Calgary

Existing Secondary Suite
Information Sheet

This worksheet is mandatory for all Existing Secondary Suite applications that do not include plans. For more information, visit Calgary.ca/suites.

Plans will be required in circumstances where bylaw or other regulations add complexity to the application. For more information regarding your specific suite, contact the Planning Services Centre.

Do not include personal information in comments.

SECTION 1: Suite Information

1 Main dwelling unit address: 103 martin crossing grove ne Calgary T3J 3H5

2 Where is the secondary suite located in the house?

- (●) Basement — Size not required
- ( ) Main floor — Size: _____ ( ) square metres ( ) square feet
- ( ) Upper floor — Size: _____ ( ) square metres ( ) square feet

3 When looking at the front of the house where is the suite entrance located?

( ) Front ( ) Rear ( ) Left (●) Right

4 Is the suite accessible from outside without passing through the main dwelling unit? (A shared stairwell is acceptable, but each unit must have a private entrance.) (●) Yes ( ) No

5 Provide the size of window opening for all applicable bedrooms. (If the suite has more than three bedrooms please provide information in comments).

- [■] Bedroom 1 — Size: 3 x 4 ( ) metres (●) feet
- [■] Bedroom 2 — Size: 3 x 4 ( ) metres (●) feet
- [ ] Bedroom 3 — Size: _____ x _____ ( ) metres ( ) feet

Note: See the egress window guidelines for more information about bedroom windows

6 Is there more than one suite on the property or in the building?

(●) No. Proceed with the application below ( ) Yes. Contact the Planning Services Centre for further assistance

Additional comments (if required):

SECTION 2: Outside of the Suite – Amenity Space

An amenity space is an outside area tenants can use for recreation. A secondary suite requires an amenity space with the following:

- a minimum area of 7.5 square metres,
- a minimum width or length of 1.5 metres;
- and located outside, accessible to the tenants.

1 A portion of the yard will be available as an amenity space. (●) Yes ( ) No

SECTION 3: Parking

The Land Use Bylaw typically requires one additional parking stall to be provided for a secondary suite.
All required parking must be located on the property and meet the following dimensions:

2.5 x 5.9 metres where both sides are free of a physical barrier or property line
2.85 x 5.9 metres where one side is against a physical barrier or property line
3.0 x 5.9 metres where both sides of the stall are against a physical barrier or property line

(Please note: A physical barrier is anything which physically prevents a car door from fully opening; for example, a fence, retaining wall, or garage wall)

1 Indicate below the location and size of ALL your parking area(s), for both the dwelling and the suite.

☐ Front garage

How many vehicles can the space accommodate? ○1 ○2 ○3

Size: _____ x _____ ○metres ○feet

☒ Front driveway or ☐ Front parking pad

How many vehicles can the space accommodate? ○1 ○2 ●3

Size: _____ x _____ ○metres ○feet

How are the stalls surfaced? ○Gravel ●Pavement ○Paving stone

☐ Rear garage

How many vehicles can the space accommodate? ○1 ○2 ○3

Size: _____ x _____ ○metres ○feet

☐ Rear parking pad

How many vehicles can the space accommodate? ○1 ○2 ○3

Size: _____ x _____ ○metres ○feet

How are the stalls surfaced? ○Gravel ○Pavement ○Paving stone

2 If your suite parking is provided in an attached garage, have you provided a separate exit for the occupant to enter and exit from, in addition to the overhead garage door, that does not connect to the main residence? ○Yes ○No

Comments (optional):

No attached garage, there is a separate exit for them.

Applicant's Declaration:

☑ In relation to the submission of this application, I confirm that I am

i. An owner of the parcel, an authorized agent of the owner of the parcel, or other person having legal or equitable interest in the parcel, and

ii. If the parcel has a condominium board, I have consent from the condominium board to submit this application.

In addition, I certify that all information submitted with this application, including information shown on plans or documents, to be true and correct. Incomplete or inactive applications may be cancelled or refused at the discretion of the proper authority in accordance with their respective bylaw.

I agree to receive correspondence via electronic message related to this application.

☑ By submitting this application to The City of Calgary (the "City"), I understand and acknowledge that, as part of the City's process in reviewing, evaluating, and processing this application, the City will be required to circulate hard or electronic copies of my application materials to members of City Administration, members of the public who may be affected by the application's approval, and to relevant Community Associations' Boards of Directors, including their Planning Committees. The City will also make my application materials available online for public viewing through its website, www.calgary.ca. I hereby consent to the City's copying of these application materials, solely for the purposes of such circulation, dissemination and online viewing as aforesaid, provided that those parties to whom the copies are circulated or made available online are made aware that their use of the copies is specific and limited to providing input on my application and that any further reproduction and distribution of the plans is strictly prohibited.

If you do not want to make your application materials available online for public viewing you must send an email to planninghelp@calgary.ca within 48 hours of submitting of submitting your application and we will consider your request. If your request is accepted our website will reflect that the applicant has chosen not the have their application materials online for public viewing.