



**Provincial Park**

**Cottage Subdivision Directives**

**2016**

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*Related forms along with additional information may be accessed from the Parks website at [www.saskatchewan.ca/cottaging](http://www.saskatchewan.ca/cottaging)*

**DEFINITIONS:**

**Accessory Building** – A non-habitable structure for the storage of equipment and supplies used in maintaining the principal building and its grounds or for parking (garage), or a Sleep Shed as defined below.

**Altering or Altered** – A change from one major occupancy class or division to another, or a structural change such as an addition to the area or height, or the removal of part of a building, or any change to the structure.

**Boat** – All powered and non-powered watercraft, including houseboats (does not include paddleboats, canoes, or kayaks).

**Camping Unit** – A vehicle or structure that is or may be used as a temporary living quarter or shelter and includes: motor home, cabin trailer, camping van, tent (larger than 3-4 person), tent trailer, or truck camper.

**Commercial Vehicle** – Large fleet and industrial vehicles primarily used for business purposes and bearing a company logo, i.e. septic truck, water hauling truck, etc., (cars, vans, and Saskatchewan light duty rated vehicles are exempt from this definition). Saskatchewan Light Duty rated trucks include Class 1, 2 and 3.

**Development** – Any improvements or lot alterations that require a development/building permit.

**Development Freeze** – Only allows for structural changes to be made in encroachment situations which do not increase the element of non-compliance and which otherwise comply with the directives (freeze also allows for regular maintenance such as painting, shingles, interior decorating).

- **Total Lot Freeze** – Will apply in cases where a permanent structure (cottage or garage) is in trespass and will remain in place until such time as the trespass situation has been addressed.
- **Structural Freeze** – Will apply to encroaching structures that do not comply with current development directives.

**Development/Building Permit** – A document required prior to building or making improvements; an authorization in writing issued by the body having jurisdiction over the work so required.

**Dwelling** – One or more habitable rooms used or intended to be used as a domicile by one or more persons and usually containing cooking, eating, living, sleeping and sanitary facilities.

**Encroachment** – Any building or structure extending into the setback area of the lot boundaries.

**Fabric Covered Storage Structure** – Pre-manufactured steel framed, fabric covered structure generally used for storage. Not intended to include non-permanent structures such as gazebos, dining tents or screened enclosures for habitation.

**Floor Area** – The space on any story of a building between exterior walls and required firewalls, including the space occupied by interior walls and partitions, but not including exits, vertical service spaces, and their enclosing assemblies.

**Footprint Area** – The entire area of ground covered by permitted structures.

**Front of lot** – The street side of any surveyed lot is the front unless written documentation received by a park official indicates otherwise. In the event there is not a street side, a Park official will discuss the situation with the lessee prior to designating the front of the lot.

**Grade** – The lowest of the average levels of finished ground adjoining each exterior wall of a building, except that localized depressions such as vehicle or pedestrian entrances need not be considered in the determination of average levels of finished ground.

**Grandfather** – Any building or structure is allowed to remain in its present state and location unless it is a risk to public safety, until it is replaced, altered (not including normal maintenance) and/or a development/building permit is required.

**Holding Tank** – A sealed tank designed to resist leaks that provide containment of solid sewage waste but provides no separation of solids; it is the only alternative for areas where septic tanks cannot be used.

**Manufactured Home** – A type of housing unit constructed to meet Canadian Standards Association (CSA) standards that is largely assembled in factories then transported to site of use then placed on a permanent foundation.

**Mobile Home** – A trailer coach similar to a manufactured home constructed to meet CSA standards which are built on a non-removable steel chassis.

**Modular Home** – A factory built home manufactured as a whole or modular unit to CSA standards and is designed to be moved on a removable chassis.

**No Fee Development/Building Permit** – A document with NO fee associated authorizing the lessee to proceed with lot improvements to the leased property. This permit may be authorized by the local provincial park official.

**Non-Permanent Structure** – On skids, easily moved and cannot be attached to the ground or have utilities of any kind running from it.

**Pre-Approved** – Written authorization received by the designated licensed building official prior to relocation of a ready to move (RTM) or Used Home into a provincial park cottage subdivision.

