



Secondary Suite Checklist

Foothills County

309 Macleod Trail, Box 5605, High River, AB T1V 1M7. Tel: 403-652-2341 Fax: 403-652-7880

THIS IS NOT A BUILDING PERMIT. Construction practices and standards of construction of any building or any structure authorized by this Development Permit must be in accordance with the Building and Safety Code Permits. An application must be made for all required Building and/or Safety Codes Permits.

Construction of Secondary Suites may not commence, nor can a Secondary Suite be occupied, prior to the issuance of all required Development, Building, and Safety Code approvals.

LANDOWNER/APPLICANT INFORMATION			
Name of Landowner(s) / Applicant(s) _____			
Legal Land Description: Plan _____ Block _____ Lot _____			
Quarter Section _____ Township _____ Range _____ Meridian _____			
Area of Lot (In Acre or Hectares) _____			
SECONDARY SUITE			
(LOCATED WITHIN)	CHECK	(STAND-ALONE)	CHECK
Existing Principal Dwelling/Attached Garage		Proposed New Detached Secondary Suite	
Existing Accessory Building		Existing Detached Secondary Suite	
Proposed New Principal Dwelling/Attached Garage			
Proposed New Accessory Building			
SUITE INFORMATION			
Secondary Suite existed before Bylaw 68/2023 was adopted: <input type="checkbox"/> YES <input type="checkbox"/> NO			
Estimated date of Construction (if Secondary Suite existed prior to passage of Bylaw 68/2023): _____			
Total habitable area of principal dwelling (if suite is located within the dwelling or attached garage): _____			
<i>HABITABLE AREA means the sum of all floors of all livable space contained within the exterior walls of the structure above grade (this does not include any basement area except in the case of walk-out basements in which case the walkout basement is considered the first floor), designated for human occupancy including areas for living, sleeping, eating or food preparation, or recreational purposes, but does not include the garage, areas used exclusively for storage, or areas devoted exclusively to mechanical or electrical equipment servicing the development.</i>			
Total Gross Floor Area of Secondary Suite (if detached): _____			
<i>GROSS FLOOR AREA means the total cumulative floor area of all levels of a building measuring to the outside surface of the exterior walls and does not include decks or basements (except in the case of walk-out basements in which case the basement is considered the first floor). Where buildings are separated by a fire wall, the gross floor area is measured from the centreline of the common fire wall. Gross Floor Area may differ from the Habitable Area of a dwelling as it includes any unfinished space(s), storage, attached garage(s), and mechanical or electrical rooms.</i>			
Total area of the Secondary Suite area (sq. ft.): _____			
Total number of Dwelling Units on the parcel (prior to making this application): _____			
Number of parking spaces provided for the Secondary Suite: _____			
Describe availability of storage space accessible to the occupants of the Secondary Suite: _____			
WATER SOURCE			
1. Connection to Municipal/Communal Water System			
Name of Municipal/Communal System Provider _____			
<u>Municipal/Communal Water Requirements:</u>			
<input type="checkbox"/> I have provided a letter of confirmation from owner/operator of the piped water system indicating their approval and that there is adequate water to service the additional use for the Secondary Suite on the subject parcel.			
2. New or Existing Groundwater Well (Check one)			
<input type="checkbox"/> Connected to new well specifically for the Secondary Suite			
<input type="checkbox"/> Connection to existing groundwater well			
<input type="checkbox"/> Propose to share existing groundwater well on site			
Explain shared use _____			
<input type="checkbox"/> I am installing a water cistern to supplement the groundwater source for the Secondary Suite.			
<u>Groundwater Well Requirements:</u>			
<input type="checkbox"/> I have provided the most recent water well report for the source groundwater well.			
<input type="checkbox"/> I have submitted the completed Calculation of the Average Daily / Annual Water Requirements Worksheet.			
3. Water is hauled to the site to cistern or water storage system as the water source for the Secondary Suite			
<input type="checkbox"/> <u>Cistern/Water Storage System</u> (please include size of storage) _____			
<input type="checkbox"/> Where is the water supply hauled from (municipal treated source)? _____			
<input type="checkbox"/> Provided Water Management Plan outlining proposal to ensure an adequate potable water supply is maintained for the Secondary Suite at all times.			

SEWAGE TREATMENT AND DISPOSAL

- Connection to Communal Sewage Collection System (Provide letter of confirmation from system operator)
- Connection to Existing Private Sewage Treatment System (provide executed Declaration of Understanding)
- Expansion of Existing Private Sewage Treatment System (provide executed Declaration of Understanding)
* (Landowner responsibility to ensure sewage treatment system meets the Safety Code requirements)
- Construction of New Private Sewage Treatment System (provide executed Declaration of Understanding)
* (Landowner responsibility to ensure sewage treatment system meets the Safety Code requirements)

ADDITIONAL INFORMATION REQUIRED

Specify other supporting material attached that forms part of this application (for example, site plan, covenants, servicing plans and supporting information).

