

Additional Residential Unit Guide

Introduction

An Additional Residential Unit (ARU) is a self-contained residential unit, with a private kitchen, bathroom facilities, and sleeping areas within a primary dwelling or within a detached accessory structure that is ancillary to a primary dwelling. A maximum of two ARUs (one within the primary dwelling (attached) and one within a detached accessory structure (detached)) are permitted per lot in any zone where a single detached, semi-detached or townhouse dwelling is permitted subject to appropriate site servicing capabilities.

ARUs help to provide additional housing options, while maintaining the charm of existing neighborhoods. A building permit is required for all ARUs. The Township's Zoning By-law includes provisions for ARUs under Section 4.2. The purpose of this guide is to provide general information and outline requirements for ARUs for property owners to consider prior to submitting a building permit application.

What is the difference between an attached ARU and a detached ARU?

Attached ARU

An attached ARU is located within a primary dwelling (single detached, semi detached, or townhouse dwelling) and is a self-contained dwelling unit with separate entrance, a private kitchen, bathroom facilities and sleeping areas, and is clearly secondary and subordinate to the principal dwelling unit.

Detached ARU

A detached ARU is located within part or the whole of an accessory structure to a single detached, semi detached or townhouse dwelling and is a self-contained dwelling unit with a private kitchen, bathroom facilities and sleeping areas, and is clearly secondary and subordinate to the principal dwelling unit. For the purpose of this use, ancillary means an accessory structure such as a shed, private garage, etc., and does not mean a temporary building or structure.



Definitions

Building Height: means the vertical distance between the elevation of the grade adjoining the base of the exterior walls or supports of such building or structure, exclusive of any artificial embankment, at the centre of the front of the building and:

a) In the case of a flat roof, the highest point of the roof structure or parapet wall.

b) In the case of a mansard roof, the deck line.

c) In the case of a gabled, hip, gambrel or one slope roof, the average level between the eaves and ridge, except that a one-slope roof having a slope of less than 20 degrees from the horizontal shall be considered a flat roof.

d) In the case of a structure not having a roof, the top of the structure.

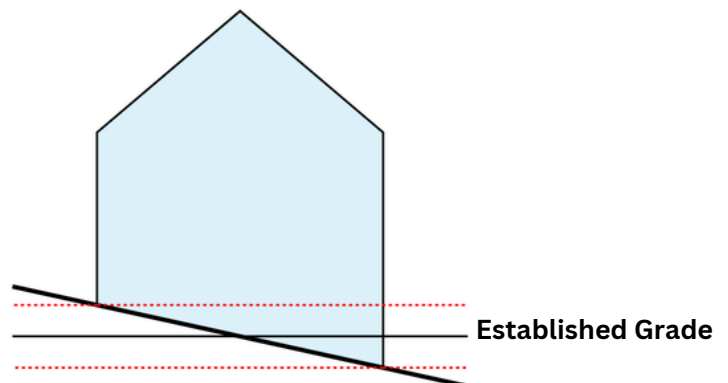
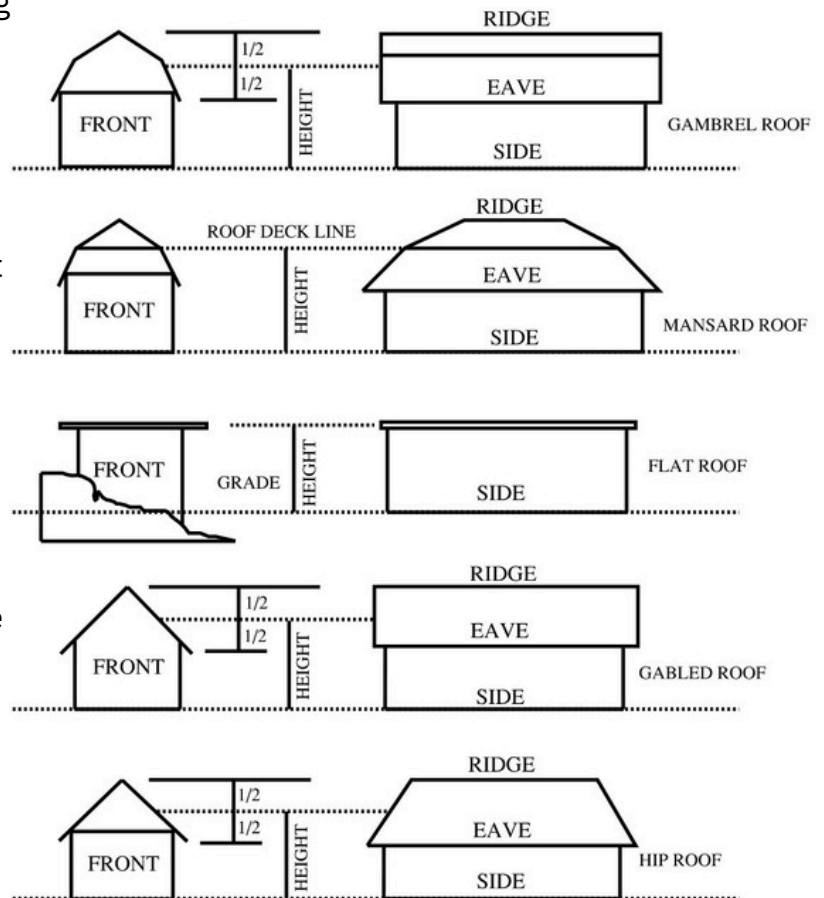
e) Where a combustible exterior wall extends above the top of the roof of a building the topmost part of such exterior wall.

