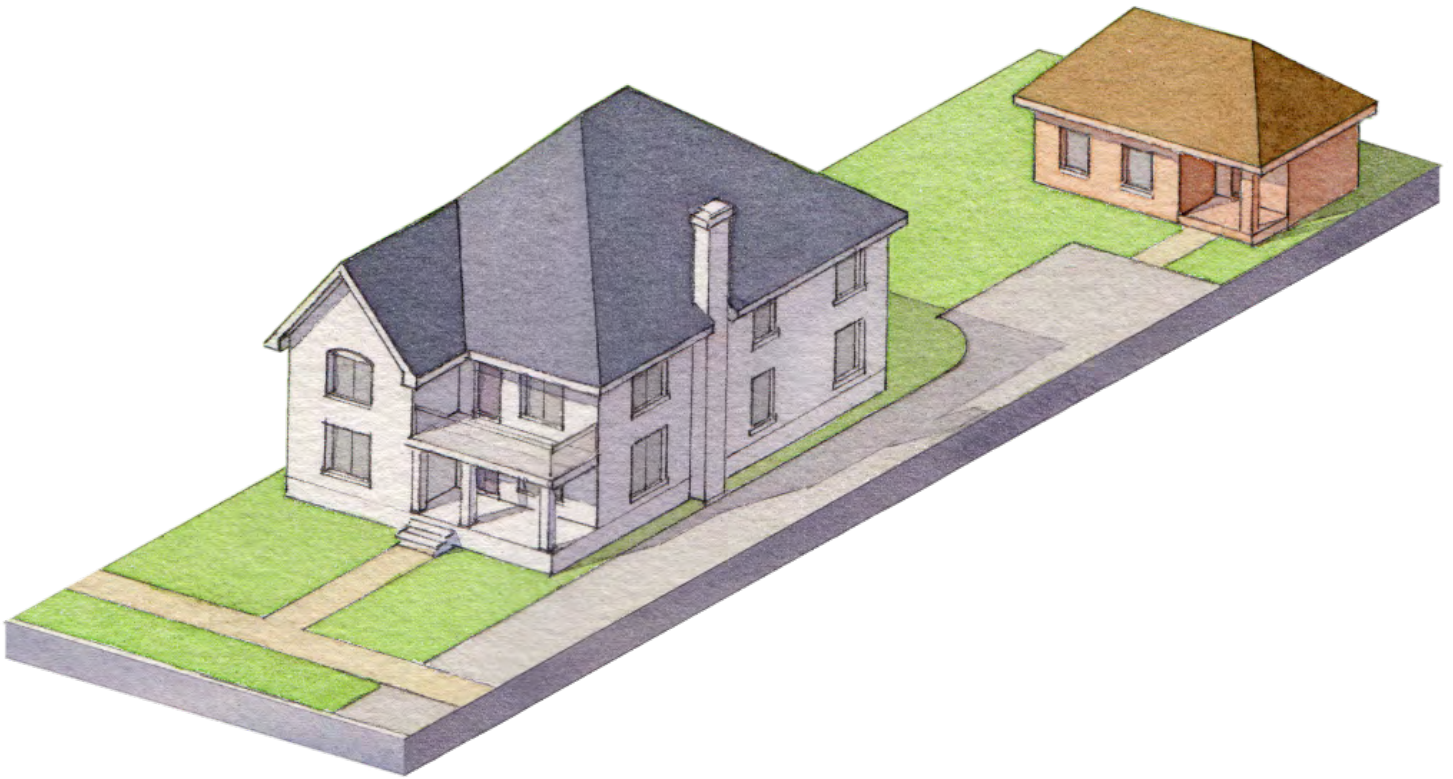


Additional Residential Unit (ARU) Guide



Purpose of the guide

This guide is intended to provide information on how to apply for and build an Additional Residential Unit (ARU) in the Town of Georgina.

What is an Additional Residential Unit (ARU)?

