



Auto-Review:

A How-to Guide for Single and Semi-detached House Development Permit Applications in the RSF Zone

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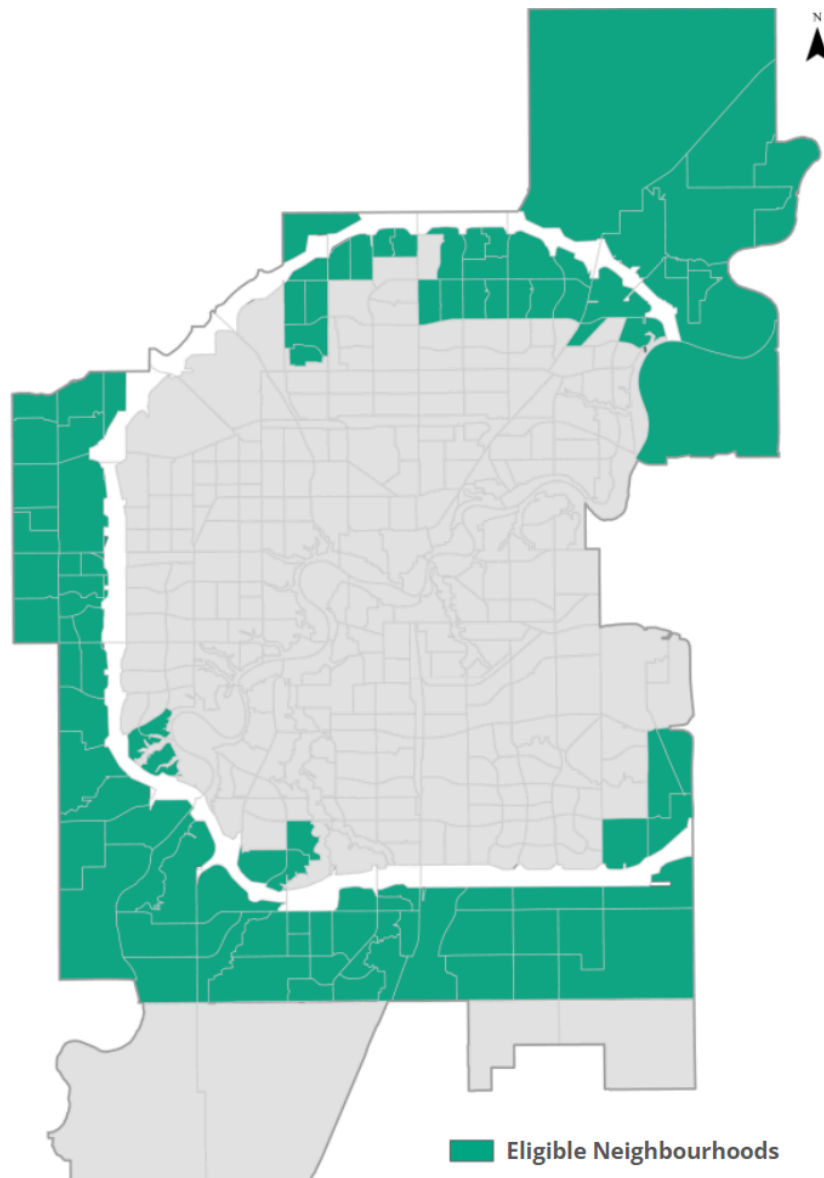
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INTRODUCTION

The City uses an Auto-Review process for Development Permit applications for **Single Detached** and **Semi-detached** houses in developing areas that are zoned [RSF - Small Scale Flex Residential Zone](#) (see map below for eligible neighbourhoods). The interactive online application process will assist customers applying for Development Permits for eligible new houses. Auto-Review enables customers to verify a project complies with applicable zoning regulations, which in turn supports faster timelines for obtaining a Development Permit, especially during peak construction season.

Auto-Review replaces the expedited Development Permit process for houses in developing areas, and is expanded to include [Zero Lot Line Developments](#), Semi-detached Houses, and detached garages when combined with new house applications.

Auto-Review - Eligible Neighbourhoods



APPLICANT RESPONSIBILITIES

The City uses Auto-Review to assist in the Development Permit application approval process. Applicants use Auto-Review and confirm the information entered in the application form is accurate and complete. The information entered into the application is used as the basis for the Development Permit decision, not the attached documents. The attached documents, a requirement of the submission, provides support for the application as a whole and in scenarios where the application is selected for an audit and to assist in any inspections that may be required as part of the project.

A Development Permit issued on the basis of incorrect information contained in the application is invalid. The Development Planner may cancel a Development Permit if the application for the Development Permit contained a material misrepresentation or if the Development Permit was issued as a result of a material error. The Development Planner may cancel a Development Permit if material facts were not disclosed at any time during the application process or if the required drawings were not submitted for the Development Permit.

The City will undertake an audit process and applications will be selected at random for audit. The audit process will help to confirm accuracy of the information submitted and compliance with all applicable regulations. If the City becomes aware of incorrect, inaccurate, or misleading information provided in the application by the applicant, either knowingly or unknowingly, any issued Development Permit may be deemed invalid from the date of issuance and the City will not be liable for any claims, damages, or costs associated with the Development Permit or application.



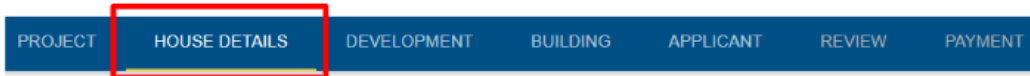
PROJECT ELIGIBILITY

The table below outlines eligible and ineligible criteria for a development permit to be issued based on Auto-Review. If an application meets any of the ineligible criteria, it will be redirected to a Development Planner for a review and decision.

Eligible Application Criteria	Ineligible Application Criteria
1. Single Detached Housing	1. Not Single Detached Housing
2. Semi-detached Housing on two separate lots	2. Not Semi-detached Housing
3. Within RSF Zone classified as developing neighbourhoods	3. Semi-detached Housing on a single lot (front to back semi)
4. No existing structure on a lot	4. Not within RSF Zone
5. Not located within FPO or RVO Overlay boundary	5. RSF Zone within redeveloping neighbourhoods
6. Not abutting ravine or river valley (top of bank)	6. Located within FPO or RVO Overlay boundary
7. Registered lot	7. Abutting ravine or river valley (top of bank)
8. Abandoned wells absent	8. Unregistered lot
9. Not a Reduced Setback Development	9. Abandoned wells present
10. Can be a Zero Lot Line Development	10. Is a Reduced Setback Development
11. Attached carport	11. Corner lots abutting a Zero Lot Line Development
12. Attached garage (front or rear attached)	12. Attached garage - drive under main floor garage
13. Balcony	13. Basement development with kitchen
14. Basement development (without a kitchen)	14. Secondary Suite (Semi-detached House)
15. Secondary Suite (Single Detached House only)	15. Geoexchange system
16. Covered deck	16. Residential Sales Center
17. Exterior hot tub	17. Solar thermal system
18. Fireplace	18. Description of work marked as 'other' in the project tab
19. Solar photovoltaic (PV) system	19. Does not comply with all applicable Zoning Bylaw requirements (requires a variance)
20. Uncovered deck	
21. Veranda	
22. Walkout basement	
23. Complies with all applicable Zoning Bylaw requirements e.g. height, site coverage, setbacks, landscaping, etc.	

STEP-BY-STEP GUIDE: ENTERING PLAN INFORMATION INTO THE APPLICATION

This document focuses on providing additional details and interpretive guidance for the questions found in the 'House Details' tab of the online application. Where applicable, links to relevant terms and definitions of the Zoning Bylaw are provided for clarity. Sample drawings are for visual reference only.



