



**THE CORPORATION OF THE TOWNSHIP OF WOOLWICH**  
 P.O. Box 158, 24 Church Street West, Elmira, ON N3B 2Z6  
 PHONE: 519-669-1647 or 1-877-969-0094  
 EMAIL – [planning@woolwich.ca](mailto:planning@woolwich.ca)

**APPLICATION FOR ZONING COMPLIANCE CERTIFICATE**

means a Certificate of Occupancy pursuant to Section 34(6) of the *Planning Act* and  
 Section 2.12 of Zoning By-law 26-2024

Owner _____	Applicant _____
Address _____	Address _____
_____	_____
_____	_____
Postal Code _____	Postal Code _____
Telephone Number _____	Telephone Number _____
Email _____	Email _____

Property Description:

Municipal Address \_\_\_\_\_

Proposed Use:

\_\_\_\_\_

\_\_\_\_\_

Floor Area by Specific Use (list below or provide details on required floor plan)

Use _____	Area _____
Use _____	Area _____
Use _____	Area _____

Number of Parking Spaces Proposed \_\_\_\_\_ Number of Loading Spaces Proposed \_\_\_\_\_

\_\_\_\_\_  
 Date Signature

**This application must be accompanied by a detailed SITE PLAN, FLOOR PLAN, and ELEVATION PLAN drawn to scale and the fee attached.**

**NOTE: Copies of Valid Diplomas, Certificates and/or Licenses of Registration will be required at time of submission for all proposed practitioners, including but not limited to massage, naturopathic, physiotherapy, and reflexology.**

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**FOR OFFICE USE ONLY:**

Roll Number _____	Receipt Number _____
Date Received _____	Official Plan and Zoning _____

## STEP 1 - ADU ZONING COMPLIANCE CERTIFICATE APPLICATION

Please complete the following sections to better understand if the proposal will meet Township requirements and provide staff with the necessary information. Requirements are outlined below and will guide interested applicants through the Township's administrative process to ensure the proposal is permitted.

Township staff are available to assist with the completion of this ADU Zoning Compliance Certificate Application upon request.

### Grand River Conservation Authority (GRCA)

Is the property located within the GRCA's Regulation Limit?

Yes

No

A property is in GRCA's Regulation Limit when it is within the red outline on our Zoning Map. Please use our Zoning By-law Map available here: [\[Zoning Map\]](#) or through our website at <https://woolwich-geohub-woolwich.hub.arcgis.com/> followed by 'Web Maps', and then click on 'Woolwich Zoning By-Law 26-2024'.

If yes, a permit may be required from the GRCA. Please visit [www.grandriver.ca](http://www.grandriver.ca), or email [planning@grandriver.ca](mailto:planning@grandriver.ca). The Township will not begin review of the proposal if permission from the GRCA has not yet been granted.

### Lot Grading Certification

Is the property located in a subdivision built in the last 10 years?

Yes

No

A property located within a subdivision built in the last 10 years may not have received its lot grading certification. Most subdivisions will have a registered development agreement. If this is the case, you will not be permitted to alter the lot grading with the proposed ADU. This includes exterior entrances, walkways, or landings.

Please consult with your home's builder if you are unsure if the lot grading has been certified or contact [deveng@woolwich.ca](mailto:deveng@woolwich.ca) to learn more.

### Existing Dwelling Units on Property

Please confirm the number of dwelling units that presently exist on the property.

One (1)

Two (2)

Three (3)

Four (4)

This can include existing accessory dwelling units, as well as existing single-family dwellings, a semi-detached dwelling, a townhouse, a mobile home, a doddy house or other forms of dwelling units.

**Note:** Please ensure that this form is completed only for the new dwelling unit being proposed. If another dwelling unit exists on the property, please ensure it has been built legally. For any questions, please contact Township staff.

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## STEP 1A – Zoning

1. Check the current Zoning of the Property. If the zone is not listed below, an ADU is not permitted on the property.

A       R-1       R-2       R-3       R-4       R-5  
 R-6       R-7       MU-1       MU-3       MU-4       C-2

To determine the property's zoning, use our Zoning By-law Map available here: [\[Zoning Map\]](#) or through our website at <https://woolwich-geohub-woolwich.hub.arcgis.com/> followed by 'Web Maps', and then click on 'Woolwich Zoning By-Law 26-2024'.