An ARU is an additional self-contained dwelling unit located on a lot containing a single detached dwelling, semi-detached dwelling, linked dwelling or townhouse dwelling. The Town of Georgina permits up to two ARU(s) on a rural or residential lot, subject to compliance with all applicable regulations.

Why build an ARU?

Building an ARU on your property can provide a variety of benefits and add new housing in your community. Some of the reasons to build an ARU may include:

- Providing an independent living space for family members while remaining close to home.
- Creating a purpose-built space for seniors to downsize while remaining in their home or community.
- Generating rental income to assist with mortgage payments or other costs of home ownership.

Through funding made available by the federal government, the Town of Georgina is currently offering financial incentives for residents looking to create a new ARU on their property. Funding available is covered in this guide.

How to use the guide

As you progress through the planning and development process process, you should follow these general steps.



Step 1: Find out if your property is suitable for ARU(s)



Step 2: Create a proposal for your ARU(s) and schedule a pre-application meeting



Step 3: Apply for the appropriate ARU incentive program (optional and subject to funding availability)



Step 4: Apply for and obtain all required permits and approvals



Step 5: Build your ARU

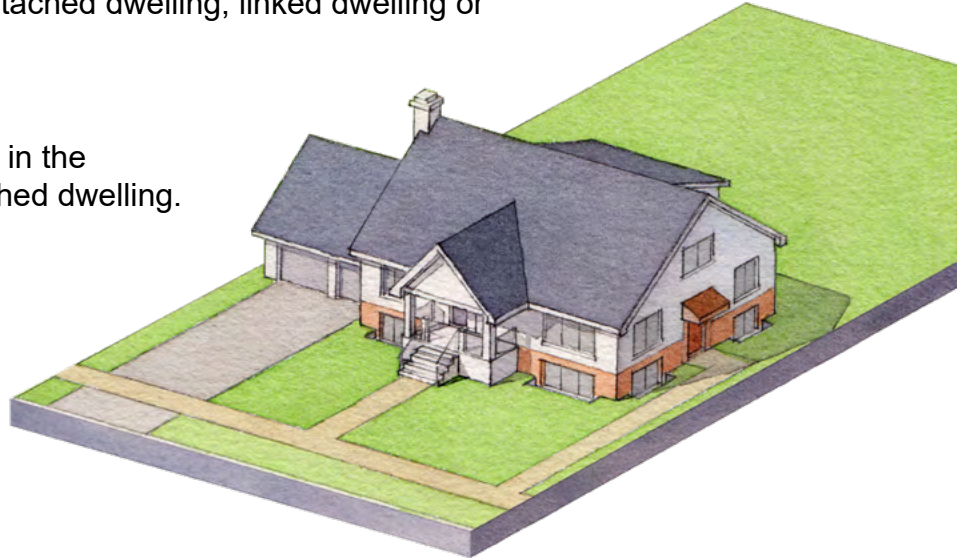
Questions? Contact the Building Division at building@georgina.ca.

Types of ARU(s) in Georgina

Attached ARU(s)

Attached ARU(s) are second or third dwelling units in a single detached dwelling, semi-detached dwelling, linked dwelling or townhouse dwelling.

Example: An attached ARU in the basement of a single detached dwelling.

