	<p><b>ADDITIONAL DWELLING UNIT (DETACHED) SITE PLAN APPLICATION</b></p> <p>Planning Division – 200 King Street West, 6<sup>th</sup> Floor P.O. Box 1118, Kitchener ON N2G 4G7 519-741-2426; <a href="mailto:planning@kitchener.ca">planning@kitchener.ca</a></p>
---	--

**USING THE APPLICATION FORM**

This application form is to be used to apply for a site plan application for an Additional Dwelling Unit (Detached). The Site Plan ensures zoning and other regulations are met. This facilitates the subsequent issuance of a Building Permit (to be applied for separately).

**BEFORE YOU APPLY** Complete the checklist prior to submitting the Site Plan application for the Additional Dwelling Unit (Detached):

- I have confirmed that there are full municipal services available at the subject property.
- I am aware that properties in Kitchener are allowed only one set of municipal services to the street (sanitary & water) and that the Additional Dwelling Unit (Detached) must connect to these on private property.
- I am aware that the Building Code requires that the water line to the Additional Dwelling Unit (Detached) be a minimum of 3/4 inches in diameter and the sanitary line to be 3 inches in diameter with a cleanout every 15 metres. If this is not available on the subject property, I will be required to upgrade the water line to the municipal/regional street.
- I am aware that I should contact utilities providers separately and early in the process to arrange for hydro, water, and gas services to be provided to the Additional Dwelling Unit (Detached).
- I have confirmed whether the subject property is listed or designated under the Ontario Heritage Act. If so, a Heritage Impact Assessment and/or Heritage Permit Application may be required prior to the issuance of a Building Permit. Email [heritage@kitchener.ca](mailto:heritage@kitchener.ca) to inquire if a property is listed or designated.
- I have confirmed whether the subject property is within the [Grand River Conservation Authority's \(GRCA\) regulated area](#). If it is, I understand that the Stamp Plan 'B' and any subsequent Building Permits may not be issued until all GRCA requirements are met.
- I am aware that upon approval of the site plan application, a courtesy notice will be mailed to all properties within 30 metres of the subject property advising of the approval, and that issuance of Building Permits and subsequent construction will occur.
- I am aware that the Building Code requires any wall located closer than 1.2 metres (4 feet) from a property line is required (1) to have a 45-minute fire resistance rating and are (2) not allowed any windows.
- I am aware that dwelling units on properties abutting a railway right-of-way are subject to zoning setback requirements ([Section 5.23](#))
- I am aware that any building over 108 square feet in area proposed to be removed requires a Demolition Permit from the City's Building Division. Contact Building at [building@kitchener.ca](mailto:building@kitchener.ca).
- I am aware that impacts to any trees (including removal) on shared property line(s) requires written permission from all property owners prior to Site Plan approval and any tree removal or impacts. I am also aware that where any trees may be impacted by the proposed location of the Additional Dwelling Unit (Detached), further studies such as an arborist report may be required.
- The owner is aware that it is their responsibility to provide any parking spaces for tenants of the Additional Dwelling Unit (Detached) on private property and agrees to advise future tenants of any parking constraints. City of Kitchener on-street parking spaces are not to be relied upon as a parking space for future tenants.
- I am aware of the ADU Address Sign requirements including installation of a permanent sign on the property for emergency purposes.
- Are there any known easements, rights-of-way, restrictive covenants or other rights over adjacent properties (e.g. mutual driveways), affecting the subject property?

