

Secondary Suite Application Requirements & Information (Dwelling, Garage & Garden Suites)

Both a Development Permit and Building Permit are required for Secondary Suite Development. The Development Permit Application requires the following:

1. SITE PLAN - showing all of the following:

- North arrow, scale, municipal address;
- lot lines and front, side and rear yards shown with dimensions;
- location, dimensions and height of principal buildings and other structures including accessory developments, garages, carports and Fences, that are existing and proposed;
- location of landscaped areas including retaining walls, trees, buffering, etc.;
- location of all registered utility easements and right-of-ways;
- exterior entrance and walkway for entrance to the suite;
- dimensions and layout of existing and proposed parking areas, driveways, paved areas, entrances and exits, sidewalks, abutting streets, avenues and lanes shown and labeled; and
- dimensions and layout of existing and proposed parking spaces. (see details below)

Parking Requirements

Main Dwelling: 2 Parking Spaces, 1 Parking Space per dwelling may be in tandem

Secondary Suite: 1 Parking Space per bedroom, 1 Parking Space per dwelling may be in tandem

Minimum Size for Required On-site Parking Spaces

2.75 m wide x 6.0 m in length (5.5 m length is considered for some developments)

2. BUILDING PLANS – including details of the following:

- Floor plan identifying the use of all rooms in the suite, any fixed equipment or appliances such as furnace, stove, washer, dryer, etc.; and
- Exterior plan showing the entrance into the suite
- Full elevation plans including height, horizontal dimensions, color rendering & material (**Garage and Garden Suite Only**)

3. GRADING & SERVICING PLANS –shall be prepared by a professional engineer showing existing and proposed grading and servicing that meets the City of Leduc Lot Grading and Servicing Requirements. See website for further details.

www.leduc.ca/lot-grading-servicing-plan-requirements (**Garage and Garden Suite Only**)

Other information may be required by the Development Officer if deemed pertinent to the development application.

* More detailed construction drawings may be required for the Building Permit* If you have questions and wish to speak to a Safety Codes Officer, email planning@leduc.ca to discuss the application with a Safety Codes Officer.