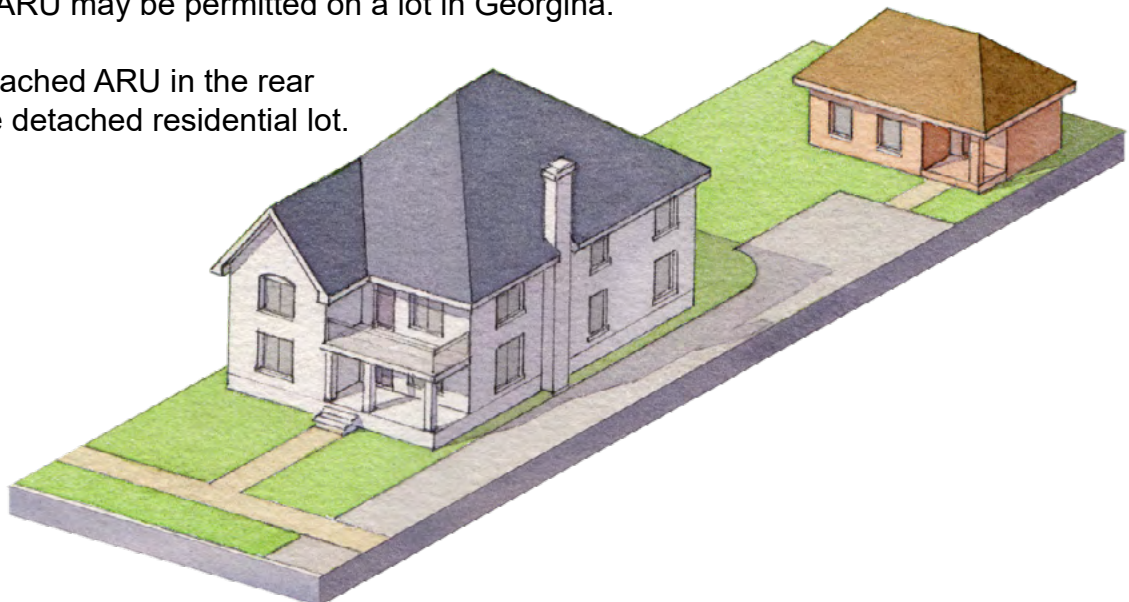


Detached ARU(s)

Detached ARU(s) are an additional self-contained dwelling unit located in a separate building on the same lot as a single detached dwelling, semi-detached dwelling, linked dwelling or townhouse dwelling.

One detached ARU may be permitted on a lot in Georgina.

Example: A detached ARU in the rear yard of a single detached residential lot.



Disclaimer: The content and designs depicted in this guide are for illustrative and general information purposes only and should not be used for construction or permitting purposes. All planning, zoning and building information should be verified with the Town of Georgina. Contact the Building Division at building@georgina.ca.

Step 1: Find out if your property is suitable for ARU(s)



To build an ARU, you will first need to determine if the location and configuration of your property and home would permit an ARU.

What are the zoning regulations?

Refer to the Town's Zoning Bylaw to determine the applicable regulations for ARU(s), including setbacks, parking and building height.

Where are your property lines?

To determine what can be constructed on your property, you will need to confirm the location of your property lines. If you do not have a property survey, you may be able to access one from the Town of Georgina or by hiring an Ontario Land Surveyor.

Where are the public utilities and infrastructure on your property?

This could include street trees, fire hydrants, streetlights, hydro poles, transformers, utilities, laterals, watermains or stormwater drainage areas. Buried infrastructure on your property can be identified through Ontario One Call at ontarioonecall.ca or 1-800-400-2255.

Are there any easements or encroachment agreements on the property?

Your property survey may identify an easement or can also be found using the ONLand property records search tool at onland.ca.

Zoning for ARU(s) in the Town of Georgina

The Town of Georgina Zoning Bylaw determines what can be developed on a property, including regulations related to:

- Permitted uses of a property (residential, commercial, home occupations, livestock, etc.);
- Where buildings can be located on a property;
- Maximum ARU size and lot coverage;
- Minimum distances from the edge of the property or existing buildings;
- Minimum parking and driveway regulations; and
- Maximum building heights.

The Town of Georgina has two zoning bylaws, 500 and 600. You can use the maps provided in each bylaw to determine which applies to your property.

Questions about zoning can be directed to Zoning Examiner staff in the Building Division at building@georgina.ca.