**Ready To Move (RTM)** – Ready to move homes are a one piece single detached dwelling constructed off site to meet the NBC requirements then delivered to a new site and placed onto a permanent building foundation.

**Real Property Report (RPR)** – A legal document prepared by a registered Saskatchewan Land Surveyor that clearly illustrates above ground structures in relation to property boundaries. The document consists of a plan showing the physical improvements with dimensions to boundaries and a written report outlining the details of the property.

**Residential Occupancy** – The occupancy or use of a building or part thereof by persons for whom sleeping accommodation is provided as described in the National Building Code (NBC).

**Septic Tank** – Underground sewage and waste-water system that disposes of filtered waste, separating the solids from the liquids. It allows solid waste to break down into waste water so it leaves the system as a liquid.

**Setback** – The reserved area on the perimeter of the property within which building structures are prohibited.

**Sleep Shed** – A structure detached from the dwelling which contains sleeping quarters and may contain plumbing (may not contain cooking facilities).

**Soft Landscaping** – Refers to the use of soft materials in landscaping and may include vegetation, mulch, decorative aggregate and removable landscape blocks that enable water penetration, erosion control and slope stability. Soft landscaping excludes hard surface features such as driveways, walkways, patio surfaces and permanent structures.

**Structure** – The building.

**Surveyed Lot** – A legal plan of survey prepared by a Saskatchewan Land Surveyor (SLS).

**Trespass** – Any building or portion thereof is extending on, over or across the property boundaries onto streets, lanes, green spaces or neighboring property.

## DEVELOPMENT DIRECTIVES:

### 1. Buildings & Structures:

- No more than one dwelling on any surveyed lot.
- No building or structure shall be constructed within the following setback areas (see Appendix A for example):
  - a) within 6m (20ft) of the front of any surveyed lot.
  - b) within 1.5m (5ft) of the back of any surveyed lot.
  - c) within 1.5m (5ft) of other boundaries of any surveyed lot.
  - d) setbacks not applicable to leases relying on metes and bounds (non-surveyed).
- In addition to the above setback restrictions identified, please refer to clause #15 (Permitted Yard Encroachments) when considering development on cottage properties.
- Only buildings & structures of 9.2m<sup>2</sup> (100ft<sup>2</sup>) or less and on skids (must be movable and non-permanent) will be permitted within the 1.5m (5ft) side/back setback areas.
- Attached carports with greater than 60 per cent of the total perimeter enclosed by walls, doors or windows are viewed the same as attached garages.
- All existing buildings and structures that do not qualify for grandfathering provisions outlined in the Encroachment/Trespass Resolutions Process are required to be brought into compliance as defined above. The local park official, in discussion with the ministry's designated licensed building official, will provide written confirmation of the requirements and timing. In most situations compliance will be required within one year.
- The Ministry of Parks, Culture and Sport (PCS) identified safety issues must be addressed immediately.

### 2. Sleep Sheds/Second Storey Sleep Quarters:

- One sleep shed, or second storey sleeping quarters as part of another accessory building, is permitted per lot as long as:
  - a) a primary dwelling currently exists on the property.
  - b) it adheres to the National Building Code (NBC) as well as The Uniform Building and Accessibility Standards Act (The UBAS Act).
  - c) the detached structure containing sleeping quarters does not contain cooking facilities.
  - d) refer to Appendix B for details on sleep shed requirements.

### 3. Moving Buildings Into Cottage Subdivisions:

- A development/building permit must be obtained and is required as pre-approval by the ministry's designated licensed building official (Ministry recommends prior to purchase of any building that a development/building permit is obtained).
- Design drawings for new RTM Type buildings (Modular Homes, Manufactured Homes, etc.) must be submitted with the development/building permit application and all buildings must be placed on a permanent foundation within the park.
- Buildings built on a non-removable chassis (Mobile Homes) are not permitted.
- Development/building permit applications for all used buildings must be accompanied by an inspection report prepared by a licensed Saskatchewan building official.

