

Standards for Secondary Suites

Secondary Suite means development of an ancillary, self-contained unit located in a structure in which the primary use is a single-family dwelling unit. A secondary suite would provide sleeping, cooking and washroom facilities within the self-contained unit.

1. A secondary suite has an entrance separate from the entrance to the primary dwelling unit, either from a common indoor landing or directly from the exterior of the structure, and must be connected by an interior door directly connecting the primary dwelling unit to the secondary unit. Exterior access to the secondary suite shall be subordinate in both size and appearance to the access of the primary dwelling unit.
2. There shall be no more than one secondary suite developed in conjunction with a principal dwelling unit.
3. Minimum off street parking per unit shall be required in accordance with the Land Use Bylaw.
4. A condition of approval for a secondary suite shall be the requirement to obtain a building permit pursuant to the Safety Codes Act.
5. The floor area occupied by a secondary suite shall be considered as part of the principal use of the structure for the purpose of calculating site coverage.
6. The floor area shall not exceed 40% of the gross floor area of the principal building.
7. The floor area shall be a minimum of 13.9 sq. meters (150 square feet) per person.
8. The secondary suite shall have full utility services through service connections from the principal dwelling unit.
10. There shall be minimal structural changes to the front exterior of the principal building, which shall continue to appear as a single-family dwelling unit.
11. Yard variances will not be granted to develop a secondary suite.

12. All properties within 100 m of a secondary suite development are to be mailed a written notice of the application, at least fourteen days prior to the meeting of the Municipal Planning Commission.