1. Site Details

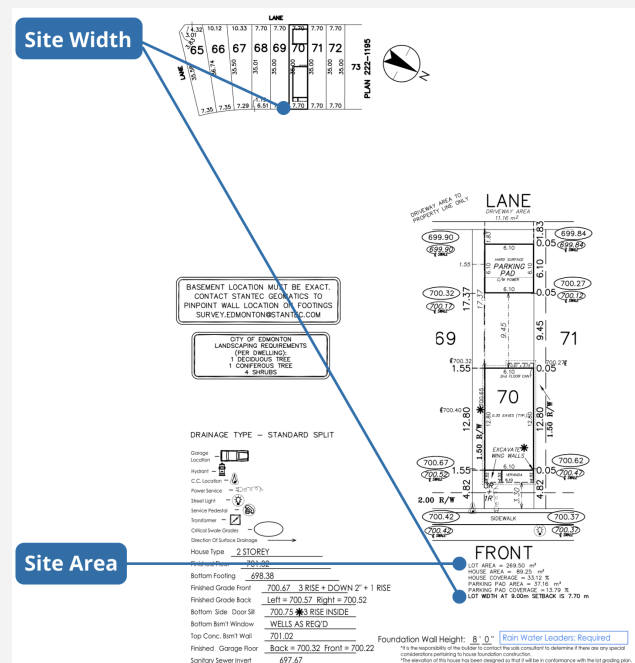
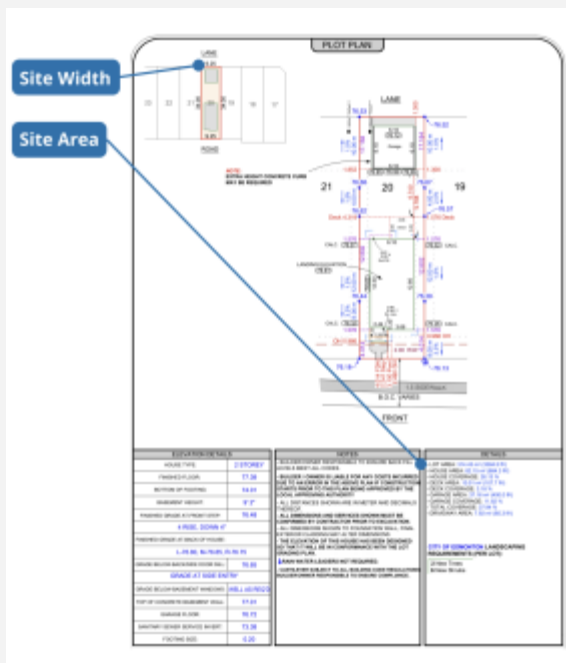
The information collected in the **Site Details** section of the application is needed to understand the site dimensions and surrounding context.

Site Area is determined based on site width and depth and may be referred to as either *Site Area* or *Lot Area* on the surveyor's plot plan. This value is automatically populated from the City's database. The value may be different from the surveyor's plot plan by an insignificant amount and does not necessarily need to be updated to match the surveyor's value. For Semi-detached houses, enter the sum of both lot areas.

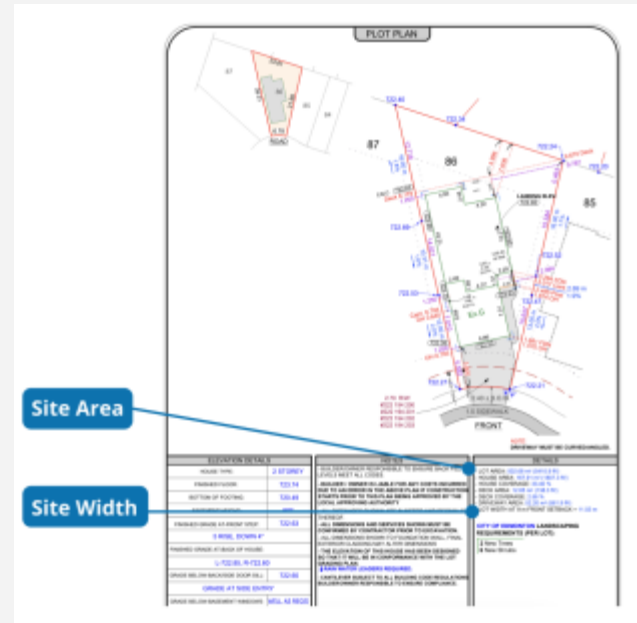
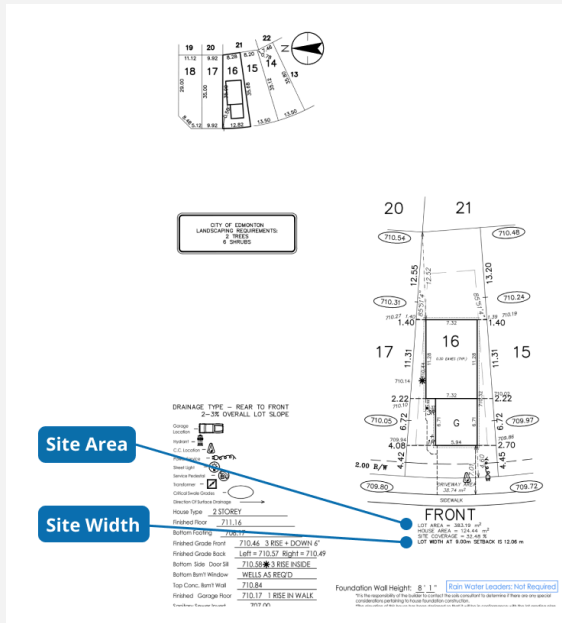
Site Width information is provided on the surveyor's plot plan. You'll often find this value:

- in a smaller graphic with the shape of the lot that also includes adjacent properties information, usually at the top, or
- in the details table, usually at the bottom.

Site Width and Site Area - Examples of regular shaped lot:

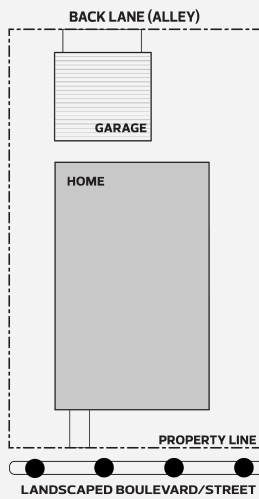


Site Width and Site Area - Examples of irregular shaped lots:

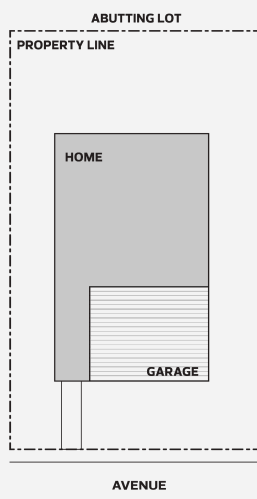


The next set of questions in the **Site Details** section ask about the site's surrounding context. This information determines which regulations apply, such as minimum Site Width, required Setbacks, and whether vehicle access can be from a street or an alley.

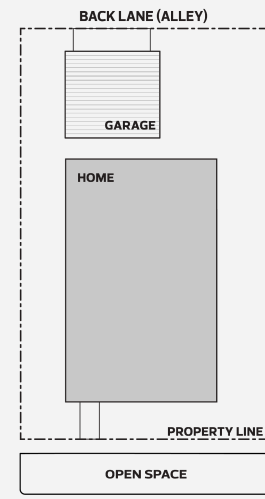
Examples of different vehicle access requirements:



Landscape boulevard in the front with an alley at the rear. Vehicle access must be from the alley.



Abuts a street at the front with another property at the rear. Vehicle access must be from the street.