Grade: the average level of proposed or finished ground adjoining a building or structure at all exterior walls.

Garden suite: a one-unit detached dwelling that is designed to be portable and is ancillary to an existing dwelling unit.

Habitable Room: for the purpose of Section 4.2, shall mean any finished room in a dwelling unit used or capable of being used by one or more persons for living, sleeping, eating, food preparation or sanitation.

Building Height Definition Illustration



Grade Definition Illustration

Pre-application Considerations

Can my lot accommodate an Additional Residential Unit?

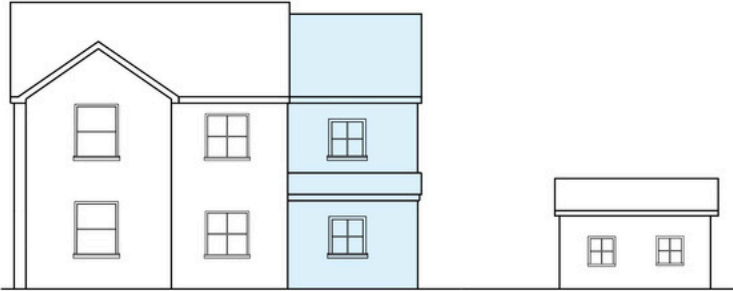
Applicable Law	ARUs shall not be permitted within hazardous lands as identified and regulated by the applicable Conservation Authority. ARUs shall be required to conform to all Township By-laws, Ontario Building Code and Ontario Fire Code regulations.
Size	The maximum total floor area of an ARU shall not exceed <u>45 %</u> of the total floor area of the principal dwelling unit up to a maximum of <u>130 m²</u> . The calculation of floor area shall include any part of a dwelling unit that meets the definition of a habitable room. Definitions are available in the Township's Zoning By-law.
Height	<p>The height of the ARU(s) shall not exceed the height of the principal dwelling unit.</p> <p>ARU (Detached) - If the additional residential unit occupies a majority of or the entirety of an ancillary building, the maximum building height for an ancillary building shall be no more than <u>5 metres</u>, or may be up to <u>8 metres</u> if the additional residential unit is above the first storey of the ancillary building.</p>
Access	Driveway access to both the principal dwelling unit and the ARU shall be shared and <u>limited to one</u> so that no new entrance from the street shall be created.
Parking	<u>1 parking space per additional residential unit</u> , in addition to the requirement for the principal dwelling unit. A parking space that is provided and maintained for the sole use of the occupant of the additional dwelling unit may be a tandem parking space.
Site Servicing	That appropriate, individual on-site sewage and water services are approved for the lot and there is adequate capacity for the additional residential unit(s) and any other uses on the lot.
Setbacks	Shall comply with the minimum required zone yard standards in which the unit is situated in accordance with the Township's Zoning By-law.
Site Layout	ARUs will be permitted in the rear or interior side yard of the lot, and shall be within the existing building cluster and located within <u>40 metres</u> of the principal dwelling unit on the lot.

