

# CONTACTS

 Town of Bassano  
 Amanda Davis  
Development Officer  
 403-641-3788  
 cao@bassano.ca

 Superior Safety Codes  
 1-888-717-2344  
 [www.superiorsafetycodes.ab.ca](http://www.superiorsafetycodes.ab.ca)

## CONTRACTORS & CONSTRUCTION

Bassano Building Centre Ltd.  
403-641-4000

Chance Built Ltd.  
403-376-0765

Hillside Excavating Inc.  
403-641-2198

Rob Woodstock  
403-835-2924

RyBar Contracting  
403-501-9265

Matrix Electric  
403-641-4645

Ric's Electric  
403-641-3563

SSM Heating and Air  
Conditioning Ltd.  
403-641-3179

## FINANCE

ATB Financial  
403-641-3041

Connect First Credit  
Union  
403-641-0002

## ELECTRICAL, GAS, PLUMBING & HEAT

Bassano Plumbing and  
Heating  
403-641-3602

## RETAIL SALES

Creaky Floor Hardware  
Store  
403-641-3783



# Residential Accessory Dwelling Units

Permit Guide



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## Disclaimer

The information presented in this package is subject to change. The information provides a general overview and may not address every development matter. It is intended to be used as a guideline. There are other aspects of the Land Use Bylaw #921/21 that may impact your development.

## Variance and Discretionary Use Applications ONLY

Some discretionary use applications are referred to the Municipal Planning Commission (MPC) for consideration. The MPC may approve a development permit with or without conditions, or it may refuse to approve the development permit, stating reasons.

## Receive Notice of Decision

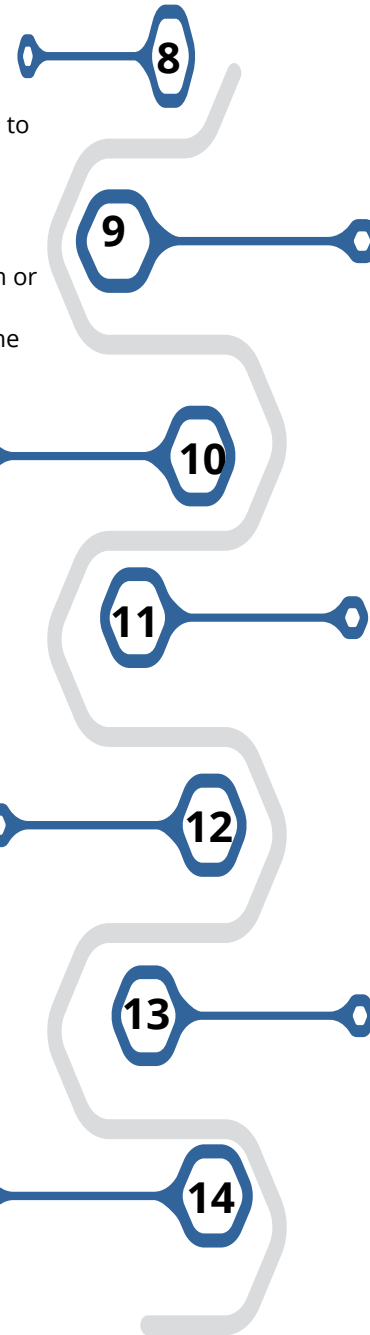
A Notice of Decision indicates that the permit has been approved and will include an outline of any permit conditions.

## 14 Day Appeal Period Begins

Residents of the Town may appeal the Notice of Decision within 14 days of it being publicly posted

## Permit Expiry Date

Your Permit will expire 12 months after the approval date.



## Application Processed

The application will be processed by the Development Officer for approval.

## Discipline Permits

Prepare discipline permits and submit to Superior Safety Codes.

## Notice of Commencement

21 days after the Notice of Decision is publicly posted the applicant will receive a Notice of Commencement indicating the development may commence.

# TIMELINE

**START**  
Get your ideas on paper!



**Plan**  
Set a meeting with the Development Officer.



**Prepare**  
Prepare for your meeting with the Development Officer by gathering questions, concerns, and details about your development.