- Additional permits required from PCS prior to relocation of buildings into the park include:
    - a) Special Conditions Permit.
    - b) Tree Removal Permit.
  - A Real Property Report will be required after placement of the building.
- 4. Maximum Aggregate Building Area** (includes all buildings or structures):
- This is a cumulative area of all buildings or structures and only refers to “building” or footprint area, not floor area.
  - Maximum of 50 per cent total lot coverage.
  - Maximum of three accessory buildings.
- 5. Maximum Height Of Dwelling Units:**
- Cottages on lake front properties within subdivisions with multiple rows of cottages may not exceed 9.2m (30ft) from lowest finished grade to the peak of the roof.
  - Cottages on any properties which are not lakefront may not exceed 11m (36ft) from lowest finished grade to the peak of the roof.
- 6. Control of Grade Elevations**
- Prior to the construction of a new dwelling, the lessee of the lot is responsible to ensure that average grade elevation on all sides of the dwelling promotes proper drainage of rainfall and snowmelt between adjacent properties and roads or alleys.
- 7. Accessory Buildings:**
- One accessory building may be constructed, erected or moved on to any site prior to the time of construction of the principal building to which it is an accessory. This accessory building must be identified on the primary dwelling development/building permit application.
  - Dwelling must be completed within two years of obtaining an approved development/building permit.
  - Maximum of three accessory buildings are permitted subject to the maximum aggregated building limits (small firewood shelters are not considered an accessory building but may require a development/building permit).
  - Cottage lots may include one accessory building which may be built to the same height as the dwelling, and may have more than one storey. All other accessory buildings (max. two additional for a total of three) may not exceed a maximum allowable height of 6.0m (20ft) measured from the lowest finished grade to the peak of the roof.
  - All single storey accessory buildings are allowed with a maximum attic height of 1.5m (5ft).
  - Sleeping quarters are allowed in one accessory building and may include plumbing for washroom facilities. Cooking facilities are not permitted in any accessory building.
  - Accessory buildings may not exceed the size of the dwelling.
- 8. Real Property Reports (RPR):**
- All cottage lessees with property in a surveyed subdivision must ensure a Real Property Report (RPR) has been prepared and a copy provided to PCS when any of the following circumstances occur:
    - a) cottage is sold and/or lease is assigned.
    - b) issuance of a development/building permit.

- c) renewal of lease.
- With respect to b) – issuance of a development/building permit, if there is a RPR on file and the cottage lessee wishes to build a deck, an addition or an accessory building, they must provide drawings to PCS which demonstrate that the proposed construction/development is clearly within lot boundaries including setbacks. If ministry officials are satisfied that the proposed development is clearly within lot boundaries including setbacks, the permit will be approved and a new RPR will not be required.
- Upon completion of the construction done in accordance with the approved development/building permit, the changes will be documented on the file by Parks.
- A new RPR **will not** be required for the following situations:
  - a) cottage property is assigned or renewed and the RPR on file is consistent with the footprint of any existing structures (no change to the footprint of RPR on file).
  - b) construction of uncovered decks lower than 600mm (2ft) from the ground to the walking surface.
  - c) non-permanent coverall style buildings.
  - d) non-permanent shed under 9.2 m<sup>2</sup> (100ft<sup>2</sup>).
  - e) a RPR is on file, Ministry official is satisfied there are no apparent encroachment or trespass issues.

#### **9. Undersized Lots:**

- Cottage subdivision lots will only require a 3m (10ft) front setback (reduced from 6m (20ft) when:
  - a) lot is deemed by PCS to be a regular shaped lot that is less than 27.4m (90ft) in length.
  - b) lot is deemed by PCS to be an irregular shaped lot that is less than 1828m<sup>2</sup> (6000ft<sup>2</sup>).

#### **10. Green Space:**

- All leased cottage lots require a minimum of 25 per cent of the lot to be soft landscaping, which includes vegetation, mulch, decorative aggregate and removable landscape blocks.

#### **11. Lot Adjustment:**

- Adjustment of lot boundaries will only be considered for permanent structures (cottages/garages) and only where trespass/encroachment issues between affected lessees exist and written mutual agreement has been obtained – new RPR must be obtained for each property adjusted.
- Lots must retain the original lot shape and may not be reduced to less than 1828m<sup>2</sup> (6000ft<sup>2</sup>), although unique natural boundaries will be given consideration.
- In the event the affected lessees will not agree to a lot adjustment, the offending structure may remain with a total lot freeze until such time as the affected lessee requires that land for an approved permanent structure.