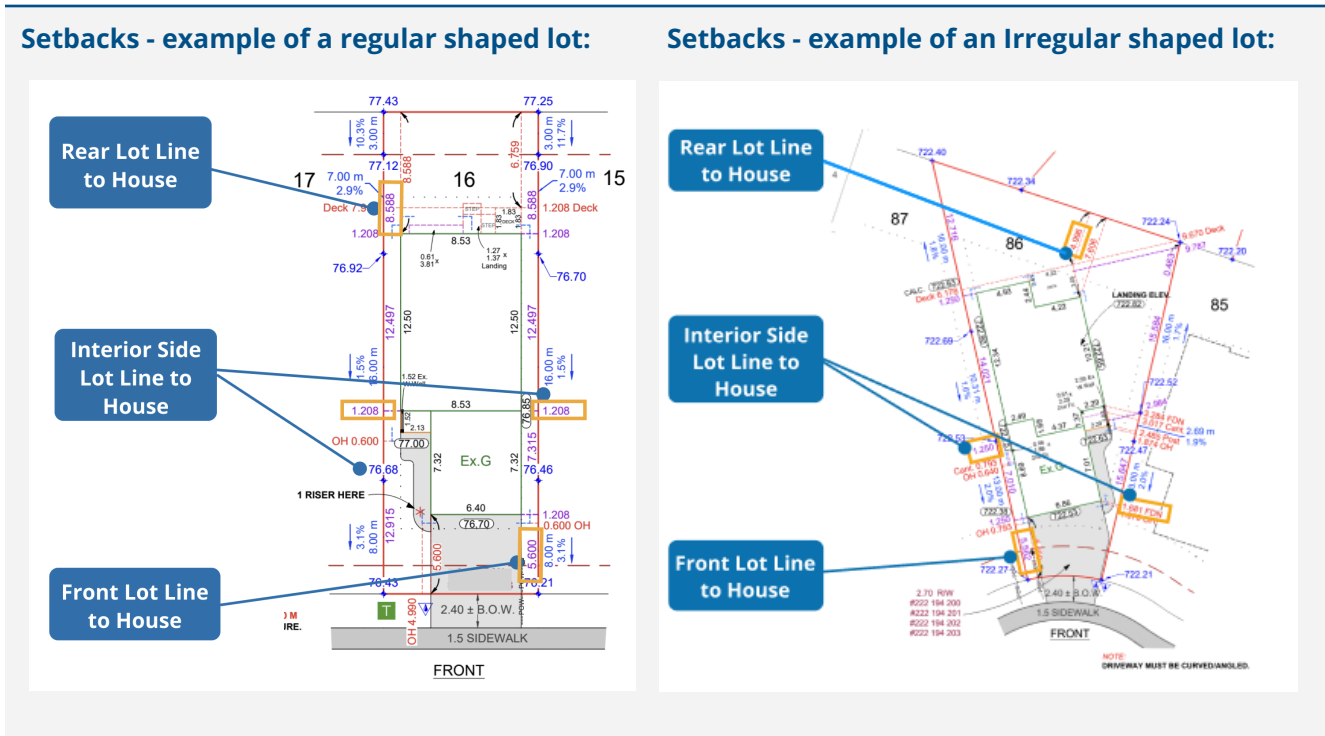
Open space at the front of the lot ([Reverse Housing](#)). Vehicle access must be from the alley.

2. Building Setbacks

The information collected in the **Building Setbacks** section of the application is needed to confirm the building complies with the [Setbacks](#). The values entered into the application form are the distance of the house to a specified property line.

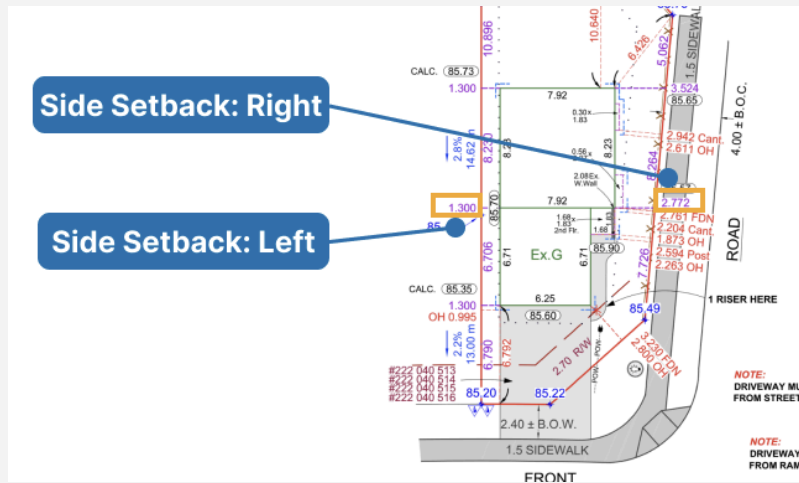
Generally, Setbacks create the “building pocket,” or the area within the Site where the house is allowed to be located.

The [RSF Zone](#) specifies Setbacks in Table 4.2. The Setbacks are based on the various components of the Site, such as the [Front Setback](#), [Interior Side Setback](#), [Flanking Side Setback](#), or [Rear Setback](#). The distance that the building is from the property line is indicated on the plot plan. If there are multiple distances to the house from a property line to the building, and for irregular shaped lots, use the shortest line in the application.



In the application form, “Side Setback: Right” and “Side Setback: Left” side are taken from the perspective of looking at the house from the street. For [Corner Lots](#), regardless of the orientation of the house, the Front Setback is the shorter of the two lot lines that abut a street.

Setbacks - example of "side setback: left" and "side setback: right" on a corner lot:

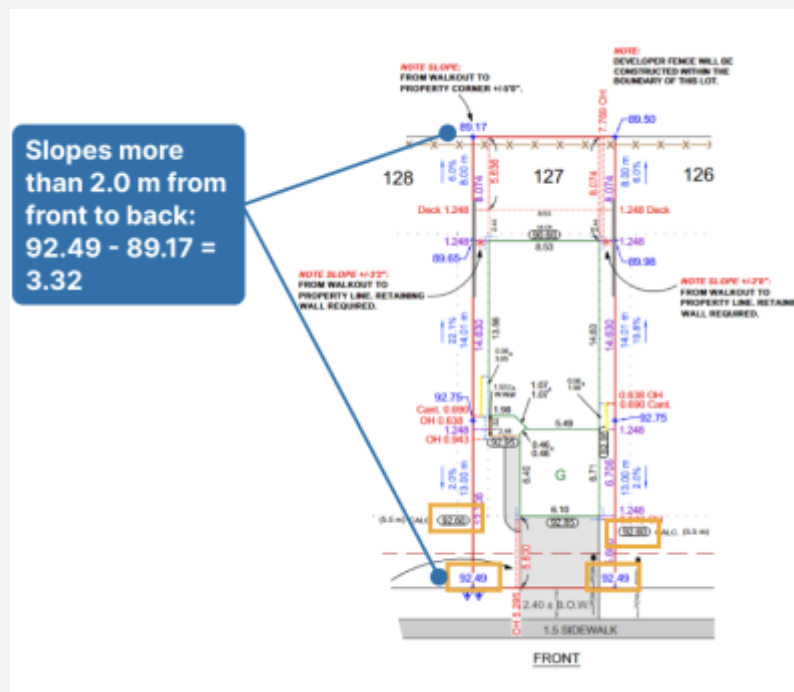


3. Building Height

The information collected in the **Building Height** section of the application is needed to determine which geodetic elevations must be used to identify the site [Grade](#), which in turn is used to calculate the [Height](#) of the house.

The first question informs which geodetic information must be used to determine site Grade.