**Collaborate**  
Meet with the Development Officer and discuss your development plans.



**Gather**  
Gather documents requested in the meeting by the Development Officer.



**Receive Notice of Completeness (NOC)**  
The Development Office shall send the NOC within 20 days of receiving the application. If you receive a Notice of Deficiencies your application was not complete and cannot be processed.



**Complete & Submit**  
Complete and submit a permit application along with fees owing.



# DEFINITIONS

**Accessory Dwelling Unit (ADU)**  
An additional residential building that is on the same lot as the principal building but is not attached to it. ADU's are intended for occupancy.

**Accessory Structure**  
An additional structure or building on the same lot as the principal building but not attached to it.

**Land Use Bylaw (LUB) #921/21**  
A Town bylaw that regulates the use, conservation and development of land, habitat, buildings, and signs in pursuit of the objectives of Town's

**Max Site Coverage**  
The maximum area of lot that is permitted to be covered by structures and hard surfaces in accordance with the applicable zoning district.

**Notice of Commencement**  
Receiving a notice of commencement means you may now start your development.

**Notice of Completeness (NOC)**  
Receiving a NOC means your permit application is complete and will be processed.

**Notice of Decision (NOD)**  
Receiving a NOD means your permit has been approved.

**Notice of Deficiencies**  
Receiving a notice of deficiencies means your permit application was not complete and cannot be processed.

**Permitted Use**  
Allowed activities defined by the LUB.

**Principal Building**  
A building which is the primary use of the lot.

**Secondary Front**  
The street frontage on a corner lot, which is not the yard the entrance to the primary building is on.

**Variance Use**  
Activities that deviate from allowed activities outlined in the LUB.



# WELCOME

Lets Get Started on Your Permit!

This guide will help you prepare your permit application. Keep in mind, this is a general permit guide – additional information may be required based on your specific needs.

## WHY DO I NEED A DEVELOPMENT PERMIT?

The permit process focuses on making certain that developments align with the rules and regulations set out in the LUB. The permit process is implemented to ensure the **safety and health** of our community, as well as to aid in creating **meaningful and highly valued spaces**.

All land in Bassano is divided into districts (also referred to as zones). Each district has its own set of development rules. The LUB lists these rules, which were established in part to ensure that everyone has an opportunity to seek approval for a development project or to express concerns about a project.

### IMPORTANT FACTS



Permits are valid for 12-months from the date of issue. Please plan your development accordingly to prevent the need to reapply for your permit and to save on additional permit fees.

# BUSINESS LICENCES



- If you are Operating a business in the Town you must obtain a business license from the Town and pay the applicable fee to operate. Business licenses are valid for one-year (January 1—December 31) regardless of when you purchase the license.
- Business license fees \$70.00 for in-town local businesses and 120.00 for out-of-town businesses.
- All contractors and subcontractors are required to obtain a business license from the Town prior to the commencement of any work.

## WE ARE HERE TO HELP



Our goal is to help you obtain the permits you need as quickly and efficiently as possible. We strive to ensure your permit needs are met and that we are available to help you with any development questions we can. Call or visit us today and we will help you get the information you need!



# KEEP IT LOCAL

Do you need help financing your home improvement plans? Our Local Banks are here to help!

Our local banking institutions are happy to assist with financing options related to your home improvement plans. Contact the local ATB Financial or Connect First Credit Union to get started on your home improvement plans today!

There are many reputable tradespeople in Bassano that can assist you with your development. Check out the business directory at [www.bassano.ca](http://www.bassano.ca) or the Contacts page more information.

All your building supply needs can be purchased right here in Bassano—prices are competitive. Stop in at the Bassano Building Centre and the Creaky Floor Hardware Store to get started today!

## STEPS

STEP 1

Review the Permit Guide.

STEP 2

Prepare your draft permit application (fill out the application form, draw your site plan, and explain in writing all the facts about your development). Know your land use district. This package is for the residential district only.