#### **12. Development Freeze:**

- A development freeze may be placed on structures constructed prior to April 1, 2014 which are identified to be in trespass or encroaching in the property setback areas. A development freeze will only be removed after the non-conforming structures are brought into compliance.
- A structural freeze will apply to structures that are encroaching into the setback area.



- A development freeze allows for structural changes to be made in encroachment situations which do not increase the element of non-compliance and which otherwise comply with the directives (freeze also allows for regular maintenance such as painting, shingles, interior decorating).
- A total lot freeze will apply in cases where a permanent structure (cottage or garage) is in trespass and will remain in place until such time as the trespass situation has been resolved.
- Structural changes to buildings in trespass will not be considered, unless the change results in full compliance.
- The ministry will provide a documented reason for the development freeze.
- If the lessee assigns the cottage property and the new owner keeps the present structures, the development freeze continues to be in effect.

### **13. Decks:**

- Uncovered decks or platforms lower than 600mm (2ft) from the ground to the walking surface do not require any setbacks but may not trespass off the leased property.
- Deck walking surfaces 600mm (2ft) to 1.8m (5ft10in) above ground require a minimum 0.9 m (36in) high railing and must be outside the setback area.
- Deck walking surfaces more than 1.8m (5ft10in) above ground require a minimum 1.07m (42in) high railing and must be outside the setback area.
- Existing decks that are determined to be unsafe by a local park official (verified by the Building Official as required) must be brought into compliance with the current NBC within a reasonable timeframe; removal of the existing deck may be required.

### **14. Development/Building Permit:**

- Development/Building Permit required for any structural development or construction on cottage property (ie. new building or structures (including decks), repairs that change or affect the structural integrity of an existing building or structure, moving or removal of an existing building or structure, sidewalks, driveways and any other activity that requires a grade adjustment to the lot.
- Development/Building Permit applications should be submitted to the local park office.
- Development/Building Permit becomes valid only after receipt of a copy endorsed by the designated licensed building official and applicable fees are paid.
- Designated licensed building official will provide an Inspection Schedule. It is the lessee's responsibility to coordinate all building inspections with the designated licensed building official.
- No fees are applied to the following Development/Building Permits:
  - a) buildings or structures less than 9.2m<sup>2</sup> (100ft<sup>2</sup>).
  - b) driveways and sidewalks.
  - c) landscape and/or grade adjustments.
  - d) decks lower than 600mm (2ft) from the ground to the walking surface.
  - e) demolition.
- In addition, other permits may be required (plumbing/electrical/mechanical/septic).
- Further information regarding permits located on the PCS website.

**15. Permitted Yard Encroachments:****Windows, Sill, Eave, Etc.**

- A window or bay window may project a maximum of 300mm (1ft) into any required front setback.
- A sill, belt course, cornice, eave, gutter, chimney chase and similar non-structural architectural features may project a maximum of 600mm (2ft) into any required front setback.

**Balconies, Decks, and Uncovered Platforms**

- A balcony, deck or uncovered platform that is more than 600mm (2ft) from the ground to the walking surface may jut out 1.8m (5ft10in) into the front setback area.
- An uncovered platform or deck with railings that is less than 600mm (2ft) from the ground to the walking surface does not require setbacks but cannot trespass.

**Steps & Wheelchair Ramps**

- Steps more than 600mm (2ft) from finished ground may not encroach into the setback areas.
- Wheelchair ramps may be allowed to encroach into the setback areas but may only be a maximum 1200mm (4ft) wide in such cases.

**Air Conditioner /Heat Exchanger**

- Exterior stand-alone type air conditioner units or heat exchangers (excludes window mounts) may be located within the back setback area and shall not be located:
  - a) closer to the front lot line than the front wall of the principal building, including any attached garage.
  - b) closer than 3m (10ft) to a door or window of a dwelling on an adjoining lot.

