

Civic Address:

INCOMPLETE SUBMISSIONS CANNOT BE ACCEPTED

The items stated below are minimum submission requirements for all secondary suite applications. For a complete list of submission requirements for your project, refer to the [Application Guide](#). Additional requirements may be identified during the subsequent application & plan reviews.

Required Documents:	Included
Completed Application Form and Fees – Application fees are due at application submission.	<input type="checkbox"/>
Completed Letter of Authorization – <u>Each</u> owner of the property must sign this form.	<input type="checkbox"/>
Title Search (retrieved within the last 30 days) for each property involved must be submitted with this application. A \$25 fee for document retrieval will be required if the application does not include this document at time of submission.	<input type="checkbox"/>
2 Complete Sets of Drawings to an appropriate scale (<i>the maximum drawing size accepted is A1 or 24"x36"</i>): <input type="checkbox"/> Site Plan showing all required off-street parking stalls and path to suite entrance <input type="checkbox"/> Floor Plans	<input type="checkbox"/>
PDF of Drawings emailed to building-info@abbotsford.ca prior to or at time of application (re: address in subject line). File naming convention: unit number (if applicable), civic number and street name – ALL CAPS (e.g. 12 2345 EASY ST). Failure to provide will result in your application being incomplete. *Note: Emails exceeding 10MB must be sent through eft.abbotsford.ca/dropoff*	<input type="checkbox"/>