

Accessory Dwelling Unit

Accessory dwelling unit is a self-contained *dwelling unit*, that is located either within or on the same titled *parcel*, and accessory to a *principal dwelling* and include but are not limited to *garden suites; garage suites; and secondary suites*. In addition to a Development Permit, it is important to consider all aspects of the project

<p>Sewage System</p>	<ul style="list-style-type: none"> • If you are connecting to a municipal system and are extending the waterline to that building extension, an inspection needs to be completed by the Utility department prior to being starting, during and at the end of the waterline extension to be sure it is done after the meter. If this cannot be completed after the meter, a meter vault will need to be installed at the property edge. Contact the Utility department at 780-939-8255 to discuss your plan. • If you are installing a new private sewage system, a permit application will be required with your development permit application. • If you are connecting to an existing private sewage system (ie: field, tanks, mound or open discharge), you will require that the system be assessed to ensure that it will accommodate the additional usage. This assessment can be obtained by contacting Superior Safety Codes at 780-939-8276 to arrange for an inspection for a minimum fee of \$250. If it is determined that the system will not accommodate the additional usage, an upgraded system or new sewage system will be required. The application for a new or upgraded private sewage system must form part of your development permit application.
<p>Alberta Building Code and Home Warranty</p>	<ul style="list-style-type: none"> • Under the Code, a garden suite or a garage suite are considered a dwelling and will be required to meet those same standards. • You will be required to contact the Alberta New Home Warranty office at 1-866-421-6929 or homewarranty.inquiries@gov.ab.ca. They will forward you a 13-question survey to complete and documentation to let you know if warranty is required to be applied for. In most cases, garden and garage suites will require New Home Warranty. Any communication/documentation you receive is required to form part of your development permit application. <p>Please note that all applications under the Code shall be applied for or signed off by a certified tradesperson.</p>
<p>Parking</p>	<ul style="list-style-type: none"> • Your parcel must be able to accommodate for on-site parking of the additional occupants of the suite. This is calculated as one for 80m² and below, and two for above 80m², of the suites area. Parking shall not be provided on any municipal road. Ensure that parking provisions are indicated on your site plan.
<p>Municipal Address</p>	<ul style="list-style-type: none"> • You will be assigned a separate municipal address by Sturgeon County for which to receive mail through Canada Post and for 911 purposes.

We welcome you to discuss your plans with a Development Officer and Building Codes Safety Officer.

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Planning and Development
 9613-100 Street
 Morinville, AB T8R 1L9
 Phone (780)-939-8275
 Fax (780)-939-2076
 Email: PandD@sturgeoncounty.ca

For Office Use	
Permit Number:	_____
Date Received:	_____
Received By:	_____

ACCESSORY DWELLING UNIT DEVELOPMENT PERMIT APPLICATION

Application is hereby made under the provisions of Land Use Bylaw 1385/17 to develop in accordance with the plans and supporting information submitted herewith and which form part of this application.

1. APPLICANT INFORMATION

Applicant Name _____	Landowner Name _____ <small>If different than applicant</small>
Applicant Address _____ <small>Mailing address</small>	_____ <small>Mailing address if different than applicant</small>
City/Town _____ Province _____ Postal Code _____	City/Town _____ Province _____ Postal Code _____
Phone _____	Phone _____
Email _____	Email _____

2. LAND INFORMATION

Municipal Address _____	Subdivision _____
Legal Description	Lot _____ Block _____ Plan _____ Parcel Size _____
	Quarter _____ Section _____ Twp _____ Rge _____ W _____
Existing Use of Land or Building _____	

3. ACCESSORY DWELLING UNIT INFORMATION

Secondary (attached/within primary dwelling) <input type="checkbox"/>	Garden (stands alone on the parcel) <input type="checkbox"/>	Garage (attached/within detached garage) <input type="checkbox"/>
Area of Primary Residence Main Floor (m ² or ft ²): _____		Proposed Area (m ² or ft ²): _____
Proposed Height: _____	# of Existing Bedrooms _____	# of Additional Bedrooms _____
		Estimated Project Value <small>(cost of material & labour)</small>

4. SEWAGE SYSTEM

Municipal <input type="checkbox"/>	Private Septic System: Are you using an existing system <input type="checkbox"/> or installing a new system <input type="checkbox"/>
	Please Choose: Treatment Mound <input type="checkbox"/> Treatment Field <input type="checkbox"/> Open Discharge <input type="checkbox"/> Septic Tank <input type="checkbox"/>

5. WATER SYSTEM

Municipal <input type="checkbox"/>	Well <input type="checkbox"/>	Cistern <input type="checkbox"/>
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APPLICANT AUTHORIZATION

I/we hereby give my/our authorization to apply for this development permit application and allow authorized persons the right to enter the above land and/or building(s) with respect to this application only. I/we understand and agree that this application and any development permit issued pursuant to this application or any information thereto, is not confidential information and may be released by Sturgeon County.
 I/We grant consent for an authorized person of Sturgeon County to communicate information electronically as per Section 608 (1) of the Municipal Government Act, R.S.A. 2000., c.M-26.

