



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

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 _____

Address _____

Postal Code _____

Telephone Number _____

Email _____

Applicant _____

Address _____

Postal Code _____

Telephone Number _____

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.

=====

FOR OFFICE USE ONLY:

Roll Number _____

Date Received _____

Receipt Number _____

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: [\[Zoning Map\]](https://woolwich-geohub-woolwich.hub.arcgis.com/) 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, or email 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 to learn more.

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.

<input type="checkbox"/> A	<input type="checkbox"/> R-1	<input type="checkbox"/> R-2	<input type="checkbox"/> R-3	<input type="checkbox"/> R-4	<input type="checkbox"/> R-5
<input type="checkbox"/> R-6	<input type="checkbox"/> R-7	<input type="checkbox"/> MU-1	<input type="checkbox"/> MU-3	<input type="checkbox"/> MU-4	<input type="checkbox"/> C-2

To determine the property's zoning, use our Zoning By-law Map available here: [\[Zoning Map\]](https://woolwich-geohub-woolwich.hub.arcgis.com/) 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.

Floor Area is defined as the area between exterior walls and firewalls, including interior walls, but excluding exits, service spaces, and areas such as garages, carports, porches, decks, terraces, unheated sunrooms, balconies, and spaces with ceilings under 1.95 metres tall.

Building 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, ground-mounted or wall attached mechanical equipment, children play-structures and flag poles and landscaping.

Building Size means the total area of a lot covered or intended to be covered by the proposed building.

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

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

ADU must not exceed 95 square metres or 40% of the floor area of the primary dwelling, whichever is lesser.

- ☐ **Basement**

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

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

- ☐ **A**

ADU must not exceed 95 square metres of floor area, and 112 square metres in building size. Maximum lot coverage of 20%. An Accessory Building is permitted in addition to an ADU.

Alternatively, mobile homes are permitted and are restricted to a maximum width of two sections each measuring 4.88 metres (16 feet).

☐ **R-1**

ADU must not exceed 95 square metres of floor area, and 100 square metres of building size. Maximum lot coverage of 30%. An Accessory Building is permitted in addition to an ADU.

☐ **R-2**

ADU must not exceed 95 square metres of floor area. Accessory Buildings must not total more than 70 square metres of building size. Maximum lot coverage of 50%.

☐ **R-3, R-4, R-5, MU-1, MU-3, MU-4**

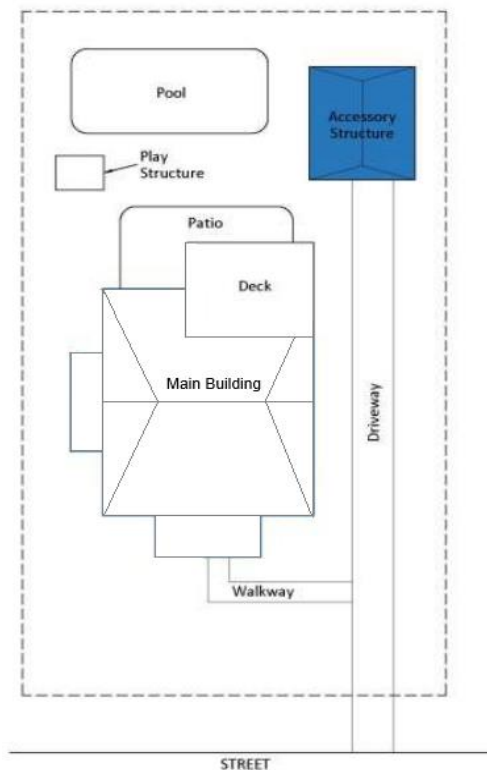
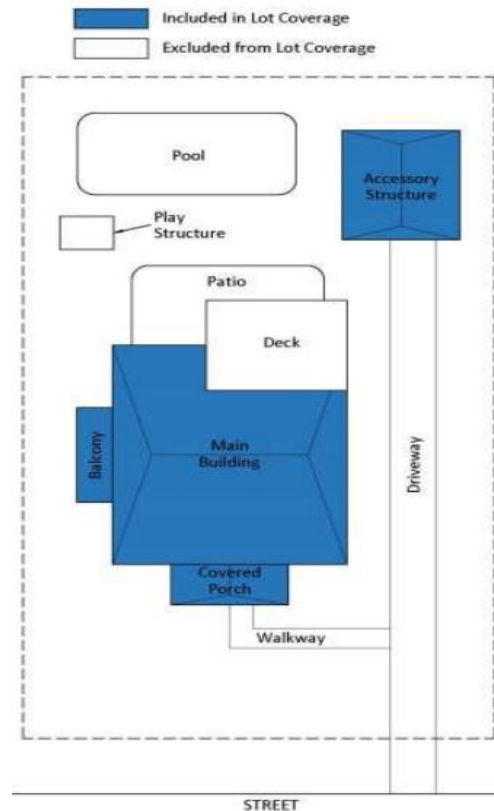
ADU must not exceed 95 square metres of floor area. Accessory Buildings must not total more than 10% of the lot area or 70 square metres of building size, whichever is lesser. Maximum lot coverage of 60%.

☐ **R-6, R-7**

ADU must not exceed 95 square metres of floor area. Accessory Buildings must not total more than 15 square metres of building size. Maximum lot coverage of 60%.

☐ **C-2**

ADU must not exceed 95 square metres of floor area. Accessory Buildings must not total more than 10% of the lot area or 70 square metres of building size, whichever is lesser. Maximum lot coverage of 40%.

Building Size Example**Lot Coverage Example**

Note: O. Reg 299/19 is proposing a lot coverage of up to 45% for all lots with an ADU.