Step 1: Find out if your property is suitable for ARU(s)



ARU Zoning Summary

Regulation	Zoning Bylaw 500	Zoning Bylaw 600
Permitted use	Permitted in conjunction with a single-family, semi-detached, linked or townhouse dwelling.	Permitted on a lot with a single detached dwelling in a zone that permits a single detached dwelling.
Permitted location	A maximum of 3 dwelling units are permitted on a lot <ul style="list-style-type: none"> • 2 ARUs are permitted with a single-family, semi-detached, linked or townhouse dwelling. • 1 detached ARU is permitted if only 1 ARU is contained in the main dwelling. 	A maximum of 3 dwelling units are permitted on a lot <ul style="list-style-type: none"> • 1 ARU is permitted within a single detached dwelling. • 1 ARU is permitted in a detached building.
Access	ARUs are required to front onto a public street.	ARUs are required to front onto a public street.
Registration	Owners are required to register ARUs with the Town.	Owners are required to register ARUs with the Town.
ARU on private septic system	An ARU is not permitted within 100 m of the Lake Simcoe Shoreline or any permanent stream, unless the ARU can be accommodated within the septic system of the existing dwelling.	An ARU is not permitted within 100 m of the Lake Simcoe Shoreline or any permanent stream, unless the ARU can be accommodated within the septic system of the existing dwelling.
Hazard lands	An ARU is not permitted on regulated lands subject to flood, erosion or hazards unless the Lake Simcoe Region Conservation Authority issues a permit.	An ARU is not permitted on regulated lands subject to flood, erosion or hazards unless the Lake Simcoe Region Conservation Authority issues a permit.
Home occupations and day cares	A home occupation or home daycare is not permitted in an ARU. Home occupations/ daycares in a main dwelling must comply with Section 5.21 of Zoning Bylaw 500 .	A home occupation or home daycare is not permitted in an ARU. Home occupations/ daycares in a main dwelling must comply with Section 5.21 of Zoning Bylaw 500 .

Step 1: Find out if your property is suitable for ARU(s)



ARU in a Detached Building Zoning Summary

Regulation	Zoning Bylaw 500	Zoning Bylaw 600
Setbacks	A minimum of 1.2m from a rear lot line and interior side lot line and maintain the minimum exterior side yard setback for the main building.	Required in accordance with the minimum setback requirements for accessory buildings in Section 5.1. of Zoning Bylaw 600 .
Location	Permitted only in a rear yard with a minimum distance of 3m and maximum distance of 50m from the main dwelling.	Permitted only in a rear yard with a minimum distance of 2m and maximum distance of 50m from the permitted single detached dwelling.
Maximum Height	Must comply with height requirements for accessory buildings in Section 5.1(f) of Zoning Bylaw 500 .	According to the height requirements for accessory buildings in Section 5.1. of Zoning Bylaw 600 .
Residential floor area	In a Rural zone, a maximum of 40% of the residential floor area of the existing single detached dwelling or 150 sq. m. whichever is less.	A maximum of 40% of the residential floor area of the existing single detached dwelling or 150 sq. m. whichever is less.
Coverage	In a settlement area with public water and sewer servicing, buildings and structures may cover a maximum of 45% of the lot.	N/A
Driveway access	In the rural zone, an ARU must use the same driveway access as the main building.	An ADU must use the same driveway access as the single detached dwelling.
Pedestrian access	A 1.2m wide pedestrian access to the entrance of the detached building containing the ARU/ ADU is required.	A 1.2m wide pedestrian access to the entrance of the detached building containing the ARU/ ADU is required.
Livestock	Not permitted in a detached building used to keep livestock.	Not permitted in a detached building used to keep livestock.

Step 1: Find out if your property is suitable for ARU(s)



Zoning Bylaw 500 ARU parking requirements

Number of ARU(s)	Required parking spaces
Lot containing 1 additional residential unit.	3 parking spaces must be provided. <ul style="list-style-type: none"> • A maximum of 1 space may be in a garage. • 2 spaces must have direct access to a public road or street.
Lot containing 2 additional residential units.	4 parking spaces must be provided. <ul style="list-style-type: none"> • A maximum of 2 spaces may be in a garage. • 2 spaces must have direct access to a public road or street.

General Zoning Bylaw 500 ARU parking requirements

- Parking spaces provided in the front yard may occupy up to 55 per cent of the width of the lot.
- A minimum driveway width of 5.5 metres shall be provided for a driveway with tandem parking.
- A driveway used to access parking in a rear yard shall be a minimum of three metres wide. Where a parking area is located in the rear yard, a minimum of 1.2 metres in landscaped open space and a minimum 1.5 metres closed board fence shall be located along side and rear lot lines.

