

Planning your **Additional Residential Unit (ARU)**



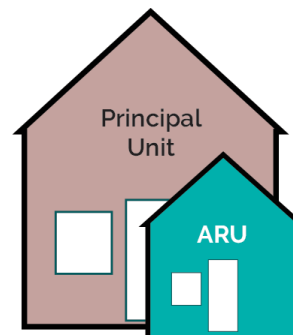
Additional Residential Unit (ARU)

Planning your Additional Residential Unit

Released Fall 2020 - County of Brant Development Services Department

Disclaimer

The information contained in this guide was compiled based on information available at the time this was produced. While this guide can be used as you plan your Additional Residential Unit project, the information herein, including regulations and costs, is subject to change and it is in the best interests of property owners and applicants who wish to pursue an Additional Residential Unit project to confirm all information in this planning guide prior to proceeding. For more information or assistance with your project, please contact the County of Brant Development Services Department.



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What is an Additional Residential Unit?

An Additional Residential Unit is a type of dwelling that is provided as a secondary dwelling unit on a property where there is an existing primary dwelling unit. Additional Residential Units can be inside an existing house, added on, or located in a detached accessory structure. These come in many shapes and sizes, and are commonly referred to as basement apartments, granny flats, coach homes, in-law suites, tiny homes, garage lofts and more. If the new additional unit is smaller than the primary unit on the property, it may qualify as an Additional Residential Unit.

Do I qualify for an Additional Residential Unit?

To see if a property qualifies for an Additional Residential Unit, the main factor that will need to be addressed is the type of sanitary and water servicing that is available to the property. If the property is on well and/or septic (private servicing), the County will need to make sure the property's size and services can handle any additional usage with the new Additional Residential Unit. With properties that have full municipal water and sanitary services, the County will need to verify that servicing capacity of the area will be able to handle the Additional Residential Unit.

There are also several requirements to apply for a building permit for an Additional Residential Unit. Depending on the current water and sanitary services, please review the lists below to see if the property might qualify for an Additional Residential Unit. Use the Additional Residential Unit Planning Worksheet, at the end of this guide, to help provide all relevant property information for staff to review.

I'm on private or partial services

Your property may qualify for an Additional Residential Unit if:

1. A residential use is permitted as a principal use of the lot
2. The lot is a minimum size of 0.4 hectares in area
3. A well and septic report is required with your building permit application to verify that any additional capacity and usage will be supported on the property
4. One (1) additional parking space can be provided on the property in accordance with the standard required by the County
5. The Additional Residential Unit has unobstructed pedestrian access from the street and/or driveway
6. There are no other Additional Residential Units or Garden Suites on the property
7. If the Additional Residential Unit is located within the primary dwelling, or attached to it, it is subject to the requirements for a dwelling in the applicable zone category (We've also included these later in this guide to help you out)

8. If the Additional Residential Unit is in a detached accessory structure, and not connected to the primary dwelling, it is subject to the requirements for accessory structures on the property as provided in Section 4 of By-Law 61-16. (We've also included these later in this guide to help you out)
9. The Additional Residential Unit must meet all applicable requirements of the Ontario Building Code and Ontario Fire Code and requires an approved building permit for the additional unit
10. The Additional Residential Unit is located within 40.0 metres of the closest portion of the principal dwelling unit

I'm on full municipal services

Your property may qualify for an Additional Residential Unit if:

1. A residential use is permitted as a principal use of the property
2. Municipal water/sanitary services and capacity are available to the property, as verified by the County of Brant
3. The Additional Residential Unit has unobstructed pedestrian access from the street and/or driveway
4. There are no other Additional Residential Units or Garden Suites on the property
5. One (1) additional parking space can be provided on the property in accordance with the standard required by the County
6. If the Additional Residential Unit is located within the primary dwelling, or attached thereto, the Additional Residential unit must meet the requirements for a dwelling in the applicable zone category (We've also included these later in this guide to help you out)
7. If the Additional Residential Unit is in a detached accessory structure, and not connected to the primary dwelling, the Additional Residential Unit must meet the requirements for accessory structures on the property in accordance with Section 4 of By-Law 61-16. (We've also included these later in this guide to help you out)
8. The Additional Residential Unit must meet all applicable requirements of the Ontario Building Code and Ontario Fire Code and requires an approved building permit to establish the additional residential unit.

What are my setback and size requirements?

