

Development Permit Application Requirement List: **BACKYARD SUITES**

All application requirements are as per The City of Red Deer *Zoning Bylaw*.

1. Site Plan which shall include ALL items listed below:

- North Arrow
- Property lines shown and labelled
- Location of building(s) in relation to property lines; including front, rear, and side yard setbacks
- Location, dimensions, and number of on-site parking areas (including attached/detached garages), **label stalls for principal dwelling and Backyard Suite**
- Location of the entrance to the Backyard Suite
- All easements and right-of-ways shown and labelled
- Location of retaining walls (if present or required)
- Location of hard surfaced walkway between the parking associated with the Backyard Suite, and the entrance of the same
- Location and labelling of all abutting streets, lanes, highways, road right-of-ways, and sidewalks
- **Private Amenity Space**

2. Colored Elevation Plan for proposed Backyard Suite.

3. Building Floor Plan which shall include:

- Room dimensions
- Proposed use of each room
- Total area of developed space

4. Letter of Authorization from the property owner, including contact information.

5. Letter of Intent providing a detailed description of the proposed development.

IMPORTANT

- Only complete applications will be added to the permit queue. If a listed requirement is missing, you will receive an email notification with instructions.
- Follow the instructions provided throughout the application process.

TIP: Name your documents that you upload the same as they appear in the Requirement List above. (Example, 'Site Plan', 'Floor Plan', etc.)