

**RESIDENTIAL SECONDARY SUITE PERMIT APPLICATION**

Date of Application: \_\_\_\_\_

Development Permit Application No.	
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Date Deemed Complete: \_\_\_\_\_

**IMPORTANT NOTICE:** This application does not permit you to commence construction until such time as a permit has been issued by the Development Authority. If approval has not been received within 40 days of the date the application is deemed complete, you have the right to file an appeal to the Subdivision and Development Appeal Board.

**THIS DOES NOT CONSTITUTE A BUILDING PERMIT.  
A SEPARATE BUILDING PERMIT MUST BE OBTAINED BEFORE CONSTRUCTION BEGINS.**

**APPLICANT INFORMATION**

Name of Applicant  
(please print): \_\_\_\_\_

Phone (primary): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone (alternate): \_\_\_\_\_

City: \_\_\_\_\_

Fax: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_

Check this box if you would like to receive documents through email.

Is the applicant the owner of the property?  Yes

No

IF "NO" please complete box below

Name of Owner: \_\_\_\_\_

Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Applicant's interest in the property:

City: \_\_\_\_\_

Agent

Contractor

Postal Code: \_\_\_\_\_

Tenant

Other \_\_\_\_\_

**PROPERTY INFORMATION**

Municipal Address: \_\_\_\_\_

Legal Description: Lot(s) \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_

Land Use District: \_\_\_\_\_

What is the existing use? \_\_\_\_\_

## DEVELOPMENT INFORMATION

1. Number of off-street parking spaces available on the property (not including garage): \_\_\_\_\_
2. Will the secondary suite be located in:
  - An Existing Home
  - A New Construction
  - An Accessory Building/Garden Suite
3. Is there currently a secondary suite located on the property?
  - Yes
  - No
4. Will the secondary suite contain a separate entrance on the exterior of the home?
  - Yes
  - No

If answered yes, please indicate the location of the separate entrance:

\_\_\_\_\_

## BUILDING REQUIREMENTS

	Principal Building	Accessory Building	Office Use
Parcel Size	<input type="checkbox"/> m <sup>2</sup> <input type="checkbox"/> ft <sup>2</sup>	<input type="checkbox"/> m <sup>2</sup> <input type="checkbox"/> ft <sup>2</sup>	
Building Size	<input type="checkbox"/> m <sup>2</sup> <input type="checkbox"/> ft <sup>2</sup>	<input type="checkbox"/> m <sup>2</sup> <input type="checkbox"/> ft <sup>2</sup>	
Height of Building	<input type="checkbox"/> m <input type="checkbox"/> ft.	<input type="checkbox"/> m <input type="checkbox"/> ft.	
Size of Suite	<input type="checkbox"/> m <input type="checkbox"/> ft.	<input type="checkbox"/> m <input type="checkbox"/> ft.	
Proposed Setbacks from Property Lines			
Front	<input type="checkbox"/> m <input type="checkbox"/> ft	<input type="checkbox"/> m <input type="checkbox"/> ft	
Rear	<input type="checkbox"/> m <input type="checkbox"/> ft	<input type="checkbox"/> m <input type="checkbox"/> ft	
Side	<input type="checkbox"/> m <input type="checkbox"/> ft	<input type="checkbox"/> m <input type="checkbox"/> ft	
Side	<input type="checkbox"/> m <input type="checkbox"/> ft	<input type="checkbox"/> m <input type="checkbox"/> ft	
Parcel Type:	<input type="checkbox"/> Interior Lot	<input type="checkbox"/> Corner Lot	

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## DECLARATION OF APPLICANT/AGENT

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The information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts in relation to the application for a Development Permit. I also consent to an authorized person designated by the municipality to enter upon the subject land and buildings for the purpose of an inspection during the processing of this application.

*IMPORTANT: This personal information is being collected under the authority of the Village of Arrowwood for development. It is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act.*

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APPLICANT

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Registered Owner (if not the same as applicant)

# VILLAGE OF ARROWWOOD RESIDENTIAL DEVELOPMENT PERMIT APPLICATION

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## DEVELOPMENT APPLICATION SUBMISSION REQUIREMENTS

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The following items shall be attached to all Development Permit Applications for new buildings or exterior changes to existing buildings. This is not an exhaustive list and the Designated Officer may request additional information that is required to assess the application.

- Copy of Site Plan.** Site plan shall provide the following information:  
(May be provided on a survey plan or sketch)
  - Legal description and municipal address of subject property
  - Scale and north arrow
  - Adjacent roadways & lanes
  - Lot dimensions, lot area, and percentage of lot coverage for all structures
  - Existing residence and/or any other buildings with dimensions of foundation and projections including decks
  - Proposed residence and/or any other buildings with dimensions of foundation and projections including decks
  - The proposed distances from the foundation of the building to the front, side, and rear property lines
  - Location of lot access, existing sidewalk(s) and curbs
  - Location of any registered utility right of ways or easements
  - Location and number of off-street parking spaces
  
- Copy of Building Plans.** Plans shall be to scale and contain the following information:
  - Scale and dimensions of exterior walls and interior rooms
  - Floor plan of all living space proposed to be developed
  - Building elevations including front, sides, and rear elevations, building height (from finished grade), roofing material, and roof pitch
  
- If applicant is not the registered owner,** a written statement (or this application) signed by the registered owner consenting to this application.
  
- Application fee payable to the Village of Arrowwood.**