Types of Additional Residential Unit configurations

The different types of ARU configurations permitted within the Township are illustrated below.

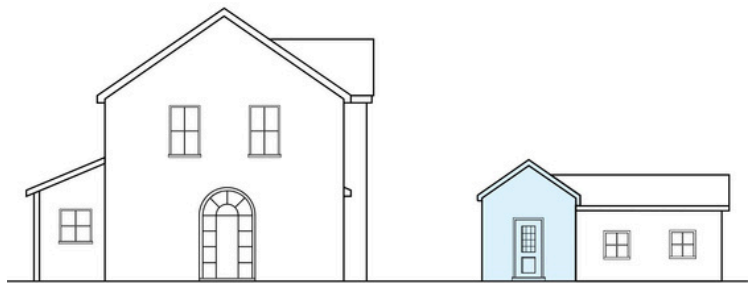
ARU within a principal building

Examples 1: ARU as a **rear or side addition** to the principal dwelling.

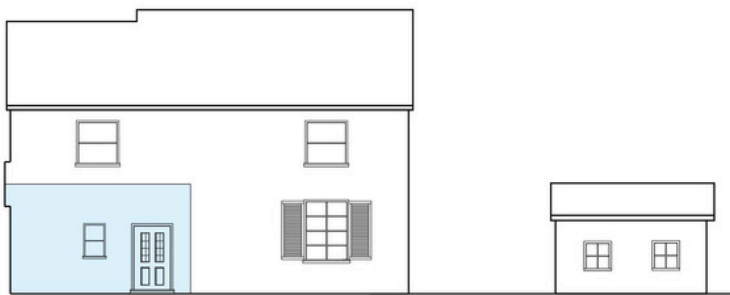


ARU within an ancillary building

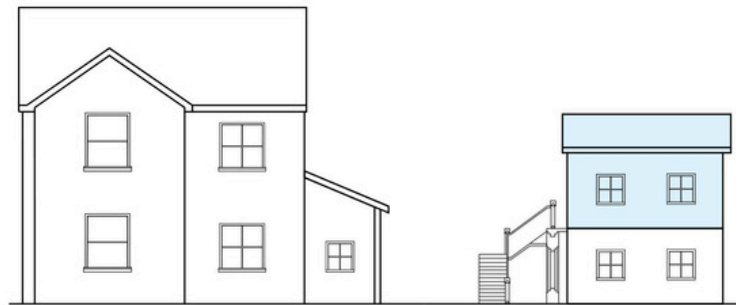
Examples 1: ARU as a addition to an **existing ancillary building**.



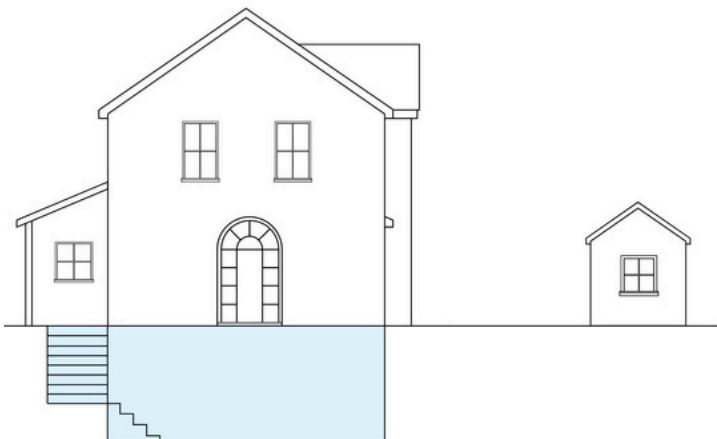
Examples 2: ARU within the existing **principal building**.



