



City of Pitt Meadows Secondary Suite & Garden Suite License Form

(PLEASE PRINT)

SUBJECT PROPERTY:

Civic Address: _____

OWNER(S) OF PROPERTY:

Owner Name: _____ Phone: _____

Mailing Address: _____

Email Address: _____

PROPERTY MANAGEMENT COMPANY:

Company Name: _____ Contact: _____

Mailing Address: _____

Email Address: _____ Phone: _____

APPLICATION DETAILS:

<input type="checkbox"/> Secondary Suite <i>(please fill out this side only)</i> Year Suite in Existence: _____ Total Floor Area of House: _____ Total Floor Area of Proposed Suite: _____ Any Other Uses on Property: _____ _____ <i>(e.g., child care, B&B, boarding, etc)</i>	<input type="checkbox"/> Garden Suite <i>(please fill out this side only)</i> Property Size: (m ² or acres) _____ Footprint Area of House: _____ Total Floor Area of Proposed Suite: _____ Height of Suite Building: _____ Width of Unobstructed Pathway: _____ <i>(please refer to diagram on the back)</i>
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Where a lot is not serviced by municipal sanitary sewer system, written confirmation from the applicable licensing body that the capacity of the on-site septic sewage disposal system will not be comprised by the presence of a secondary suite or garden suite is required.

CERTIFICATION:

This application is hereby made with my full knowledge and consent and I declare that all information provided in this application and supplemental documentation contained herein is correct in all aspects. I undertake, if granted the suite applied for, to comply with each and every obligation contained in bylaws now in force or which may hereafter come into force in the City of Pitt Meadows.

Owner Signature: _____ **Date:** _____

NOTICE: Personal information requested on this form is collected under the authority of Section 26 of the Freedom of Information and Privacy Act, R.S.B.C. 1996, c. 165, as amended. Unless otherwise specified, the information gathered will be used by the City of Pitt Meadows for processing this application. Questions about the collection, use, and disclosure of this information should be directed to the Head for Freedom of Information and Protection of Privacy, City of Pitt Meadows, 12007 Harris Road, Pitt Meadows, BC, V3Y 2B5, 604-465-2433.

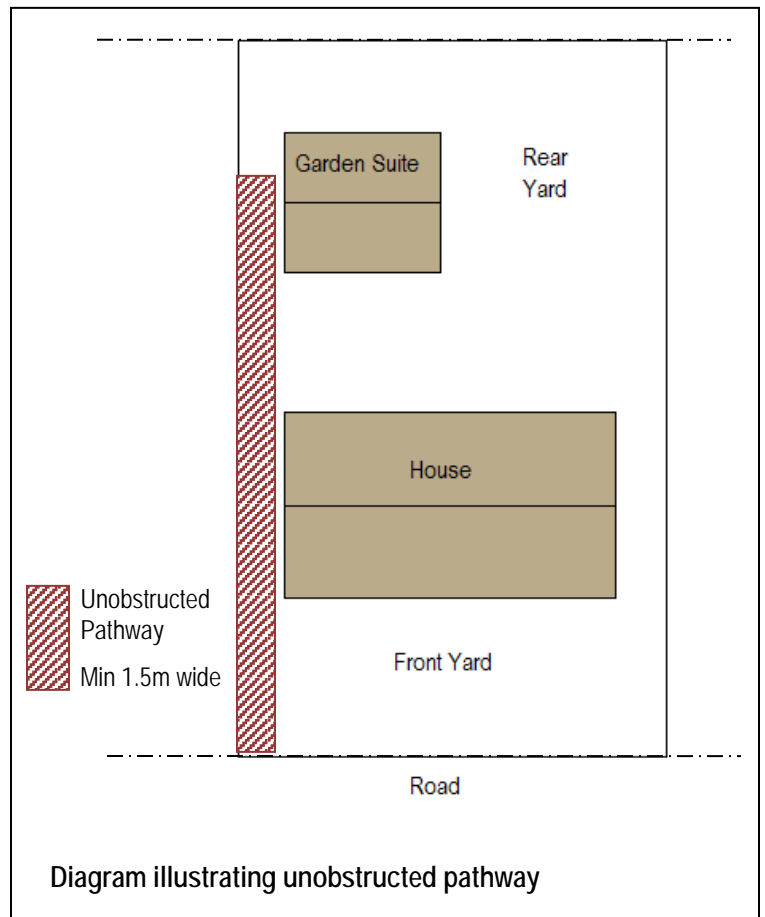
Information for the Applicant (Owner):

Application Requirements for Secondary Suite

- Registration Fee of \$40.00 (one-time)
- Floor Plans of Suite - *plans should include all access and egress, identification and dimensions of all rooms, and total area of the house and suite.*
- Site Plan of Property – *identify parking spaces for suite and principal dwelling.*

Application Requirements for Garden Suite

- Registration Fee of \$40.00 (one-time)
- Site Plan of the property - *the plan should include property lines, all structures and parking, entrance to the primary residence and the proposed suite, and setbacks of all buildings.*
- Floor Plans of Suite - *plans should include all access and egress, identification and dimensions of all rooms, and total area of the house and suite.*
- Building Elevations of Garden Suite - *plans should include the height of the building.*



Please note that annual fees are charged on property taxes under the Secondary Suite Service Fee Bylaw No. 2613, 2013.