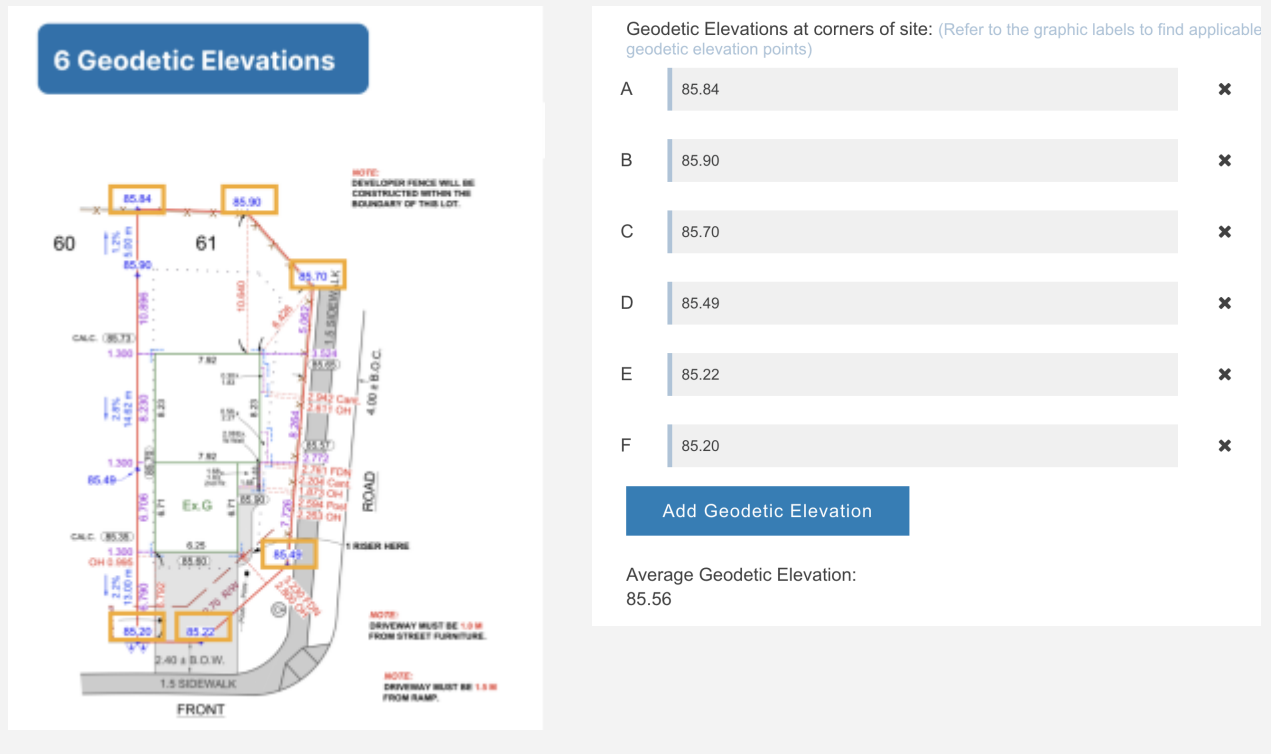
Example of a lot where there is a slope of more than 2.0 m:



For irregular shaped lots, add as many geodetic elevations as required using the [Add Geodetic Elevation](#) button.

Example of an irregular shaped lot with 6 corners:

The lot in this scenario does not slope down more than 2.0 m from front to back, so the corners of the site are the values that are used to calculate Grade:



Once you have entered the geodetic elevations, the next set of questions will determine the Height of the house. The information required for this question is indicated on the Elevation Drawings and/or Plot Plan.

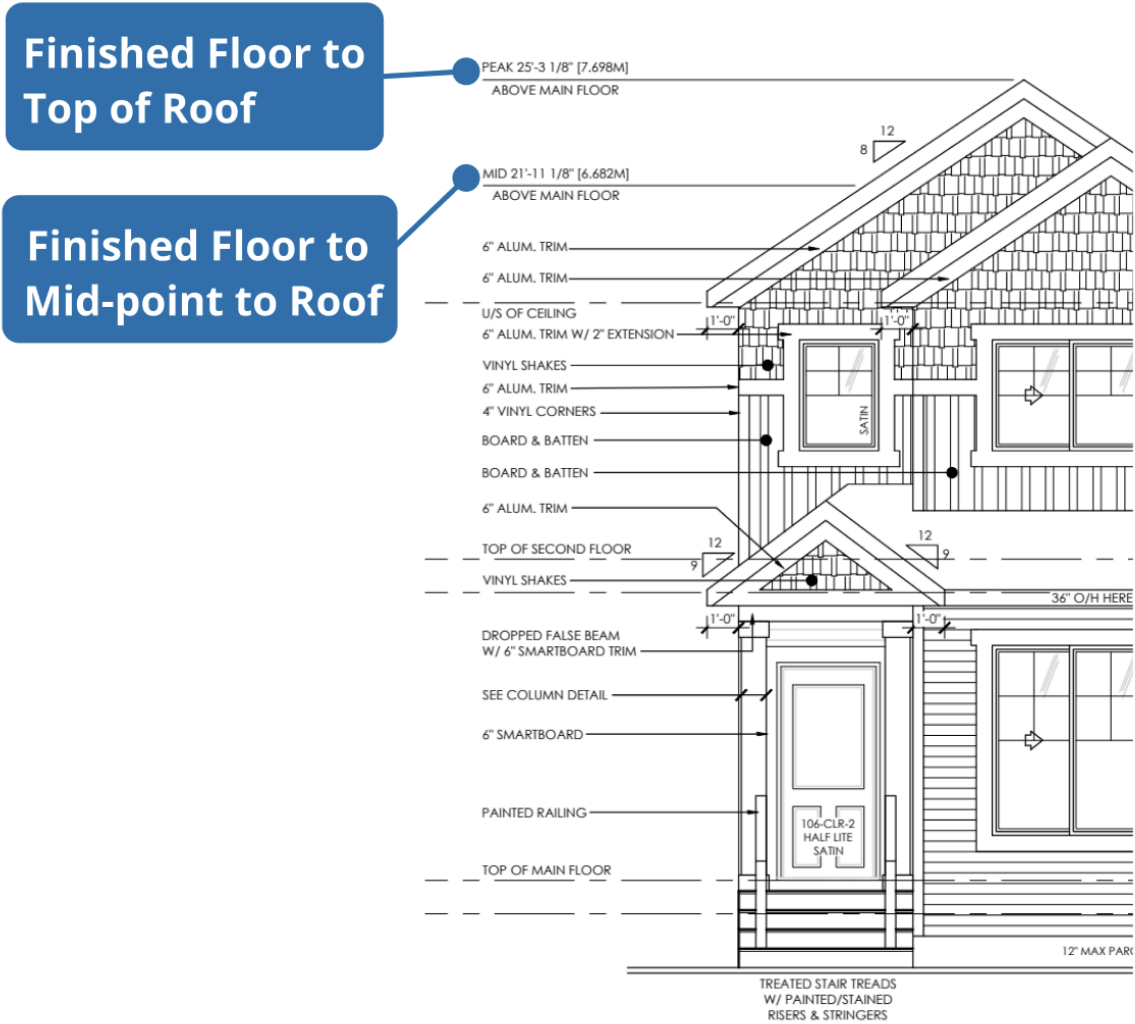
The finished floor elevation value is indicated in the details area of the Plot Plan and sometimes indicated as "Finished Floor", "FF" or "FFE".

Regardless of the roof type used for the house, you will enter two values in this section:

- A. From the finished floor (sometimes referred to as "line of main floor" on the elevation) to the midpoint of the roof or parapet, and
- B. from the finished floor to the top of the roof or parapet.

If you are unsure about the roof type, see the graphics in [Section 5.70](#) of the Zoning Bylaw for further information.

