

**Accessory Dwelling Unit Zoning Summary Information  
for Building Permit Application**

- Only one existing dwelling on the property (i.e. no garden suite, duplex etc.)
- One off street parking space to be provided for ADU, in addition to required spaces for existing dwelling unit (typically 2 spaces)
- ADU not permitted in a vacation home or in farm buildings
- ADU cannot be greater than 45% of existing dwelling (measured as usable floor area – measurements from interior walls.) \*\* see definition of useable floor area below (1-Z-2014, 2.170)
- ADU must be connected to municipal services or private well/ septic
- ADU not permitted in legal non-conforming structures (unless approved by Planning)
- 50% of the front yard has to be maintained as landscape/ open space
- ADUs are permitted in the following Zones: R1-A, R1-B, R2, R3, R4, RH, A

**If ADU is located in an Accessory Structure:**

- ADU can't be located closer than 3.3 meters to an interior lot line
- ADU cannot be located further than 30m from the existing dwelling unit
- ADU counts as part of maximum usable floor area for all accessory building specific to the zone
  1. 55 square meters in Urban Residential Zones (R1-R4)
  2. 100 square meters in the Hamlet Residential Zone (RH)
  3. 200 square meters in the Agricultural Zone (A)
- ARDU Height to comply with Accessory Building requirements
  1. 5 meters in Urban Residential Zones (R1-R4)
  2. 6 meters in Hamlet Residential Zone (RH)
  3. 8 meters in Agricultural Zone (A)

**If ADU is located in Existing Dwelling:**

- ADU has its own exterior entrance, entrance cannot face a public street or private road
- ADU cannot have access to primary unit through an internal wall or door

**\*\*“USABLE FLOOR AREA”**

shall mean the total area of all floors of a *building, outdoor patio or cafe, or dwelling unit* including:

- a) a hallway, aisle, stairway and corridor within a suite or unit;
- b) an internal wall and partition within a suite or unit;
- c) a storage room and storage area within a suite or unit;
- d) a *boatslip* in the case of a *boathouse*;
- e) a *habitable room* or area in the *basement* of a *dwelling*.

But excluding:

- a) an area occupied by a common area in a multi-tenant *building* including but not limited to a public stairwell, public or shared corridor and lobby;
- b) a mechanical shaft;
- c) an entry vestibule not within a *dwelling unit*;
- d) a garage attached to a *building*;
- e) an unfinished *basement* in a *dwelling* used for storage or laundry.

## Accessory Dwelling Unit Building Permit Checklist

**Note: Please ensure all dimensions are in metric for the items below**

Document	Information Required
Building Permit Application	<ul style="list-style-type: none"> <li><input type="radio"/> Fill out and complete the application form. Specify Accessory Residential Dwelling Unit (ADU) in “Description of proposed work” box</li> <li><input type="radio"/> Applicable fees determined must be paid</li> </ul>
Septic Permit Application	<ul style="list-style-type: none"> <li><input type="radio"/> Specify if ADU will be using municipal connections, existing well and septic connection, or a new septic and water source installed.</li> <li><input type="radio"/> Applicable forms for each type above apply, and will need to be filled out and completed</li> </ul>
Plot Plan	<ul style="list-style-type: none"> <li><input type="radio"/> Location of Existing Dwelling</li> <li><input type="radio"/> Location of ADU (either in existing dwelling or in accessory structure)</li> <li><input type="radio"/> All existing Accessory Buildings with Dimensions</li> <li><input type="radio"/> Distance from ADU to Existing Dwelling (if applicable)</li> <li><input type="radio"/> Location of Parking Space for ADU with dimensions</li> <li><input type="radio"/> Location of septic that ADU will be using (part of septic application)</li> <li><input type="radio"/> Location of entrance for ADU</li> </ul>
Existing Dwelling Drawings	<ul style="list-style-type: none"> <li><input type="radio"/> All rooms to be labeled and dimensioned</li> <li><input type="radio"/> If basement is finished, rooms to be labelled and dimensioned</li> <li><input type="radio"/> If basement is unfinished, specify this on drawings</li> </ul>
ADU Drawings	<ul style="list-style-type: none"> <li><input type="radio"/> All rooms to be labeled and dimensioned</li> <li><input type="radio"/> Height of Accessory Structure containing ADU from finished grade to peak</li> </ul>
Other	<ul style="list-style-type: none"> <li><input type="radio"/> Planning Application (if applicable)</li> </ul> <p><b>**If zoning review determines that the By Law requirements for the ADU are not met, a Planning application will be required. The building permit application then becomes incomplete until all planning approvals have been achieved.</b></p>

**\*\* The above information is required to ensure that your building permit application is given full consideration. An incomplete or improperly prepared application may not be accepted or may result in delays during the processing of the application.**