

# 6 STEPS TO A CARRIAGE HOUSE



A carriage house is a self-contained dwelling that is constructed as a separate building to a single family home. There are a number of reasons for considering a carriage house. One is to generate rental income as a “mortgage helper”. Another reason is to provide housing for a relative. Whatever the reason, following these steps will make the process simple.

## 1 Know your Zoning.

Before you begin designing your carriage house, you need to know the zoning of your property. Currently, properties in the A-1, R-1, R-2, R-6, and R-7 zones are eligible to construct a carriage house (see map on reverse side).

## 2 Determine what Exists.

Now is the time to gather some basic information about your property. This includes:

- Zone: \_\_\_\_\_
- Property size: \_\_\_\_\_
- Size of existing home: \_\_\_\_\_
- Parcel coverage of existing buildings: \_\_\_\_\_
- Size of proposed carriage house: \_\_\_\_\_

## 3 Understand the Regulations.

The next step is to verify that your property can accommodate a carriage house. If you check all of these boxes you can proceed to the next step.

- I have an existing single family home on the property.
- My property is zoned A-1, R-1, R-2, R-6, or R-7.

## 4 Create a Site Plan.

Congratulations, it is time to start working on your site plan and design drawings. At this point it is important to use the regulations contained in Section 2.4 and Section 2.15 of the Zoning Bylaw as your guide, which are summarized on the reverse side of this page. Please contact the Town office to confirm if a variance is required.

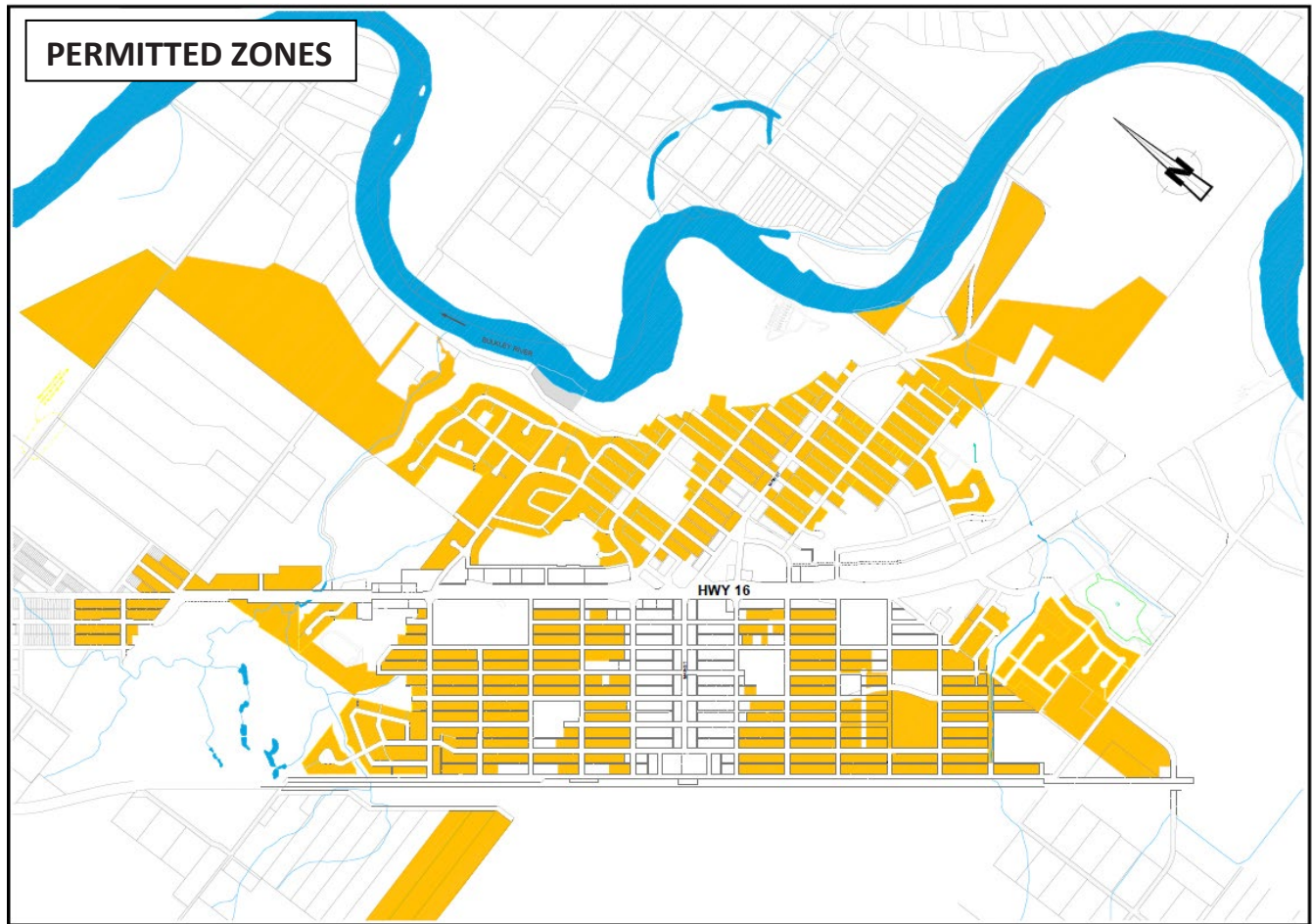
## 5 Know the Costs.

Aside from permitting, construction and servicing costs, it is important to understand that if you construct a carriage house you will be billed an additional 100% of the full rate for water & sewer and an additional 100% for garbage collection if a second cart is purchased. This is regardless of whether or not the suite is occupied or vacant.

## 6 Get the Permits.

Once all the planning has been completed it is time to get your permits. If a variance is required, you must obtain a Development Variance Permit (DVP) before applying for a Building Permit. At the end of your project you will be issued an Occupancy Permit - your carriage house is now ready to be occupied.

# Carriage House REGULATIONS



## ZONING + DESIGN STANDARDS

- Within the maximum parcel coverage for all buildings permitted within your zone.
- Maximum height is 6.0 m (midpoint between the eaves & ridge).
- 1 additional parking space located in the back yard.
  - Access to the parking space for the carriage house is from the lane.
  - If there is no lane or the lane is not maintained, a driveway from the street to the backyard is permitted.
- Building setbacks (minimum):
  - 4 m distance from the family home.
  - 1.2 m interior sideyard setback
  - 1.2 m exterior sideyard setback (applies to corner lots only)
  - 0.6 m rear yard setback (1.8 m if there is a direct opening onto the lane).
- 1.2 m illuminated pathway from the front yard to the carriage house (can be sensed).
- Clear addressing for the carriage house.
- Respect the privacy of adjacent properties through appropriate placement of windows, location of decks and other features that may infringe upon the privacy of a neighbouring resident.
- Large windows and decks face the lane or shared rear yard.
- Building materials reflect the character of the principal dwelling with similar architectural features.