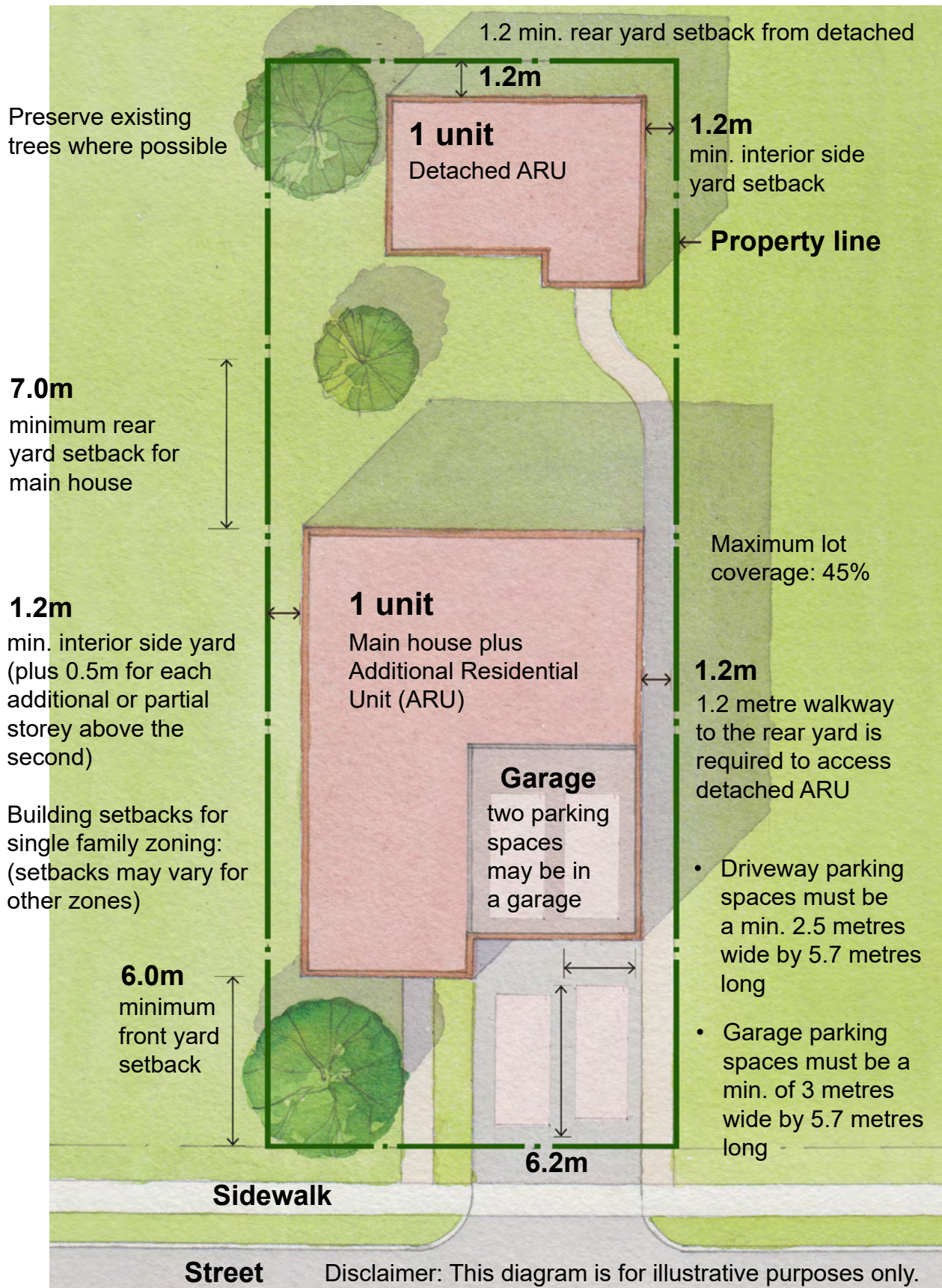
Zoning Bylaw 600 ARU parking requirements

Types of ARU(s)	Required parking spaces
Single detached dwelling containing 1 ARU	3 parking spaces must be provided.
An ARU in a detached building	4 parking spaces must be provided.

