Residential and Bareland Recreational Resort properties, please include *a//* buildings and decks/patios on the property.

Accessory Building Type (i.e. new or existing shed, sea can, garage, shop, greenhouse, gazebo, etc.)	Structure Size (portion of land covered by building)		Height (from inside wall grade to peak of roof)	
	Sq. Feet	Sq. Meters	Feet	Meters
Proposed -				
Existing -				
☐ Total:				

Variance Request (If Applicable)

Variance – Does the proposed accessory building require a variance to a Land Use Bylaw regulation?

☐ YES ☐ NO

If yes, please provide details:

☐ Setback Variance

☐ Height Variance

☐ Site Coverage Variance

☐ Other Variance

Provide the details of the variance (*i.e. relaxation of side yard setback from 3.0m to 2.7m*):

Explain why you have requested the variance:

Additional Information

Does the site have direct access to a developed municipal road? (constructed approach) ☐ YES ☐ NO

How many approaches exist and/or are proposed on the parcel? _____

Are there any abandoned oil or gas well or pipeline present on the property? (Search available through [Alberta Energy Regulator](https://www.alberta.ca/alberta-energy-regulator))

☐ YES ☐ NO

Any additional comments about your development.

Sample Site Plan

Why do I need to submit a site plan?

A development permit approves the **use** and **location** of your proposed structure. Parkland County compares your application to the regulations listed in the Land Use Bylaw, which outlines such items as maximum site coverage and the distance the structure is required to be from the nearest property line (i.e. Setbacks).

A Site Plan must show:

Use of straight edge required.

Property Address

North Arrow

Natural Features

Label any wetlands, open water, treed areas and/or drainage courses (i.e. a creek)

Rights-of-ways or Easements

Label any legally registered rights-of-ways or easements. Structure(s) cannot be approved in these areas.

TIP: Look at your [Land Title](#) to learn more about any registrations on your property.

Property Lines

Draw and label all legal property lines

TIP: Fenceline does not always indicate property line. Often, they aren't built on the legal boundary. Go to [Discover Parkland](#) to view your property lines.

Existing Structure(s)

Draw and label all existing structures on the property (i.e. existing house, shed, etc.)

Proposed Structure(s)

Draw and label the structure(s) you are proposing to build

Setbacks from Property Line

Identify the distance from the wall of the proposed structure to the property line. Must show the setback distance from at least **two** property lines.

TIP: Your Land Use District in the [Land Use Bylaw](#) identifies required setback distances.