Example of elevation drawing with hip and gable roof type:

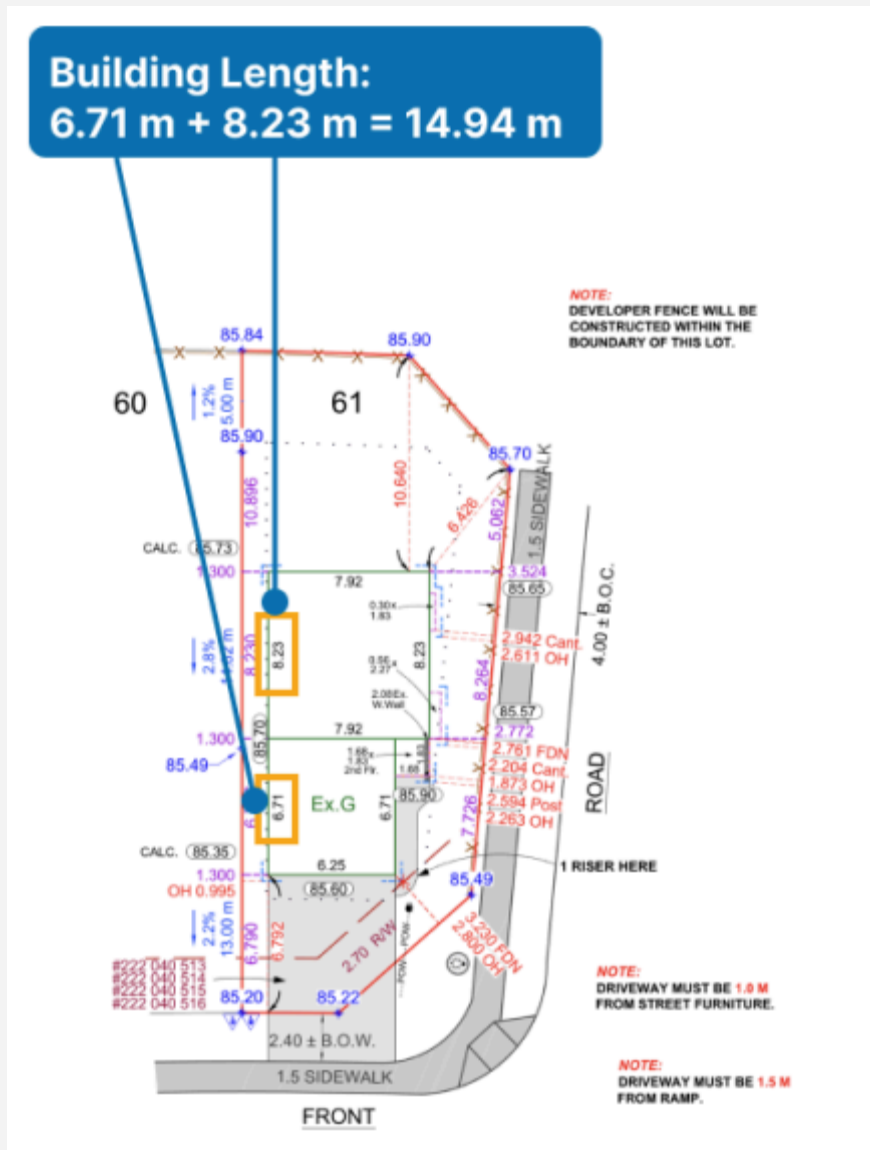


4. Building Dimensions

The information collected in the **Building Dimension** section of the application is needed to confirm the house complies with the maximum length regulations and the maximum [Site Coverage](#) requirements of the [RSF Zone](#).

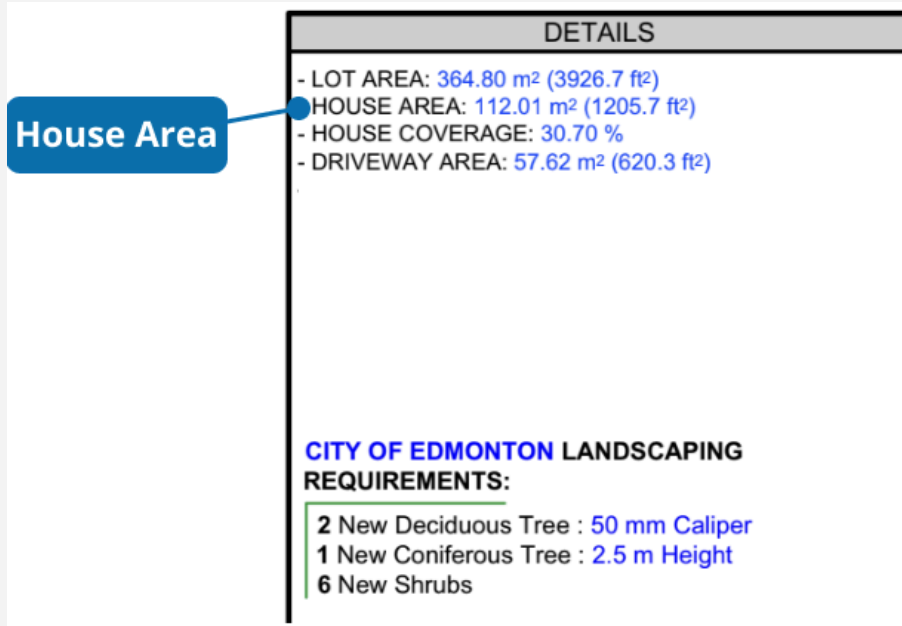
The **building length** can be found on the Plot Plan. Total building lengths may not be provided as one value and you may have to add building lengths together to determine the total. The building length dimension is measured from the wall to wall length and does not include the eaves. If the house is longer on one side, provide the longest building length.

Example where multiple lengths must be added together to determine the total building length:



The house **Site Coverage** value is also indicated on the Plot Plan. It is usually found in the details towards the bottom of the document and may be labeled "house area". For a Semi-detached House, add both sides of the Semi-detached House for the total area. If the development has a rear detached garage, enter the house area only.

Site Coverage / house area - example Plot Plan:



DETAILS	
- LOT AREA:	364.80 m ² (3926.7 ft ²)
- HOUSE AREA:	112.01 m ² (1205.7 ft ²)
- HOUSE COVERAGE:	30.70 %
- DRIVEWAY AREA:	57.62 m ² (620.3 ft ²)

CITY OF EDMONTON LANDSCAPING REQUIREMENTS:

- 2 New Deciduous Tree : 50 mm Caliper
- 1 New Coniferous Tree : 2.5 m Height
- 6 New Shrubs

5. Platform Structures

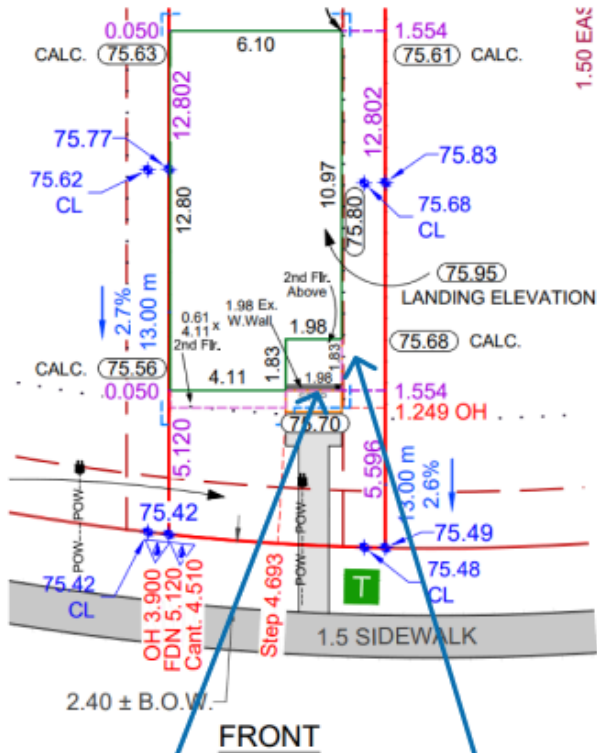
The information in the [Platform Structures](#) section of the application is needed to confirm that each **Platform Structure** complies with location and size regulations.

The appearance and types of questions in the **Platform Structure** section of the application will depend on the description of work that you selected under the 'Project' tab (see image below). Ensure to select all checkboxes for the platform structures included in your project under the Description of Work in the 'Project' tab. **Platform Structures** include unenclosed front porches (may also be referred to as verandas), balconies, uncovered or covered decks.



The information for this section is indicated on the Plot Plan. Area is determined by multiplying the length and width. Height can be determined by subtracting the "Finished Floor" value from "Finished Grade".

