

# Application for Registration of Additional Residential Units (ARUs)

## General Requirements for All ARUs:

- The ARU complies with the Ontario Building Code, Fire Code, Zoning By-law and any other municipal and provincial standards
- The lot has adequate sewage and water supply
- On private services, lot area is at least 0.4 hectares
- The lot fronts on and has access to an improved public street, maintained year-round
- The lot is not used for a bed and breakfast establishment
- The primary residential unit meets the parking requirements in the Zoning By-law
- Floor area of an ARU is equal to or less than the floor area of the primary residential unit

## ARU in the Same Building as a Primary Residential Unit:

- Meets the general requirements for all ARUs (as above)
- Primary residential unit is a lawful single detached dwelling, semi-detached dwelling or townhouse dwelling
- Maximum of one ARU in the same building as the primary residential unit
- ARU is not located within the EP Zone, HL Zone, OS Zone, floodplain area, water setback or other hazardous lands

## ARU in an Accessory Building or Structure:

- Meets the general requirements for all ARUs (see above)
- Primary residential unit is a lawful single detached dwelling, semi-detached dwelling or townhouse dwelling
- Maximum of one ARU in an accessory building or structure on the same lot as a primary residential unit
- Lot is not within the Oak Ridges Moraine Area
- ARU is not located within the EP Zone, HL Zone, OS Zone, floodplain area, water setback or other hazardous lands
- ARU complies with the Minimum Distance Separation formulae from neighbouring livestock barns, manure storages and/or anaerobic digesters
- Where ARU is located on an upper storey, an accessory building or structure is no more than 10m in height and located no less than 1.2m from side and rear lot lines

## ARU in the Oak Ridges Moraine Area:

- Meets the general requirements for all ARUs (see above)
- Primary residential unit is a lawful single detached dwelling
- Maximum of one ARU per lot located in the same building as a primary residential unit
- ARU is not located within the ORMCA Zone, ORMLA Zone, ORMCP Zone, floodplain or water setback

# Application for Registration of Additional Residential Units (ARUs)

## Application Package Must Include:

- Completed Application for Registration of Additional Residential Units
- Registration fee
- Two copies of a site plan showing:
  - lot configuration;
  - dimension of each lot line;
  - primary residential unit location;
  - location of all accessory structures;
  - location and dimensions of on-site parking spaces in accordance with current zone provisions applicable to the subject lot;
  - location of walkways leading to ARUs;
  - location of well and septic system; and
  - any other relevant information that may assist with the review and approval of the application.
- Two sets of drawings showing:
  - all exterior entrances to the house;
  - secured entrances to each dwelling unit;
  - room uses and sizes including each room area calculation;
  - ceiling heights in each room;
  - window sizes including all window area calculations and what percent of the room floor area the window is; and
  - the total floor area of the ARU and the exterior dimensions of the dwelling (where applicable, the common areas of the dwelling are to be shaded).

## Submit Application Package To:

Attention: Chief Building Official  
Development Services - Building Division  
180 Kent St. W.  
Lindsay, ON K9V 2Y6



Development Services  
180 Kent Street West, Lindsay ON K9V 2Y6  
Tel: 705-324-9411  
Website: [www.kawarthalakes.ca](http://www.kawarthalakes.ca)

# Application for Registration of Additional Residential Units (ARUs)

## 1. Owner / Applicant

### Registered Owner(s)

**Full Name(s):**

**Mailing Address:**

**City:**

**Postal Code:**

**Phone:**

**Email:**

### Applicant (if different than Owner)

**Full Name:**

**Mailing Address:**

**City:**

**Postal Code:**

**Phone:**

**Email:**

## 2. Location and Description of the Subject Land

**Municipal Address:**

**Assessment Roll Number:**

**Primary Residential Unit:**

Single detached dwelling

Semi-detached dwelling

Townhouse dwelling

**Occupancy of the Primary Residential Unit:**

Owner

Tenant

Other (e.g. relationship to Owner)

**Location of the ARU:**

Within the same building as the primary residential unit

Within an accessory building or structure

**Is the ARU Existing?**

Yes

No

**Total Number of Parking Spaces on the Subject Property:**

1

2

3

4

More than 4

**Are There Any Existing, Registered ARUs on the Subject Property?**

No - this is the first ARU

Yes - there is one or more registered ARU(s)

### Is There a Bed and Breakfast Use on the Subject Property?

Yes

No

## 3. Declaration of Owner

I/We, (print name(s)) \_\_\_\_\_ certify that:

I/We am/are the registered owner(s) of the land that is subject to this application for approval of this document and, for the purpose of the Municipal Freedom of Information and Protection of Privacy Act, I/We authorize and consent to use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Municipal Act, 2001 for the purposes of processing this application.

**Signature of Owner:**

**Date:**

**Signature of Owner:**

**Date:**

## 4. Authorization

Consent of the Owner(s) for Applicant to Make Application

I/We, (print name(s)) \_\_\_\_\_ am/are the owner(s) of the land that is the subject of this application and

I/We authorize (print name) \_\_\_\_\_ to make this application on my/our behalf and to provide any of my/our personal information that will be included in this application or collected during the processing of this application.

**Signature of Owner:**

**Date:**

**Signature of Owner:**

**Date:**