

# Regulations and Design Guidelines for Garden & Garage Suites

NEIGHBOURHOOD INFILL  
DEVELOPMENT STRATEGY



# Introduction and Table of Contents

This brochure is intended to assist you with planning, designing and constructing your garden or garage suite. It provides regulations you must follow when constructing a garden or garage suite and design guidelines to assist you with the design of your d a garden or garage suite. Both the regulations and design guidelines help to ensure that your project is compatible with Saskatoon's older residential areas.

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*This document has no legal status and cannot be used as an official interpretation of the various codes and regulations currently in effect. Users are advised to contact the Planning and Development Division for assistance, as the City of Saskatoon accepts no responsibility to persons relying solely on this information.*

*This document reflects the regulations for primary dwellings contained in Zoning Bylaw No. 8770, is for reference only, and is not to be used for legal purposes. Updates and changes to this document can occur without notice and at the discretion of the City of Saskatoon, Planning and Development.*





## Development Standards

The following tables provide the Zoning Bylaw regulations that must be followed when developing a garden or garage suite.

Development Standard	Side Yard (min)	Rear Yard (min)	Rear Yard Coverage (max)	Building Height (max)	Distance From Principle Dwelling (min)	Side Wall Height (max)	Building Length (max)	Number Of Stories (max)
Category 1	0.75 <sup>1</sup>	2 <sup>2</sup>	50%	6.0 <sup>3</sup>	4.0	-	9.0	2
Category 2	3	2	50%	3.5	4.0	3.2	9.0	1

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Category 1	0.75 <sup>1</sup>	2 <sup>2</sup>	50%	5.8 <sup>3</sup>	4.0	-	9.0	2
Category 2	0.75 <sup>1</sup>	2	50%	5.0	4.0	4.0	9.0	1

### Notes to Development Standards

<sup>1</sup> A minimum side yard setback of 1.0 metres shall be provided on one side of the site.

<sup>2</sup> The minimum rear yard setback may be reduced to 1.2 metres on sites with a rear lane.

<sup>3</sup> The maximum building height can be increased to 6.2 metres to the mean height level between eaves and ridge on buildings with a gable, hip or gambrel roof which located in category 1 neighbourhoods.

**Further information on Zoning Bylaw regulations for garden and garage suites is available in the Zoning Bylaw No. 8770.**





## Other Regulations

A garden or garage suites can be developed as an accessory use to a one-unit dwelling. The following regulations apply to the development of a garden or garage suite:

- 1 A one-unit dwelling may have a maximum of one secondary suite – either within the dwelling (i.e. basement suite) or a garden or garage suite.
- 2 No garden or garage suite may be constructed, erected or moved on to any site prior to the time of construction of the principal building to which it is accessory.
- 3 No basements will be allowed in a garden or garage suite.
- 4 The site plan submitted with the application must indicate the location of all City-owned trees and details regarding utility service connections. The site plan must be approved by the City and by all utility agencies which provide service to the site prior to the issuance of a building permit.
- 5 Garden and garage suites shall have a full bathroom containing toilet, sink and shower or tub, a kitchen and a maximum of two bedrooms.
- 6 The site must be adequately drained. A storm water management plan is required.
- 7 A building permit is required prior to construction of a garden or garage suites
- 8 Two hard-surfaced on-site parking spaces are required. The parking space for the garden or garage suite may be in the front yard if the site does not have a rear lane. On corner sites, the parking for the garden or garage suite may be accessed from the flanking street.
- 9 An internal walking path is required for the garden or garage suite to access both the front and rear of the property.
- 10 The preferred location of the main entrance should be directly accessible and visible from the back lane where lanes exist.
- 11 - Windows and doors shall be of a size and in locations which will not result in the loss of privacy for neighbouring properties.



- 12** The following apply to the gross floor area of the garden or garage that can be developed:
- The gross floor area of the primary dwelling includes all areas above grade including an attached garage.
  - The gross floor area of a garden or garage suite includes all areas above grade (including a garage).
  - The gross floor area of a garden suite cannot exceed 77 m<sup>2</sup> (828 ft<sup>2</sup>) or the area of the principal dwelling; whichever is less.
  - The gross floor area of a garage suite shall not exceed the gross floor area of the principal dwelling or 100 m<sup>2</sup> (1,076 ft<sup>2</sup>) whichever is greater, and in no case shall the gross floor area of a garage suite, including both the area of the suite and the garage, exceed 164 m<sup>2</sup> (1,765 ft<sup>2</sup>)
  - The gross floor area intended for use as a private garage in a garage suite shall not exceed 87 m<sup>2</sup> (936 ft<sup>2</sup>)
  - Where detached accessory building currently exists, the gross floor area of the existing detached accessory building need not be considered in the gross floor area calculation where:
    - The depth of site is greater than 60 metres; and
    - The existing detached accessory building is located entirely within 25 metres of the rear wall of the principal dwelling.
  - When the garden or garage suite has two storeys, the gross floor area of the second storey shall not exceed 80% of the gross floor area of the first storey
- 13** Balconies can be provided on the second storey facing a lane, or on corner sites, facing a side street in Category 1 neighbourhoods. Balconies shall be screened to maintain privacy for neighbours.
- 14** The garden or garage suite may have rear yard decks and porches.
- 15** Mechanical units such as air conditioners and vents shall be located so that they are not a nuisance to adjacent properties.
- 16** Dormers are permitted in category 1 neighbourhoods, but shall not exceed 50% of the length of the roof.



# Discretionary Use

All property in Saskatoon is assigned a zoning designation and uses can be permitted, prohibited or discretionary.

A garden or garage suite is considered a discretionary use, meaning that an application for discretionary use must be approved by Planning and Development prior to any development commencing.

Applications for garden and garage suites are reviewed for conformance with Zoning Bylaw regulations and other applicable requirements. An application may be approved, approved with conditions, or denied.

## APPLICATION PROCESS

Garden and garage suites are discretionary uses with approval delegated to Planning and Development. This process may take 6 to 10 weeks.

1. Submit the application, all required information and a fee of \$1,950 to Planning and Development.
2. A Pre-inspection is performed by the Development Review Section to ensure suitability of a site.
3. The application is sent to appropriate Civic Departments for comments. Nearby property owners are notified of the proposal and may submit comments.
4. Administration will consider input from all interested parties or groups. Planning and Development may deny, approve, or approve subject to conditions.
5. If approved, final plans shall be submitted to Planning and Development and application made for a building permit.
  - a. If approved with conditions, the applicant may appeal the conditions to the Development Appeals Board.
  - b. If denied, the applicant may apply to City Council to review and confirm or alter the decision of the Administration.



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## APPLICATION REQUIREMENTS

### 1. Site Plan:

- ❖ North arrow, scale and date of preparation
- ❖ The location and dimensions of all buildings, setbacks and property lines
- ❖ The location and dimensions of all landscaping elements, sidewalks, driveways, parking and loading areas, including the number and size of parking spaces
- ❖ All City owned trees on and adjacent to the site





## 2. Floor Plan:

- ❖ Dimensions of the proposed structure
- ❖ All levels and square footage of each level
- ❖ Dimensions and layout, location of walls, doors and windows (including sizes) and use of all rooms/areas

## 3. Building Elevations and Sections:

- ❖ Building Height
- ❖ Finished Ground Level
- ❖ Elevations of finished grades, bottom of footings, top of foundation wall, finished main floor

## 4. Utility Plan:

The Utility Plan will need to show how the suite will be serviced for water, sewer, and other utilities. The preliminary plan will be required to show if the proposed water and sewer service will be connected to the primary dwelling or directly to the street. More detailed information provided at the discretionary use application stage will expedite the Building and Plumbing Permit process.

