



Additional Residential Unit (ARU)

A Guide To Adding More Units To Your Home

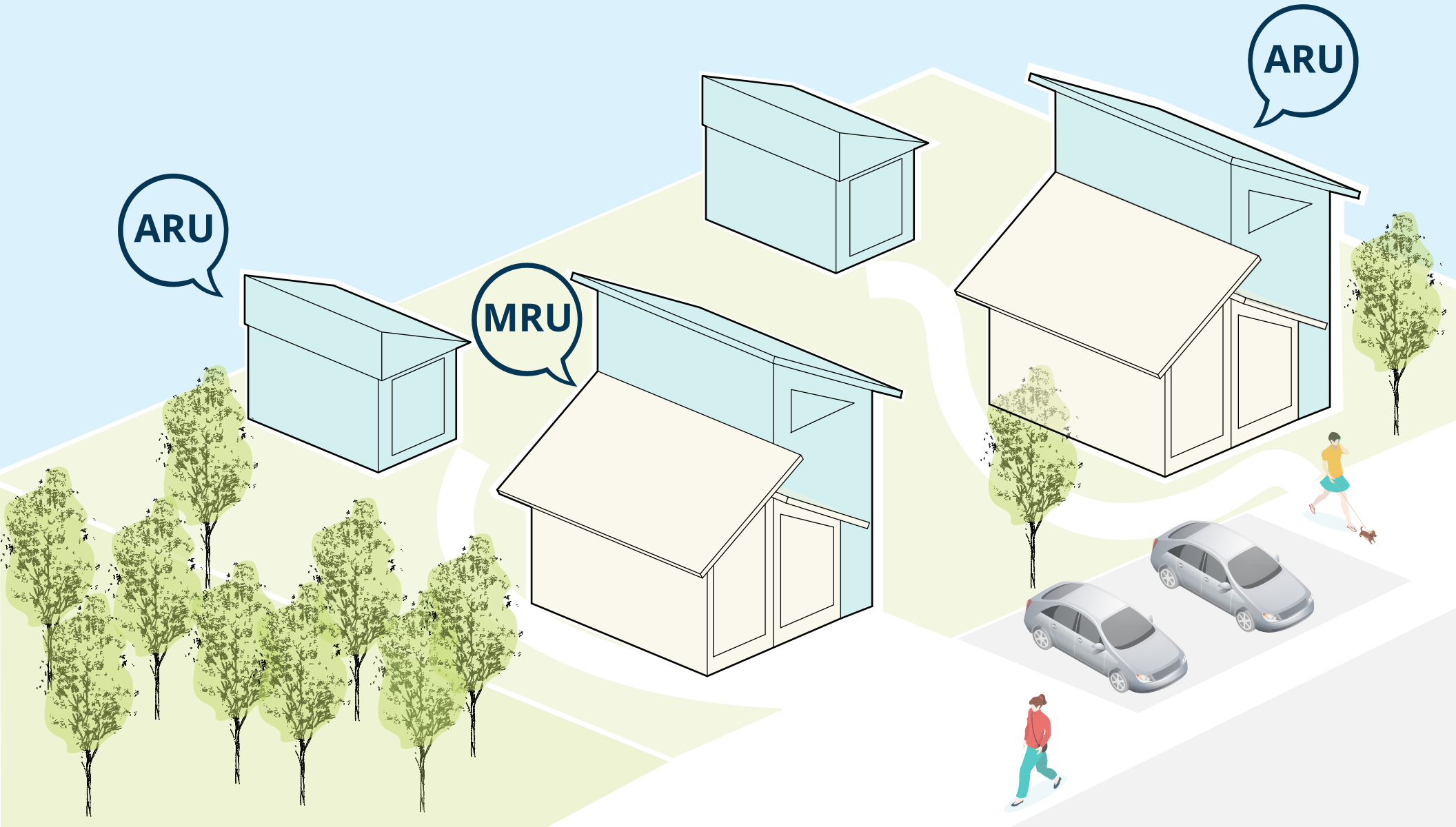


Table of Content

Introduction

What Is An Additional Residential Unit?	2
Different Forms of Additional Residential Units	2
Benefits of Additional Residential Units	3

Requirements

General Requirements For Additional Residential Units	3-4
What Type of ARU Do I Qualify For & What Are Its Requirements?	5
Where Are Detached ARUs Allowed To Be Built?	6
How Can I Find My Zoning Requirements?	7
What Can I Do If I Can't Meet The Zoning Requirements?	8

Processes

General Requirements For The Building Permit Process	9
Approval Process	10
Building Permit FAQ	10