Follow the directions on the left-hand side of the screen. Using the search bar, locate the property and click on the parcel. Once selected, click the right-hand arrow at the bottom of the black box to navigate to the second page. Here you will find your Zone.

2. Indicate your proposed ADU type by checking only one of the boxes below. Use the Zone specific ADU requirements below to guide your plans and drawings.

**Lot Coverage** is defined as the percentage of the lot area covered by all buildings on the property, including covered front porches, but excluding swimming pools, rear or side decks, uncovered front porches, patios, and mechanical equipment,.

**Building Coverage** is defined as the internal space on any storey of a building between exterior walls and firewalls, including the space occupied by interior walls and partitions but not including exits and vertical service spaces. No private garage, carport, breezeway, porch, deck, terrace, verandah or unheated sunroom, balcony, heating and mechanical spaces, attics, or any floor area with a ceiling height less than 1.95 metres may be used to calculate minimum floor areas as required in this Zoning By-law.

### TYPE 1 – ATTACHED ADU (Basement units, additions, second floors)

- Primary** (Addition to the existing dwelling, or conversion of space within the primary dwelling unit)

The floor area of all ADUs combined must not exceed 49% of the floor area of the primary dwelling.

- Basement**

If located in a basement, an ADU is permitted to occupy the entire basement.

### TYPE 2 – DETACHED ADU (Garden suites, tiny houses, mobile homes)

**Note:** While two ADUs are permitted on all properties, only one may be detached.

- A**

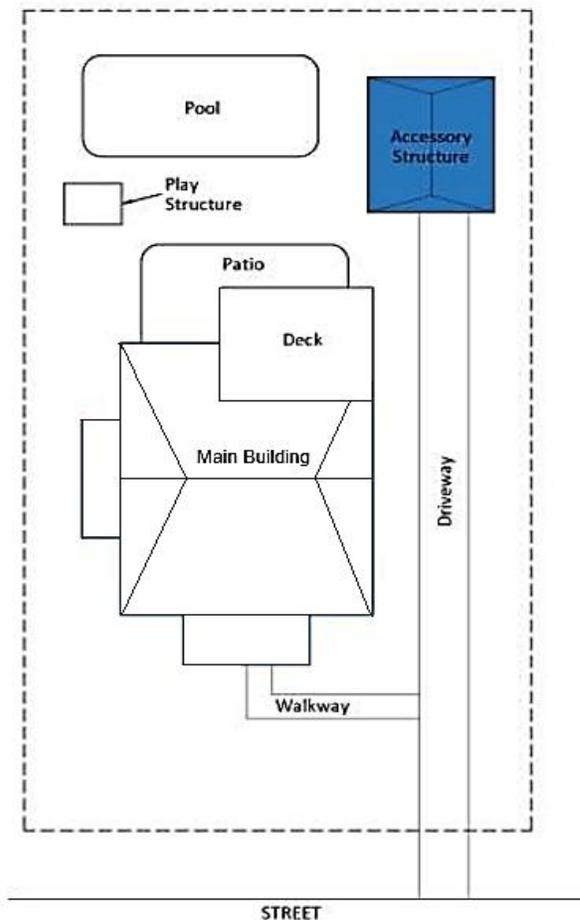
ADU must not exceed 112 square metres (1,205 sq ft) in building coverage. An Accessory Building is permitted in addition to an ADU. ADU can be located above an Accessory Building.

Alternatively, mobile homes are permitted and are restricted to a maximum width of two sections each measuring 4.88 metres (16 feet). Mobile homes must have a CAN/CSA-Z240 certification from the builder to be permitted by the Township.