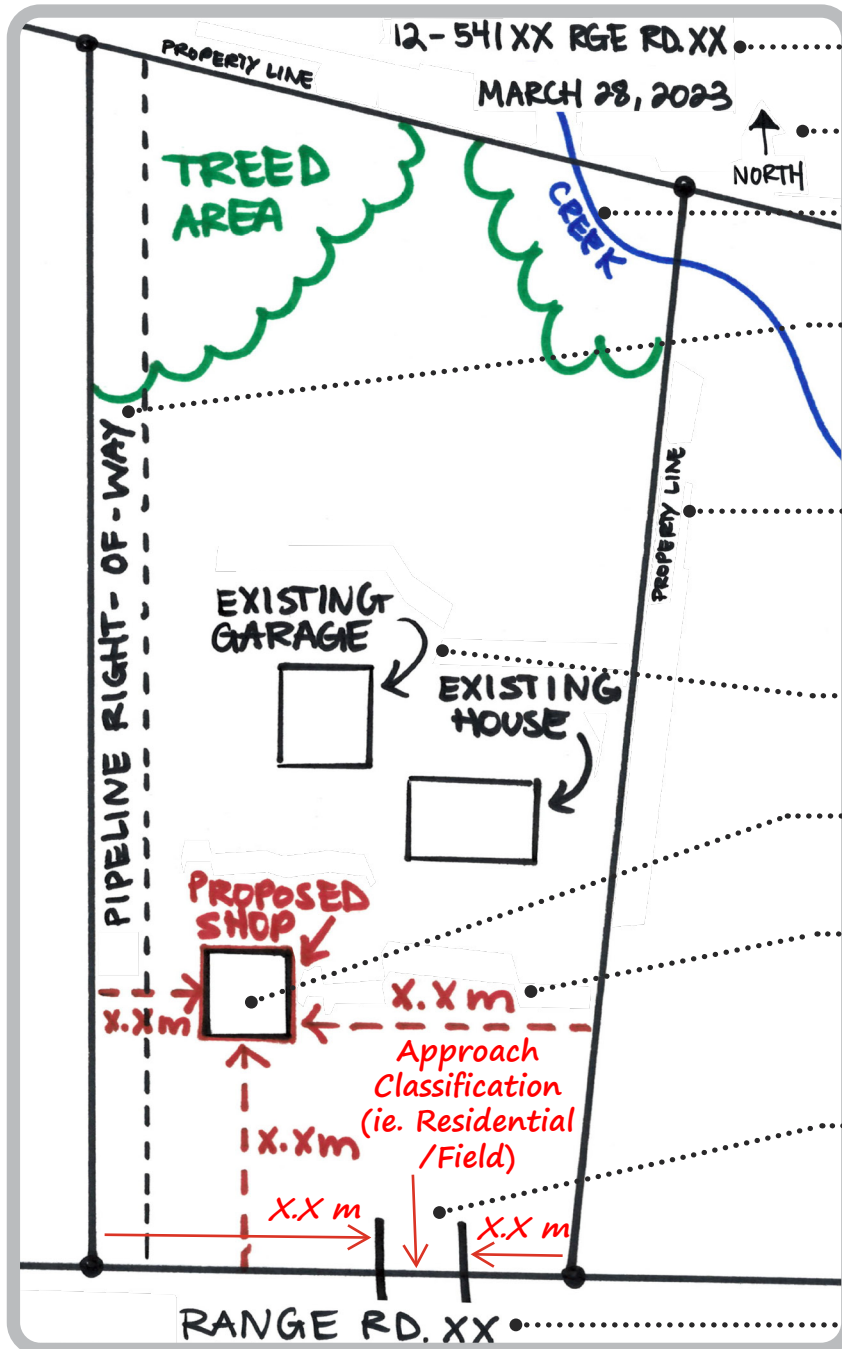
Existing or Proposed Access

Identify how the property is accessed from a public roadway. Provide offset distances from the property line. Identify approach classification type (i.e. residential, field etc.)

TIP: For new or upgraded approaches, submit an [Approach Application](#) to Parkland County Engineering Services.

Adjacent Roadway(s)

Label all adjacent roadways



DISCLAIMER | A professionally drafted site plan may be requested at the discretion of the Development Authority as per Land Use Bylaw Section 7.40.

FREQUENTLY REQUESTED LINKS

DISCOVER
PARKLAND

PLANit
Application
Portal

Land Use
Bylaw

Fee
Schedule

Sample Building Elevations

What are Building Elevations?

Elevation drawings show the form and character of the proposed Accessory Building including building height, building dimensions, exterior finishings, and openings (i.e. doors and windows).

TIP: This sample shows the minimum level of detail required for a development permit application. For Safety Codes permits, you are required to show the dimensions of all openings and the pitch of the roof. For all new dwellings and commercial uses, professionally drafted drawings are required.

Building elevations must show:

Use of straight edge required.