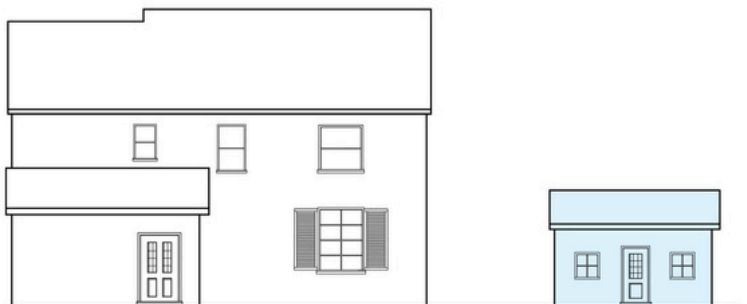
Examples 2: ARU within an **existing ancillary building**.



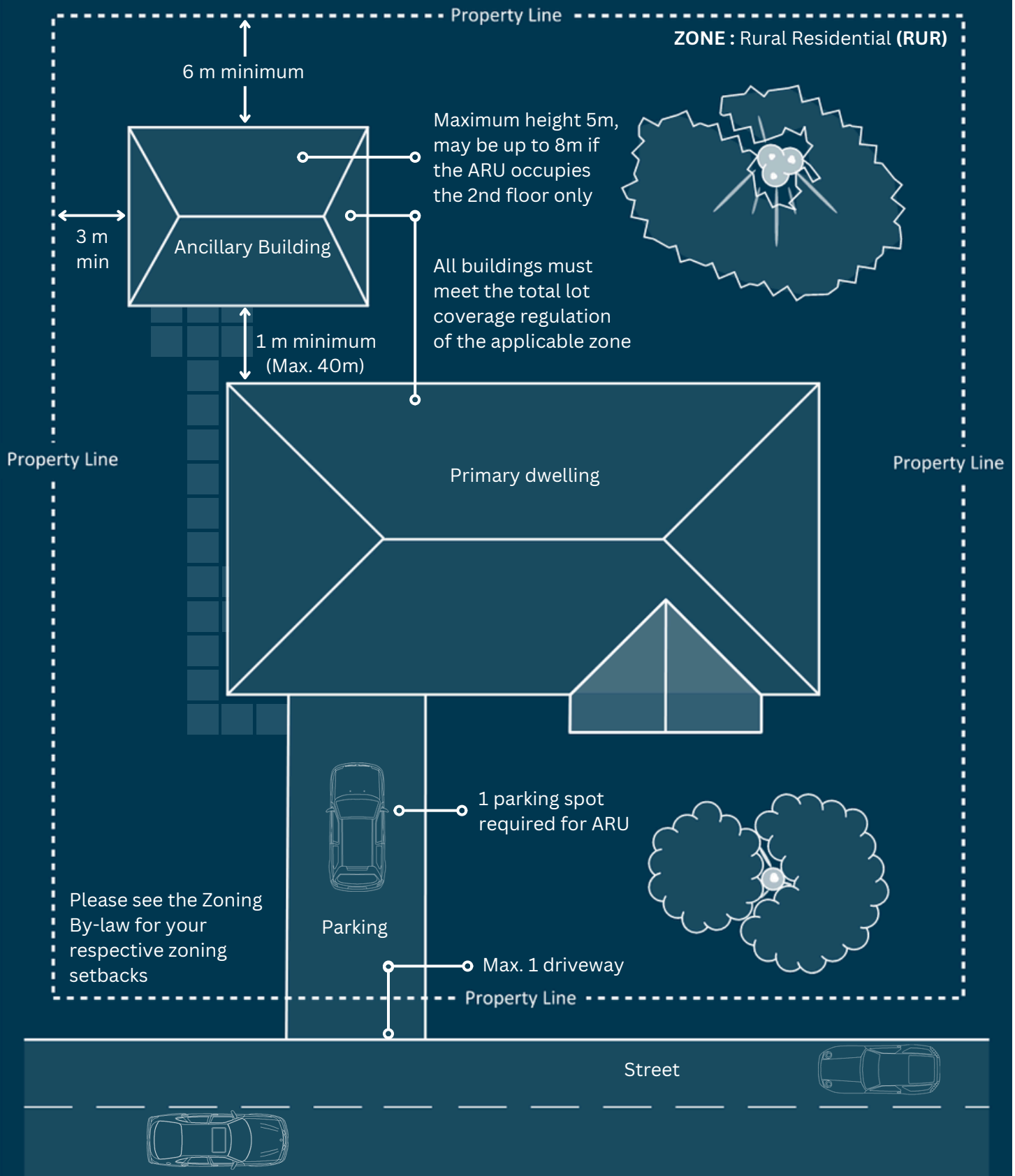
Examples 3: ARU within the **basement** of a principal dwelling.