Signature of Authorized Applicant(s) _____	Date _____	Signature of Landowner _____	Date _____
All landowners listed on title must sign this permit or a letter of authorization. If the land is titled to a company, a copy of the Corporate Registry must be provided.		Signature of Landowner _____	Date _____

FOR OFFICE USE ONLY – PERMIT FEES ARE NON-REFUNDABLE

Fee \$ _____	Penalty \$ _____	Receipt # _____	Tax Roll # _____	Zoning _____
Paid By: Cash / Cheque / Debit / VISA / MasterCard				



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ACCESSORY DWELLING UNIT DEVELOPMENT PERMIT APPLICATION FEE INFORMATION

Credit Card Information:

Visa:

MasterCard:

CARD NUMBER:	EXPIRY DATE: MONTH, YEAR
NAME THAT APPEARS ON THE CARD:	
SIGNATURE OF CARDHOLDER:	

The personal information provided will be used to process the above application and is collected under the authority of Section 4 (c) of the Protection of Privacy Act (POPA). If you have any questions about the collection and use of this information, please contact the Sturgeon County Access and Privacy Advisor at 9613 – 100 Street, Morinville, Alberta, T8R 1L9 (780) 939.1306 or accessandprivacy@sturgeoncounty.ca

SUITE APPLICATION CHECKLIST

Ensure the listed supporting documentation is included with the development permit application.

Completed Development and Building Permit Application Forms

Signed by the registered landowners shown on title and the person authorized on their behalf.

Building: Approved New Home Warranty Registration Certificate or Proof of Exemption; National Energy Code Compliance Forms; Construction Drawings (See Building Permit Checklist)

Construction Drawings

Floor plan and elevations

Land Title Certificate

Searched within 30 days prior to the application, can be obtained from any Provincial Registry Office or online at www.spin.gov.ab.ca

Site Plan

An example is attached for your reference – must include all resident parking provisions.

Alberta Transportation Approval **N/A**

If developing within 800m (0.5 miles) of a Provincial highway.

Abandoned Oil Well Declaration Form and Map

Required for all development greater than 505ft² (46.9m²); Please visit <https://geodiscover.alberta.ca>

Private Sewage Assessment or **Municipal Septic**

Private Sewage Application – if applicable

PLEASE NOTE

PERMIT APPLICATIONS WILL NOT BE ACCEPTED UNLESS ALL DOCUMENTATION NOTED ABOVE IS PROVIDED. ADDITIONAL INFORMATION MAY BE REQUESTED AS REQUIRED.

Please be advised that any information provided to Sturgeon County (the "County") in order to process your application is subject to the application of the Access to Information Act (ATIA) and may be used and disclosed in accordance with the legislation. Specifically, all documents and studies required to be prepared and submitted by the applicant to the County are deemed to be publicly available and the property of the County once they are submitted to the County to process the application. Unless the submitting party explicitly indicates, in advance and clearly on the face of the record, that certain parts of the information are provided in confidence to the County and are to remain confidential, all documents and studies submitted to the County may be subject to disclosure under the ATIA. If confidentiality is required, it is the responsibility of the submitting party to clearly mark such records as Confidential and provide written rationale for the request. Should the applicant provide the County with such a declaration of confidentiality, the County will take this under consideration to determine if the document and/or study can be accepted in confidence; however, the County cannot guarantee that such information will remain confidential and will not be subject to disclosure pursuant to the AITA.

SITE PLAN CHECKLIST

A site plan, to the satisfaction of the Development Authority, must be included with any application for development. For land use districts other than Agriculture, the site plan must be prepared by a practicing professional for the principal building. Agriculture districted parcels may provide a site plan drawn on graph paper as per the example provided.

Please ensure that all the following items are included on the site plan:

- △ **the legal land description;**
- △ **a north arrow;**
- △ **the location and dimensions of the proposed and existing developments (e.g. house, shop, barn, granaries) and the distance from the proposed development to all the parcel lines and existing buildings;**
- △ **parcel dimensions;**
- △ **the location of all existing or proposed water wells, dugouts, or other water supplies;**
- △ **the location and the type of private sewage disposal system;**
- △ **the location of existing utility or other right-of-ways and easements (and their ownership);**
- △ **the approximate size and location of any water bodies (lakes, sloughs, ponds), watercourses (rivers, creeks or drainage ditches) that are located within or adjacent to the parcel;**
- △ **the location of any adjacent highways, secondary highways, municipal roads, lease roads, or rail lines and**
- △ **the location and width of all approaches, both existing and proposed.**