Example of area, length, width, and Height of an unenclosed front porch:



FINISHED FLOOR:	76.51
BOTTOM OF FOOTING:	73.57
BASEMENT HEIGHT:	8'0"
FINISHED GRADE AT-FRONT STEP:	75.70
4 RISE, DOWN 4"	
FINISHED GRADE AT-BACK OF HOUSE:	L-75.65, M-75.80, R-75.65
GRADE BELOW-BACK/SIDE DOOR SILL:	75.80
GRADE AT SIDE ENTRY	
GRADE BELOW-BASEMENT WINDOWS:	WELL AS REQ'D
TOP OF CONCRETE BASEMENT WALL:	76.21
GARAGE FLOOR:	75.55

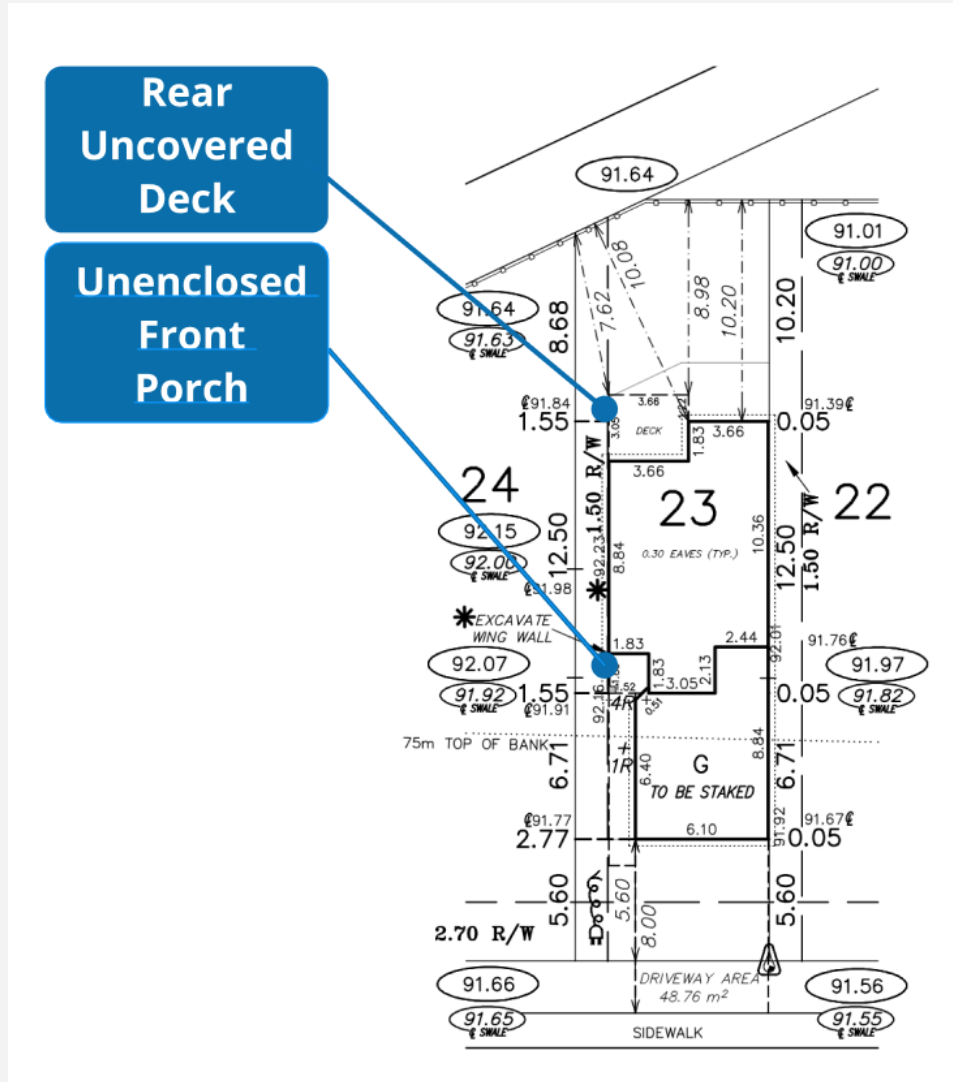
Length

Width

Length = 1.98 m
Width = 1.83 m
Area = 3.62 m (L x W)
Height = 0.81 m (Finished floor 76.51 - Finished Grade 75.70)

Location refers to the yard that the **Platform Structure** is located in and can be found on the Plot Plan. For corner lots, scroll down in the drop down list and select the [Interior Side](#) or [Flanking Side](#) as applicable.

Example of an unenclosed front porch (front yard) and an uncovered deck (rear yard):



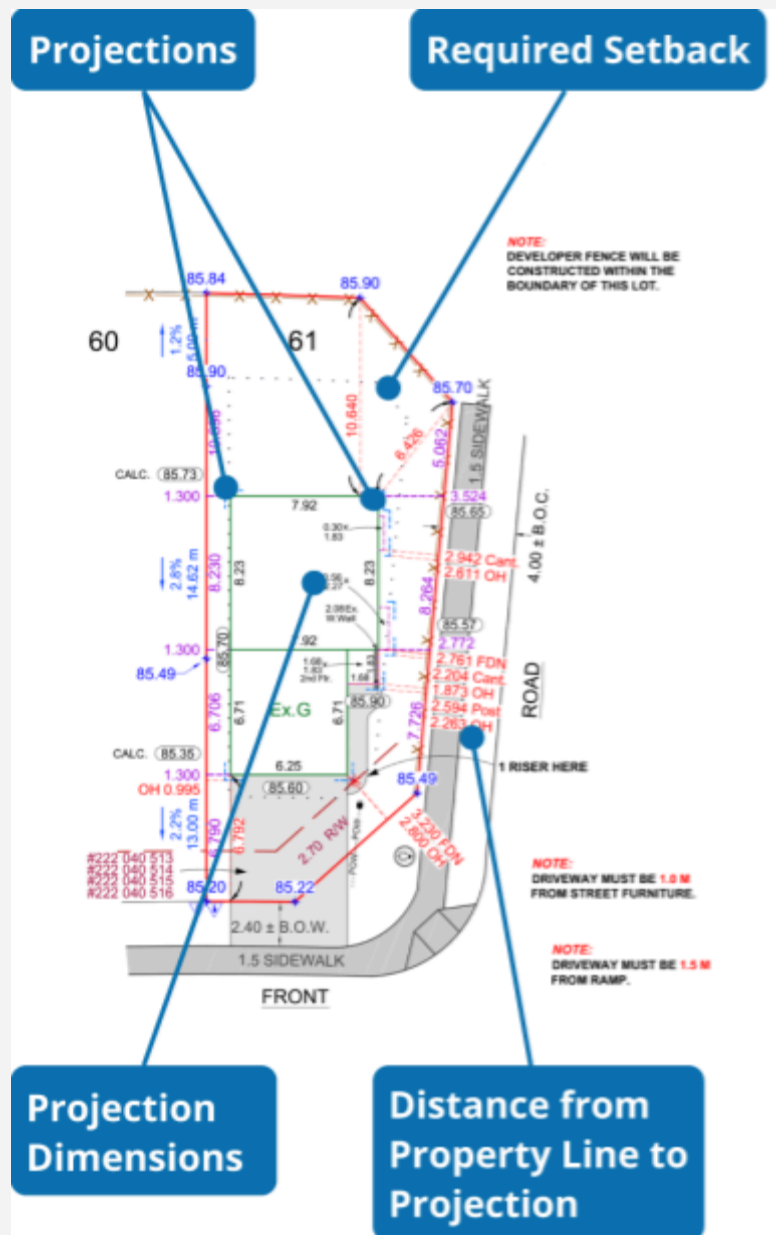
6. Projections

The information collected in the **projection** section of the application is needed to confirm the house complies with [Section 5.90 - Projections into Setbacks](#) regulations.

On the Plot Plan, projections like eaves and cantilevers are often indicated as a dotted or dashed line. Dimensions of the projection are often provided with a leader-line. Dimensions from the property line to the projection are provided.

Setbacks are often indicated on the Plot Plan as a dotted or dashed line.