Examples 3: ARU occupying an **entire ancillary building**.

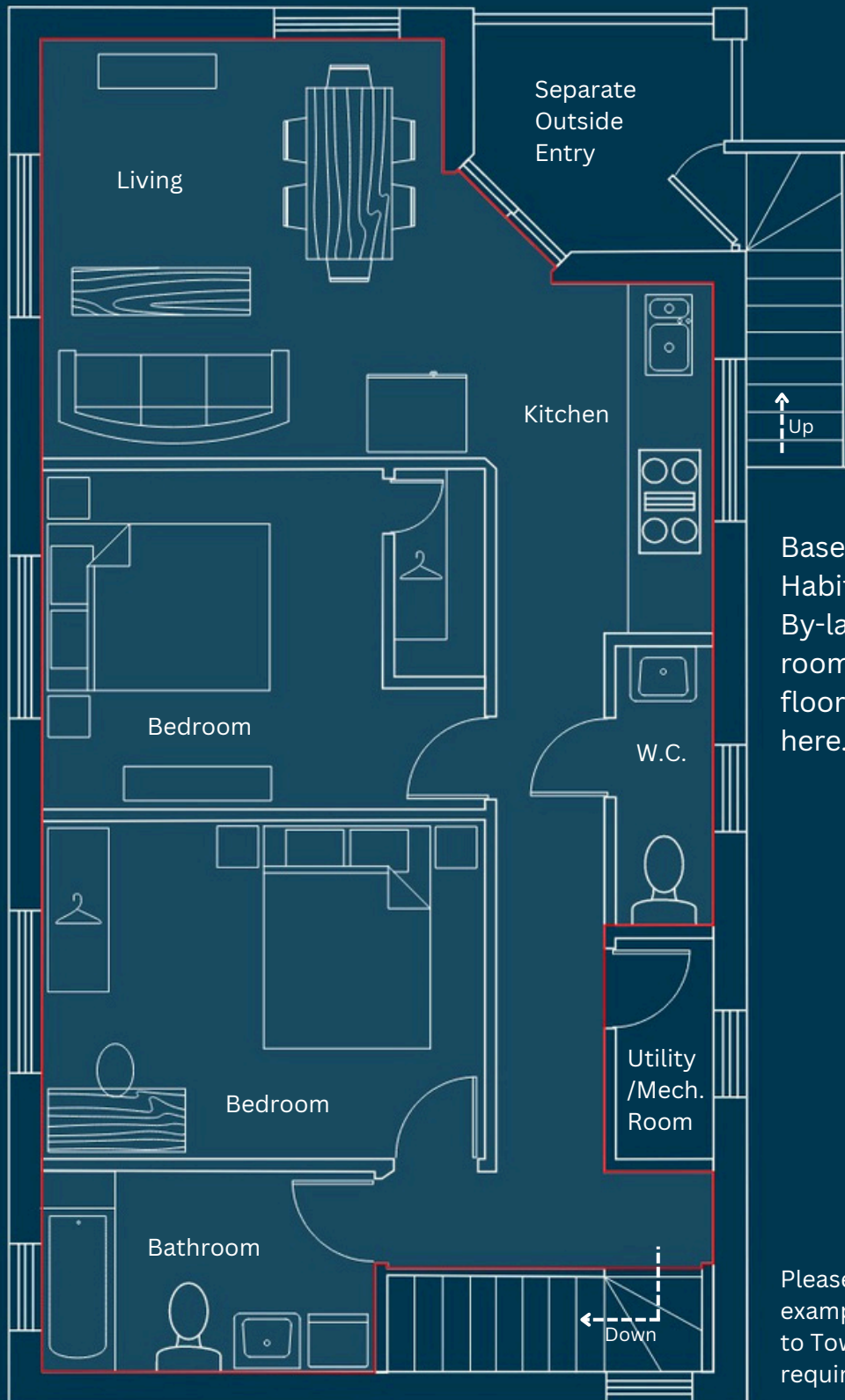


Detached ARU Setback Example



Plan Review Example: ARU within an existing ancillary building

This plan illustrates an **ARU** occupying 2nd floor of 2 storey detached ancillary unit.