STEP 3

Set up a meeting with the Development Officer to review your draft application. We invite you to contact the Town Office if you have questions while you are working through your draft application (403-641-3788)

STEP 4

After the Development Officer reviews your draft application, they will provide a checklist if additional information is required. If everything is complete, you will pay the permit fee and the Development Officer will process your application.

STEP 5

Once your permit has been processed, you can apply to Superior Safety Codes for your discipline (building, plumbing, gas, electrical) permits. Discipline permits are required to ensure your development meets Alberta Building Code requirements.

STEP 6

Once you have your permits, you can begin your development.

# STEP 1

## Review the Guidelines

The Guidelines section provides you with an overview of the LUB sections that apply to accessory dwelling units. It is important to understand the requirements of an accessory dwelling unit when you start to plan your project.

### What is an Accessory Dwelling Unit (ADU)?



An ADU is a dwelling unit that is secondary to a principal structure. An ADU can be either:

- A **Backyard Suite**, a secondary living unit separate from the principal structure.
- A **Secondary Suite**, a secondary living unit that is self contained and attached to the primary building.

**Only one (1) secondary suite or backyard suite may be developed per lot, except that two (2) secondary suites may be developed in conjunction with a two unit dwelling, where each dwelling may contain a secondary unit.**

### What is Permitted?

Use Type	R1	R2	R3	RM
<b>Backyard Suite</b>	Discretionary	Discretionary	Permitted	Not Permitted
<b>Secondary Suite</b>	Discretionary	Discretionary	Permitted	Not Permitted

The tax credit is applied to the backyard suite as follows:

Categories	Tax Credit Applied
New Build - Backyard Suite	\$10,000
Building Conversion to Add a Complaint Backyard Suite	\$5,000



### Want to learn more?

Call, visit, or email Amanda Davis at The Town Office to get started today!

**Build. Beautify. Benefit.**  
**Bassano.**

# Backyard Suite Development Incentive

## General Requirements

- The backyard suite development incentive applies only to the residential districts as defined within the Town's Land Use Bylaw
- The backyard suite must be on permanent foundation

- The applicant must obtain a development permit from the Town and submit plans in accordance with the Land Use Bylaw relative to the backyard suite development incentive.
- A tax credit shall be applied to the backyard suite at the point of occupancy. A point of occupancy is received in written form from Superior Safety Codes when a development is complete and ready for occupancy. A copy of the occupancy permit must be provided to the Town. The CAO will verify/ Certify the occupancy permit prior to applying the tax credit to the account. The tax credit is non-transferable and has no cash value.

## General Requirements

- Backyard suite and secondary suites must not be subject to separation from the principal dwelling unit through a condominium conversion or subdivision.
- The minimum floor area for a backyard suite or secondary suite shall not be less than 30.2m<sup>2</sup> (325ft<sup>2</sup>).
- Backyard suites and secondary suites shall provide parking stalls as outlined below.
- Backyard suites and secondary suites shall have full utility services through service connections from the principal dwelling unit at the cost of the property owner.
- Development of a backyard suite or secondary suite shall adhere to the Alberta Building Code and Alberta Fire Code as a condition of approval.

## Parking

Use	Residential Minimum Required Off-Street Parking
Backyard Suite	1 Additional Space
Secondary Suite	1 Additional Space

## Parking Requirements

- Recreational vehicles in residential districts must be parked entirely on private property parking spaces for recreational vehicles must be clearly defined to ensure orderly parking. Recreational vehicles include motorhomes, boats, snowmobiles, etc.
- If your residential property does not have a side yard sufficient for a driveway then one off-street parking pad may be permitted in the front yard (max 6.1, or 20ft in width).
- Only one driveway per lot is allowed for single unit residential developments.