**16. Water and Sewage Systems:**

- All new septic tanks and holding tanks must:
  - a) be CSA B66 approved for underground use.
  - b) have a minimum 4500 litre (1000gal) capacity.
- All septic tanks must have structural integrity and be watertight.
- New or replacement septic tank, holding tank or water tank must be located at least:
  - a) 7.6m (25ft) from a well.
  - b) 3.0m (10ft) from any lot boundary.
- Lessee is responsible to obtain all necessary permits/approvals for the proposed installation.

**17. Propane Storage Tank Placement:**

- A propane storage tank used in a consumer application shall be located, with respect to a property line, building opening, or an adjacent tank, in accordance with CAN/CSA B149.2 Table 7.4. Please refer to the following website which outlines provincial requirements:  
<http://www.saskpower.com/accounts-and-services/service-requests/gas-permits-and-inspections/gas-codes-inspection-act-and-regulations/>

## OPERATING PROVISIONS:

### 1. Camping Units:

- Only one camping unit on lot.
- Must be totally located within any surveyed lot boundary (cannot be hanging off lot setback lines, on roadways) at all times including hitch, awning and slide outs.
- Must not be set up or occupied on a permanent basis – may only have temporary utility hook-ups (meant to be utilized as a camping unit on a temporary basis).
- Small tents are permitted for occasional nightly use.

### 2. Fabric Covered Storage Structures:

- One fabric covered style storage structure allowed per cottage lot (considered an accessory building).
- May not exceed 29.7m<sup>2</sup> (320ft<sup>2</sup>).
- Must be commercially pre-manufactured.

### 3. Storage of Licensed Vehicles or Boats In Cottage Subdivisions:

- No licensed vehicle or boat may be stored for more than a week within 1.5m (5ft) of the property line in the front setback area.
- Any licensed vehicle or boat stored for more than a week in a required side or back setback should be located on a surfaced parking area, consisting of gravel, asphalt, concrete, brick pavers, or other similar material. If stored on a grassed/natural area, lessee must ensure that the area is maintained (grass cut, weeded, etc.).
- No person shall store on any part of a cottage subdivision lot any vehicle exceeding Saskatchewan's Light Duty Truck rating, or boat exceeding a total length greater than 7.6m (25ft). Saskatchewan Light Duty rated trucks include Class 1, 2 and 3.

### 4. Commercial Vehicles in Cottage Subdivisions:

Commercial vehicles may be on a lot within a cottage subdivision, provided they do not exceed Saskatchewan's Light Duty Truck rating and the vehicle is operated by an occupant of the dwelling unit. Saskatchewan Light Duty rated trucks include Class 1, 2 and 3.

### 5. Unlicensed Vehicles Outside of Garage/Storage Building:

- Maximum of two unlicensed fully covered vehicles or boats (other than canoes, paddleboats or kayaks), may be stored on a permanent residential site and should be located on a surfaced parking area, consisting of gravel, asphalt, concrete, brick pavers, or other similar material. If stored on a grassed/natural area, lessee must ensure that the area is maintained (grass cut, weeded, etc.).
- No unlicensed vehicle or boat shall be kept within 1.5m (5ft) of the property line in the front setback area. All unlicensed vehicles or boats shall be maintained in operable condition.

### 6. Fence/Hedge Height Restrictions:

- Height of a fence or hedge above grade measured at any point along the fence line shall not exceed:

- a) 1.8m (6.0ft) for the portion of the fence/hedge that does not extend beyond the foremost portion of the principal building.
- b) 1.2m (4.0ft) for the portion of the fence/hedge that extends beyond the foremost portion of the principal building on the site.
- Must be within lot boundaries unless written approval to construct on the property line is obtained from all lessees involved/impacted and provided to a local park official.

## ENCROACHMENT/TRESPASS RESOLUTIONS PROCESS

As many structures do not conform to today's standards for developments on provincial park cottage subdivision properties, PCS developed the following processes to achieve compliance once trespass and/or encroachment issues have been identified.

To assist in achieving compliance, PCS has developed a cottage subdivision directive covering the key footprint requirements along with operating provisions containing content similar to municipal documents. The directive requires lessees to bring the existing development into compliance before any new development can take place. In some cases, non-compliant structures may be grandfathered and the lease may be renewed or assigned subject to a development freeze.

