

## 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><b>Sewage System</b></p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• If you are installing a new private sewage system, a permit application will be required with your development permit application.</li> <li>• 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.</li> </ul>
<p><b>Alberta Building Code and Home Warranty</b></p>	<ul style="list-style-type: none"> <li>• Under the Code, a garden suite or a garage suite are considered a dwelling and will be required to meet those same standards.</li> <li>• You will be required to contact the Alberta New Home Warranty office at 1-866-421-6929 or <a href="mailto:homewarranty.inquiries@gov.ab.ca">homewarranty.inquiries@gov.ab.ca</a>. 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.</li> </ul> <p><b>Please note that all applications under the Code shall be applied for or signed off by a certified tradesperson.</b></p>
<p><b>Parking</b></p>	<ul style="list-style-type: none"> <li>• Your parcel must be able to accommodate for on-site parking of the additional occupants of the suite. This is calculated as one for 80m<sup>2</sup> and below, and two for above 80m<sup>2</sup>, of the suites area. Parking shall not be provided on any municipal road. Ensure that parking provisions are indicated on your site plan.</li> </ul>
<p><b>Municipal Address</b></p>	<ul style="list-style-type: none"> <li>• You will be assigned a separate municipal address by Sturgeon County for which to receive mail through Canada Post and for 911 purposes.</li> </ul>

**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 _____
Applicant Address _____	<small>If different than applicant</small>
<small>Mailing address</small>	
City/Town _____	Province _____ Postal _____
Phone _____	Alternate Phone _____ Fax _____
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 <sup>2</sup> or ft <sup>2</sup> ): _____		
Proposed Area (m <sup>2</sup> or ft <sup>2</sup> ): _____	# of Existing Bedrooms _____	# of Additional Bedrooms _____

**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 _____
<b>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.</b>		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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Morinville, AB T8R 1L9  
Phone (780)-939-8275  
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Email: PandD@sturgeoncounty.ca

## 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 municipal development plan amendment application and is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy (FOIP) Act. If you have any questions about the collection and use of this information, please contact the Sturgeon County Access and Privacy Officer at*  
9613 – 100 Street  
Morinville, Alberta T8R 1L9  
(780) 939.4321 or  
foip@sturgeoncounty.ca

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## **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)*

**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](http://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 505ft<sup>2</sup> (46.9m<sup>2</sup>); 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.**

*The personal information provided will be used to process the Development Permit application and is collected under the authority of Section 642 of the Municipal Government Act and Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act. Personal information you provide may be recorded in the minutes of Municipal Planning Commission. If you have any questions about the collection and use of this information, please contact the Sturgeon County FOIP Coordinator at 9613 – 100 Street, Morinville, Alberta, T8R 1L9 (780) 939.4321.*

## 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).