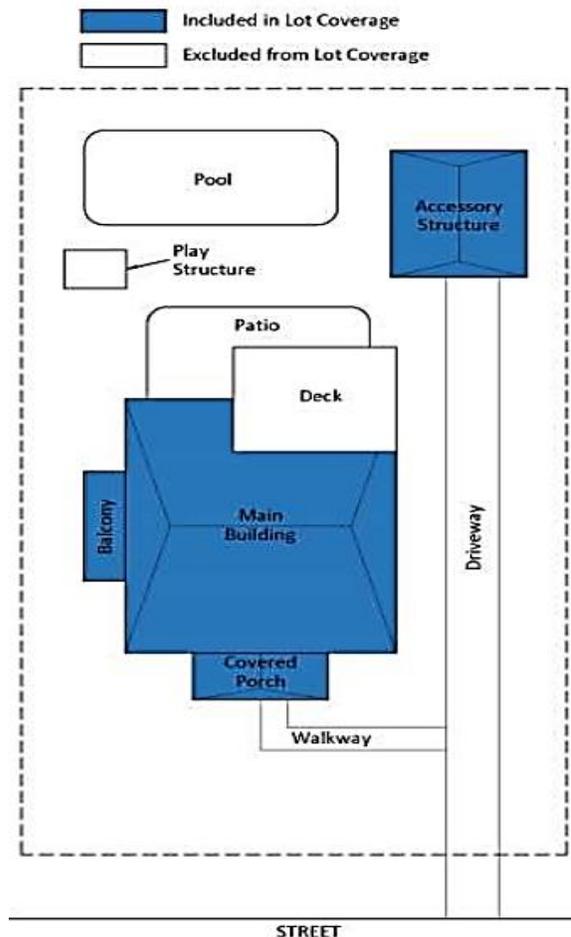
ADUs are exempt from maximum lot coverage provisions in the (A) zone.

- R-1**  
ADU must not exceed 100 square metres (1,076 sq ft) of building coverage. Maximum lot coverage (all structures) is 45%. Accessory Buildings are permitted in addition to an ADU. ADU can be located above an Accessory Building.
- R-2**  
Accessory Buildings, including the ADU, must not total more than 70 square metres (753 sqft) in building size. Maximum lot coverage of 50%.
- R-3, R-4, R-5, MU-1, MU-3, MU-4**  
Accessory Buildings, including the ADU, must not total more than 10% of the lot area or 70 square metres (753 sqft) in combined building coverage, whichever is less. Maximum lot coverage of 60%.
- R-6, R-7**  
Accessory Buildings, including the ADU, must not total more than 15 square metres (161 sqft) in combined building coverage. Maximum lot coverage of 60%.
- C-2**  
Accessory Buildings, including the ADU must not total more than 10% of the lot area or 70 square metres (753 sqft) of combined building coverage, whichever is less. Maximum lot coverage of 45%.

### Building Coverage Example



### Lot Coverage Example



3. Indicate the proposed Roof Style and Height of the ADU by checking one of the boxes:

**Note:** Accessory Dwelling Units must respect height restrictions under the Zoning By-law. Heights are measured from the average grade level to the midpoint of a peaked roof and to the top of a flat roof.

### TYPE 1 – ATTACHED ADU

(Height restrictions vary depending on the applicable zone)

- R-1, R-2, R-3, R-4, R-5

Allowable height of 10.5 metres (34.4 ft) maximum.

- R-6, R-7

Allowable height of 12.5 metres (41.0 ft) maximum.

- A, C-2, MU-1, MU-3, MU-4

Maximum heights vary subject to the zone. Contact Staff for more information.

### TYPE 2 – DETACHED ADU

(Height restrictions vary depending on roof and ADU type)

- Peaked Roof

Maximum height of 4.5 metres (14.7 ft).

**OR**

Maximum height of 7.0 metres (22.9 ft) for ADU above an Accessory Building.