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- If your residential property does not have a side yard sufficient for a driveway then one off-street parking pad may be permitted in the front yard (max 6.1, or 20ft in width).
- Only one driveway per lot is allowed for single unit residential developments.
- Driveways must be a minimum of 3.0m (10ft) wide and a maximum of 6.1m (20ft) in length, unless otherwise approved by the Development Authority on the basis of merit.
- Driveways must be a minimum of 3.0m (10ft) from the entrance to a lane, and 4.6m (ft) from the intersection of two public road roadways.
- Driveways, parking pads or hard surfaced areas (e.g., paving stones, sidewalks) that cover more than 25 percent of the total lot area require a development permit.

Use	Residential Minimum Required Off-Street Parking
Backyard Suite	1 Additional Space
Secondary Suite	1 Additional Space

# What are the benefits of a Backyard Suite?

The incentive runs until December 31, 2025, or until the municipal tax credits have been applied.



Rental Income



Downsize & Age in Place



Affordable Housing



Healthy Community



Multi-generational Housing



Building In Instead of Out



Did You Know the Town of Bassano  
has implemented a

# BACKYARD SUITE DEVELOPMENT INCENTIVE

## What is the Backyard Suite Development Incentive?

Individuals who add a backyard suite to their residential property are eligible to earn

**\$5,000—\$10,000**  
In Municipal Tax Credits

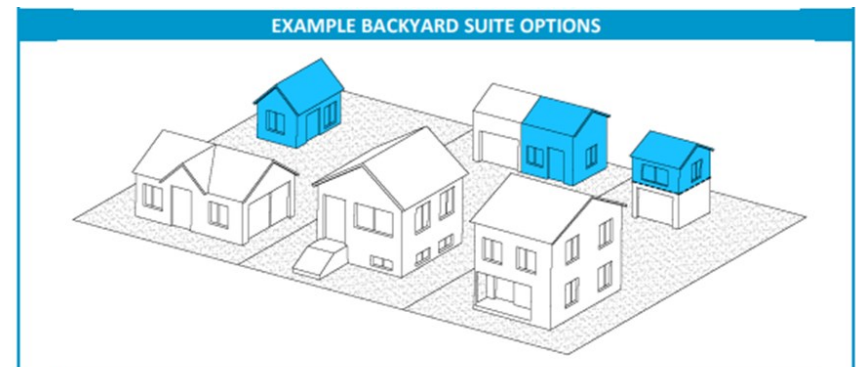
The backyard suite incentive is one of two residential tax incentives. The tax incentives are stackable meaning one applicant may receive the revitalization incentive and the backyard suite incentive together.

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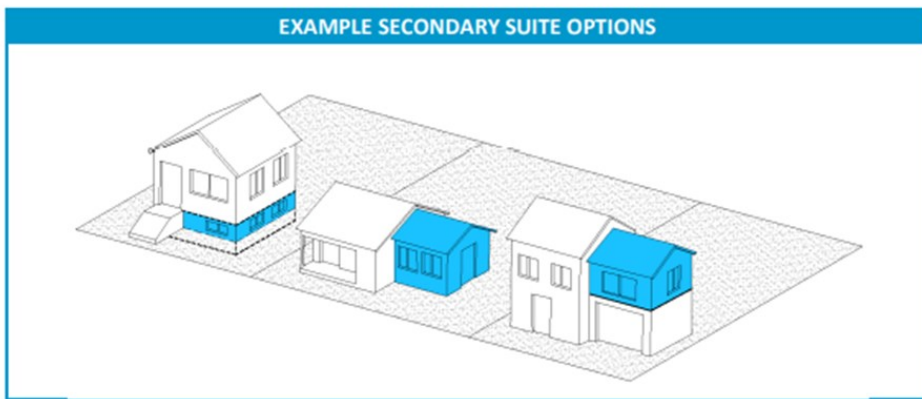
## Backyard Suite Requirements

- A backyard suite must be situated no closer than 3.1 m (10ft) from the principal dwelling and must not be in the front yard.
- If a backyard suite is part of a garage, the entrance to the suite must be separate from the entrance to the garage, either from a common indoor landing or from the exterior of the structure.
- To preserve the privacy of adjacent properties, the following design measures must be incorporated to the satisfaction of the Development Authority.
  - Placement of a larger windows to limit overlook into neighboring properties
  - Translucency of windows where appropriate
  - Placement of balconies on a backyard suite to face rear lane or larger of the 2 side yards
  - Balconies must not project into a required setback
- A servicing plan must be submitted with a development permit application for a backyard suite showing how the services are connected to the principal dwelling to the satisfaction of the Development Authority.