The requirements for how large, how tall and where on your property you can build the Additional Residential Unit will depend on a few different factors. First, it will depend on the zone category that applies to your property and if you are building a unit that is attached to the primary house or detached from it.

Use the information below to help determine what requirements may apply to your property. Please note that the information below is provided as a summary of the overall requirements and certain properties may have specific requirements that are not listed below. If you need help finding out what your property is zoned, please visit www.brant.ca/zoning or contact the County of Brant Planning staff at planning@brant.ca.

Keep in mind that every property is different and there may be other factors that impact the size you can build, such as the setbacks from your property lines, well and septic. The information below is provided to give residents a starting point and once reviewed, the County of Brant Planning team will determine what permissions will apply to your property to help move the project forward.

What does my zoning mean?

Every property in the County of Brant is zoned a particular zoning category. A property's zoning helps lay out what uses are permitted on the property and where structures can be placed. The zoning on your property will help you determine what requirements will apply to your Additional Residential Unit project for things like maximum floor area, height and required setbacks from your property lines. **Listed below are the common zone categories that will allow for an Additional Residential Unit project:**

Agriculture (A)	Non-Urban Residential (SR, RH & RR)	Urban Residential (R1, R2, RM1, RM2 & RM3)
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How far from my property lines do I have to be?

The requirements for the property line setbacks of an Additional Residential Unit will be dependent on whether the Additional Residential Unit is inside/attached to the primary house (such as a basement apartment), or if it will be detached from the primary house (such as a tiny home). The requirements will also vary based on the property's zoning and are illustrated in the tables below.

My Additional Residential Unit will be inside or attached to my main house

	Agriculture	Non-Urban Residential RR	Non-Urban Residential SR & RH	Urban Residential
From any property line along a street	10.0 metres	20.0 metres	7.5 metres	4.5 metres
From side property lines	4.0 metres	5.0 metres	1.5 metres	1.2 metres
From a rear property line	10.0 metres	15.0 metres	7.5 metres	6.0 metres

*Please note that any openings such as windows and doors may impact the location of an Additional Residential Unit. These details are governed by the Ontario Building Code.

My Additional Residential Unit will be detached from my primary house

	Agriculture	Non-Urban Residential RR	Non-Urban Residential SR & RH	Urban Residential
From any property line along a street	10.0 metres	20.0 metres	7.5 metres	4.5 metres
From side property lines	3.0 metres	1.5 metres	1.5 metres	1.2 metres
From a rear property line	3.0 metres	1.5 metres	1.5 metres	1.2 metres

*Please note that any openings such as windows and doors may impact the location of an Additional Residential Unit. These details are governed by the Ontario Building Code.

How large and how tall can I build?

The requirements for the maximum size and height of an Additional Residential Unit will also be dependent on whether you are planning an Additional Residential Unit that is inside/attached to your primary house (such as a basement apartment), or if it will be detached from the primary house (such as a tiny home). The requirements will also vary based on the property's zoning and are illustrated in the tables below.

My Additional Residential Unit will be inside or attached to my primary house

To determine the maximum size you can build, you'll have to add the footprint area of your existing house and any accessory structures with the size of your proposed Additional Residential Unit to make sure it doesn't exceed the maximum coverage percentage of your lot area.

	Agriculture	Non-Urban Residential		Urban Residential
		RR	SR & RH	
Maximum Lot Coverage (all structures)	30% of lot area	30% of lot area	30% of lot area	45% of lot area
Maximum Height	10.0 metres	10.5 metres	10.5 metres	10.5 metres

My Additional Residential Unit will be detached from my primary house

To determine the maximum size for the detached Additional Residential Unit, add together the area of all existing accessory structures. This would include an uncovered deck if it's over 2 feet above grade, detached garages, sheds, gazebos, or other accessory structures. The next step is to subtract the existing accessory coverage number from the maximum noted in the table below to get the maximum size of the Additional Residential Unit that can be built. For example, if your property is zoned Agriculture and you have a detached garage and uncovered deck that totals 140 square metres, you'll subtract this from the maximum 200 square metres to determine that you may be able to build an Additional Residential Unit that is 60 square metres.