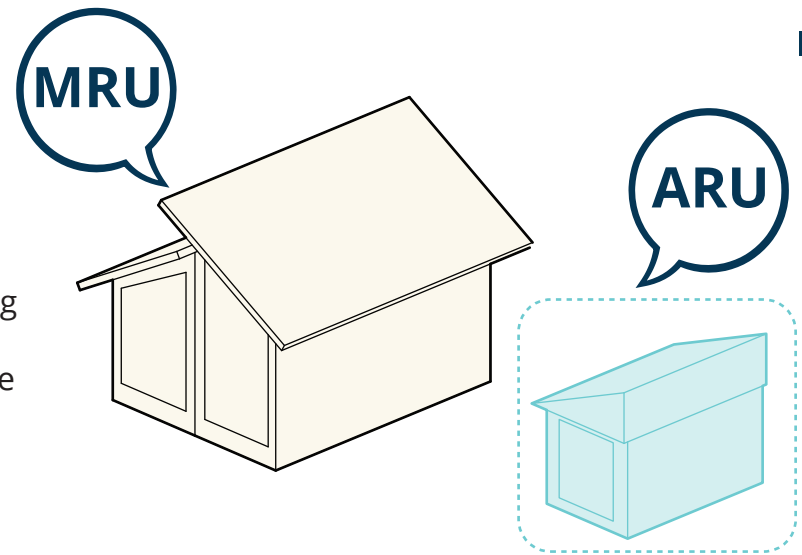
Disclaimer:

This is a Guideline for the establishing of Additional Residential Units in accordance with the Zoning By-law, which has been prepared for convenience purposes only. While every effort has been made to ensure the accuracy of the information contained herein, reference should be made to the original By-law and all amendments thereto for legal purposes.



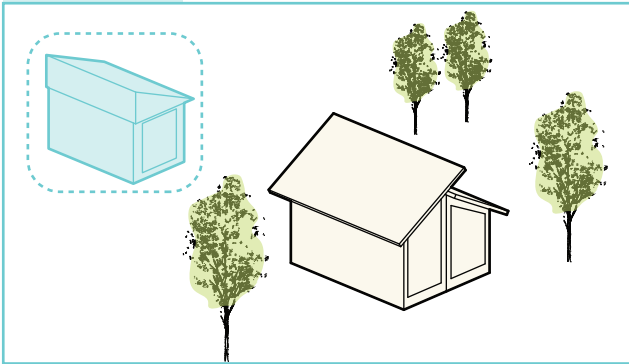
What Is An Additional Residential Unit? (ARU)

An **Additional Residential Unit (ARU)** is a type of dwelling unit secondary to the **Main Residential Unit (MRU)** located on the same lot. An ARU is permitted within single detached, semi-detached, or townhouse dwellings. ARUs contain a private kitchen, bathroom facilities, and sleeping areas. They may be constructed inside an existing house, as an addition, or as a detached residential structure accessed through a private entrance outside the **Main Residential Unit**.