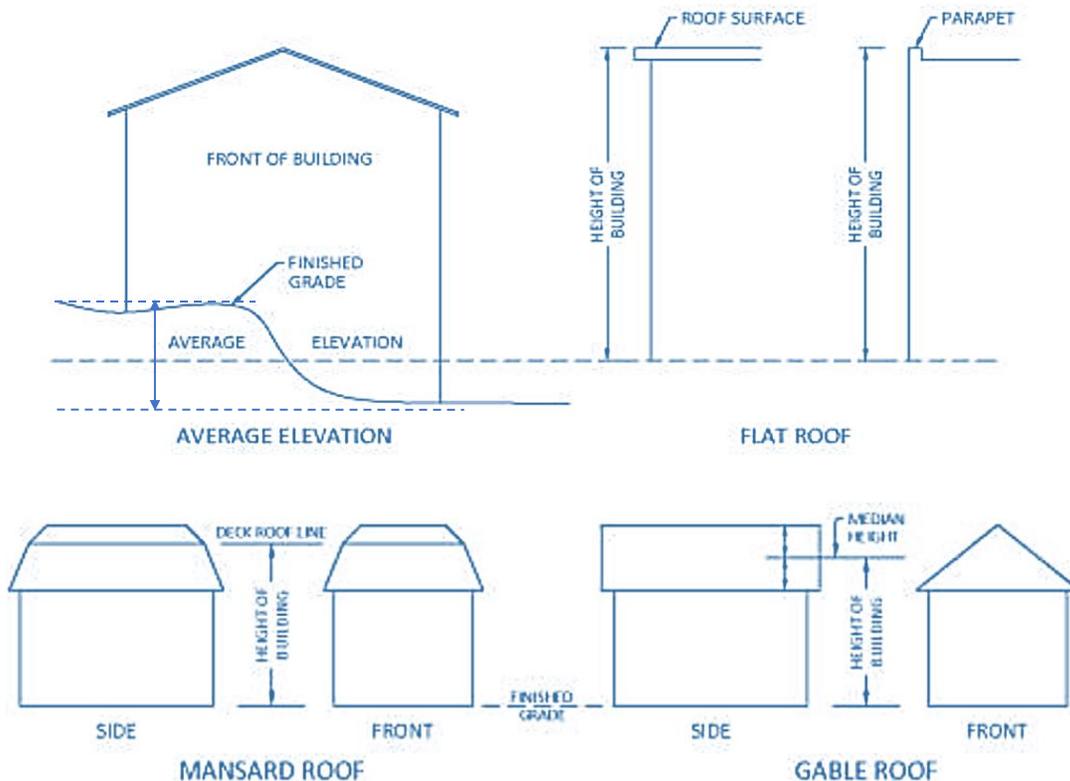
- Flat Roof

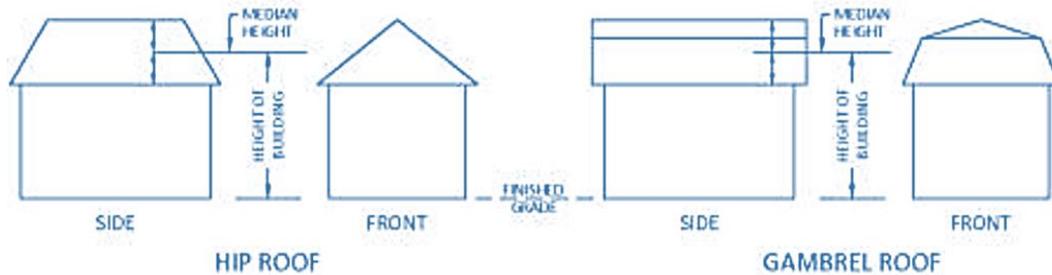
Maximum height of 3.7 metres (12.1 ft).

**OR**

Maximum height of 6.0 metres (19.6 ft) for ADU above an Accessory Building.

### Elevation and Roof Styles





4. Where is the proposed ADU located? ADUs are not permitted the front yard. In the Agricultural zone, the ADU must be within 50 metres of the farm cluster.

Attached       Side or Rear Yard       Within Farm Cluster

5. Does the ADU respect the minimum 4 metre rear yard setback and the minimum 1.2 metre side yard setback?

If in the Agricultural or R-1 zone, the ADU may be placed above an accessory building, but the side yard setback must be 3 metres with a 4 metre rear yard setback.

Yes       No       N/A (Attached ADU)

An attached ADU must respect applicable zone setbacks as well as yard projections. For more information, please review the Zoning By-law or contact Staff.

6. Does the ADU respect Minimum Distance Separation (MDS) setbacks? A Minimum Distance Separation calculation is only required in the Agricultural Zone.

Yes       No       Not Applicable

Minimum Distance Separation (MDS) setbacks apply to ADUs in proximity to livestock facilities, manure storages and anaerobic digesters. Please refer to the [Minimum Distance Separation Document](#), as amended, for applicable separation distances.

7. How many total parking spaces are proposed for the property? One parking space is required per dwelling unit. Parking spaces can be in a garage or stacked in a driveway.