When calculating the maximum lot coverage percentage for your Additional Residential Unit, keep in mind that the property also has a maximum lot coverage that applies to all structures on the property, including the primary dwelling. In most cases, you'll hit the maximum floor area number before you'll hit your total lot coverage. However, in some cases 15% of your lot area may be smaller than the maximum permitted floor area. If this is the case, the smaller number will prevail as the maximum. For example, on an Urban Residential property that is 400 square metres, 15% of the property area is 60 square metres. Because this is less than the 95 square metres, the 60 square metres would become your maximum.

For questions regarding the maximum permissible sizes, please contact the Development Planning Division at planning@brant.ca or 519.44BRANT (519.442.7268) | 1.855.44BRANT

The table below is provided as a guide to determining the **maximum size permissions** as you consider your project.

	Agriculture	Non-Urban Residential		Urban Residential
		RR	SR & RH	
Maximum floor area for all accessory structures (area, in metres squared)	200 square metres	140 square metres	140 square metres	95 square metres
Maximum lot coverage for all accessory structures (% of lot area)	15%	15%	15%	15%
Maximum Height (in metres)	5.0 metres	5.0 metres	5.0 metres	4.5 metres

*Please note that any openings such as windows and doors may impact the location of an Additional Residential Unit. These details are governed by the Ontario Building Code.

I don't quite qualify, so what can I do?

If the property or project doesn't meet the requirements needed to make it eligible for a building permit, **you may be able to pursue a Minor Variance to ask permission from our Committee of Adjustment to have your Additional Residential Unit project move forward.** Dependent on the requirement(s) your project doesn't meet, you'll need to let us know that your project will not have negative impacts on things like parking, water quality and quantity, septic attenuation, the character of the neighbourhood and the privacy of neighboring properties. This justification will be dependent on what requirement(s) the project doesn't meet and you may need the assistance of a hired professional planner and/or engineer to help you prepare your application.

Going through the Minor Variance process requires additional time and cost but it will help ensure that the project is done safely and can meet the intent of the policies in place. This is a public process that allows a neighbourhood to get involved and have their input on whether they think an application is suitable or not. The Committee of Adjustment will make the decision on the application and consider granting a variance if the criteria of the 'four tests of a minor variance' (as outlined within The Planning Act) can be met. **These criteria are as follows:**

1. The application is *minor in nature*,
2. The variance will be *promoting the appropriate development* or use of the property,
3. The general intent and purpose of the municipal *Zoning By-Law is maintained*, and
4. The general intent and purpose of the municipal *Official Plan is maintained*.

If you are considering a minor variance application for your project, it is best to talk to your neighbours to hear their feedback and address any concerns they may raise. It is also best to contact and meet with Planning staff about the minor variance application in order to learn more about the submission requirements, application process, timeliness, fees and policy requirements before applying. For more information, please contact the Development Planning Division at planning@brant.ca or 519.44BRANT (519.442.7268) | 1.855.44BRANT.

How do I get a building permit?

A building permit will be required to establish your Additional Residential Unit. There may be different Ontario Building Code requirements for your project depending if you are renovating an old or new house to create the new unit, if you're putting an addition on your house, converting an accessory structure, or building a completely new detached accessory structure. Different properties and building types may have different submission requirements and fees. If you need assistance with your building permit application, please contact our Building Division at building@brant.ca or 519.44BRANT (519.442.7268) | 1.855.44BRANT.

What kind of fees will apply to my project?

Development Charges

Development Charges are a **one-time fee levied by municipalities on new residential and non-residential properties that help pay for a portion of the growth-related infrastructure projects.** As the County of Brant continues to grow, we need to make sure each new dwelling unit is accounted for when considering updated infrastructure and services. These charges are applied when constructing a new dwelling on a property that previously had no residence.

In most cases, Development Charges currently do not apply to Additional Residential Unit projects. For more information on Development Charges, please check the County of Brant website or contact our Building Division at building@brant.ca for assistance.

Building Permit Fees

Building permit fees for residential buildings are a minimum fee of \$80.00 and are calculated based on a percentage of the construction value of your project. These fees can be found on the Building Division web page www.brant.ca/Building or by contacting our Building Division directly at building@brant.ca or **519.44BRANT**. As building permit fees are subject to change, please verify any fees and charges with County Staff before preparing payment for your application.

What documents will I need for my building permit application?