Estimated Date of Commencement:

Estimated Date of Completion:

Describe how the potential for impact on neighbouring properties is minimized (location, design, screening/landscaping, etc.)

911 ADDRESS INFORMATION

- I hereby acknowledge and understand that I may be required to obtain a new 911 address for safety and emergency purposes for the Secondary Suite developed on the property and agree to do so in accordance with the rules and requirements of the Foothills County and acknowledge that the proposed development may result in additional and/or updated municipal address(es) on the property. Consequently, I understand and accept that this may result in changes to the Canada Post mail address. The county is not responsible for associated costs of such.

PRE-APPLICATION BUILDING AND SAFETY CODES INSPECTION

- I hereby acknowledge that I understand that I have the option to have a Building and Safety Codes Officer conduct a pre-development permit application inspection of the existing Secondary Suite for a fee of \$160.00 + 4% Safety Codes Fee. This inspection would allow for a certified Building Inspector to outline how well the existing un-permitted Secondary Suite meets the Alberta Building Code and would provide a better understanding of renovations or changes that may be required to bring the Secondary Suite into compliance with safety regulations.
- Pre-application inspection completed (Provide copy of the County's preliminary inspection report)
- Pre-application inspection not requested

SECONDARY SUITE REGISTRY

- I hereby consent to Foothills County publishing my legal description, municipal address, parcel size, land use, Development Permit Application #, and type of Secondary Suite approved on the property within the Secondary Suite Registry as public information. Applicant/Landowner names will not be disclosed on the Registry. This Registry is intended to allow prospective tenants, landowners, realtors, and other interested parties to search permitted Secondary Suites in the Municipality.

Signature of Landowner / Applicant

Date



DECLARATION OF UNDERSTANDING

Foothills County

309 Macleod Trail, Box 5605, High River, AB T1V 1M7. Tel: 403-652-2341 Fax: 403-652-7880

Please sign Declaration of Understanding,
before returning to Foothills County with Development Permit Application.

REGISTERED OWNER(S) DECLARATION

This is to certify that the Applicant/Landowner(s) namely:

Print Name

Print Name

I (we) understand:

- a. It is the Applicant's/Landowner's responsibility to ensure that an adequate potable water supply is provided and maintained for both existing and proposed uses on your property, including the Secondary Suite.
 - i. Where a Secondary Suite is being connected to a piped water system, it the landowner's responsibility to submit a letter to the Development Authority providing confirmation from the supplier of the piped water system indicating that there is adequate water available to service the additional use of the proposed Secondary Suite on the subject parcel.
 - ii. Where groundwater is being utilized as potable water supply to a Secondary Suite, it is the Landowner's responsibility to supply and maintain an adequate quantity of potable water while still complying with the maximum allowance of 1250m³ per year (750 imperial gallons per day) per household for groundwater sources on a parcel under the Water Act (a Secondary Suites constitutes as an additional household).
 - iii. Where water is hauled to the site as the primary water source for a Secondary Suite (to a cistern or water storage system) the applicants must provide proof, to the satisfaction of the Development Authority, that the system will provide an adequate quantity of potable water for the proposed use.
- b. I have completed the "Calculation of the Average Daily / Annual Water Requirements Worksheet" and understand and acknowledge the estimated additional water requirements necessary for the existing and proposed uses on site. This worksheet is included with the Secondary Suite information package to help you calculate you average daily and annual water requirements to assist in determining your water needs for both existing and proposed uses on your property.
- c. It is the Applicant's/Landowner's responsibility to ensure that the water quality meets the Guidelines for Canadian Drinking Water Quality and Alberta Health Services Criteria to ensure that the water quality is suitable.
- d. It is the Applicant's/Landowner's responsibility to provide adequate wastewater/sewage disposal for the Secondary Suite to the satisfaction of the Building/Safety Codes Officer.
 - i. Where sewage disposal is connected to an approved piped communal collection system, the operator of the communal system must confirm that the system has adequate capacity for the additional sewage and has authorized the approval to connect.
 - ii. Where an existing private sewage treatment system is being used, a certified septic designer/installer must confirm that the existing system can adequately manage the additional waste or a new system or addition to the existing system has been adequately sized to accommodate the additional waste and the location is suitable.
- e. I acknowledge that the proposed development may result in additional and/or updated municipal address(es) on the property. Consequently, I understand that this may result in changes to the Canada Post mailing address. The county is not responsible for associated costs of such.

I (we) declare to have read and understand the above conditions and have exercised due diligence to ensure that we meet these above noted requirements prior to making application for approval of a Secondary Suite in Foothills County.

Name of Applicant/Landowner (Please Print)

Name of Applicant/Landowner (Please Print)

Signature of Applicant/Landowner

Signature of Applicant/Landowner

Date Signed

Date Signed