For the Building Permit, the utility plan will require certification by a Professional Engineer and will be required to address the following:

- ❖ Provide location of existing water meter and proposed water connection details
- ❖ Signed and Sealed Drawings, Commitment letter and Letter of Assurance for Field Review by a Professional Engineer.
- ❖ Line size and material for both water and sewer service (NPC Articles 2.2.5, 2.6.3.4 & 2.2.5, 2.4.9.4 respectively)
- ❖ Slope of services (Article 2.4.8.1)
- ❖ Details for frost protection (insulation details if applicable) (Article 2.3.5.4)

For previous Plumbing Permit History, please contact Building Standards at 306-975-2645.

For the location of existing water meter contact the Transportation and Utilities Connections Desk at 306-975-2461.

City of Saskatoon specifications for service connections can be found on the City's website at

[https://www.saskatoon.ca/sites/default/files/documents/transportation-utilities/construction-design/construction-services/08003\\_mar08\\_2011.pdf](https://www.saskatoon.ca/sites/default/files/documents/transportation-utilities/construction-design/construction-services/08003_mar08_2011.pdf)



## 5. Drainage Plan:

A Lot Grading Plan will be required at the Building Permit Application stage prepared by a Saskatchewan Land Surveyor, Professional Engineer or Architect and must be approved by a City of Saskatoon Drainage Inspector.

Lot Grading Plans must be designed according to the City Drainage Plan or designed to meet existing grades and lot drainage types on adjacent lots, City roads, lanes or right of ways in areas that do not have a Drainage Plan. Lot Grading Plans must display the following information:

- ❖ Certification by a Saskatchewan Land Surveyor, Professional Engineer or Architect.
- ❖ Owner and Developer Contact Information.
- ❖ Property Information: Legal Description and Municipal Address.
- ❖ Compliance to the lot grading requirements.
- ❖ Geodetic design elevations and drainage arrows with grades in percentages to indicate the direction of flow.
- ❖ Existing geodetic spot elevations along adjacent property lines.
- ❖ Location of structure.
- ❖ Location and elevation of garage pad (attached or detached) and driveway elevation.
- ❖ Location and elevation of walkways and patios.
- ❖ Location of Foundation Drainage Sump Discharge and Roof Downspouts.
- ❖ Location and elevations of basement windows and entrances.
- ❖ Location and top elevation of window wells if required.
- ❖ Location and top elevation of retaining walls if required.
- ❖ Location and elevation of drainage swales or other engineered drainage structures.



## Lot Grading Requirements

- ❖ Compliance to the approved lot grading plan.
- ❖ Minimum 200mm wide drainage path along the rear and side property lines.
- ❖ Minimum 3m wide 5% slope or 150mm drop away from the perimeter of a structure.
- ❖ Minimum 2% slope from the back of the sidewalk and rear property line elevations to the structure.
- ❖ Minimum 100mm clearance below all basement windows and doors.
- ❖ Roof Downspouts and Sump Discharges are extended a minimum 2m away from the structure and not directed at neighbouring properties.

## Retaining Walls

If it is not possible to meet the existing grades and lot drainage types of neighbouring properties then retaining walls are required and must be shown on the Lot Grading Plan including top of retaining wall elevations.

- ❖ Retaining walls may be constructed of wood, steel, concrete, masonry, stone or plastic.
- ❖ Retaining walls must have drainage swales to prevent drainage over the wall onto existing properties and graded to drain to the front or rear property line.
- ❖ Retaining walls must be 50mm higher than the adjacent grade.
- ❖ Retaining walls must be designed by a structural engineer if they are higher than 0.6m



# Building Code

## BUILDING CODE REQUIREMENTS

The construction of all garage and garden suites, regardless of floor area, is required to conform to the current National Building Code (NBC).

Building permits and plumbing permits are required for this type of construction.

Only plumbers registered with the City of Saskatoon can apply for a plumbing permit.

**The following are some of the items required to be addressed as part of the building permit process.**

**Foundations:** As full depth basements will not be allowed, foundation construction will be limited to shallow foundations with non-habitable crawl spaces, (please see The City of Saskatoon handout for construction guidelines), pile and grade beam construction, or concrete slab on grade. An architect or structural engineer, licensed to practice in The Province of Saskatchewan, will be required to sign and seal all designs for pile and grade beam and/or slab on grade construction which support a living space.

**Fire Safety Between Buildings:** The spatial separation requirements (relationship between wall face area, window area and distances to property lines and other buildings on the same property), of the NBC, are required to be met. Depending on the distances to the various property lines and to buildings on the same property, combustible or non-combustible exterior siding and eave projection requirements of the NBC are required to be met.

**Other Life Safety Issues:** All stairs, handrails and guardrails; all smoke and CO alarms; and bedroom emergency exit (egress) requirements are required to conform to the NBC.

**Ventilation System:** To ensure an adequately balanced air flow, a ventilation design, usually completed by the mechanical contractor, is required before the building permit will be issued. Upon completion of the ventilation system installation, the licensed mechanical contractor shall provide certification that the system was installed as per the approved design.

**Contact Building Standards at 306.975.2645 for more information**





## RESIDENTIAL BUILDING PERMIT APPLICATION PROCESS

For garden and garage suites a detailed drainage plan and utility plan must be submitted with the building permit application. The requirements are outlined under Application requirements and example are included in this publication.

### How to Request a Residential Building Permit

1. Complete a Residential Permit Application (can be obtained from the City of Saskatoon website, search for “building permit”).
2. Include one complete set of plans.
3. Include a ventilation design sheet as required for new homes, new secondary suites, and substantial renovations.
4. Include pre-engineered shop drawings for all components in the project which are pre-engineered systems, when available (these may be submitted after the building permit has been obtained for the project).
5. Submit the application and all appropriate supporting materials to Building Standards, 222-3rd Avenue North, Saskatoon, SK S7K 0J5.

### Residential Building Permit Process

#### Obtain a Designer

We recommend a designer be involved.

For more complex projects (such as projects outside the scope of Part 9 of the National Building Code of Canada), we require a professional architect or engineer to be involved. We use the Construction Requirements in the Uniform Building & Accessibility Standards Regulations (UBASR) as guidelines.

#### Provide Required Drawings

We require one complete set of construction drawings, which we will return when we issue the permit. All drawings must be drawn to scale with dimensions and must include the following:

- ❖ Site Plans
- ❖ Floor Plans
- ❖ Structural Drawings
- ❖ Building Elevations
- ❖ Building Cross Sections



## Receive a Decision Regarding Your Permit

In order to speed up the review process, please ensure you have provided all information and drawings are complete. Applications that are not complete will not be accepted. Projects that are large and complex may require additional time to process.

Building Standards will contact you once the building permit is ready to be issued. Payment of building permit fees is required once the permit is approved.