General Zoning Bylaw 600 ARU parking requirements

- Only one of the required parking spaces can be in a garage.

Example ARU site plan



Step 1: Find out if your property is suitable for ARU(s)



Other development constraints

Is your property connected to sanitary and water services?

If your property is not connected to municipal sewer and water services, you will need to determine if your existing septic and well systems have capacity to support an additional unit.

Does your property have heritage status?

You can confirm if your property has heritage status by reviewing the Town's heritage information at georgina.ca/HeritagePlanning or contacting planning@georgina.ca.

Are you in the Ministry of Transportation (MTO) Permit Control Area?

You may need a permit if your property is adjacent to a provincial highway. More information is available at mto.gov.on.ca.

Is your property regulated by the Lake Simcoe Region Conservation Authority?

You can confirm if your property is in an environmentally sensitive area or for questions about development in the Lake Simcoe Region Conservation Authority at lsrca.on.ca.

Step 2: Create a proposal for your ARU(s)



Other development constraints

- How many ARUs is your property suitable for (up to two)?
- How many ARUs do you want to build (up to two)?
- Where will the ARUs be located? Will they be detached (only one) or attached?
- Will there be planning approvals required such as a Minor Variance?

Build your project team

Licensed architect, Building Code certified designer or engineer who will:

- Confirm the zoning and building code requirements for the proposed development.
- Recommend other professionals who may be needed to finalize the proposal, such as engineers, surveyors, arborists or heritage conservation professionals.
- Prepare plans to submit to the Town or other agencies for approval.
- Coordinate with the Town or other entities on your behalf.

Contractor who will:

- Develop a budget and construction schedule.
- Coordinate the construction process and hiring of sub-trades.
- Ensure the building meets safety regulations and coordinate inspections.
- Manage the construction process from start to finish.

Step 2: Create a proposal for your ARU(s)



Develop a budget

- The cost to develop an ARU can vary greatly depending on the structure (detached or attached), size and finishings used for the project. \$100 per square foot for renovations and \$300 per square foot for new construction can act as a basic starting point for how much the project will cost. Your project team can help you determine a reasonable budget and cost estimate for your ARU.
- In addition to the cost of construction, you will need to consider other potential related costs including project team fees, insurance, utility connections, permit(s) application fees, development charges (if applicable), landscaping and fencing.
 - The Town of Georgina website has information on [building permit fees](#), [site alteration permit fees](#) and [planning application fees](#).
 - Costs to connect to existing Town services are determined by the Development Engineering Division who can be contacted [here](#).
- Visit georgina.ca/DevelopmentCharges for information about development charges.
 - You may be required to pay educational development charges to the [York Catholic District School Board](#) and [York Region District School Board](#).
- Applicants are strongly encouraged to set up a pre-application meeting with the Town by reaching out to planning@georgina.ca.

Step 3: Apply for the Appropriate ARU Incentive Program (optional and subject to funding availability)



You will need to confirm if you are eligible to apply for one of the Town of Georgina ARU incentive programs.

	ARU Creation program	ARU Renovation program
Purpose	Build a new attached or detached ARU on your property	Renovate or upgrade an existing ARU
Funding available	50% of project costs up to \$30,000	50% of project costs up to \$15,000
Project types	<ul style="list-style-type: none"> • Dwelling unit in an existing home (basement or upper floor) • Detached accessory building (garage, garden suite) • Prefabricated or modular units 	<ul style="list-style-type: none"> • Dwelling unit in an existing home (basement or upper floor) • Detached accessory building (garage, garden suite) • Prefabricated or modular units
Eligibility	<ul style="list-style-type: none"> • Proposed developments must comply with Town of Georgina Zoning Bylaws and Ontario Building Code • Dwelling must be at least 5 years old • Only expenses incurred after grant application approval are eligible for reimbursement 	<ul style="list-style-type: none"> • Proposed developments must comply with Town of Georgina Zoning Bylaws and Ontario Building Code • Dwelling must be at least 5 years old • Only expenses incurred after grant application approval are eligible for reimbursement

The [application](#) for the Town’s ARU Incentive programs can be found at georgina.ca/ARU.

