



Roll #

LUB District / Zone:

SECONDARY SUITES QUESTIONNAIRE

Application Date: _____

Address _____

Plan: _____ Block: _____ Lot: _____

I hereby acknowledge that the information provided below is correct.

Name: _____ Company: _____

Mailing Address: _____

Phone Number: _____ Alternate Phone: _____

Email Address: _____

Signature of Applicant

Date

Please answer the following questions to assist in the review of your development permit application.

1. Is the Secondary suite existing or proposed? : _____ Existing _____ Proposed

2. Where will the secondary suite be located?

- Basement of primary dwelling
- Above a detached Accessory Building / Garage
- In a stand-alone Accessory Building
- Addition to the dwelling
- Other _____

⇒ If the suite is to be located in an accessory building are you converting an existing accessory building, or will this be a new construction? _____ Existing Building _____ New Construction

3. What is the size of the secondary suite? _____ (ft² / m²)

4. How many on site parking spaces are available? _____

⇒ Note: Stalls are required to be a minimum of 9' wide x 20' deep (2.75 m x 6.0 m)

Where are these stalls located? _____

(garage, rear yard, front yard etc.)

Do you have back lane access _____ Yes _____ No

5. Is there another existing secondary suite on the lot? _____ Yes _____ No

If yes, please provide details: _____

6. Have you checked into water, sewer and gas servicing? _____ Yes _____ No

7. Are there any home based businesses operating on site? _____ Yes _____ No

If yes, does the business have a valid business license for the Town of Stony Plain?

_____ Yes _____ No

8. Please include a site plan with your application. Your site plan must include the following information:

- ⇒ Location and dimensions of all buildings on the site including that in which the secondary suite will be located.
- ⇒ All setbacks from accessory buildings to property lines (side yards, rear yard and front yard where applicable)
- ⇒ Setback between the accessory building and the primary dwelling
- ⇒ Height of accessory building at highest pitch
- ⇒ Height of dwelling at the highest pitch
- ⇒ Location and dimensions of all on site parking spaces

Additional Information:-

Shaded Area is for Town Office Use

Development/Building Permit File # _____

Development Permit Required: _____ Yes _____ No

Development Officer: _____ Date: _____

Comments: _____

Building Permit Required: _____ Yes _____ No

Building Safety Codes Officer: _____ Date: _____

Comments: _____