

- A minimum of 50% of the front yard shall be maintained as landscaped open space.
- Shall not be larger than 45% of the total useable floor area of the primary dwelling unit excluding any deck or unenclosed porch. It must also comply with section 3.2.1(g) for accessory structures permitted in the applicable zone.
- The Chief Building Official and his designate is responsible for the registration of each new accessory dwelling unit.
- Once a unit has been approved and a building permit issued, the permitted use shall apply to the property and not with the property owner.
- The approval and registration of an accessory dwelling unit may be revoked at any time by the General Manager of Planning and Development, the Chief Building Official, a By-law Enforcement Officer, the Fire Chief, or any of his/her designates should it become obvious or apparent that the accessory unit is no longer in compliance with applicable legislation, by-law, building code or fire code, or any other applicable law under their authorities.



## Complete Application

For questions regarding requirements for a municipal civic address, please contact our Geographic Information Systems Division by phone at 519-426-5870 or email [NorfolkGIS@norfolkcounty.ca](mailto:NorfolkGIS@norfolkcounty.ca).

The following information is required to ensure that your registration and 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.

A complete application for this type of development includes:

**Accessory Dwelling Unit Registration Form**

A complete ADU Registration Form consists of the completed property information and applicant information for the ADU.

**Accessory Dwelling Unit Building Permit Checklist**

A complete ADU Building Permit Checklist consists of completing a checklist of items required for the ADU building permit.

**A Building Permit Application Form & Fees**

A complete Building Permit Application Form is a ministry prescribed form that is required in order to apply for a building permit. Fees will be calculated according to value of construction.

**A Septic Application Form & Fees**

A complete Septic Application Form is a ministry prescribed form that is required in order to apply for a building permit. Fees will be calculated according to the type of septic you require.

Created Dec. 2020

## Planning and Development Division

185 Robinson Street Simcoe, ON N3Y 5L6  
519-426-5870 Ext. 6064 • [zoning@norfolkcounty.ca](mailto:zoning@norfolkcounty.ca)

# BUILDING AN ACCESSORY DWELLING UNIT



## What is an Accessory Dwelling Unit (ADU)?

The Zoning By-law 1-Z-2014 By-law defines it as:

a second unit and shall mean a self-contained dwelling unit, supplemental to the permitted primary residential dwelling unit of the property, which second unit has its own kitchen and bathroom.

### Where are they permitted?

- Urban Residential Type 1 Zone (R1)
- Urban Residential Type 2 Zone (R2)
- Urban Residential Type 3 Zone (R3)
- Urban Residential Type 4 Zone (R4)
- Hamlet Residential (RH)
- Agriculture (A)



## Zoning Compliance Information for ADUs

See Zoning By-Law 1-Z-2014, provision 3.2.3 for full details.

ADUs are allowed in single detached, semi-detached, street townhouses and in accessory buildings or structures. They must be located on the same lot as the primary dwelling and must comply with the following:

- Must meet legislation, regulation and by-law standards and requirements and all appropriate building permits must be issued prior to the construction;
- Shall be regulated by the applicable provisions pertaining to the primary use for each lot and by the provisions of subsection 3.2 Accessory Uses to Residential uses of this by-law as applicable;
- Can be permitted within existing primary residential units or within an accessory building or structure;
- Notwithstanding Subsection 3.2.3a) and in lieu of the applicable provisions of Subsection 3.2, where an ADU is located in an accessory building or structure, the following shall apply;
  - i. be nearer than 3.3m of a lot line within an interior side yard or rear yard
  - ii. shall not be located more than 30m from the primary dwelling unit
- Has its own exterior entrance separate from the exterior entrance to the primary dwelling unit, but is not allowed at an elevation or façade of the building that faces a public street or private road;
- Can not have a way of internal access to the primary dwelling unit, except that access to a primary and second dwelling through a common vestibule entry is permitted;



- One(1) parking space shall be provided for the ADU on the lot, in addition to the minimum required parking spaces for the primary dwelling unit, and in accordance to the Off Street Parking bylaw;
- The maximum number of residential dwelling units permitted per lot shall be two(2) including the ADU (for example; one ADU + primary dwelling unit)
- Is not permitted in a farm building, vacation home or any other dwelling intended for vacations, recreation, seasonal or short-term accommodation purposes. Where an ADU is located on a lot, a garden suite, boarding or lodging house, or rooming house are not permitted. If a garden suite, a boarding or lodging house, or rooming house exists on the lot, an ADU is not permitted
- Are not permitted in buildings with a legal non-conforming use unless relief from the Zoning By-law has been approved through a Zoning By-Law Amendment or Minor Variance in order to establish such ADU;
- Are only permitted in dwelling units connected to the municipal or private water services and sanitary sewer system or private septic systems;