Step 4: Apply for and obtain all required permits and approvals



Before construction can begin on your ARU, you will need to [apply](#) for and receive approval from the Town of Georgina for a building permit.

A building permit can only be issued once all relevant approvals, such as a Minor Variance, Site Alteration and Entrance Permit or Lake Simcoe Region Conservation Authority Permit (if required), are in place.

Questions can be directed via email to the Building Division at building@georgina.ca.

Full details are available at [georgina.ca/BuildingPermits](https://www.georgina.ca/BuildingPermits).

Additional permit types

- ARU(s) must be registered with the Town of Georgina. More information can be found at [georgina.ca/AccessoryApartments](https://www.georgina.ca/AccessoryApartments).
- Changes to your driveway entrance and site grading may also require additional permits depending on the proposed changes. Learn more at [georgina.ca/DrivewayPermit](https://www.georgina.ca/DrivewayPermit).

Step 4: Apply for and obtain all required permits and approvals



Additional Residential Unit checklist

- [Building Permit Application Portal](#)
- [Letter of Authorization signed by property owner, if applicable](#)
- [Schedule 1 Designer Information](#)
- [Accessory Apartment Registration Application](#)
- Detailed site plan. Provide interior garage dimensions and driveway dimensions within the lot boundary)
- Floor plans of existing and new dwelling (basement, first and second floor) including room sizes
- Cross sections to include ceiling heights (including locations and heights from floor to bulkhead)
- Window sizes (clear opening sizes, window wells if any, depth from base of window to window well, sill height from grade level)
- Location of exits and egress
- Fire separation details (service rooms, common spaces, dwelling separations, walls and ceilings)
- Details for sound transmission classification
- Locations of smoke alarm and carbon monoxide detectors
- Locations of dampers in duct work penetrating the fire separations
- Location of heating outlets and cold air returns in each room, designed by a qualified designer and shall show heat loss calculations, ventilation and duct design
- [Lake Simcoe Region Conservation Authority](#) approval, if applicable (905-895-1281, ext. 266 or 1-800-465-0437)
- [Site Alteration and Entrance Permit](#) if applicable (engineering@georgina.ca)
- Building Division/MOE on-site sewage system approval, if applicable