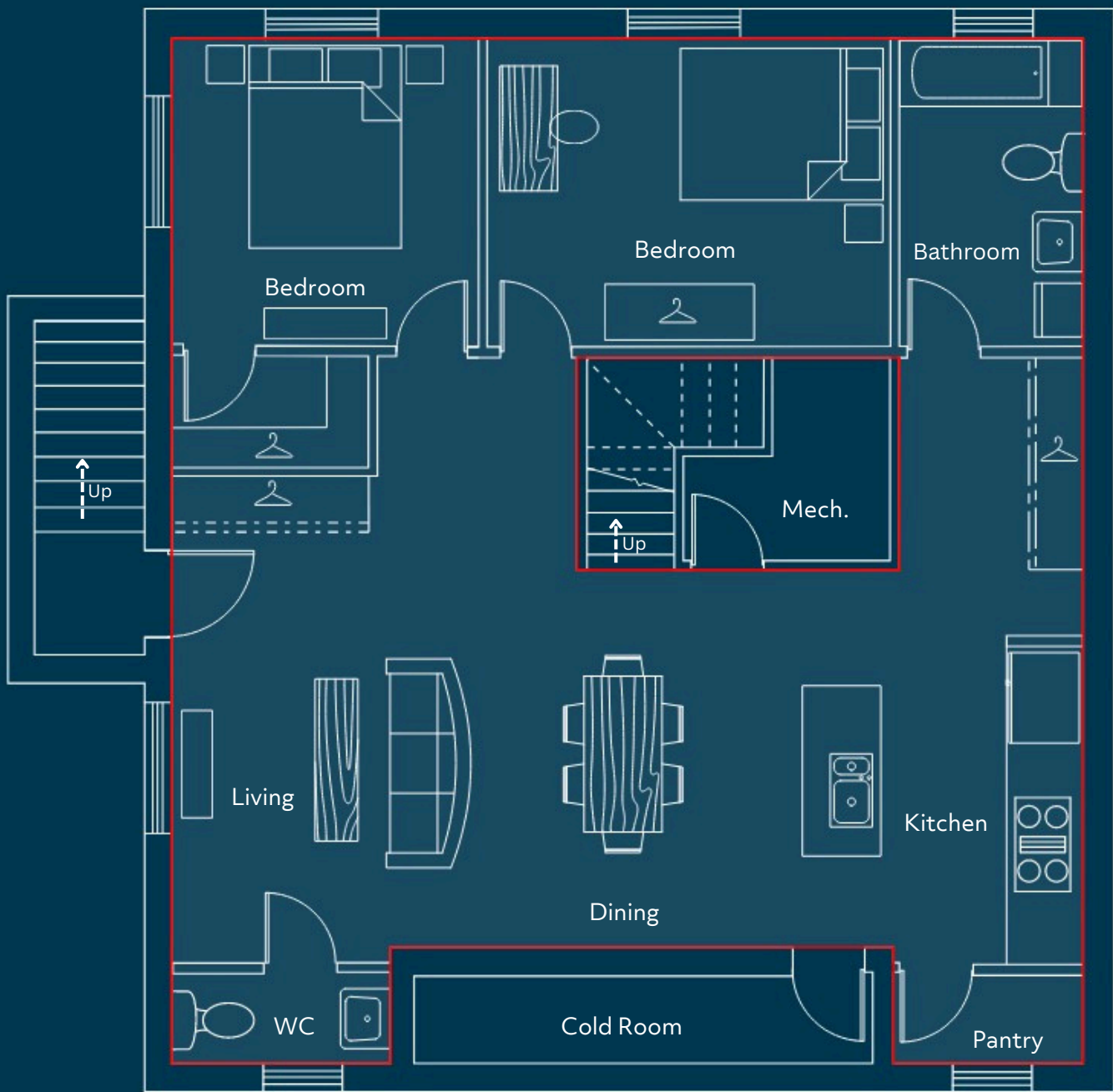
“Habitable Room: shall mean any finished room in a dwelling unit used or capable of being used by one or more persons for living, sleeping, eating, food preparation or sanitation”.