# Information on Permits

Permits are required before the start of construction for most projects.

## BUILDING PERMITS

**A building permit is required for the following:**

- ❖ New building construction.
- ❖ Demolition, repair, relocation, changes, or addition to an existing building or structure.
- ❖ Changes to, or construction of, buildings such as garages, decks, swimming pools (including above-ground pools and hot tubs), and mobile homes.
- ❖ Structural changes to existing buildings.
- ❖ Change of occupancy or use of an existing building.
- ❖ Outbuildings larger than 10 square metres.
- ❖ Decks over 200 millimetres (eight inches) above grade and roof enclosures over existing or new decks.
- ❖ Basement development in existing buildings.

**One complete set of construction drawings is required. The drawings must be drawn to scale, with all dimensions included, and must include the following:**

- ❖ Site plan: showing lot and building dimensions and distances to property lines.
- ❖ Building elevations: showing exterior finishes (all views), finished grade level, windows, doors, chimneys, stairs, etc.
- ❖ Floor plans: showing all room dimensions, wall types, and window and door sizes.
- ❖ Sections: showing building and wall sections (all construction materials), grade level, floor heights, and stair sections.
- ❖ Structural drawings: showing foundation plan (type, size, and dimensions), floor plans, columns, bearing walls, stairs, ramps, roof plan, and structural detail.



## PLUMBING PERMITS

Plumbing installations are governed by the Saskatchewan Plumbing Regulations, as adopted and enforced by the Building Standards Plumbing Inspectors. **A plumbing permit is required whenever a plumbing system is being constructed, changed, renewed, or repaired.**

To obtain a permit, you must be a licensed plumbing contractor registered with the City of Saskatoon, and you must submit a Plumbing Permit Application to Building Standards. Once plumbing permits are issued, they are not transferable. Inspections are then carried out with a final inspection required before the new system can be put into service.

## DEMOLITION PERMITS

You must complete a Request for Demolition for the demolition of any residential building including residential garages. The drawings and permit application requirements vary for different projects.

## GAS AND ELECTRICAL PERMITS

Contractors and individuals who provide gas or electrical installation services must apply for a license with the Government of Saskatchewan.

SaskPower

306.787.6937 | [www.saskpower.com](http://www.saskpower.com)

## Urban Forestry Information

A tree protection plan may be required as part of either a demolition permit for existing structures or building permit for the garden suite. Further information is available at [www.saskatoon.ca/trees](http://www.saskatoon.ca/trees)



# Design Guidelines

## REAR YARDS DECKS AND PORCHES

- ❖ Rear yard decks and porches, attached to a garden or garage suite, will be permitted provided minimum rear yard setbacks, separation distances, and necessary site access and parking areas are provided.

## INTERNAL PATHWAYS

- ❖ All publicly accessible areas, including sidewalks and internal pathways, should be barrier-free and constructed of materials chosen for their functionality as well as their maintenance efficiency.
- ❖ The preferred surface treatment is brushed concrete.
- ❖ Internal pathways should have a minimum width of 1.2 metres to facilitate barrier-free access and should integrate seamlessly with the adjacent sidewalk, on-site surface parking areas, main and secondary dwelling entrances, garage entrances, porches, decks, and other access points between primary and accessory dwellings.
- ❖ Garden or garage suites should be connected to adjacent streets and laneways, through the site, via an internal pathway.
- ❖ Access structures such as ramps should be considered as integrated components of infill development.
- ❖ Trees, landscaping and site furnishings should not obstruct the path of travel.

## LIGHTING

- ❖ Internal pathways should incorporate pedestrian-scaled lighting at key locations including main and secondary dwelling entrances.
- ❖ Pedestrian-scaled lighting may be free-standing or wall-mounted depending on the desired application.
- ❖ Pedestrian-scaled lighting should be down lit to avoid unnecessary light pollution.
- ❖ Pedestrian-scaled lighting should be provided adjacent to rear lanes to enhance the perception of safety.





## LANDSCAPING

- ❖ Existing significant trees, tree stands, and vegetation should be protected and incorporated into infill development to the extent possible.
- ❖ New trees should be planted to contribute to the existing tree canopy of the neighbourhood.
- ❖ Where appropriate, retaining walls should be incorporated into the overall landscaping plan for the site. They should be low in profile and should be designed in a manner which is compatible with the streetscape.
- ❖ The design of private outdoor amenity spaces and site landscaping features should incorporate sustainable site design principles.

## ORIENTATION, LAYOUT AND PRIVACY

- ❖ Garden or garage suites should be positioned and oriented to maximize overview of adjacent rear lanes or rear yards, and minimize overview of adjacent properties.
- ❖ Garden and garage suites should be directly accessible from the sidewalk or roadway located at the front of the property and also from the rear lane, where rear lanes exist.

## ENTRANCES

- ❖ Main entrances should be directly accessible and visible from rear lanes however other locations are acceptable given site layout.
- ❖ Main entrances should generally be ground-oriented, with sufficient cover and integration into the overall building design.
- ❖ Main entrances should be designed to provide weather protection, and can include features such as recessed entries, front porches and verandas.
- ❖ All entrances should be located at-grade or close to grade, so as to protect the privacy of neighbouring properties and to avoid site overlook.
- ❖ Secondary entrances should not be dominant, but should be easily accessible and convenient to access via adjacent parking areas.
- ❖ The design and location of building entrances should adhere to the principles of Crime Prevention Through Environmental Design.



## FAÇADES

- ❖ Buildings should use a variety of materials and architectural details, both vertical and horizontal, to break up the façade. Such articulation should include three- dimensional depth and composition, which can be achieved by varying the massing of the façade through the use of bays, recesses, reveals, substantial trim and secondary building elements including porches, verandahs, balconies and bay windows.
- ❖ Buildings should not have blank façades. Flanking façades should have a design and material standard equal to the primary façade.
- ❖ The design of garden or garage suites should be complementary in character and quality of detail to the principal dwelling.
- ❖ Up to 60% of walls facing rear yards and rear lanes may be glazed provided National Building Code is met.

## DOORS AND WINDOWS

- ❖ The following recommendations should be used as a general guide recognizing that the specific conditions of a given property may call for an alternative solution. The requirements for passive solar gain may also dictate solutions which call for greater amounts of glazing and should be permitted while maintaining the privacy of flanking lots.
- ❖ Windows and doors in garden and garage suites should be of a size and in locations which will not result in the loss of privacy for residents of adjacent sites, especially in Category 1 neighbourhoods with minimal side yard setbacks.
- ❖ Since Category 2 suites are restricted to a single storey and require 3 metre side yard setbacks, the extent of glazing may be greater than in Category 1 neighbourhoods provided that sufficient screening (fencing or landscaping) is present on side property lines to screen the suite from neighbouring rear yards.
- ❖ While overlook is an issue for properties on either side of a 2 storey garden or garage suite the rear lane should be considered a public frontage and the garden or garage suite may have a high degree of glazing facing the laneway and shared yard between the primary dwelling and the garden or garage suite.
- ❖ In Category 1 Areas, the percentage of glazing on side walls should be limited to 20% of the total side wall surface areas. Generally, the majority of this 20% glazing allocation should be provided on the lower level provided sufficient screening with a fence or landscaping is present on the side property lines. Any side wall glazing on the second storey should be limited and carefully positioned so as not to overlook neighbouring properties.