## Secondary Suite

- A secondary suite must have cooking facilities, food preparation area, sleeping and sanitary facilities, which must be physically separate from those of the principal dwelling within the structure.
- A secondary suite must have an entrance separate from the entrance to the principal dwelling, either form a common indoor landing or directly from the side or rear of the structure.
- The maximum floor area of the secondary suite must be:
  - in the case of a secondary suite located completely below the first storey of a single-unit, dwelling (other than stairways or a common landing), the floor area (excluding the area covered by stairways) shall not exceed the floor area of the first storey of the associated principal dwelling.
  - in the case of a secondary suite developed completely or partially above grade, the floor area (excluding the area covered by stairways) shall not exceed 40 percent of the total floor area above grade of the building containing the associated principal dwelling, or 70.0 m<sup>2</sup> (753.5 ft<sup>2</sup>), whichever is the lesser.
- A secondary suite shall not be developed within the same principal dwelling containing a home occupation 2, unless it is proven to the satisfaction of the Development Authority that the amount of traffic generated is limited and adequate parking is available without adversely affecting the neighborhood.
- A secondary suite shall be developed in such a manner that the exterior of the principal building containing the secondary suite shall appear as a single dwelling



## Development Permit Fees

	Permitted Use	Discretionary Use or Use Requesting Waivers
<b>Accessory Structure</b>	\$50.00	\$150.00
<i>Please Note: Additional fees for commencement of a development without a permit are applicable</i>		

### KEY FACTS

- Residential developments may be affected by other statutory plans as a result of their proposed location to include (but not limited to) Municipal Development Plan, and the Inter-Municipal Development Plan.
  - Your development may also be impacted by other legislation governed by provincial or federal regulators such as Alberta Transportation or Alberta Environment and Parks.
- 
- All construction sites must be secured. Excavation must be fenced, and precaution signs posted. Unauthorized personnel are not permitted on construction sites. Contractors are reminded that members of the general public do not represent municipal employees and are not permitted to be onsite.
  - A civic address is required on the front and rear of all properties in accordance with the Town's Fire Bylaw. A civic address is also required on the side of a corner lot.
  - A fire permit must be obtained from the Town in accordance with the Fire Bylaw (#885/19) if a firepit is planned for at the development.

## STEP 5 -

# Building Permit



## Superior Safety Codes Permits

Once you have received an approved Permit from the Town, you are required to submit **discipline permits application to Superior Safety Codes:**

- Building Permit Application
- Electrical Permit Application (if applicable)
- Plumbing Permit Application (if applicable)
- Gas Permit Application (if applicable)
- Sewer Permit Application (if applicable)

Superior Safety Codes enforces the Alberta Building Code on behalf of the Town. All discipline permits have associated fees. A copy of the Superior Safety Codes building permit application will be provided to you by the Development Officer in your pre-application meeting. The building permit fee will be directed by and payable to Superior Safety Codes

## STEP 6

Once your permits are approved you may begin your development.

## STEP 2

# SITE PLAN—Standards

The Site Plan section provides you with specific requirements from the LUB that apply to residential accessory structures regarding specific site standards.

01

Begin by preparing a site plan. A site plan is a simple sketch of your property. It is a one-dimensional drawing that shows where all the structures on your property are located, and where you plan to locate your accessory structure.