Based on Definition of Habitable room in the Zoning By-law, staircases and utilities rooms are not part of the ARU floor area calculation as shown here.

Please note: These drawings are examples only and may not conform to Township or other regulatory requirements.

Plan Review Example: ARU within the basement of a principal dwelling

This plan illustrates an **ARU** occupying the whole Basement unit of the principal dwelling



“Habitable Room: shall mean any finished room in a dwelling unit used or capable of being used by one or more persons for living, sleeping, eating, food preparation or sanitation”.

Based on the Definition of Habitable room in the Zoning By-law, staircases, cold rooms and utilities rooms are not part of ARU floor area calculation as shown here.

Please note that these drawings are examples only and may not conform to Township or other regulatory requirements.

FAQs

Q1. I would like to add/construct an Additional Residential Unit to my property, what is the approval process?

To establish an ARU, a Building Permit Application is required. In addition to the provisions of Zoning By-law 023-18, an ARU must comply with applicable Building Code and all applicable law.

Please note: if you are not able to meet the requirements of the Zoning By-law identified above, additional Planning Approval will be required before you will be able to move forward with the building permit. For more information and to discuss the proposed deficiencies, please contact the Planning Department at planning@puslinch.ca

Q2. What if my ARU does not meet Building Code or Fire Code regulations?

An ARU cannot be established if it does not meet requirements under the Ontario Building Code and Fire Code. If a building is being converted into an ARU, renovations may be required to bring the ARU into compliance with the Building Code. Code compliance will be addressed through the building permit process.

Q3. I would like to apply for a building permit for my ARU.

Please review the [building permit guide](#) for ARU prepared by our building department at puslinch.ca/building.

Q4. Will an ARU impact my property taxes?

The addition of an ARU may impact your property taxes. Property taxes depend on the assessed value of the property, which is calculated by the Municipal Property Assessment Corporation (MPAC) based on the location, age of building(s), gross floor area, the quality of construction, etc. MPAC typically conducts a reassessment every four (4) years and any alterations to the property may affect the assessment value. A Building Permit application also triggers a reassessment from MPAC. For more information visit the MPAC website.

Q5. What documentation do i need to submit as part of my ARU Application?

The Township will require the following documents in support of the building permit application to do zoning review:

- An accurate site plan or survey (to scale & dimensions) of your lot*
- Construction drawings (to scale & dimensions)*
- A floor plan and elevation plan of the principal dwelling

*Review the [Building ARU Guide](#) for more detailed submission requirements.