Yes  No  If yes, please explain: \_\_\_\_\_

## **SITE PLAN APPLICATION PROCEDURE:**

Site Plan applications typically take **8-10 weeks** to receive approval. The process generally involves the following steps:

1. The application is received and reviewed by Planning staff to ensure all required information is provided on the application form, that the appropriate fee is submitted, and that drawings are submitted in accordance with the City's requirements.
2. Planning staff will review the proposed site plan and circulate to other city departments and outside agencies as may be required. The applicant will be advised of any required revisions to the site plan.
3. The applicant will revise the site plan as may be necessary and resubmit the updated site plan.
4. Following receipt of the final site plan that addresses any staff comments, the applicant will receive an approval letter and stamped approved site plan. The Building Permit for Additional Dwelling Unit (Detached) may be issued at the completion of this step.
5. A courtesy notice will be mailed to all property owners within 30 metres of the subject property. The purpose of the notice is to advise nearby residents of the approval and that they can expect construction in the near future.

## **COMPLETENESS OF THIS APPLICATION**

The information requested in this application must be provided by the applicant and will be used to process the application. Prior to acceptance of the application, all information and drawings along with the required fee are to be submitted. If the application is incomplete, the City may return the application or refuse further consideration of the application until receipt of all the required information and fees have been provided.

Please note that this application contains two sections which must be completed by the applicant.

### **SECTION ONE – Submission Requirements and Fees**

### **SECTION TWO – Application Information**

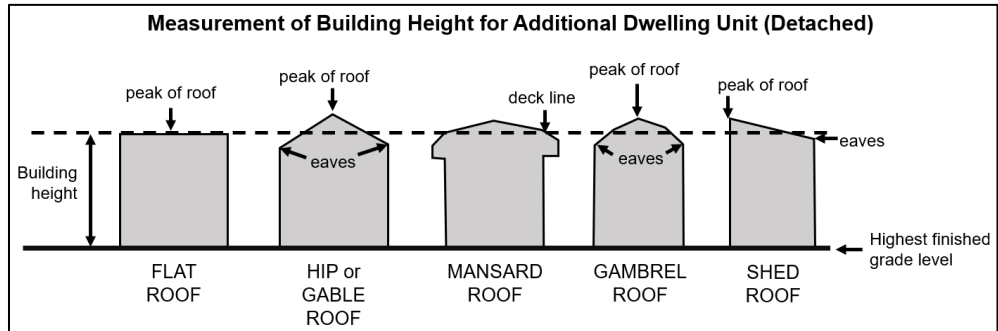
## SECTION ONE: SUBMISSION REQUIREMENTS & FEES

### Digital Submission Requirements:

1.  A completed application form & scanned copy of the application fee cheque;
2.  Site plan on 1 page that is drawn to scale in metric showing:
  - Property lines;
  - Lot width;
  - All trees including driplines on or overhanging the subject property
  - Any trees proposed to be removed labelled with 'tree to be removed' and/or an 'X'
  - 1.1-metre-wide walkway from entrance of the Additional Dwelling Unit (Detached) to the street. The walkway must be a different material than the driveway and cannot have a parking space within it;
  - Footprint of existing and proposed buildings (including the main house, sheds, detached garages etc.) and any buildings proposed to be removed;
  - Setbacks of main house to property lines;
  - Setbacks of Additional Dwelling Unit (Detached) to property lines;
  - Distance between main house and the Additional Dwelling Unit (Detached);
  - Measurements confirming (1) that the distance from property line to the nearest fire hydrant is 90 metres or less and (2) confirming that one of the two following requirements from [Appendix 2 of the City's Emergency Services Policy](#) are met:
    - **Option 1:** 30 metres of fire hose length can reach (along a path of travel) from a fire truck parked on the street to the entrance of the Additional Dwelling Unit (Detached) along an unobstructed path of travel; **OR,**
    - **Option 2:** 60 metres of fire hose length can reach from a fire truck parked on the street (along a path of travel) from a fire truck parked on the street to the most remote room of the Additional Dwelling Unit (Detached) along an unobstructed path of travel. **If Option 2 is used, include ADU floor plans with the application.**
  - The location of the ADU Address Sign with label "**ADU Address Sign – 1 Metre Above Ground and Facing Roadway**". It must be (1) located within 1 metre of the walkway that leads to the Additional Dwelling Unit (Detached) and (2) within 1 metre of the front property line. The sign must be manufactured to the following standards:
    - 6"/15cm high with a length appropriate to fit the assigned unit identifier;
    - Contact [planning@kitchener.ca](mailto:planning@kitchener.ca) to obtain a unit identifier;
    - Characters shall be 4"/10cm high; and,
    - The sign shall have white characters on a green reflective background on both sides of the sign.
  - Parking spaces including dimensions. 1 parking space per dwelling unit is required. The size requirements are as follows:
    - **Inside a garage:** 3.04 metres in width by 5.49m in length;
    - **On a driveway:** 2.6 metres in width by 5.5 m in length;
  - The following table, with the 'Property Statistics' column completed:

	Zoning Requirement	Property Statistics
Current Zoning – <a href="#">Look up your zoning</a>	<i>i.e. R-4</i>	<i>[do not fill in here, include on site plan]</i>
Lot Width	13.1 m	<i>[do not fill in here, include on site plan]</i>
Lot Area	395 m <sup>2</sup>	<i>[do not fill in here, include on site plan]</i>
Floor Area of Main House (minus basement)	n/a	<i>[do not fill in here, include on site plan]</i>
Building Floor Area of Additional Dwelling Unit (Detached), excluding any basement	Maximum of 50% of the floor area of main house, to a maximum of 80 m <sup>2</sup>	<i>[do not fill in here, include on site plan]</i>
Lot coverage of <b>all</b> accessory buildings	Maximum of 15%	<i>[do not fill in here, include on site plan]</i>
Total lot coverage (main house + all accessory structures)	Maximum of 55%	<i>[do not fill in here, include on site plan]</i>
Total # of units on the property	Maximum of 3 dwelling units	<i>[do not fill in here, include on site plan]</i>

3.  Building elevations **of all 4 sides** of the Additional Dwelling Unit (Detached) showing:
- Area (m<sup>2</sup>) and dimensions (in metres) of any outside window openings of the Additional Dwelling Unit (Detached).
  - The height (metric) from highest finished grade **(1) to eaves** and **(2) to the peak of the roof**. The elevations should confirm that the following maximum building height requirements are met:
    - 4.5 metres for a hip, gable, shed, or gambrel roof, measured to the mid point between the eaves and the peak of the roof, excluding the eaves of any projections;
    - 4.5 metres for a mansard roof, measured to the deck line;
    - 3 metres for a flat roof, measured to the peak of the roof;



4.  Building elevations of the side(s) of the main house which face the Additional Dwelling Unit (Detached) showing:
- Height and width of all wall(s) of the main house (including roofline) which face the Additional Dwelling Unit (Detached);
  - Area (m<sup>2</sup>) and dimensions (in metres) of all window openings of the wall(s) facing the Additional Dwelling Unit (Detached);
  - If you are unclear about which wall(s) of the main house **face** the Additional Dwelling Unit (Detached), contact the Building Division at [building@kitchener.ca](mailto:building@kitchener.ca);

5.  **If boundary trees are proposed to be impacted or removed**, a written letter of permission from all property owners.

6.  Clean Water Act Requirements:

**Is the subject site located within a Source Protection Area?** Yes  No

If **YES**, obtain a Notice of Source Protection Plan Compliance (Section 59 Notice) from the Regional Municipality of Waterloo

For more information, visit the Region’s website at: <http://www.regionofwaterloo.ca/sourceprotection>

7.  All submission materials shall be provided in one email through [planning.applications@kitchener.ca](mailto:planning.applications@kitchener.ca) (maximum 10MB); for larger files please upload directly to the City’s **ShareFile** account with corresponding email to advise that the application has been submitted. To get access to the City’s ShareFile account contact the **Planning Division** (519-741-2426) [planning.applications@kitchener.ca](mailto:planning.applications@kitchener.ca).