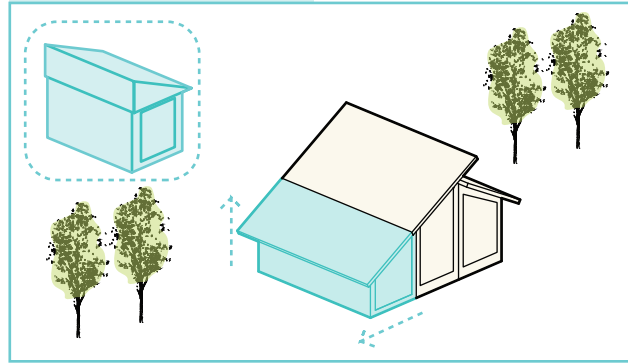


Different Forms Of Additional Residential Unit

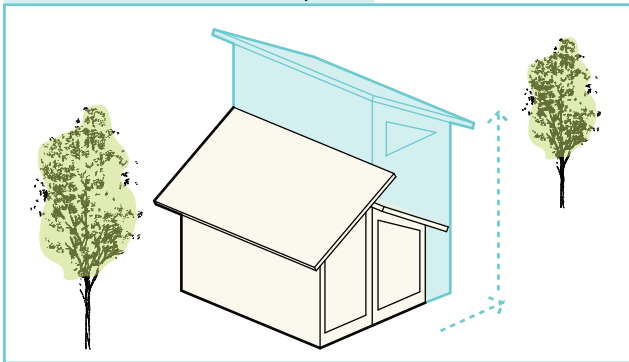
1. Detached ARU



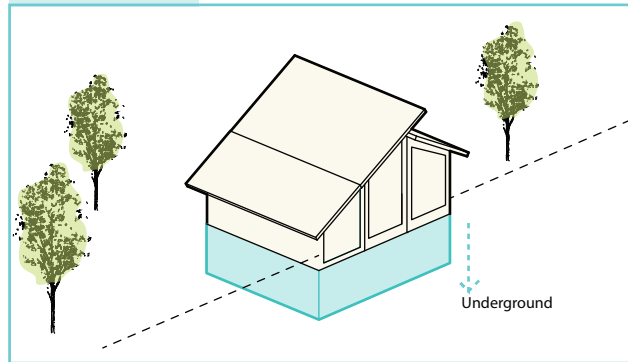
2. Attached & Detached ARU




3. Attached With Second-Story ARU



4. Basement ARU



 Main Residential Unit (MRU)

 Additional Residential Unit (ARU)



Benefits Of Additional Residential Units



Provides additional income for homeowners



Supports services in the community with additional population



Increases the rental housing supply



Provides flexible housing options for friends and family



Creates a more diverse mix of housing types



Makes use of existing water and sewer infrastructure

General Requirements For Additional Residential Units

1. Additional Residential Units are permitted in:
 - Single-detached dwellings
 - Semi-detached dwellings
 - Row-house (townhouse) dwellings
2. The Zoning By-law limits the number of ARUs to a maximum of one (1) within the MRU and one (1) detached from the MRU within the lot's boundaries.
3. ARUs are required to receive an Occupancy Permit through the Building Permit process, which is given only if the unit meets the Ontario Building Code and Fire Code requirements.
4. ARUs require adequate water and sewer capacity to support them. This is often demonstrated through a servicing brief.

Note: See page 7 for information on how to find your lot's zone-specific requirements.

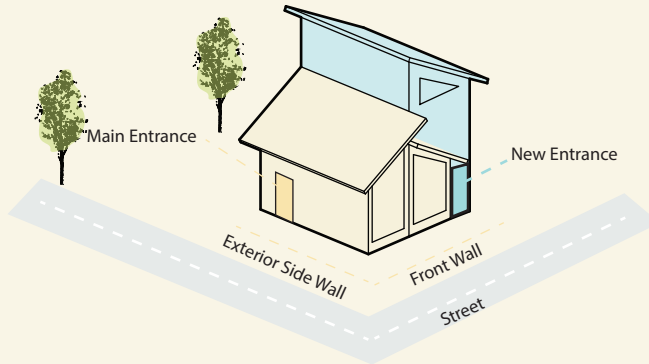
5. An ARU must maintain the height and yard setbacks of the MRU zone.
6. An ARU needs to maintain the landscaped open space for the property's zone.
7. An ARU cannot to exceed 40% of the floor area of the MRU. However, if the ARU is located in a basement, it can occupy the whole of the basement regardless of the floor area.





8. A separate entrance is required for the ARU.
The entrance can:

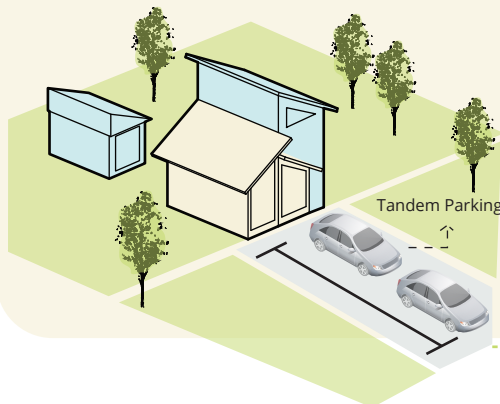
- Share an existing entrance at the front of the MRU. (access through common vestibules) or;
- through a new door at the side of the MRU or;



- through a new door at the front wall if the existing entry is on an exterior side wall or;
- through an exterior path or rear lane if the ARU is detached from the MRU.

9. The MRU and the ARU must share the existing driveway and yards.

- One dedicated parking space must be provided for each Main Residential Unit and Additional Residential Units



Q: Why are additional entrances not permitted at the front of the MRU?

A: A second entrance on the front of the house could alter the community's character since most homes have only one door facing the street. Further, lot widths of semi-detached dwellings and townhouse dwellings may be too narrow to accommodate a second entrance on the front of the house.

Q: Why do we need to keep green space on the lot?

A: Landscaped open space is required in order to naturally mitigate stormwater and drainage on site and also provide landscaping and amenity space for natural cooling and enhance the quality of life for residents.