### 1. Grandfathering:

- When a structure does not conform to current building codes/standards, the following options are considered:
  - a) Permanent structures (cottage/garage/other permanent accessory buildings) situated on the property prior to April 1, 2014 will be grandfathered as long as the structure does not pose a threat to public safety. Structural changes to non-compliant structures that are not in Trespass will be reviewed upon application for any development/building permit and may be allowed as long as the changes do not increase the element of non-compliance and as long as the changes otherwise comply with the current Directives. Structural changes to structures in Trespass will not be considered.
  - b) There will not be a grandfathering option for any non-compliant structures situated on the property after April 1, 2014. These structures will be required to be brought into compliance as soon as possible.
  - c) Trespassing or encroaching permanent structures that are grandfathered may impact new/proposed development on an adjacent property (space available for development may be impacted due to NBC requirements for separation between buildings). The ministry may become involved to aid in the mitigation of these problems on behalf of the lessee of the adjacent property upon receipt of a development/building permit application from the impacted property. The lessee of the adjacent property would be provided an opportunity to appeal any conditions placed on permit approval related to the boundary infringement. Upon successful appeal, the lessee with the Trespass/Encroachment situation may be required to bring the structure into compliance which could include relocation or other building alterations.

### 2. Trespass:

- When the offending structure, or a portion of the structure, is located off the leased property, the following options are considered:
  - a) move the non-conforming structure on to the leased property so it complies.
  - b) totally remove the non-conforming structure from the property.
  - c) lot boundary adjustments may be permitted between surveyed lots upon mutual agreement between lessees at their expense.

- d) total lot development freeze will be applied until the trespass is brought into compliance.
- e) where development before April 1, 2014, has resulted in a trespass affecting parkland, lot adjustments will be assessed on a case by case basis.

### **3. Encroachment:**

- When all or a portion of the structure is located in the setback area, but not off the property, the following options are considered:
  - a) move the non-conforming structure outside of the 1.5m(5ft) setback so it complies.
  - b) totally remove the non-conforming structure from the property.
  - c) structures constructed prior to April 1, 2014, which are encroaching will have a structural development freeze placed on them that will be removed once the non-conforming structures are brought into compliance.
  - d) the structural development freeze will remain in place until the non-compliant structure is replaced/altered such that it comes into compliance.
  - e) in an encroachment situation where a structural development freeze is placed on a structure, structural changes are allowed as long as they do not increase the element of non-compliance and are known to otherwise comply with the directives.
  - f) structures constructed after April 1, 2014 which are found to be encroaching will be required to be moved as soon as possible and brought into compliance.

### **4. Lot Adjustment:**

- Adjustment of the lot boundary is restricted to permanent structures; and where trespass/encroachment issues between neighbours exist (limited to cottages and garages only).
- Resolution will require neighbouring cottagers to agree to:
  - a) a change in the existing lot boundaries; and
  - b) the hiring of a Saskatchewan Land Surveyor to conduct the legal lot adjustment.
- Where development before April 1, 2014 has resulted in a trespass affecting parkland, lot adjustments will be assessed on a case by case basis.
- Where development after April 1, 2014 has resulted in trespass affecting parkland a lot adjustment will not be permitted.

### **5. Minor Variance:**

- The ministry will consider approving a 10 per cent variance of the standards established in the cottage subdivision directive for encroachment issues identified where practical and reasonable to do so. Minor variance will be considered for encroachment issues on permanent structures. If the variance is approved, then a development freeze based on this encroachment would be lifted. A copy of the variance approval will be dated and attached to the RPR on file.