As you prepare your site plan, it is important to ensure you are following the minimum setback requirements. If you live on a corner lot, please follow the secondary front setback requirements— this means you have two front yards. If you are building a backyard suite, please follow the Backyard Suite Minimum Setbacks table :

02

Backyard Suite Minimum Setbacks									
Front		Secondary Front		Side		Rear (Lane)		Rear (Laneless)	
m	ft	m	ft	m	ft	m	ft	m	ft
N/A		3.8	12.5	1.5	5	1.5	5	3.1	10

Use Type	Minimum Setbacks							
	m	ft	m	ft	m	ft	m	ft
<b>Land Use District: R1, R2, &amp; RM</b>								
Single Unit Dwelling	7.6	25	3.8	12.5	1.5	5	4.5	15
<b>Land Use District: R3</b>								
Single Unit Dwelling	12.2	40	7.6	25	1.5	5	7.6	25

As you prepare your site plan, it is important to ensure you remain within the maximum allowable site coverage and that you do not exceed the maximum allowable height of the structure. Refer to the site coverage and structure height table below.

03

Use	Minimum Floor Area		Maximum Site Coverage	Maximum Height	
	m <sup>2</sup>	ft <sup>2</sup>	%	m	ft
Land Use District: R1, R2					
Single Unit Dwelling	74.3	800	45 <sup>1</sup>	8.5	27
Backyard Suite	30.2	325	45 <sup>1</sup>	7.5	24.6
Land Use District R3					
Single Unit Dwelling	167.2	1800	55 <sup>1</sup>	9.1	30
Backyard Suite	30.2	325	45 <sup>1</sup>	9.1	30
Land Use District: RM					
Single Unit Dwelling	46.5	500	45 <sup>1</sup>	8.5	27

<sup>1</sup>Combined site coverage of principal and accessory structures.

**Breakdown:** A single unit dwelling site coverage of 45% means:

- Total lot coverage of the principal structure cannot exceed 30%
- Total lot coverage of all accessory structures cannot exceed 15%

## VARIANCE USE

A variance application differs from the permitted use applications as the applicant must request a variance. Complete a permit application and include a written description and a detailed site plan of the proposed development clearly outlining the requested variance. The site plan must be one-dimensional and include:

- A civic address and north arrow.
- All buildings and structures (existing and proposed) on the property. The size of the buildings must be listed (i.e., 40'x 20' backyard suite).
- The distance between all buildings and structures from the front, side, and rear property lines.
- The proposed location of the accessory dwelling unit, dimensions, and exterior finish of the accessory structure.
- The variance being sought.

## VARIANCE USE

### Document Checklist

	Fill out the permit application for an accessory structure
	Complete a site plan that addresses all structures on the property, existing and proposed (including the distance from the front, side and rear property lines plus distance between structures)
	Provide details on the site plan regarding the accessory dwelling unit in the written description section (i.e. exterior finish, location and height)
	State the variance being sought
	Submit your permit application with the applicable fee to the Town's Development Officer for processing

# STEP 4 Final Submission

## PERMITTED USE

Define the type of accessory dwelling unit you are applying for and verify the LUB requirements with the Development Officer (i.e., secondary suite or backyard suite) Once verified, complete a residential permit application. Include a site plan of the proposed development and a written description. The site plan must be one-dimensional and include:

- A civic address and north arrow.
- All buildings and structures (existing and proposed) on the property. The size of the buildings and structures must be listed (i.e., 40' x 20' backyard suite).
- The distance between all buildings and structures from the front, side, and rear property line.