Example of projection information displayed on a Plot Plan:



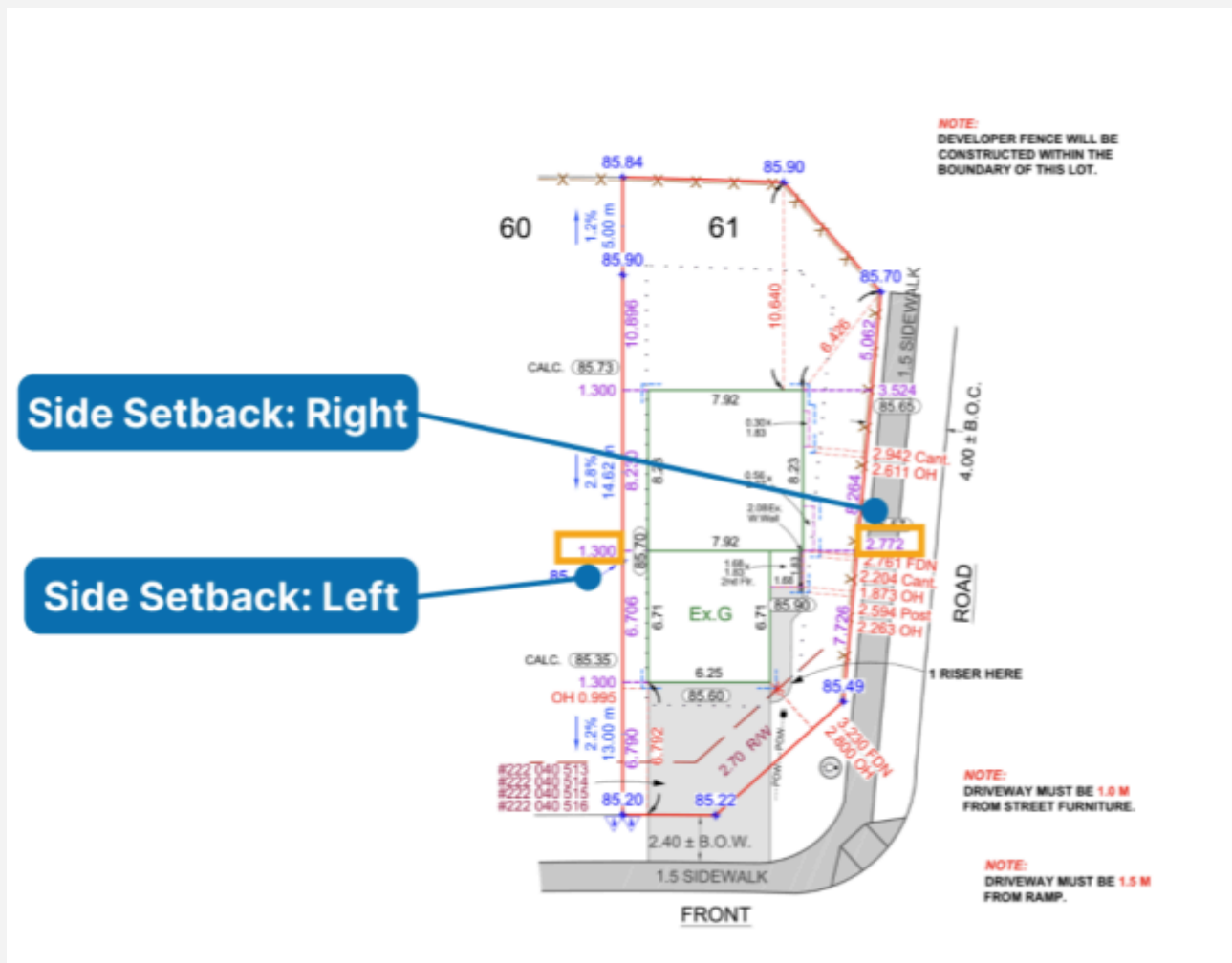
NOTE: Eaves and cantilevers extending into required Setbacks

Plot Plans often provide dimensions from the lot line to the eave or cantilever. The distance the house is from a lot line in the Building Setbacks section is different from a Setback required in the Zone. The Zoning Bylaw defines [Setback](#) as the distance that a development, or a specified portion of it **must** be from a lot line.

The [RSF Zone](#) specifies the required Setbacks in Table 4.2. Determine if the eaves and/or cantilevers extend more than 0.6m into a required Setback.

“Right” and “left” side are taken from the perspective of looking at the house from the street. For corner lots, regardless of the orientation of the house, the front setback is the shorter of the two lot lines that abut a street.

Example of “side setback: left” and “side setback: right” on a corner lot:



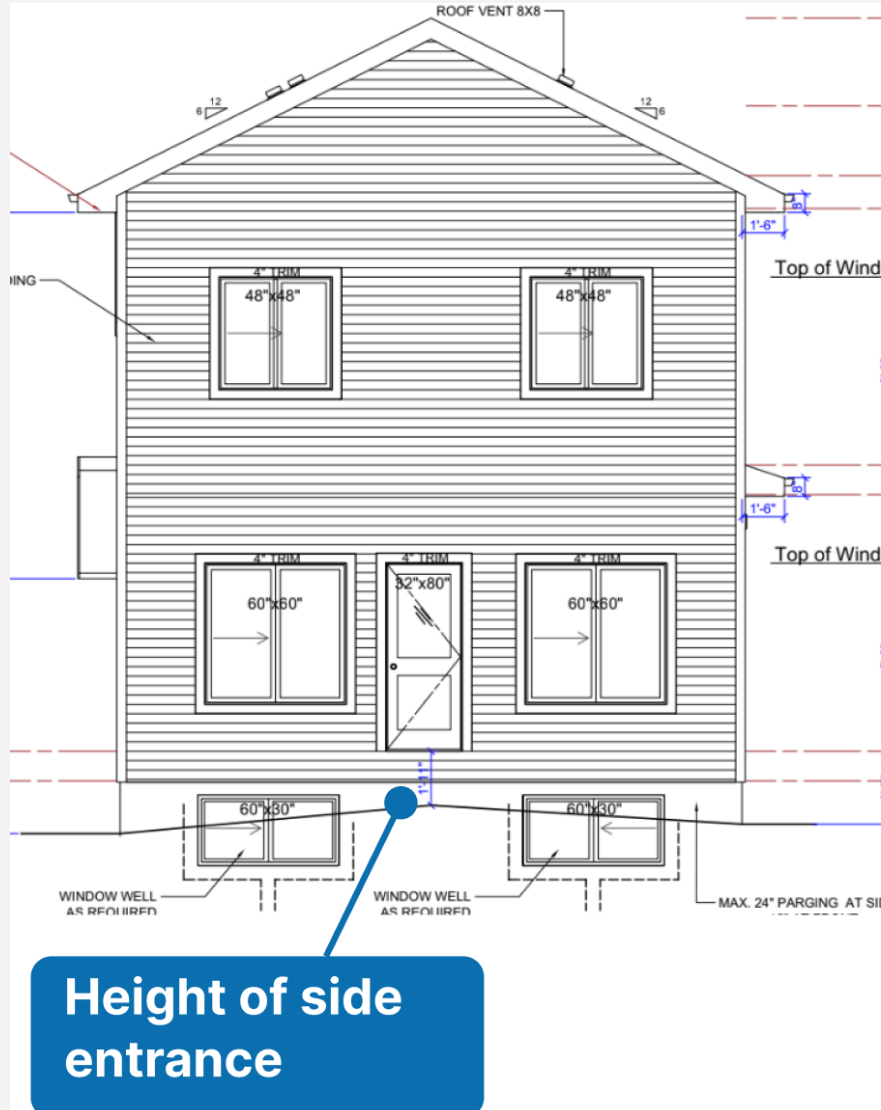
7. Building Entrance

The information collected in the **Building Entrance** section of the application is needed to confirm the house complies with the Entrance Design Regulations of the [RSF Zone](#).

For the side entrance question, indicate whether there is a door leading to the [Interior Side Yard](#). This will be indicated on the Floor Plan or the Elevation Drawings.

