

Property Information	
Municipal Address <i>(if applicable)</i>	_____
Legal Description <i>(all/parts of)</i>	_____
Lot	_____
Block	_____
Registered Plan	_____

Application Info <i>(for office use only)</i>	
Permit #	_____
Approved By <input type="checkbox"/> MPC / <input type="checkbox"/> DO / <input type="checkbox"/> SDAB	Date
Refused By <input type="checkbox"/> MPC / <input type="checkbox"/> DO / <input type="checkbox"/> SDAB	_____
	Permit Issuance
	Permit Expiry

Type of Suite	
Secondary Suite <input type="checkbox"/>	_____
Garage Suite <input type="checkbox"/>	_____
Garden Suite <input type="checkbox"/>	_____
Security Suite <input type="checkbox"/>	_____

Registered Land Owner <i>(if not the applicant)</i>	
Name	_____
Business Name	_____
Mailing Address	_____
City, Province	_____
Postal code	_____
Phone	_____
Email (required)	_____

Authorization & Consent
<input type="checkbox"/> Use of Information I hereby consent to the use of information included in this application for promotional purposes, news, research and/or educational purposes.
<input type="checkbox"/> Right of Entry I authorize Planning Department staff to access my property for the purposes of evaluating this application.

Applicant	
Name	_____
Business Name	_____
Mailing Address	_____
City, Province	_____
Postal Code	_____
Phone	_____
Email (required)	_____

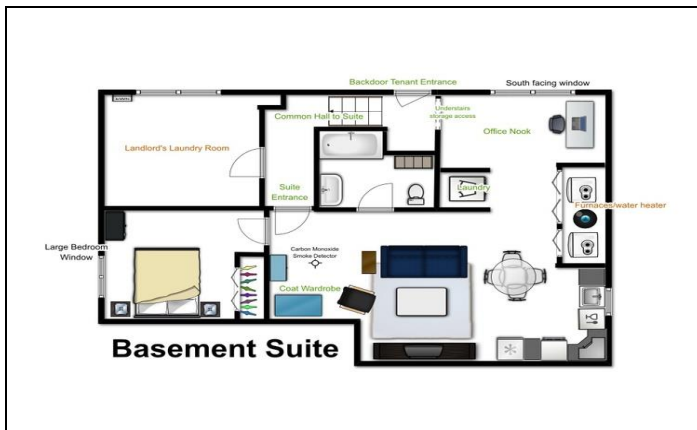
Declarations
Name of Applicant: × _____
Signature of Applicant: × _____
Date: _____

Receipt Information	
Fee	_____
Receipt Number	_____
<u>Name on Receipt</u>	_____

The information on this form is collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act and the Land Use Bylaw and is used solely for Planning, Engineering, Economic Development and Assessment/Taxation purposes. Questions on the collection of this information can be directed to the Team Leader, Planning & Development department at 400 Main Street SE, Airdrie, Alberta, T4B 3C3, telephone (403) 948-8848.

See reverse for application requirements

Item	Format Requirements
<input type="checkbox"/> Application Fee	\$250 (Secondary, Garage, or Garden Suite)
<input type="checkbox"/> Authorization Letter	An original letter of authorization from the registered landowner (if applicant is other than owner)
<input type="checkbox"/> Property Site Plan	8.5" x 11" sized set showing the location of all structures and the distances between structures and from property lines. Must show where <u>1 parking stall per bedroom</u> will be provided for the Accessory Suite.
<input type="checkbox"/> Floor Plan of Suite	Floor plan must be provided with dimensions in metric. One colour scalable set required (8.5" x 11")
<input type="checkbox"/> House Elevation Drawings	One set (8.5" x 11") of each of the four house elevations (front, rear and both side elevations)
<input type="checkbox"/> Certificate of Title	One copy of the property Certificate of Title dated no later than 30 days from the date of the application. FOR A COPY OF CERTIFICATE OF TITLE(S) GO TO THE LAND TITLES WEBSITE AT: WWW.SPIN.GOV.AB.CA OR VISIT A LOCAL REGISTRIES OFFICE.



Floor Plan showing all rooms and entrance



Elevation drawings or photos of all four sides of building that suite will be located in (house, garage or other)

The above list is a generalized list of requirements. The Development Authority may require additional information (see Land Use Bylaw No. B-01/2016).