- ❖ In Category 1 Areas, front and rear walls should generally provide a proportion of glazing that is no more than 60% of the total surface area of those walls.
- ❖ The location of doors and windows within the side yard should not conflict with that of existing adjacent dwellings.
- ❖ Garden or garages suites facing a flanking street or lane should provide a generous amount of window openings to encourage strong visual connections between the suite and the public lane or side street.
- ❖ Windows should be arranged to enhance views, and provide natural ventilation and light, without sacrificing privacy to adjacent dwellings.

## ROOFS

- ❖ Roof materials and colours should complement the building materials and the overall building design.
- ❖ In Category 1 areas only, balconies should only be provided on the second storey finished floor level facing a lane. Any portion of the sides of a terrace overlooking a neighbouring yard should be visually screened.

## DORMERS

- ❖ Dormers and secondary roof components should be positioned and proportioned to remain secondary to the primary roof form.
- ❖ Dormers on upper storeys should remain relatively small in order to maintain appropriate building and roof proportions.

## BALCONIES

- ❖ In Category 1 Areas, balconies and terraces may be provided on the second floor of a garden or garage suite facing the rear lane and should be screened to avoid privacy loss for adjacent properties.

## MATERIALS

- ❖ Finish materials should extend to all sides of the building, including building projections.
- ❖ Building materials should be chosen for their functionality and aesthetic quality as well as their energy and maintenance efficiency.



## UTILITIES AND WASTE STORAGE

- ❖ Water meters and gas meters should be placed in discrete locations and/or screened from public view.
- ❖ The location of mechanical units such as air conditioners and venting should be located in order to not create a nuisance to adjacent properties.
- ❖ All garbage and recycling bins should be stored on-site in designated locations, screened from public view.
- ❖ Garbage and recycling storage areas should be integrated into the design of garden or garage suites where feasible.

## SUSTAINABLE BUILDING DESIGN

- ❖ Waste Water
  - Waste management, water use reduction and wastewater technologies should be explored where possible.
  - Rain barrels or cisterns can be designed into new garden or garage suites to accommodate grey water irrigation.
- ❖ Passive Solar Design
  - Factors including temperature, precipitation, wind conditions, cloud cover, air quality and solar loss and gain should be considered when designing suites and private outdoor amenity spaces.
  - Trees and vegetation, operable windows, treated glass, roof coverings and other building elements should be selected to take advantage of natural means of regulating interior temperature, lighting and other environmental variables.
  - Indirect natural light should be maximized.





## ENERGY EFFICIENCY

- ❖ Life cycle cost analysis should be used to evaluate mechanical, electrical and plumbing systems as well as to evaluate design options for occupiable spaces.
- ❖ Buildings and windows should be oriented and designed such that natural means of heating, cooling, ventilating and lighting interior spaces are maximized.
- ❖ Outdoor lighting systems should incorporate LED technology to reduce energy and maintenance demand.
- ❖ Garden and garage suite developments are encouraged to explore the potential use of geothermal and solar technologies to reduce grid energy dependency.
- ❖ Inventories of all plumbing fixtures and equipment, as well as all heating, ventilation and air conditioning systems, should be summarized in building packages as well as a strategy for minimizing water demand.
- ❖ Adaptive re-use is encouraged to reduce dependence on new materials. The energy efficiency of existing buildings should be carefully considered when assessing their potential for re-use.

## MATERIAL EFFICIENCY

- ❖ Although locally sourced materials are preferred, foreign products made with quickly replenishing raw materials, such as bamboo, are also desired and encouraged.
- ❖ Unplanted rooftop areas should be finished with cool or light coloured materials that remain cool by reflecting the sun's rays or have a high insulation value.



