



# SECONDARY SUITE DEVELOPMENT PERMIT APPLICATION

TOWN OF TABER: A-4900 50 STREET, TABER, AB T1G 1T1 - 403-223-6009 - PLANNING@TABER.CA

## Applicant Information

APPLICANT NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

TOWN: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

---

## Owner Information (if different from applicant)

OWNER NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

TOWN: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

---

## Property Information (property to be developed)

MUNICIPAL ADDRESS: \_\_\_\_\_

LOT(S): \_\_\_\_\_ BLOCK: \_\_\_\_\_ PLAN: \_\_\_\_\_

---

## Description of Project

**DESCRIBE YOUR PROJECT:**

---

# Suite Details

## TYPE OF SUITE PROPOSED:

Basement Suite

Garage Suite

Detached Suite

Attached Suite

## SIZE OF SUITE:

Under 75m2 (1 additional on-site parking stall required)

75m2 or greater (2 additional on-site parking stalls required)

Total Floor Area of Suite: \_\_\_\_\_

## DOES THE SUITE REQUIRE ANY WAIVERS?

Setbacks

Deck Height

Parking

Suite area

Other \_\_\_\_\_

---

# Start Date and Cost

ESTIMATED START DATE: \_\_\_\_\_ ESTIMATED COST: \_\_\_\_\_

---

I/We hereby make application under the provisions of Land Use Bylaw 13-2020 for a Development Permit in accordance with the plans and supporting information submitted herewith and which forms part of the application.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

REGISTERED OWNER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PLANNING OFFICER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

*The personal information on this form is being collected for the purpose of reviewing your application to the municipality of the Town of Taber. The information is collected under the authority of Section 146 of the Municipal Government Act (MGA) and Section 33 of the Freedom of Information and Protection of Privacy Act (FOIPPA). Under Section 33 of the FOIPPA Act, the Town of Taber reserves the right to collect information that relates directly to and is necessary for an operating program or activity of the public body. Names of applicants will be provided to the public. If you have any questions about the collection of this information, please contact the FOIPPA coordinator at 403-223-5500 ext. 5519.*

---

**Note:** This application does not permit you to commence construction until such a time that the permit has been issued by the Development Authority. Unless otherwise noted on the development permit, a building permit will also be required prior to commencing construction.

Building, electrical, gas, and plumbing permits can be obtained through Superior Safety Codes (403-320-0734).

All Secondary Suites must be approved by the Municipal Planning Commission.

---

# Development Application Submission Requirements

**THE FOLLOWING ITEMS MUST BE INCLUDED WITH YOUR APPLICATION** (1 copy of each)

Site Plan

Building Plan

---

## **SITE PLAN REQUIREMENTS:**

Lot dimensions

Dimensions and locations of all existing and proposed structures (including structures under 10m<sup>2</sup>)

Dimensions, locations, and heights of all existing and proposed decks/patios

All utility right of ways and easements located within or directly adjacent to the site

Distances between all structures and property lines

Site access with dimensions

On-site parking stalls (6m x 3m per stall)

Private amenity area for secondary suite (minimum 7.5m<sup>2</sup>)

Site drainage (arrows indicating how the site will drain)

Landscaping

Adjacent roads and lanes

North arrow

---

## **BUILDING PLAN REQUIREMENTS**

Scale and dimensions of exterior walls and interior rooms

Floor plan(s) of entire building with suite

Building elevations and heights from finished grade (if new build or external additions)

Exterior materials, architectural features, and colours to be used (if new build or external additions)

---