To submit for a building permit, you'll need to provide the following paperwork to help staff review your project:

- A [complete and signed permit application form](#)
 - Including [Designer information 'Schedule 1'](#) corresponding with the designer's name and BCIN on all drawings submitted with the application
- A copy of the Property Deed
- A copy of the Approved Zoning/Grading Site Plan and Additional Residential Unit Planning Checklist
 - A site plan illustrating the size and setbacks of the Additional Residential Unit, the location of wells, septic, and all other site services can be submitted to building@brant.ca along with the Additional Residential Unit Planning Checklist found at the end of this guide to obtain this approval.
- A complete set of construction drawings, drawn to scale, including applicable:
 - Foundation Plans (size of walls, footings, and piers)
 - Floor Plans (overall dimensions, room names, structure information etc.)
 - Building Elevations (from all sides showing wall and roof height, window, and door locations, etc.)
 - Cross Sections (through the wall from footings to roof noting all materials in the foundation, wall, and roof assembly)
- A Heat Loss/Gain Calculation and Mechanical Ventilation Design Summary/Layout
 - Provided along with calculations - Schedule 1: Designer Information
- An Energy Efficiency Design Summary form and applicable supporting documents
- A Copy of the Truss Layout for roof and/or floor layout
- A copy of the Well and Septic Report and/or Permit
- Other applicable approvals / supporting documentation may apply:
 - **Conservation Authority** permit or written permission (Grand River Conservation Authority / Long Point Regulatory Conservation Authority)
 - **Proof of address** for the Additional Residential Unit (which may require the purchase of an additional blue 9-1-1 address plate, and can be obtained by emailing planning@brant.ca)
 - **Proof of Municipal Servicing Capacity** for the Additional Residential Unit (obtained by emailing the County of Brant Development Engineering Division)
 - A **Minimum Distance Separation 1 Calculation** for properties in rural areas, as required by the Ontario Ministry of Agriculture, Food and Rural Affairs to ensure that the new dwelling will not impact surrounding livestock facilities and vice versa. (More information on this can be found in the FAQs section of this guide)

As each construction project is a little bit different, please verify any requirements for your building permit submission with staff in advance. Contact our Building Division directly at building@brant.ca or 519.44BRANT for assistance.

Frequently Asked Questions about ARUs

Does my Additional Residential Unit need a separate address?

Yes, please contact planning@brant.ca to have an address assigned to your Additional Residential Unit. This address will be assigned as a secondary address to the property to ensure the safety of the people residing in both dwelling units.

Can an Additional Residential Unit be severed and sold separately?

No. The intent of an Additional Residential Unit is that it is an additional unit on a property where a primary dwelling unit already exists. The direction from the Province of Ontario is that Additional Residential Units must remain part of the primary dwelling's property and cannot be severed and sold separately. Most notably in our Agricultural and rural areas, an Additional Residential Unit is a way to add another dwelling to a potentially underutilized property but will not be permitted to be severed. These policies help us avoid things like fragmentation of prime agricultural land and negative impacts on surrounding farm operations.

Can I have more than one (1) Additional Residential Unit on my property?

No. The Official Plan policies and Zoning By-Law requirements will only permit one Additional Residential Unit per property at this time. This policy will also apply to properties with a garden suite or an additional unit that may be considered legal non-conforming.

Do I need insurance on my Additional Residential Unit?

Yes. You will need to contact your individual insurance provider for quotes and information on coverage for your Additional Residential Unit.

I need a Minimum Distance Separation Calculation for my Additional Residential Unit, where do I start?

A Minimum Distance Separation Calculation is required when your property is in a rural or agricultural area, outside of one of our settlement areas within the Official Plan. This is a requirement of the Province of Ontario to make sure that any new residential uses in these areas will not negatively impact the surrounding farm operations that have livestock. Because livestock operations can involve sound, lights and smells that may generate complaints from nearby residents, a Minimum Distance Separation calculation is one way to make sure that we are appropriately separating these types of uses. Applicants are required to provide the information necessary for the County of Brant Planning staff to review a Minimum Distance Separation calculation. This may include information from nearby livestock operations such as the type of livestock, capacity of the barn, and type of manure system and storage. In some instances, it may be helpful to an applicant to hire [a land-use planning consultant or a nutrient management consultant](#) to undertake the Minimum Distance Separation calculation on their behalf.

How do I connect my Additional Residential Unit to proper services?