Building Height

Label the height of the structure from inside wall grade to peak of roof

Building Dimensions

Label the width and depth of the structure

Openings

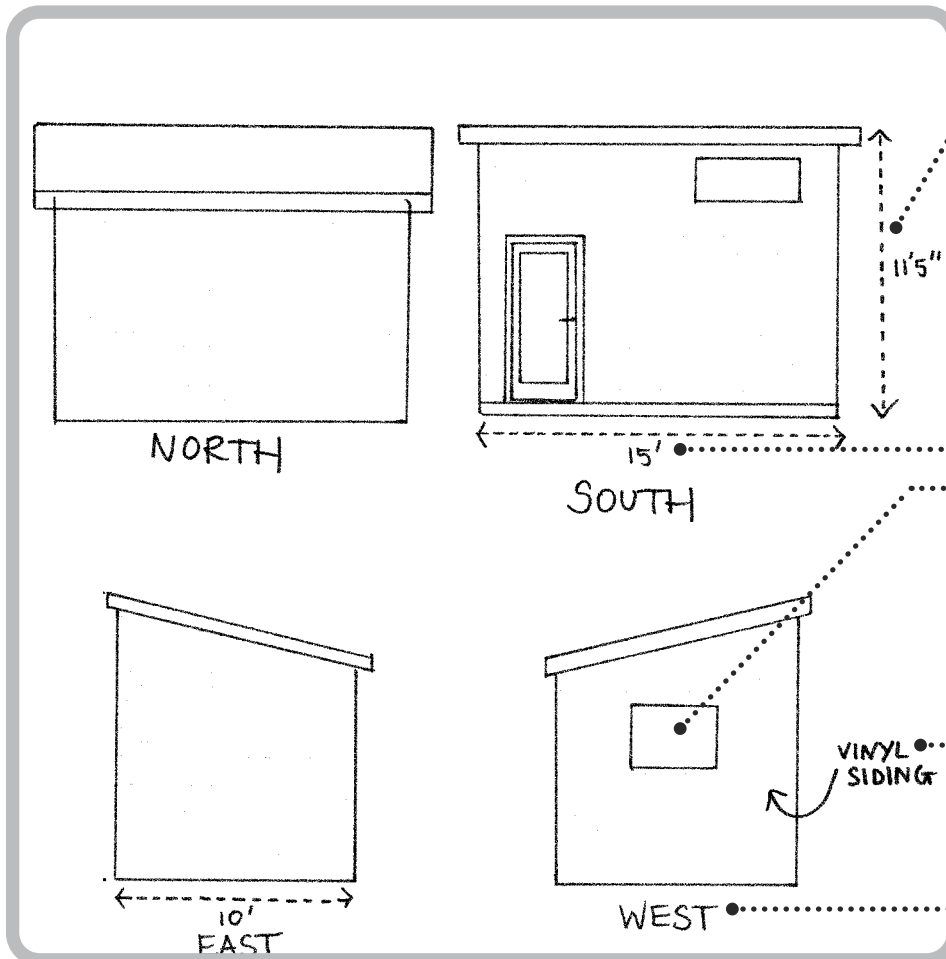
Draw the proposed openings. This includes door and windows.

Exterior Finishings

Label the proposed material being used for the exterior of the structure

Direction Labels

Label each side of the structure (north, east, south, west)



DISCLAIMER | Professionally drafted building elevations may be requested at the discretion of the Development Authority as per Land Use Bylaw Section 7.40.

How tall can my Accessory Building be?

My parcel is located...

in a Residential District
(i.e. Country Residential, Lakeshore Residential)

Max. Height

8.0m (26'2")

directly adjacent to a Multi-Parcel Residential Subdivision
(i.e. near a named subdivision)

8.0m (26'2")

in the Bareland Recreational Resort District
(i.e. Trestle Creek, Sunset Shores, PineRidge RV Resort)

3.5m (11'5")

None of the above
(i.e. agricultural lands adjacent to a full quarter section)

No Limit

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Sample Floor Plan

Why do I need to submit a floor plan?

While a development permit approves the location of the accessory building, it also approves the **intended use** and **size** of the structure. Parkland County compares your application to the regulations listed in the Land Use Bylaw, which outlines items such as the maximum building coverage for accessory buildings. This looks at the total combined square footage for all accessory buildings (i.e. sheds, shop, detached garage) in relation to your parcel size.

Floor Plans must show:

Use of straight edge required.