The **Height** of the side entrance door, landing or unenclosed step is measured from the lowest point at ground level to the bottom of the door or the top of the structure (e.g. landing, or unenclosed step). This information is typically indicated on the Elevation Drawings.

Example of side entrance height on the Elevation Drawing:



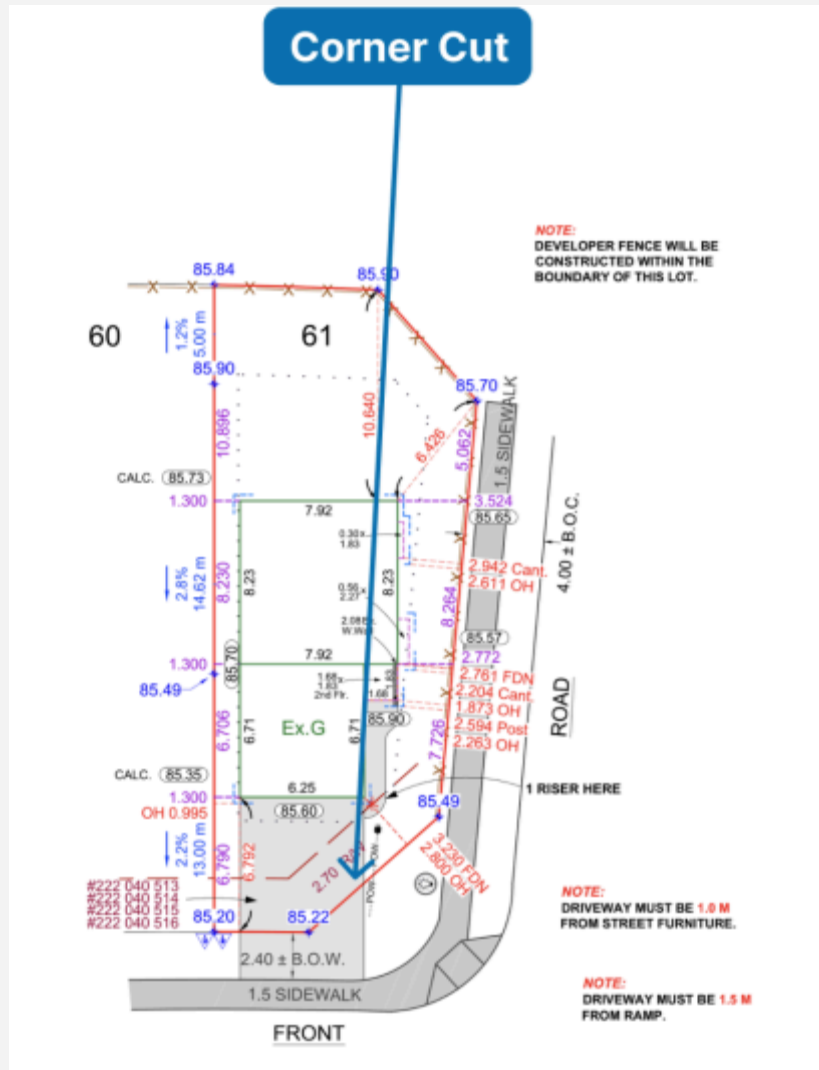
8. Parking and Vehicular Access

The information collected in the **Parking and Vehicular Access** section of the application is needed to confirm the site complies with Parking and Access regulations of the [RSF Zone](#).

For front attached garages, if the driveway is accessible from the front of the site, review the [driveway minimum clearance requirements](#) from street furniture in the “Offsets from Existing Infrastructure” section for Location and Design Restrictions.

For front attached garages on corner lots, the driveway should not extend into the corner cut of the lot (the diagonal property line at the corner).

Example of a driveway that extends into the corner cut:

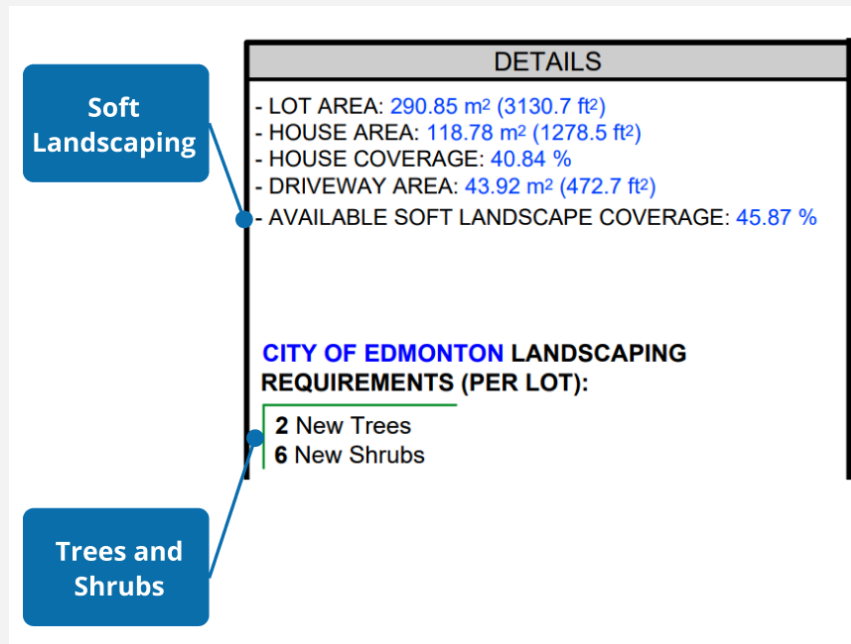


9. Landscaping

The information collected in the **Landscaping** section of the application is needed to confirm the number of trees and shrubs and [Soft Landscaping](#) complies with the minimum requirements in [Section 5.60 - Landscaping](#) of the Zoning Bylaw. Information required to answer these questions are indicated on the Plot Plan.

Trees and shrub requirements are based on **Site Width**. See Table 3.1 in [Subsection 5.60.3](#) to confirm whether the number of trees and shrubs indicated on the Plot Plan comply with these minimum requirements.

Example of Soft Landscaping and number of trees and shrubs on a Plot Plan:



AFTER YOU APPLY

Following submission of the Development Permit application, here is what to expect:

1. **Development Permit is issued** - All aspects entered through Auto-Review meet eligibility criteria. A Development Permit is provided within a few minutes by email notification to the applicant and includes a House Design report that lists the details provided in the application.

or

2. **Development Permit application is audited** - All aspects entered through Auto-Review meet eligibility criteria but through a random audit process, the application is selected for an audit. A few minutes after submission of the application, you will see the application proceed to "In Development Review" for review by a Development Planner.
 - a. Following a successful audit, the Development Permit will be issued.
 - b. If corrections are made to your application submission, City staff will notify you and issue the permit with a copy of the House Design report that includes the revised details.
 - c. If issues are found, a Development Planner will contact you.

or

3. **Review by a Development Planner** - The entered information does not meet Auto-Review criteria, or the application does not comply with the Zoning Bylaw, or the application requires a [variance](#). The application will be sent to a Development Planner for a review and decision.

As part of the Building Permit processing, further clarification may be sought if omissions are found with the Development Permit application.

FOR MORE INFORMATION

If you are unsure of how to answer any of the application questions, refer to the “help with this section” links within the application and additional information provided in this how-to guide. If you need further assistance, see [Permit Inquiries and Appointments](#). Other contacts and additional resources are provided below.

Contacts

Development Permits: developmentpermits@edmonton.ca

Building Permits: buildingjc@edmonton.ca

HVAC: hvactechdesk@edmonton.ca

Plumbing and Gas: plumbingandgastechdesk@edmonton.ca

Electrical: electricaltechnicaladvisors@edmonton.ca

Self Serve application portal issues: eservices@edmonton.ca

Additional Resources

New Home Construction: [Edmonton.ca/buildingahouse](https://www.edmonton.ca/buildingahouse)

Zoning Bylaw 20001: [Zoningbylaw.edmonton.ca](https://www.edmonton.ca/zoningbylaw)

Self Serve Application Portal FAQ: https://www.edmonton.ca/business_economy/user_manual_faq