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 maximum.
- ☐ R-6, R-7
Allowable height of 12.5 metres maximum.
- ☐ A, C-2, MU-1, MU-3, MU-4

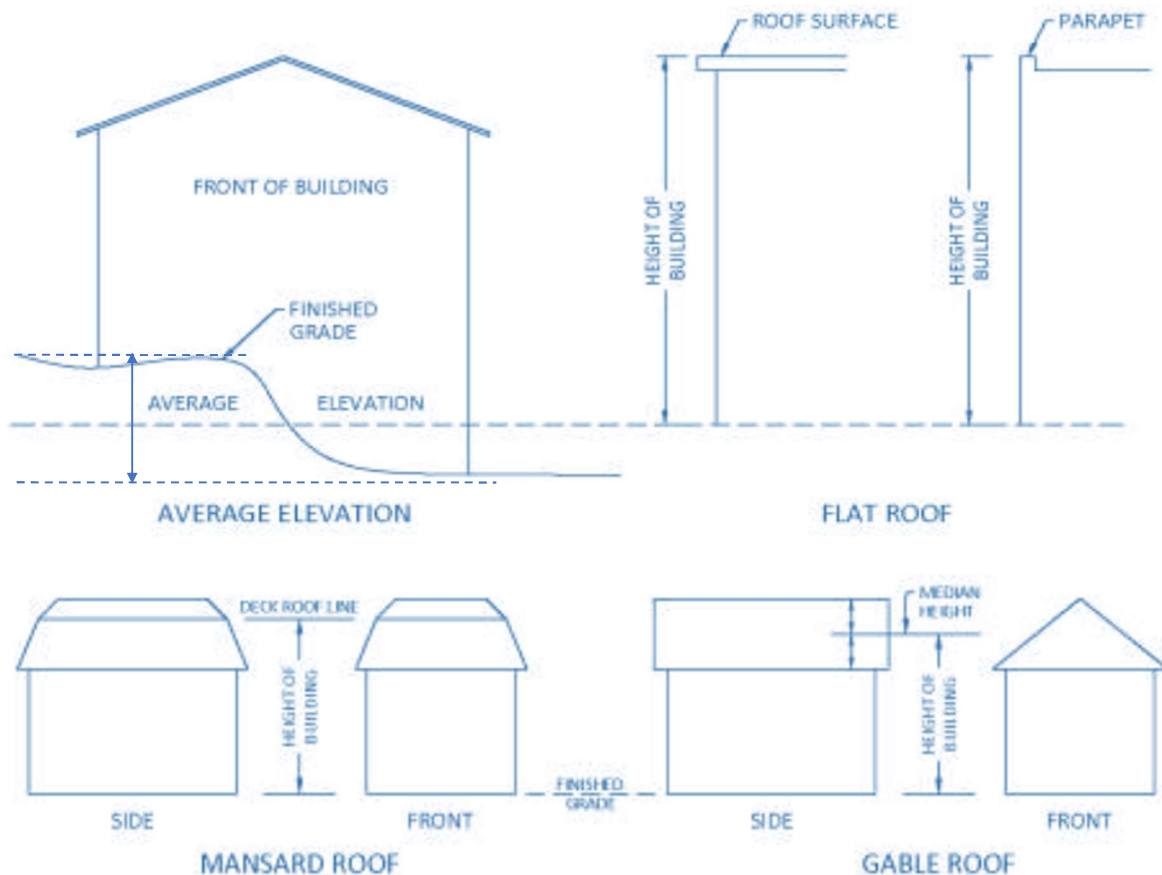
Maximum heights vary subject to the zone. Contact Staff for more information.

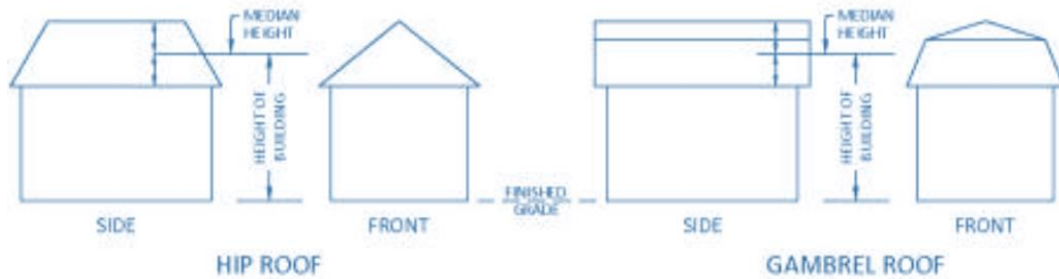
TYPE 2 – DETACHED ADU

(Height restrictions vary depending on roof type)

- ☐ *Peaked Roof*
Allowable height of 4.5 metres maximum.
- ☐ *Flat Roof*
Allowable height of 3.7 metres maximum.

Elevation and Roof Styles





4. How many bedrooms are proposed? No more than 2 bedrooms are permitted per ADU.
☐ 1 Bedroom ☐ 2 Bedrooms

5. Where is the proposed ADU located? ADUs are not permitting the front yard and must be within 30 metres of the farm cluster in the Agricultural Zone.
☐ Rear Yard ☐ Side Yard ☐ Basement ☐ Farm Cluster

6. Does the ADU respect the minimum 4 metre rear yard setback and the minimum 1.2 metre side yard setback?
☐ Yes ☐ No ☐ N/A (Basement)

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.

7. 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.

8. 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 Spaces ☐ 4 or more spaces

9. Are the proposed parking spaces at least 5.5 metres long and 2.75 metres wide?
☐ Yes ☐ No

10. 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 3.66 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.

11. Does the garage meet the garage sizing provisions?
☐ Yes ☐ No

A one car garage must have a minimum width of 3.35 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

Note : Swales must not be obstructed or disturbed from two feet of the lot line.

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' 4¾") 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.
-