In most cases, you will need to connect your Additional Residential Unit to water and wastewater services through the existing dwelling. While you can have your services metered separately between the primary house and the Additional Residential Unit, your services will likely be provided through the

existing services to your property. You will need to contact the appropriate service providers, and in some cases, a qualified professional that can advise if your current service connections can accommodate the increase in service use, or if you will need to pay to have your services upgraded. Listed below are the common service providers in the County of Brant and who should be contacted for more information:

Municipal Water and Sanitary Services

- County of Brant Public Works Division (519-44BRANT or publicworks@brant.ca)

Hydro Services

- Energy Plus (519.442.2215 or www.energyplus.ca)
- Hydro One (1.888.664.9376 or www.hydroone.com)

Well and Septic Services

- A qualified plumbing and/or septic professional

Natural Gas Services

- Enbridge / Union Gas (1.888.774.3111 or www.uniongas.com)

Will an Additional Residential Unit affect my property taxes?

Yes. Your property taxes will increase because you are adding a use and/or structure to your property. Please contact the Municipal Property Assessment Corporation for more information on a property assessment and incremental increase to your property taxes. More information can be found at www.mpac.ca or by contacting the County of Brant Tax Division at tax@brant.ca

What can I do if my property is not eligible?

If your property does not meet the requirements, you may not be able to have an Additional Residential Unit. In cases where your property cannot meet Zoning standards by only a very small amount, you may be able to apply to the Committee of Adjustment for a minor variance. Please note, however, that certain standards cannot be 'varied'. For example, if your lot is on private servicing and a hydrogeological report and/or septic and well report show that the property cannot safely support the extra unit, you will not be able to build an Additional Residential Unit. When you apply to vary certain standards, County of Brant Planning Staff will assess each application on a case-by-case basis. The application will be assessed based on the information submitted and the policy framework in place. If you have questions about a possible application, please review the section of this guide called "I don't quite qualify" and feel free to reach out to Planning staff for assistance.

Additional Residential Unit Planning Worksheet

This helpful worksheet can assist you with calculating the size, height, and setbacks of your Additional Residential Unit. It will also help staff review your proposal to provide you with any requirements you might need to get your building permit.

Will an Additional Residential Unit affect my property taxes?

Yes. Your property taxes will increase because you are adding a use and/or structure to your property. Please contact the Municipal Property Assessment Corporation for more information on a property assessment and incremental increase to your property taxes. More information can be found at www.mpac.ca or by contacting the County of Brant Tax Division at tax@brant.ca

What can I do if my property is not eligible?

If your property does not meet the requirements, you may not be able to have an Additional Residential Unit. In cases where your property cannot meet Zoning standards by only a very small amount, you may be able to apply to the Committee of Adjustment for a minor variance. More information on this process is outlined on page 9 of this guide. Please note, however, that certain standards cannot be 'varied'. For example, if your lot is on private servicing and a hydrogeological report and/or septic and well report show that the property cannot safely support the extra unit, you will not be able to build an Additional Residential Unit. When you apply to vary certain standards, County of Brant Planning Staff will assess each application on a case-by-case basis. The application will be assessed based on the information submitted and the policy framework in place. If you have questions about a possible application, please review the section of this guide called "I don't quite qualify" and feel free to reach out to Planning staff for assistance.

Additional Residential Unit Planning Worksheet

Attached is a helpful worksheet to assist you with calculating the size, height, and setbacks of your Additional Residential Unit. It will also help staff review your proposal to provide you with any requirements you might need to get your building permit. To get started with your project, simply fill out the information requested on the worksheet, attach a simple site plan showing where you plan to put your Additional Residential Unit on your property, and submit it to staff at building@brant.ca for review. Please see next page for more information or visit www.brant.ca/ARUWorksheet to print your copy and submit it with your permit application.



Additional Residential Unit Planning Worksheet

Date:

Attached Unit

Detached Unit

Municipal Services

Well and/or Septic

Address:

Number of existing dwelling units:

Area of existing dwelling (footprint):

Area of existing Accessory
Structure(s) (footprint):

Floor area of proposed unit (ARU):

Height of proposed (ARU) if detached:

*Distance to closest property line:

*Distance from main dwelling:

*Number of existing parking spaces:

*Are you able to provide **one additional** parking space on
the property measuring 2.8m x 5.5m (9.19ft x 18.04ft)?

Yes

No

Contact Information:

Name (first and last):

Email Address:

Phone Number:

I have included a site plan with this worksheet*

Yes

No

*Please label all setbacks to property lines / structures, and the size of all structures on the attached site plan.