

Zoning Clearance Certificate Requirements – Low Density Residential

ACCESSORY DWELLING UNITS

Checklist to be submitted with Consolidated Pre-Building Permit Application

Zoning Requirements	Applicant's response	Staff review (√ or n/a)
Zoning of property: only permitted in R1.1, R1.2, R2.1, R2.2, R2.3, R2.4, R3.1 and R3.2 zones		
Type of dwelling: only permitted in detached dwellings		
Lot Width: minimum lot width of 15 m required <ul style="list-style-type: none"> • <u>Exception</u>: Accessory dwelling units on lots less than 15 m in width may be permitted if the dwelling was established and contained an attached garage with a minimum internal width of 6 m prior to April 28, 2008 		
Accessory unit as percent of total floor area: <ul style="list-style-type: none"> • The floor area of the accessory dwelling unit cannot be more than 40% of the total floor area of the entire residential building. (A finished basement forming part of a dwelling unit is defined as floor area). 		
Area of rear yard amenity space: minimum 135 m² required <ul style="list-style-type: none"> • Includes open spaces, patios and balconies • Excludes area occupied at grade by buildings, parking and driveways 		
The accessory dwelling unit shall have its own exterior entrance separate from the exterior entrance to the principal dwelling unit. <ul style="list-style-type: none"> • The separate entrance to the accessory dwelling unit shall not be located on any elevation of the building facing a street. • Access to a principal and accessory unit through a common vestibule is permitted. 		
Number of Parking Spaces: 3 parking spaces are required (2 for the principal dwelling and 1 for the accessory unit)		
Parking for the principal dwelling and the accessory dwelling unit shall not be permitted in that portion of the rear yard defined as the area between the extension of the two lines projected backward from the two side walls of the dwelling		

Site Plan/Survey Requirements (Plans must be prepared in metric)	Applicant's initials or n/a	Staff review (√ or n/a)
Copy of an existing survey issued by an Ontario Land Surveyor (OLS) <ul style="list-style-type: none"> • The survey is used for reference purposes and must include 		

legible property dimensions		
Site Plan prepared in metric and printed to scale with legible dimensions; recommended scales are 1:100, 1:200, 1:250 and 1:300		
Provide lot width and depth dimensions		
Show location of separate exterior entrance for accessory dwelling unit		
Provide dimensions and calculations for rear yard amenity area		
<ol style="list-style-type: none"> List total floor area of building measured from outside wall to outside wall List total floor area of accessory unit measured from outside wall to outside wall OR outside wall to midpoint of shared wall Calculate floor area of accessory unit as a percentage of total building floor area 		
Driveways and walkways: see Part 1, Section 2.24 of Zoning By-law <ol style="list-style-type: none"> Dimension driveway length and width (width is measured at the widest point and perpendicular to the direction of travel) Dimension walkway widths at the widest point and perpendicular to the direction of travel 		
Parking Spaces: show parking space locations and dimensions <ul style="list-style-type: none"> minimum width is 2.75 m and minimum area is 16.5 m² per space label parking spaces "A" for accessory unit; and "P" for principal dwelling unit 		

Floor Plan Requirements (Metric dimensions must be included)	Applicant's initials or n/a	Staff review (✓ or n/a)
Provide floor plan for each floor, including basement		
Label all rooms, decks, porches, balconies		
Provide all outside dimensions		
If the basement is partially finished, provide internal dimensions and floor area for the finished section measured from outside wall to end of finished floor space or to midpoint of internal wall separating finished and unfinished space		
If applicable, provide internal dimensions of common/shared areas measured from outside wall to midpoint of internal wall		
Provide internal garage dimensions (width and depth) measured from inside wall to inside wall		
Show location of separate exterior entrance for accessory unit		
Outline accessory dwelling unit		

Elevation Drawing Requirements	Applicant's initials or n/a	Staff review (✓ or n/a)
Provide all elevations (front, rear, right, and left)		

Show location of separate exterior entrance for accessory unit		
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Definitions:

Accessory Dwelling Unit

One self-contained dwelling unit created through converting part of or adding on to one existing detached dwelling unit, also referred to as an additional residential unit in the Ontario Planning Act.

Dwelling Unit

A self-contained room or suite of rooms located in a building or structure that is operated as a housekeeping unit and is used or intended for use as residential premises by one household and which contains kitchen and bathroom facilities that are intended for the exclusive use of that household . . .

Notes:

1. If applicable, Committee of Adjustment File No. _____ Date of decision: _____

Note: Variance must clear appeal period and be final approved prior to issuance of Zoning Clearance Certificate

2. See Zoning By-law 2020, Part 2, Residential Zones Tables 2.3.1 and 2.3.1.1, and Part 16, Definitions, for complete information on accessory dwelling units