### **6. Review and Appeal:**

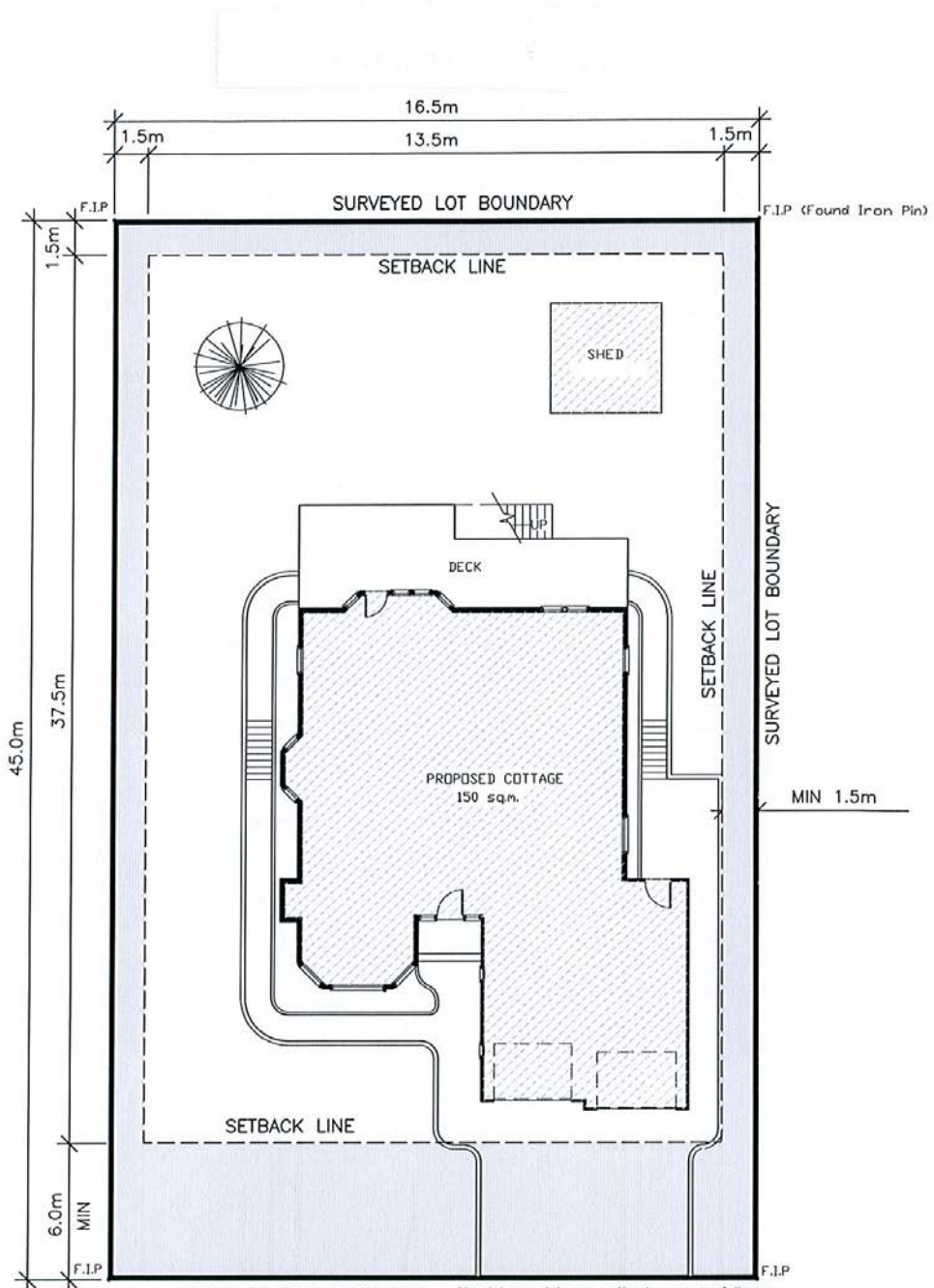
- The Ministry has established the following appeal process to review written requests related to the interpretation and application of the directives:
  - a) If a “development freeze” is imposed or an application for a Development/Building Permit, lease renewal or assignment of lease is refused, cancelled or imposes new terms and

conditions, the applicant will be provided with written notice which will document the decision and identify their options for appeal of the decision. Application for review of the decision is to be made within 60 days of the notice. Notice must be provided in writing to the Chair of the review panel:

Chair, Development Directive Review Panel for Saskatchewan Provincial Parks  
c/o Parks, Culture and Sport  
1st Floor, 3211 Albert Street  
REGINA SK S4S 5W6