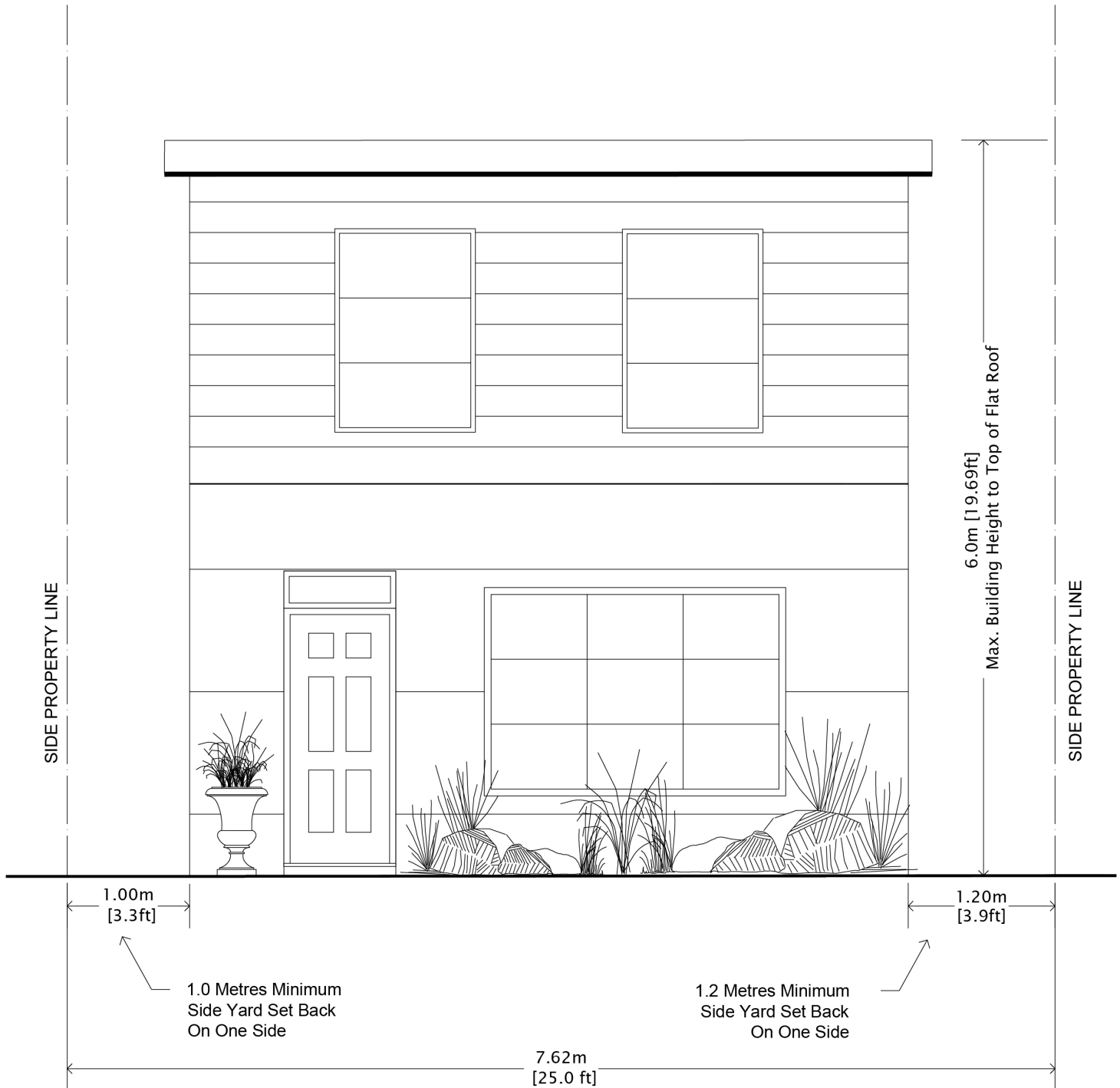
# Sample Drawings

## BUILDING ELEVATIONS - EXAMPLES

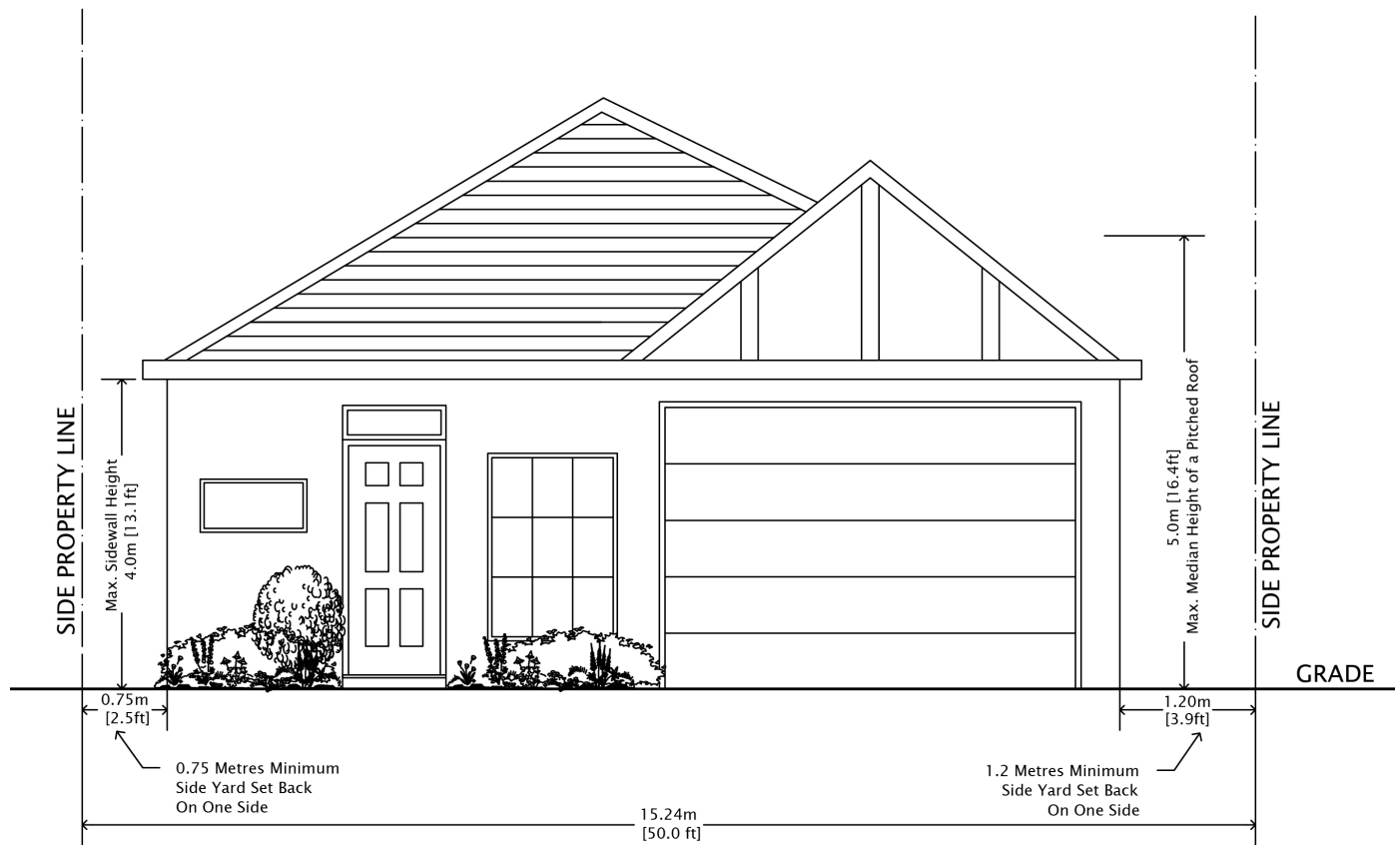


# Garden Suite - Category 1

## Two Storey Permitted



## Garage Suite – Category 2 One Storey Permitted



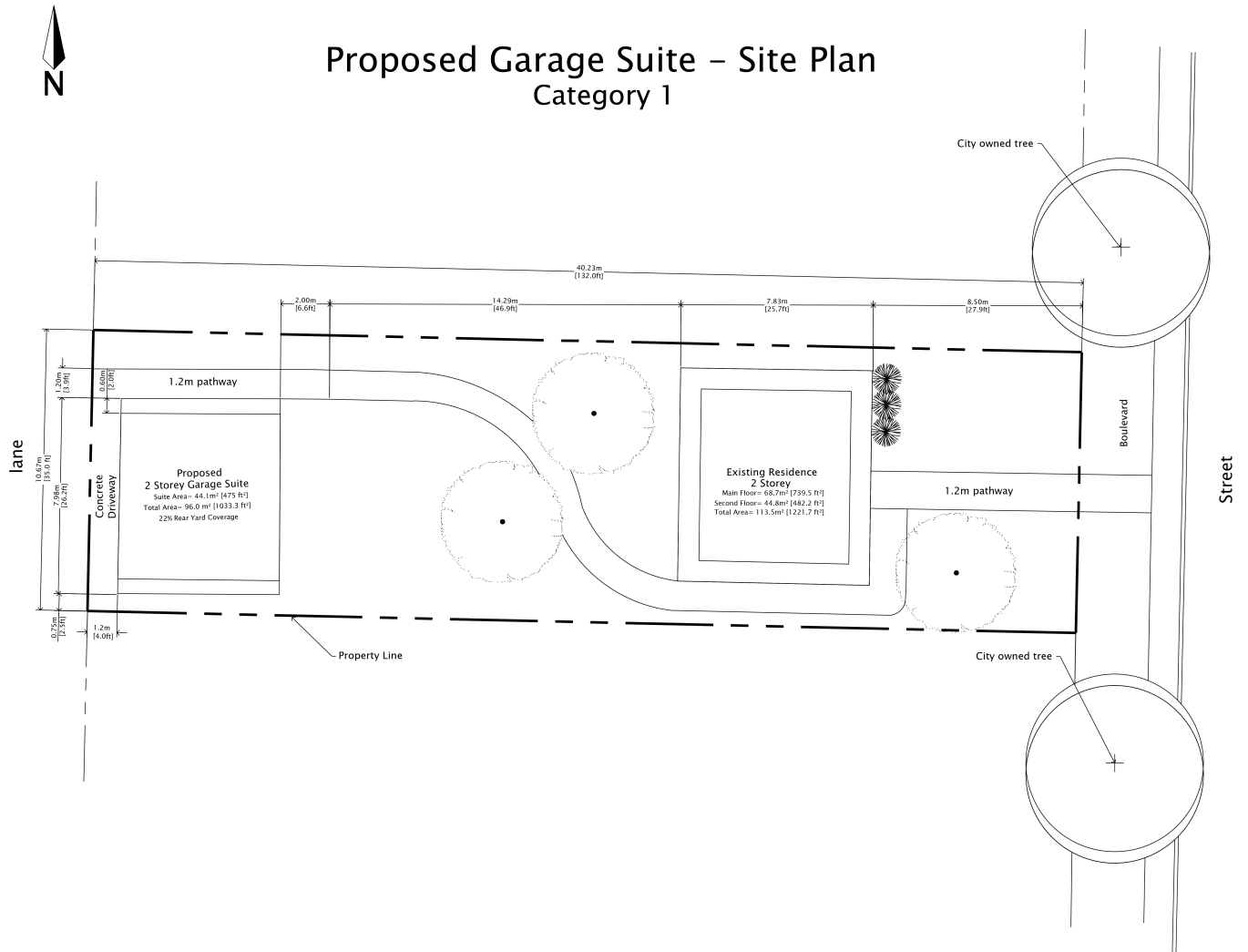
## Garden Suite – Category 2

One Storey Permitted