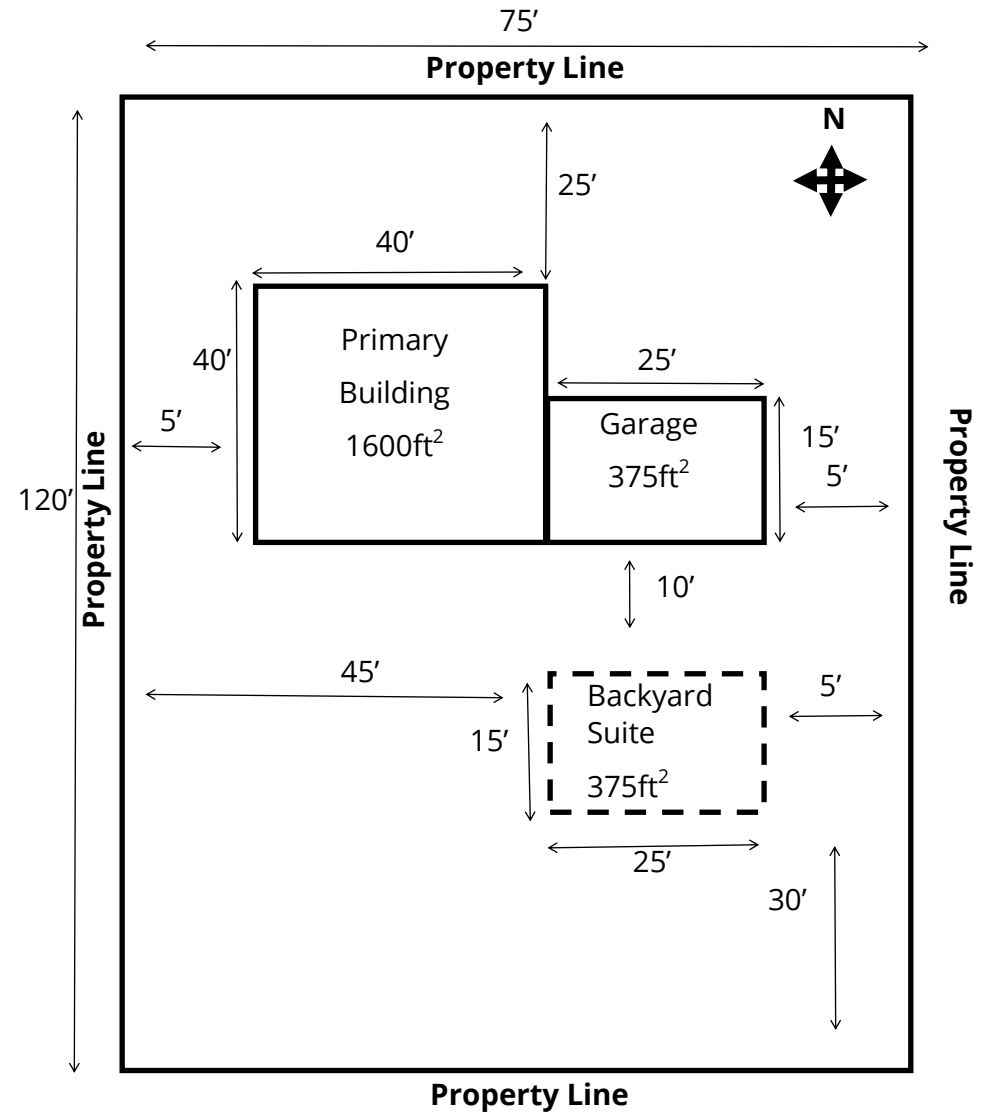
## PERMITTED USE

## DOCUMENT CHECKLIST

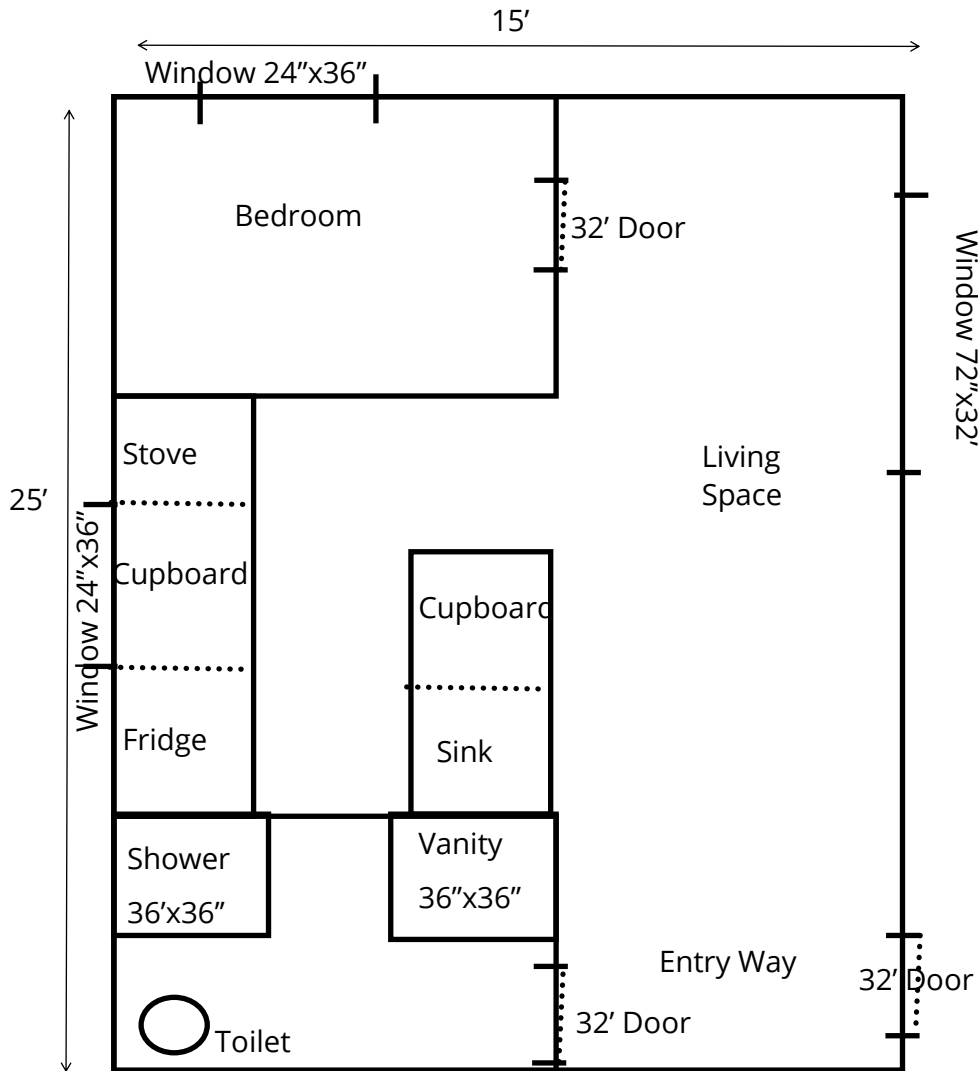
Fill out the permit application.
Complete a site plan that addresses all structures existing and proposed (including the distance from the front, side and rear property lines plus distance between structures).
Provide details on the site plan regarding the accessory dwelling unit in the written description section (i.e., exterior finish location, utility connection, and height)
Submit your permit application with the applicable fee to the Town's Development Officer for processing

# Example Site Plan (External)

100—100 St.—Example Site Plan

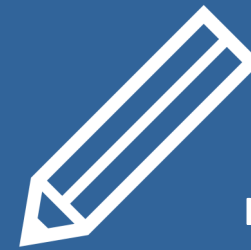


# Example Site Plan (Internal)



## WRITTEN DESCRIPTION— Standards

In addition to the site plan, you must explain in writing your development plans. More specifically, you need to describe what the accessory dwelling unit looks like, the exterior materials (i.e., siding and roof), the proposed size of the structure, if you will include parking stalls, and what the structure will be used for. You must also provide a utility service plan that shows how and where the development will be connected to water and sewer.



There is a small section on the permit application labelled *Description*. If you do not have enough space to explain your development plans, add a separate sheet.

Fill in all the blanks on the development permit application form that you know.

### What Happens if I Cannot Meet the Guidelines and Setbacks?

There are times when you may need to apply for a variance because you have a building that is too close to the property line or for a variety of other reasons. If this is the case, you must describe the variance request in the Written Description section on the permit application form. You must also indicate the variance request on the site plan.

## STEP 3

### Draft Application

The Development Officer will complete a preliminary review of your draft application to ensure it meets the minimum bylaw requirements and advise of any required changes. If no changes are needed, you can submit the final submission with the applicable permit fee.