8.  Paper Submission Requirements:

- Completed application form and fee (cheque) mailed or delivered to **City Hall, Planning Division** to the attention of **Garett Stevenson**. Appropriate Fee Fees are payable by cheque only. Please make cheques payable to the City of Kitchener.

**FEE:** Stamp Plan ‘B’ for Additional Dwelling Unit **\$522.00**

## SECTION TWO: APPLICATION INFORMATION

### Description of Property

Municipal Address:
Assessment Roll number:
Legal Description:
Lot Area (square metres):
Lot Width (metres): (the horizontal distance between the side lot lines measured at the minimum required front yard)
Building Floor Area of Principal Dwelling (excluding basement, in square metres):

### Current and Proposed Land Use

Zoning:
How many dwelling units exist on the property today:
Please describe the proposal (e.g. ADU only or ADU and duplexing the existing house): _____ _____ _____

### Registered Owner

Name:		
Principal of Company (if Owner is a Company Name):		
Address:		
City/Province:	Postal Code:	
Phone:	Ext:	Email:

**Applicant** (If other than the registered owner, written authorization from registered owner must accompany the application – see Applicant Authorization page)

The applicant is the primary contact during the site plan process .

Name of Primary Contact:		
Company Name:		
Address:		
City/Province:		Postal Code:
Phone:	Ext:	Email:

**All persons or institutions who have any mortgage, charge or encumbrance on the property**

Name:		
Principal of Company (If Owner is a Company Name:		
Address:		
City/Province:		Postal Code:
Phone:	Ext:	Email:

### OWNER Submission Acknowledgements & Applicant Authorization

**I fully understand that:**

1. This application and all studies in support of this application may be made available for public review pursuant to the provisions of the Freedom of Information and Protection of Privacy Act.
2. Information on this form is collected under the authority of the Planning Act and will be used to determine compliance with the City of Kitchener by-laws.
3. Plans submitted in conjunction with this application are not reviewed for compliance with the Ontario Building Code (O.B.C.) and related regulations. It is the responsibility of the owner/agent and designer to ensure that all plans submitted with this application comply with the basic requirements of the O.B.C. If you need assistance in determining whether your plans comply with the O.B.C. please contact the Building Division, [building@kitchener.ca](mailto:building@kitchener.ca) or 519-741-2433.
4. There may be additional approvals (e.g. building permit, etc.) and additional fees and charges (e.g. building permit fee, off-site works to add new service connection to the street, cash-in-lieu parkland dedication, etc.) associated with any development approved in conjunction with this application.
5. Additional information may be required to assist the City in assessing the application and that the City may not be able to process the application unless the additional information is submitted.
6. Projects requiring site plan approval cannot obtain any building permit until final site plan approval has been granted by the City.
7. All submitted drawing(s) and information provided are to be accurate and current, Inaccurate drawings may cause a lack of compliance with City By-laws resulting in an invalid site plan approval. The City is not responsible for the accuracy of the submitted drawing(s).
8. Submission of this application constitutes consent for authorized municipal staff to enter upon the subject property for the purpose of conducting surveys and tests that may be necessary for the evaluation of this application.
9. The owner is responsible to provide any parking spaces for tenants of the ADU on private property and agrees to advise future tenants of any parking constraints. City of Kitchener on-street parking spaces are not to be relied upon as a parking space for future tenants.
10. **Further, I agree not to cut or destroy any vegetation on the subject lands (including vegetation both within and outside of woodlots) and not to re-grade the site during the processing of this application.**

11. I/we \_\_\_\_\_, the registered owner(s) of  
 \_\_\_\_\_ have read and agree with the above acknowledgements.  
 (Municipal address or legal description)

***(Fill in authorization only if necessary)***

Further, I/we hereby authorize \_\_\_\_\_ to act as agent for the Site Plan Approval Application which relates to the above noted lands.

\_\_\_\_\_  
Owner Name *(please print)*

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date