

Secondary Suite Application Requirements & Information

Recognizing that Secondary Suites are a significant and important form of housing choice, on September 14, 2020, the City of Leduc amended the Land Use Bylaw 809-2013 to allow Secondary Suites as a Permitted Use in the following Land Use districts: RSE, RSD, RNL, RSL, and MUR. This change will enable a more simplified process for developers, builders, and homeowners. For more information, please refer to [Land Use Bylaw 809-2013](#), as amended, and as posted on the City's website at www.leduc.ca.

The following are the minimum requirements for plans to be submitted with a residential development permit application and regulations for the development of a secondary suite.

Please ensure you obtain all approvals from Planning & Development and Safety Codes Services before starting your project. *And don't forget that all plans must be submitted digitally.*

1. SITE PLAN, at a scale satisfactory to the Development Officer, identifying all of the following:

- North arrow;
- legal description and municipal (civic) address of property;
- lot lines shown with dimensions in metric;
- location and dimensions of dwellings and accessory developments (garages, carports, sheds etc.) that are existing and proposed on the Site;
- Front, Side and Rear Yards with dimensions in metric;
- scale of plan, minimum of 1:1,000 or to the satisfaction of the Development Authority;
- location of all registered Utility Easements and rights-of-way;
- identify outdoor entrance to the suite; and
- dimension and layout of existing and proposed parking stalls, Driveways, paved areas, entrances and exits Abutting streets, avenues and Lanes shown and labeled (see Parking Requirements below).

Parking Requirements (as per Land Use Bylaw 809-2013, as amended)

Principle Dwelling: 2 Parking Spaces

Secondary Suite: 1 Parking Space per bedroom

1 Parking Space per Dwelling may be in tandem. Parking space sizing shall be 2.75 m wide x 6.0 m in length (5.5 m length is considered for some developments – please confirm with a development officer before requesting a reduced size).

2. FLOOR PLAN for the suite identifying:

- All rooms and uses, doorways, window sizes and locations;
- layout of kitchen with appliances;
- location of smoke alarm/carbon monoxide alarm; and
- separate entrance.

3. BUILDING ELEVATION identifying the separate entrance to the suite.

Additional Regulations for a Secondary Suite as per Land Use Bylaw 809-2013, as amended, that shall be met:

21.7.1.2. Secondary Suite Dwelling use is prohibited from being constructed within the same principal Dwelling containing a Bed and Breakfast, Boarding Facility, Group Home, or Home Occupation.

21.7.1.3. There shall be no more than one Secondary Suite Dwelling use developed in conjunction with a principal Dwelling.

21.7.1.4. The Floor Area occupied by a Secondary Suite Dwelling shall be considered as part of the Principal Use of the Structure for the purpose of calculating Site coverage.

21.7.1.5. Secondary Suite Dwelling shall be developed in such a manner that the exterior of the Principal Building containing the Secondary Suite Dwelling shall appear as a single Dwelling.

21.7.1.6. Only one of a Secondary Suite Dwelling, Garden Suite Dwelling, or Garage Suite Dwelling use may be developed in conjunction with a principal Dwelling.

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21.7.1.8. The Secondary Suite Dwelling use shall not be subject to separation from the principal Dwelling through a Condominium conversion or Subdivision.

21.7.1.9. The Secondary Suite Dwelling use shall be constructed to comply with all relevant requirements of the Safety Codes Act, as amended from time to time.

21.7.1.10. Parking shall be provided in accordance with Section 23.0 Parking and Loading of this Bylaw.

NOTE:

- Other information may be required and asked for by the Development Officer if deemed pertinent to the development application.
- More detailed construction drawings may be required for the Building Permit. Please see the [Municipal Affairs Brochure](#) for more information.
- If any question, please contact a Development Officer or Safety Codes Officer at (780) 980-7124 or planning@leduc.ca for further information.