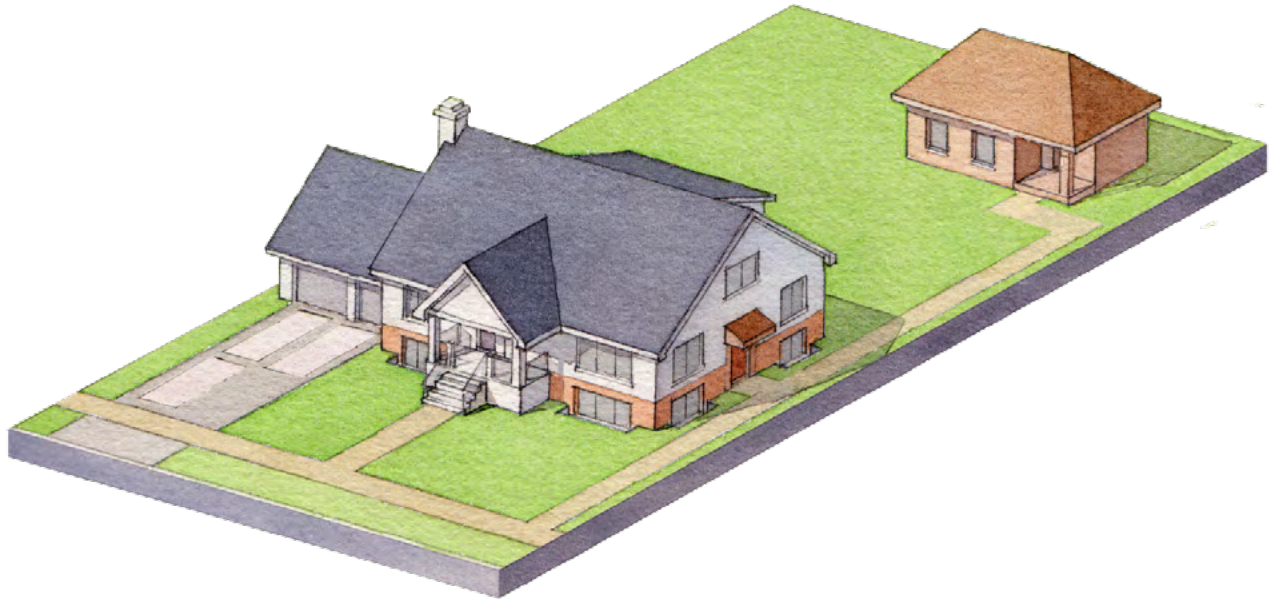
Step 5: Build your ARU



After you have been issued the necessary permits, you can begin to build your ARU(s).

Funding through the ARU Incentive Program is released contingent on a final Building Code inspection, issuance of occupancy and confirmation in writing that a unit is not a short-term rental unit.

Questions can be directed via email to the Building Division at building@georgina.ca.



Example: One attached ARU in the basement of a single detached dwelling and one detached ARU in the rear yard.

Key contacts

Visit us in person at the Civic Centre, located at 26557 Civic Centre Rd., Keswick or call us at 905-476-4301.

Municipal departments

Development Services Department: For questions about the ARU Financial Incentive Program and application process, contact planning@georgina.ca.

Building Division: For questions about zoning regulations and building permit applications and fees, or building code regulations contact, the Building Division at building@georgina.ca.

Building Inspections: To book a building inspection contact 905-476-4301, ext. 2283 or at building@georgina.ca.

Development Engineering Division: For questions about Site Alteration and Entrance Permits, servicing, grading and stormwater drainage, contact the Development Engineering Division at engineering@georgina.ca.

Other external contacts

Lake Simcoe Region Conservation Authority: To confirm if your property is located within an area regulated by the Lake Simcoe Conservation Authority and to determine whether an LSRCA Permit is required, visit lsrca.on.ca or call 905-895-1281 or 1-800-465-0437.

Hydro One: To confirm electricity connection and metering requirements, visit hydroone.com or call 1-888-664-9376.

Enbridge Gas: To confirm natural gas connection and metering requirements, visit enbridgegas.com or call 1-877-362-7434.

Canada Post: To coordinate mail service delivery to a new ARU(s), read the [Delivery Planning Standards manual](#).

Ministry of Transportation Ontario: If your property is adjacent to a provincial highway, you may need a permit.

Electrical Safety Authority for information on hiring a licensed electrical contractor or scheduling electrical inspections visit esasafe.com or call 1-877-ESA-SAFE.

York Region: If your property is on a regional road, an entrance or road occupancy permit may be required, visit [York Region's Road Use and Road Sign Permits](#).

Additional resources

Province of Ontario's guide to adding a secondary suite to your home

[ontario.ca](https://www.ontario.ca)

CMHC's Housing Design Catalogue

housingcatalogue.cmhc-schl.gc.ca

Ontario One Call

[ontarioonecall.ca](https://www.ontarioonecall.ca)

Landlord's Self-Help Centre

[landlordselfhelp.com](https://www.landlordselfhelp.com)

Residential Tenancies Act, 2006

[ontario.ca/laws/statute/06r17](https://www.ontario.ca/laws/statute/06r17)

CMHC Refinance for Secondary Suites

[cmhc-schl.gc.ca](https://www.cmhc-schl.gc.ca)