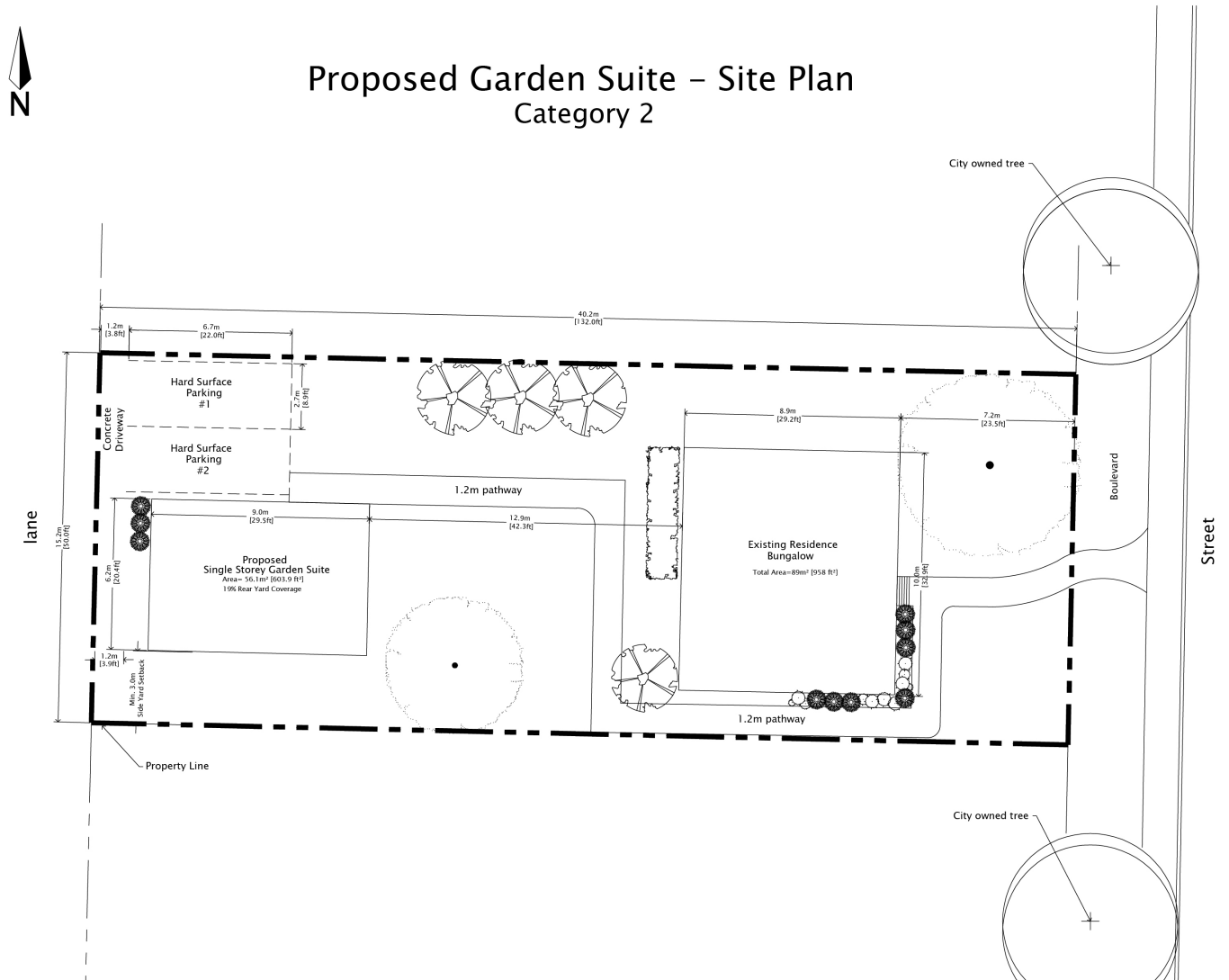


## SITE PLAN – EXAMPLES

### Proposed Garage Suite – Site Plan Category 1

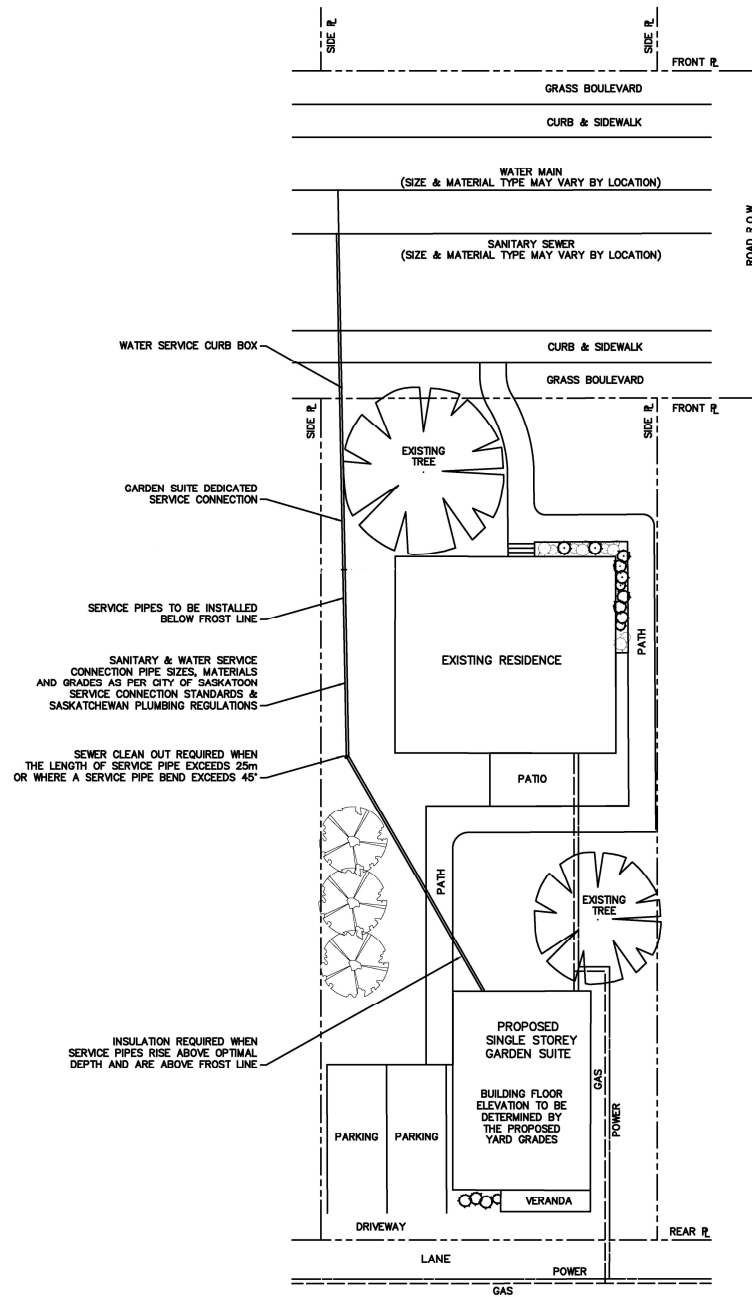


## Proposed Garden Suites – Site Plan Category 2



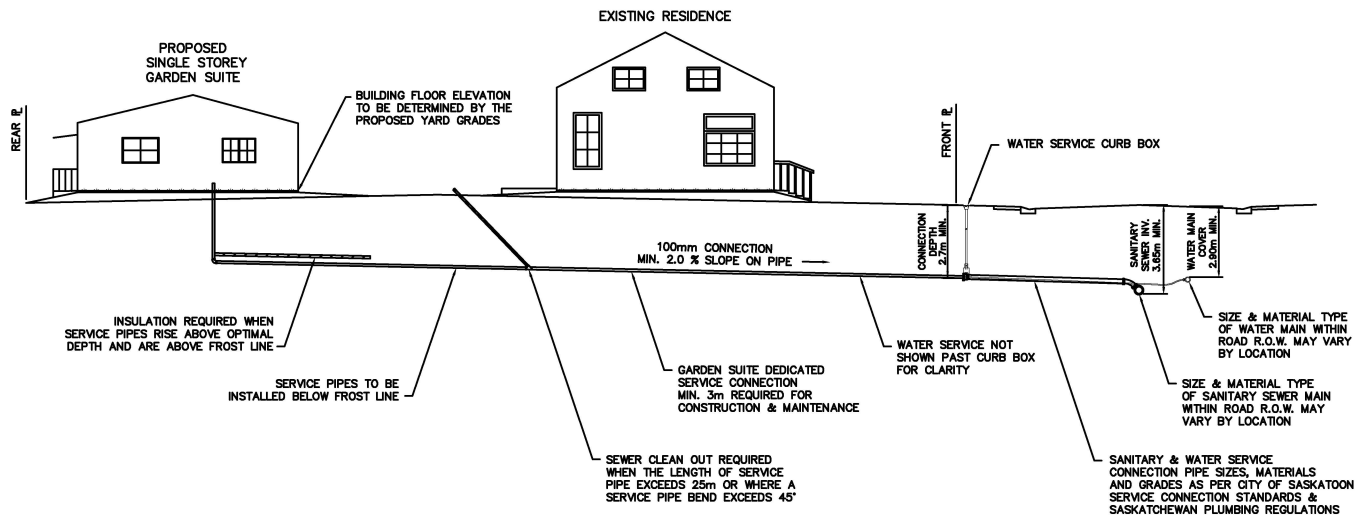
# UTILITY PLAN - EXAMPLES

## Plan view

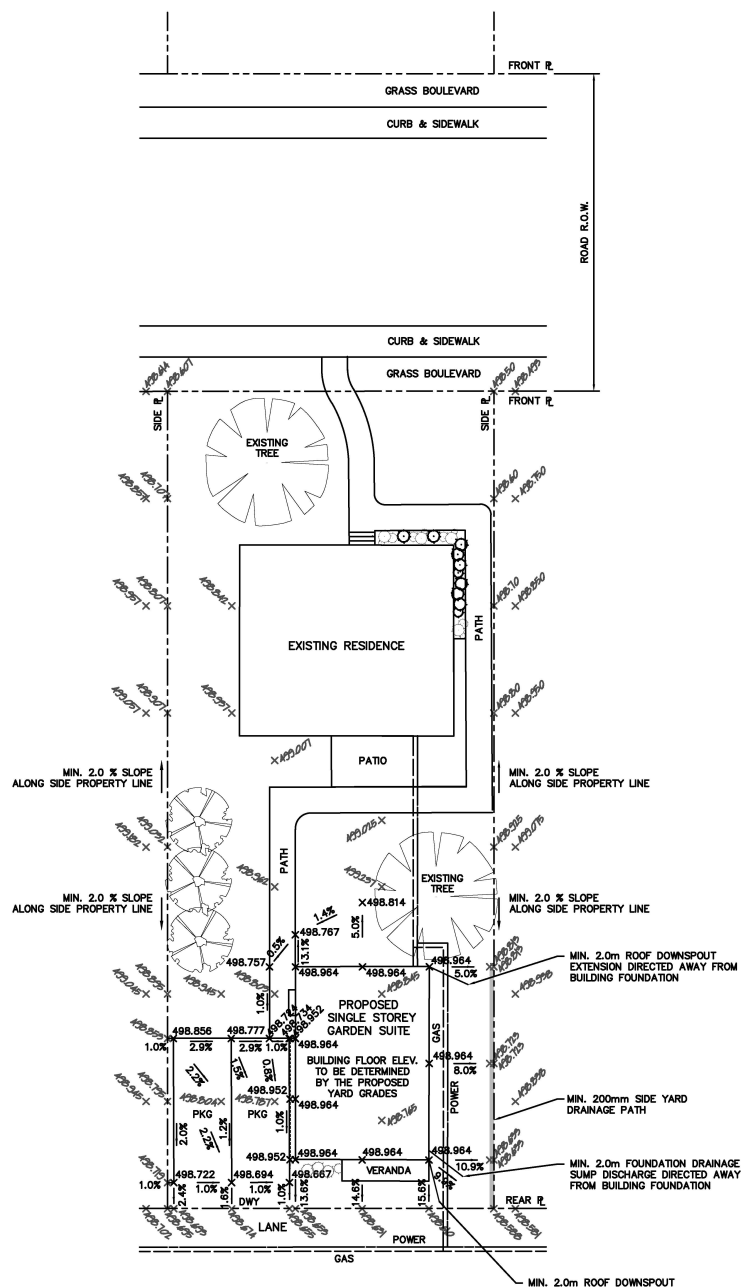