Room Dimensions

Label the width and depth of each room

Identify Use

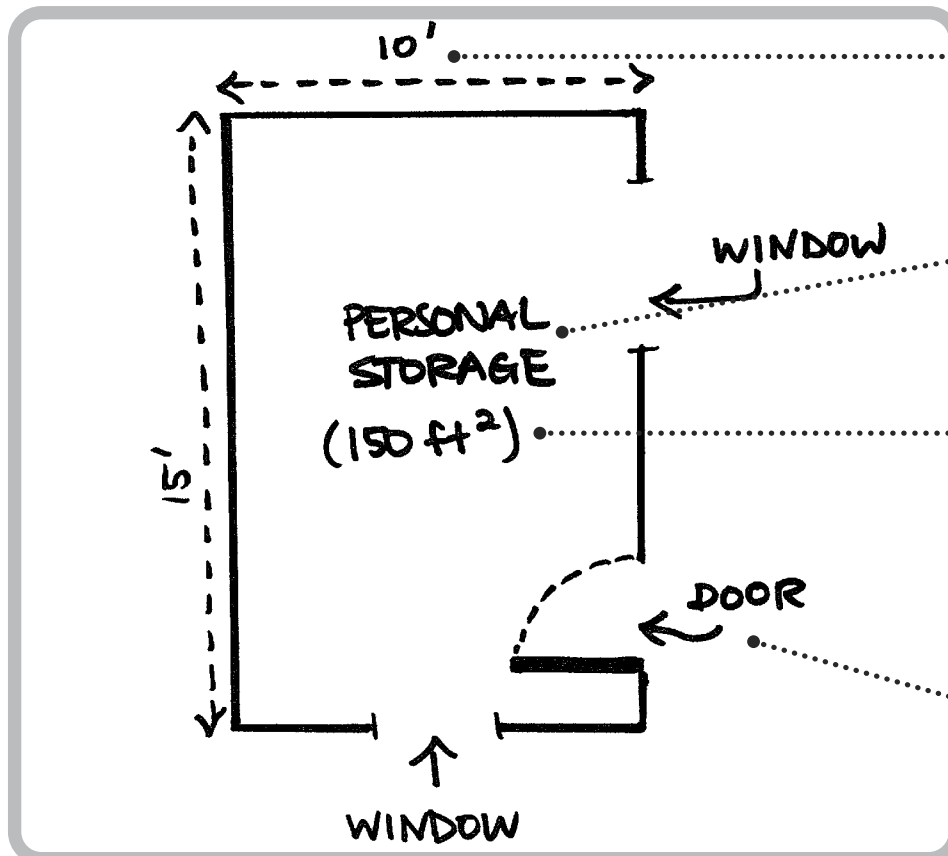
Label the use of each room (i.e. personal storage, workshop, etc.)

Total Floor Area

Label the total floor area of each floor (i.e. square footage)

Openings

Draw and label all exterior openings (i.e. windows and doors)



DISCLAIMER | Professionally drafted floor plans may be requested at the discretion of the Development Authority as per Land Use Bylaw Section 7.40.

How many Accessory Buildings can I have?

Parkland County's Land Use Bylaw (LUB) does not limit the **number** of Accessory Buildings. Instead, the LUB outlines requirements for **total square footage** of all Accessory Buildings on a property. For properties in Residential districts, the total allowable square footage of all Accessory Buildings is related to your parcel size.

Does my agricultural building count?

If your parcel is two acres or greater and the structure is strictly used to house livestock, store or repair agricultural equipment, store farm produce and/or livestock feed, then no development permit is required and the square footage of the structure is not included in Accessory Building calculations.

My parcel is...

less than (or equal to) 0.40 hectares (≤ 0.99 acres)	Max. Coverage 180m² (1,937ft ²)
less than (or equal to) 1.21 hectares (≤ 2.99 acres)	280m² (3,014ft ²)
less than (or equal to) 2.02 hectares (≤ 4.99 acres)	326m² (3,509ft ²)
less than (or equal to) 4.04 hectares (≤ 9.98 acres)	375m² (4,036ft ²)
less than (or equal to) 16.19 hectares (≤ 40.00 acres)	425m² (4,574ft ²)
larger than 16.19 hectares (> 40.00 acres)	650m² (6,996ft ²)
not in a Residential District	No limit

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