



NOTICE OF POSTING

If the application is approved, the decision will be posted on-site at the residence for a 14 day period to allow anyone who objects to the decision to appeal. After the posting period, and if there has not been an appeal, the permit is issued and the development permit can be issued.

APPEALS

- If the application is refused by the Development Officer, the applicant will be notified of the decision, and the reasons, by registered mail. The applicant can appeal the decision but must do so within 14 days of the receiving the notice of decision.
- Appeals may be submitted on the prescribed form along with the appropriate fee.

GRANT PROGRAM

As part of the provincial affordable housing initiative, the Town of High River offers financial assistance to qualified homeowners who wish to construct or upgrade a secondary suite. The following is a summary of the program.

- The Grants will provide up to 70% of the construction cost to a maximum of \$15,000 for a new suite and \$10,000 for upgrades to an existing suite.



- The distribution of funds will be dependant upon applications received and will be awarded on a first come basis.
- The owner will be required to enter into an Operating Agreement subject to a five-year term, which will limit the maximum rental rate for the unit based on the Core Need Income Threshold rents established for High River.



Town of High River

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Website: www.highriver.ca

These pamphlets have no legal status and cannot be used as an official interpretation of the various by-laws, codes and regulations in effect. Users are advised to contact the Planning and Development Department for assistance as the Town of High River accepts no responsibility to persons relying solely on this information.

Updated: November 2009

SECONDARY SUITES



Planning & Development

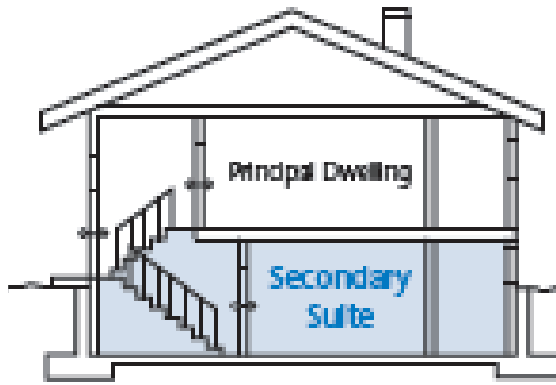




The information is meant to serve as a guide if you are planning on developing a secondary suite.

WHAT IS A SECONDARY SUITE?

A secondary suite is a separate dwelling unit subsidiary to, and located in the same building as a single family detached dwelling.



I PLAN TO DEVELOP A SECONDARY SUITE IN MY HOME. WHAT DO I NEED TO CONSIDER?

- Are secondary suites allowed in your land use district?
- Does your property meet the minimum Land Use Bylaw requirements for a secondary suite in your district?
- Are you aware of the building code requirements?

WHERE ARE SECONDARY SUITES ALLOWED?

Secondary suites are allowed in the following districts as a discretionary use:

- Residential Planned District (RPD)
- Residential Two Family District (R2)
- Residential Medium Density District (R2X)

WHAT IS A DISCRETIONARY USE?

- Discretionary uses may or may not be issued if an application conforms to all requirements of the Land Use Bylaw.
- Discretionary uses are posted for appeal by surrounding landowners for a period of two weeks.

WHAT PERMITS DO I NEED?

Both a Development Permit and a Building Permit are required for all new and existing secondary suites. Applications are reviewed to ensure they fit the context of the area and comply with the Land Use Bylaw and the Alberta Building Code.

If you wish to pursue a secondary suite contact the Planning department at (403) 652-2110.

WHAT ARE THE LAND USE BYLAW REQUIREMENTS FOR CONSTRUCTING A SECONDARY SUITE?

- The number of secondary suites per single-family detached dwelling is limited to one (1) suite.
- The maximum gross floor area occupied by a secondary suite shall not exceed 40% of the gross floor area of the principal dwelling.
- The minimum gross floor area of a secondary suite shall be not less than 30m.²(323 ft.²).
- A minimum of one (1) off-street parking space shall be provided for the exclusive use of the secondary suite.

ALBERTA BUILDING CODE

The Alberta Building code applies to all existing and new secondary suites. Please reference the building permit brochure for a summary of secondary suite requirements.

APPLICATION REQUIREMENTS

The application requirements for a secondary suite are described in detail on the application form. The amount of information required varies on the applicant and the scale of work being undertaken.

FEES

A fee for the secondary suite development permit must be paid at the time of application. A fee schedule is available at the Town Office or on the website.

www.highriver.ca