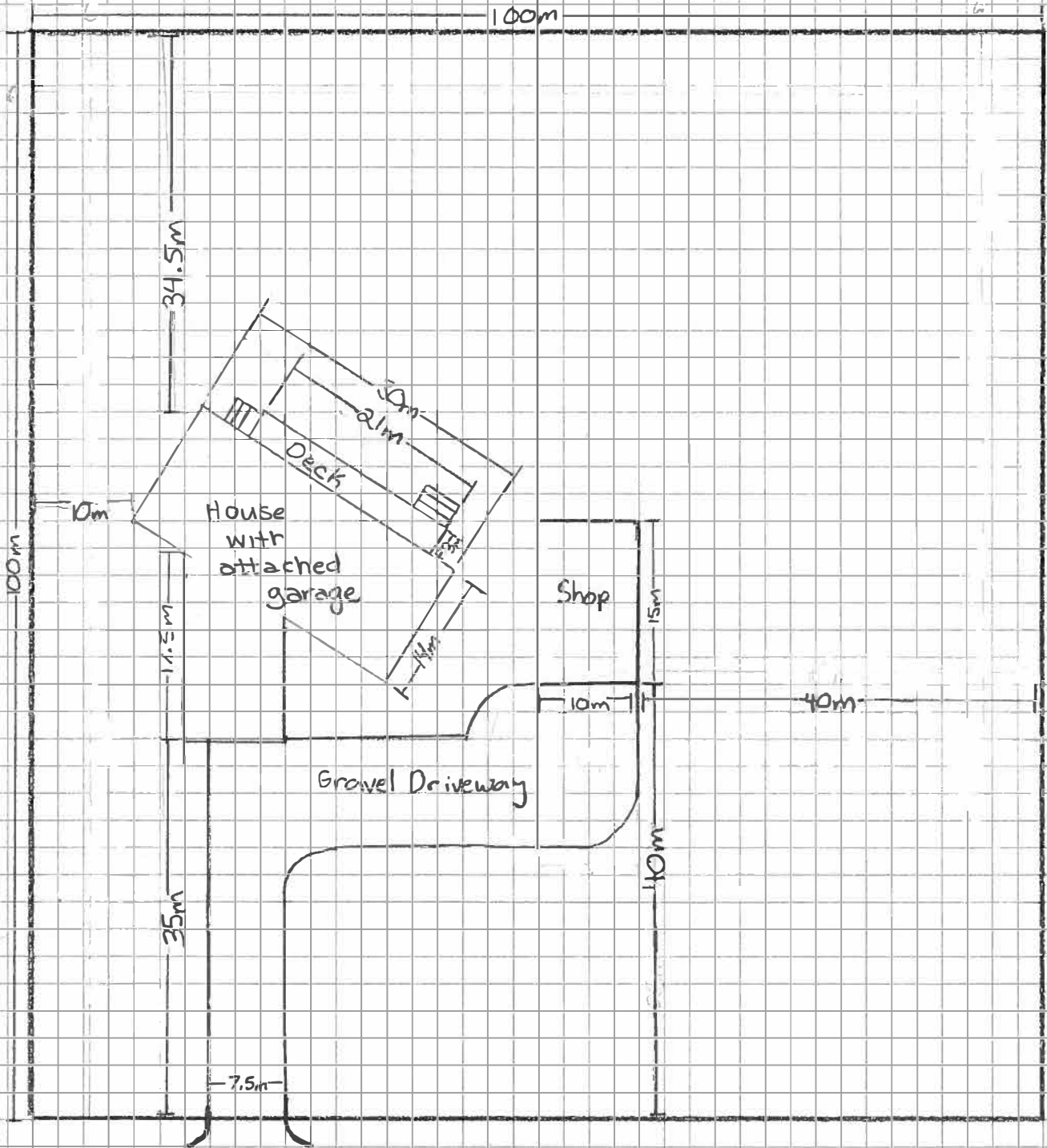
Please note: An application for a development permit will not be accepted as complete until it adequately addresses key items on the checklist above (as per Paragraph 2.4.1(d) of the Land Use Bylaw 1385/17).

SITE PLAN FOR DEVELOPMENT PERMIT - EXAMPLE

Section:	Township:	Range:	Meridian:
Plan:		Block:	Lot:

PLEASE DEFINE THE SCALE YOU USED (ex: 4 boxes = 10 metres): 1 box = 2.5 metres

North



SITE PLAN FOR DEVELOPMENT PERMIT APPLICATION

Section:	Township:	Range:	Meridian:
Plan:	Block:	Lot:	
PLEASE DEFINE THE SCALE YOU USED (ex: 4 boxes = 10 metres): _____ boxes = _____			