- b) An appeal filing fee of \$100 must accompany all written appeals. Should an appeal be successful, the \$100 will be returned to the applicant or applied as a credit on their account. If an appeal is unsuccessful, the fee is forfeited to the Crown.
- c) The review panel consists of three members with one representative appointed from PCS, one representative nominated by the Saskatchewan Provincial Parks Cottage Owners Association (SPPCOA) and one independent “expert” nominated and supported by PCS and SPPCOA. A Panel Chair will also be identified (a member of PCS senior manager outside of Parks Service) who will be responsible for the administration of the review panel. The Chair will not play a role in the appeal and will not influence the decision.
- d) As the Minister responsible for PCS has the ultimate authority for the final decision, the panel will have the opportunity to communicate with the applicant and park management, review location information and the pertinent facts of the situation, call for witnesses or expertise as required, and meet to make a recommendation to the Deputy Minister, PCS. Notice of the final decision following a review will come from the Deputy Minister, PCS.

**APPENDIX A - LOT PLAN:**



Mandatory minimum setbacks are as follows:  
 - 5'-0" (1.5m) for back, sides and,  
 - 20'-0" (6.0m) for the front (street side).

The lessee is responsible for locating legal lot boundaries and utility lines.

**1** PLOT PLAN  
**5**  
 N.T.S.



## APPENDIX B - SLEEP SHEDS / SECOND STOREY SLEEP QUARTERS - REQUIREMENTS:

1. One room, single storey structures permitted (one per cottage lot), (Note – a second room for use as a bathroom is allowed if desired).
2. May not contain cooking facilities.
3. Will count as one of the maximum three accessory buildings permitted (second storey sleep quarters do not count as a separate additional accessory building).
4. To be included in the maximum 50 per cent aggregated total lot coverage and may not exceed the size of the dwelling.
5. Maximum height of 6m (20ft) from the lowest grade to the peak of the roof (SLEEP SHEDS ONLY).
6. Must be located at least 2.4m (8ft) from any other structures and cannot be located within the setback areas.
7. Provide clear access to the building for emergency/fire officials.
8. A development/building permit application is required for all sleep sheds/second storey sleep quarters, regardless of size (walk through inspections are required to be conducted by the Park Officials and/or Building Official).
9. Foundation in accordance with NBC Articles 9.35.3.3, 9.35.4.3 and 9.23.6.3.3.
  - a. Appropriately anchored (ground anchors); and
  - b. Can be on wood mudsills, slab on grade or standard foundations (as per 9.15).
10. Drainage in accordance with applicable articles in NBC Subsection 9.14.6.
  - a. Sloped gravel base and poly protection.
11. Framing in accordance with acceptable practices and NBC Subsection 9.23.
  - a. Beam, joist and lintels sized to Code; and
  - b. Rafters and roof framing installed as per Code.
12. Windows and doors in accordance with NBC Articles 9.7.2.1 and 9.7.5.2.
  - a. Windows sealed from water and precipitation; and
  - b. Windows and doors installed as per Code.
13. Electrical service in accordance with applicable articles in NBC Section 9.34 and the Canadian Electrical Code and *The Electrical Inspection Act, 1993*.
  - a. Electrical permit required; and
  - b. Electrical power is required with proper trenching and breakers.
14. Smoke alarms in accordance with NBC Subsection 9.10.19.
15. Permanent connections to an electrical circuit; and
  - a. No disconnect switch between the overcurrent device and the alarm.
16. Interior finish in accordance with applicable articles in NBC Section 9.29.
  - a. If finished must meet required flame-spread ratings and be nonflammable; and
  - b. Installation as per Code of all interior finishes.
17. Exterior finish in accordance with NBC Subsections 9.27 or 9.28.
  - a. Finished to protect building from precipitation; and
  - b. Installation of Cladding as per appropriate Code.
18. Roofing in accordance with NBC Subsection 9.26.
  - a. Finished to protect from precipitation (e.g. Shingles, metal or other as identified in the Code); and
  - b. Installation as per appropriate Code.
19. Fire Protection and egress in accordance with NBC Subsection 9.10 and 9.9
  - a. Sleeping rooms to have egress compliant window or exterior door.
20. If plumbing to the sleep shed/second storey sleep quarters is included, the structure will have to meet all building code requirements for residential occupancy.