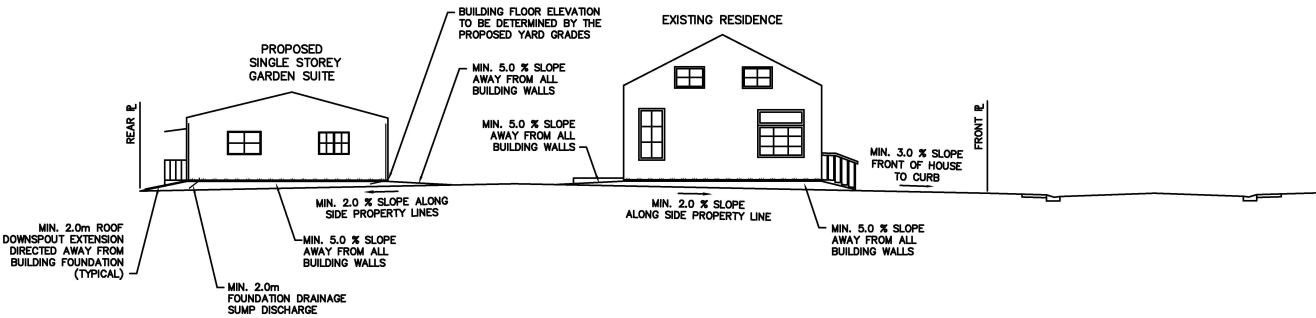
Side view



## Plan view



Side view



## Things to keep in mind for your garden or garage suite

It is important to discuss your garden or garage suite project with your neighbours so they know what to expect and so any issues can be addressed.