1 Space       2 Spaces       3 or more spaces

8. Are the proposed parking spaces at least 5.5 metres long and 2.75 metres wide?

Yes       No

9. Does the parking proposal meet the required driveway provisions?

Yes       No

The driveway must be shared with the primary dwelling.

For single-detached dwellings with a lot frontage less than 10 metres, or for semi-detached or townhouses with a one-car garage attached, the maximum driveway width is 4.6 metres or 60% of the lot width, whichever is less. For low-density residential areas other than R-1 and R-2, the maximum driveway width is 6 metres.

10. Does the garage meet the garage sizing provisions to meet the parking requirements?

Yes       No

A one car garage must have a minimum width of 3.0 metres and a minimum depth of 5.5 metres. (Distances measured from between the centres of the walls)

**STEP 1B – Development Engineering**

If the proposed ADU is detached, a grading plan will be required and must be prepared by a Professional Engineer. If exterior work is proposed for the creation of an ADU inside an existing dwelling unit, a grading plan may be required. Further requirements will be provided once staff review is complete.

1. Is the primary dwelling more than 5 years old? If no, the property may not yet have received Lot Grading Certification. If no Certificate has been issued, the home builder's approval may be required.

Yes       No

2. Will the driveway be modified to accommodate parking for the proposed ADU?

Yes       No

If yes, list the total number of spaces being provided: \_\_\_\_\_

3. Does the ADU construction include any of the following proposed changes to an existing building or the property?

Structural Changes       Egress Changes  
 Grading Changes       New Exterior Entrance  
 Servicing Changes

4. Water Supply Type:       Municipal       Communal  
    Individual       Other (specify): \_\_\_\_\_

5. Sewage Disposal Type:       Municipal       Communal  
    Individual       Other (specify): \_\_\_\_\_

6. Storm Drainage Type:       Sewers       Ditches  
    Swales       Other (specify): \_\_\_\_\_

7. Will the proposed development change any existing pervious materials to impervious materials?

Yes       No

**Important Note : Swales must not be obstructed or disturbed from 0.6 metres (2 ft) of the lot line. This includes impacts from new entrances and landing, as well as from pathways. However, required landings may be 0.3 metres (1 ft) from a lot line.**

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## **STEP 1C – Building**

See below a list of commonly designed spaces within a dwelling unit, and their size and window requirements. All room measurements are to be taken between finished walls. When designing your ADU, please have regard for this information.

### *Living Area (Designated Separate)*

- Minimum required floor area of 13.5 square metres, window size to be at least 5% of floor area.

### *Dining Area (Designated Separate)*

- Minimum required floor area of 7 square metres, window size to be at least 5% of floor area.

### *Kitchen (Designated Separate)*

- Minimum required floor area of 4.2 square metres, no minimum window size

### *Combined Living, Dining, Kitchen Area, in a One Bedroom Unit*

- Minimum required floor area of 11 square metres.

### *Primary Bedroom (Without built-in closet)*

- Minimum required floor area of 9.8 square metres, window size to be at least 2.5% of floor area.

### *Other Bedrooms (Without built-in closet)*

- Minimum required floor area of 7 square metres, window size to be at least 2.5% of floor area.

### *Bathroom*

- No minimum, provided there is sufficient space for a sink, toilet, and shower/bath.

### *Combined Sleeping, Living, Dining Area and Kitchen Space*

- Minimum required floor area of 13.5 square metres.

When designing your ADU, consider the minimum ceiling height dimensions per unit location, as noted below:

### *Basement*

- Minimum height of 1.95 m (6' 4<sup>3</sup>/<sub>4</sub>" ) over the entire required floor area, including the route inside the unit leading to the exit.

### *Attic*

- At least 50% of the required floor area has a ceiling height of 2.03 metres (6' 8"), but this does not include areas with low ceilings less than 1.4 metres (4' 7") high. If an attic space ADU is considered, there are additional requirements that must be met. Please consult with Building Department Staff for further information.

### *All Other ADUs*

- Minimum required height of 2.3 metres (7'6.5").

### *Mobile Homes*

- Mobile homes will need to demonstrate they are property anchored if using piles or blocks through engineering drawings. Foundations do not need engineering but will require a lot grading plan.
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