- ❖ Familiarize yourself with City of Saskatoon regulations.
- ❖ Inform all surrounding neighbours about your plans and estimated duration of construction. Let them know that there will be noise and disturbances during the project.
- ❖ Provide them with your contact information for any concerns.
- ❖ Keep the site clean.
- ❖ Respect hours of work and noise regulations.
- ❖ Do not block driveways and keep streets and lanes accessible.

## Who Do I Call?

<b>City trees</b>	Location of City trees / protection during construction	Urban Forestry	306.975.2890
<b>Demolition permits</b>		Building Standards	306.975.2645
<b>Driveway crossings</b>		Transportation and Utilities	306.975.2400
<b>Natural gas</b>	Connections / location of lines	Sask Energy	800.567.8899
<b>Plumbing permits</b>		Building Standards	306.975.2645
<b>Residential building permits</b>	National building code / building permit applications	Building Standards	306.975.2645
<b>Electricity</b>	Provides power outside Circle Drive	Sask Power	888.757.6937
	Provides power inside Circle Drive	Saskatoon Light & Power	306.975.2414
<b>Water &amp; sewer</b>	Connections / lead pipes	Transportation and Utilities	306.975.2400
<b>Zoning Bylaw regulations</b>	Dwellings / fences / suites / detached accessory buildings	Development Review	306.975.2645





# Application Form



## Discretionary Use Application Form Garden or Garage Suite

Date of Application: \_\_\_\_\_ File No.: \_\_\_\_\_

### Applicant Information

#### APPLICANT

Name: \_\_\_\_\_

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

Home Telephone: \_\_\_\_\_ Work/Cell Telephone: \_\_\_\_\_

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

 Is the Applicant: ☐ Property Owner ☐ Tenant ☐ Other \_\_\_\_\_

### Property Information

Legal Description: \_\_\_\_\_

Civic Address: \_\_\_\_\_

 Is this Application for a: ☐ Garden Suite ☐ Garage Suite

### Consultation

For Garden and Garage Suites, it is recommended that you consult with the pertinent Civic Departments for requirements before proceeding with a discretionary use application.

I have discussed my application with Building Standards.

☐ Yes ☐ No

I have discussed my application with Transportation and Utilities.

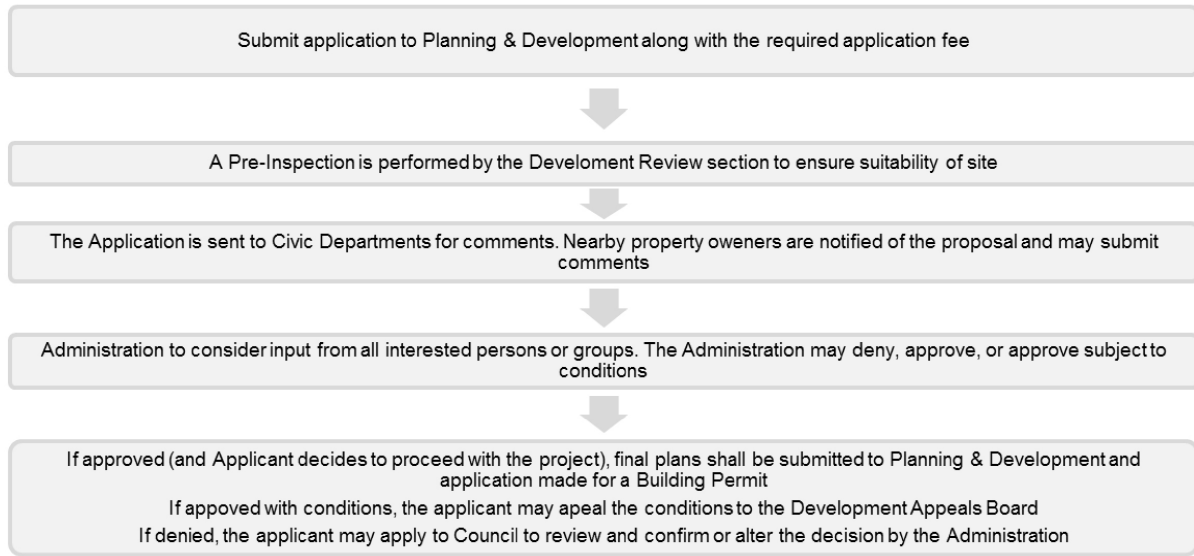
☐ Yes ☐ No

### Required Attachments

- |  |  |
|--|--|
| <b>1. Site Plan</b><br>North arrow, scale and date of preparation<br>The location and dimensions of all buildings, setbacks and property lines<br>The location and dimensions of all landscaping elements, sidewalks, driveways, parking and loading areas, including the number of parking spaces<br>All City owned trees on and adjacent to the site | Plan Attached <input type="checkbox"/> |
| <b>2. Floor Plan:</b><br>Dimensions of the proposed structure<br>All levels and square footage of each level<br>Dimensions and layout, location of walls, doors and windows (including sizes) and use of all rooms/areas   | Plan Attached <input type="checkbox"/> |
| <b>3. Building Elevations and Sections:</b><br>Building height<br>Finished Ground Level<br>Elevations of finished grades, bottom of footings, top of foundation wall, finished main floor  | Attached <input type="checkbox"/>      |
| <b>4. Utility Plan:</b><br>How the Suite will be serviced for water, sewer, and other utilities<br>The existing utility connections on the site<br>Water/sewer servicing plan will need certification by a Design Professional   | Plan Attached <input type="checkbox"/> |
| <b>5. Fee</b><br>I have attached the non-refundable application fee<br>\$1,950.00 for a complex discretionary use application  | Fee Attached <input type="checkbox"/>  |



## The Process



THIS PROCESS MAY TAKE SIX TO TEN WEEKS

## Declaration of Applicant

I hereby certify that all the above statements contained within this application are true, and I make this solemn declaration scientifically believing it to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of The Canada Evidence Act.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICE USE ONLY :

Cash Receipt No.: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Cheque No.: \_\_\_\_\_

☐ Completed Form ☐ Payment ☐ Site Plan ☐ Relevant Drawings

Last Updated On: 03/15/16

RETURN TO CITY OF SASKATOON, PLANNING & DEVELOPMENT, 222-3RD AVE NORTH, SASKATOON, SK S7K0J5 306-975-2645





*City of*  
**Saskatoon**  
Planning & Development

FOR MORE INFORMATION

Development Review Section

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[www.saskatoon.ca](http://www.saskatoon.ca)