Q: Can I use my garage as a dwelling unit?

A: Yes, if all required parking spaces can be provided on-site and the required setbacks are achieved. A garage conversion is subject to a building permit under the Ontario Building Code.

Q: Can I widen my driveway?

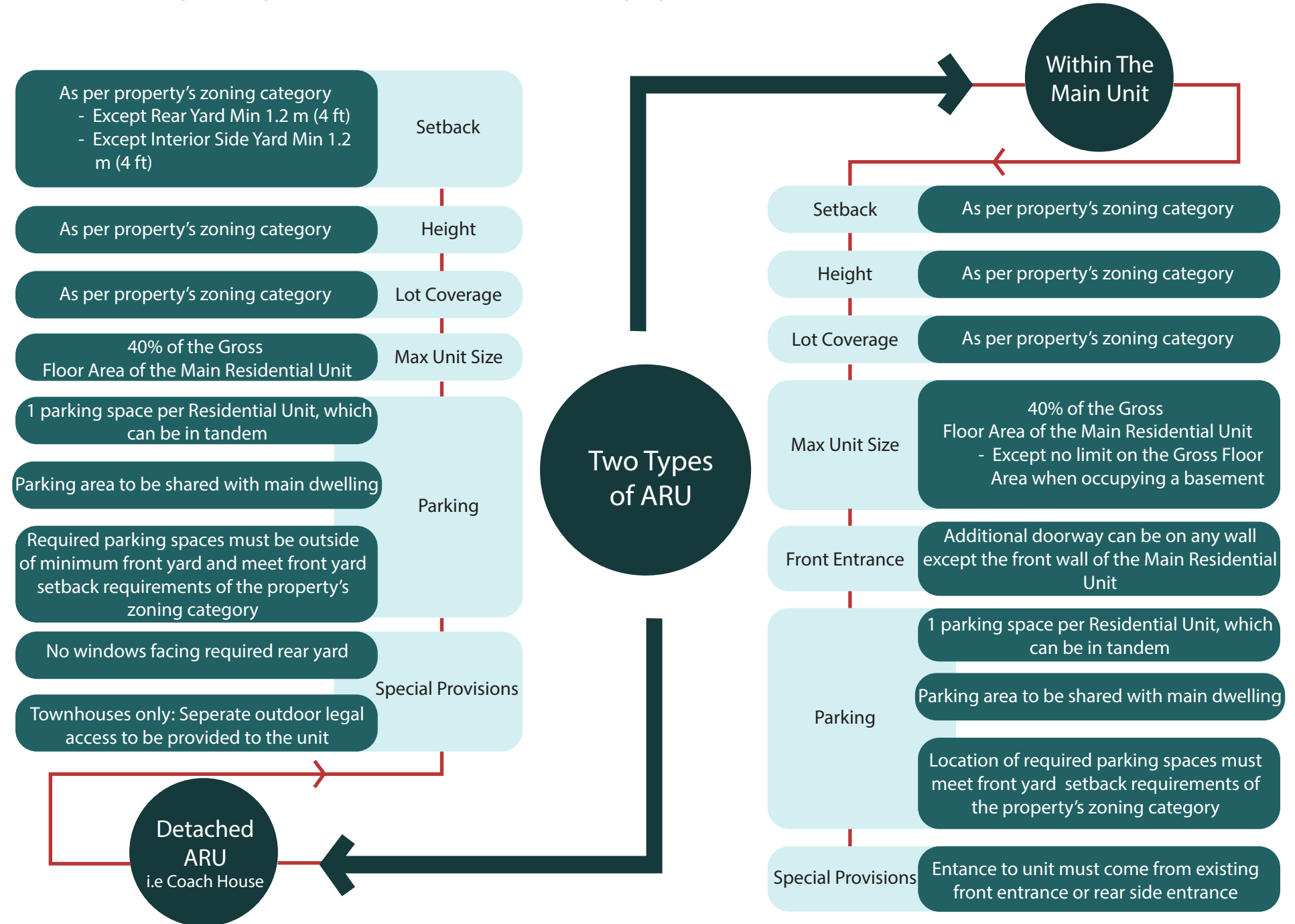
A: Yes, you can widen your driveway. The Zoning By-law prescribes a maximum of 9m width or 60% of the lot frontage whichever is less, for a driveway. Keep in mind that required parking spaces need to meet front yard setbacks for the Main Residential Unit. Widening a driveway may also require an entrance permit from the department of Public Works and Utilities.



What Type of ARU do I Qualify For & What Are Its Requirements?

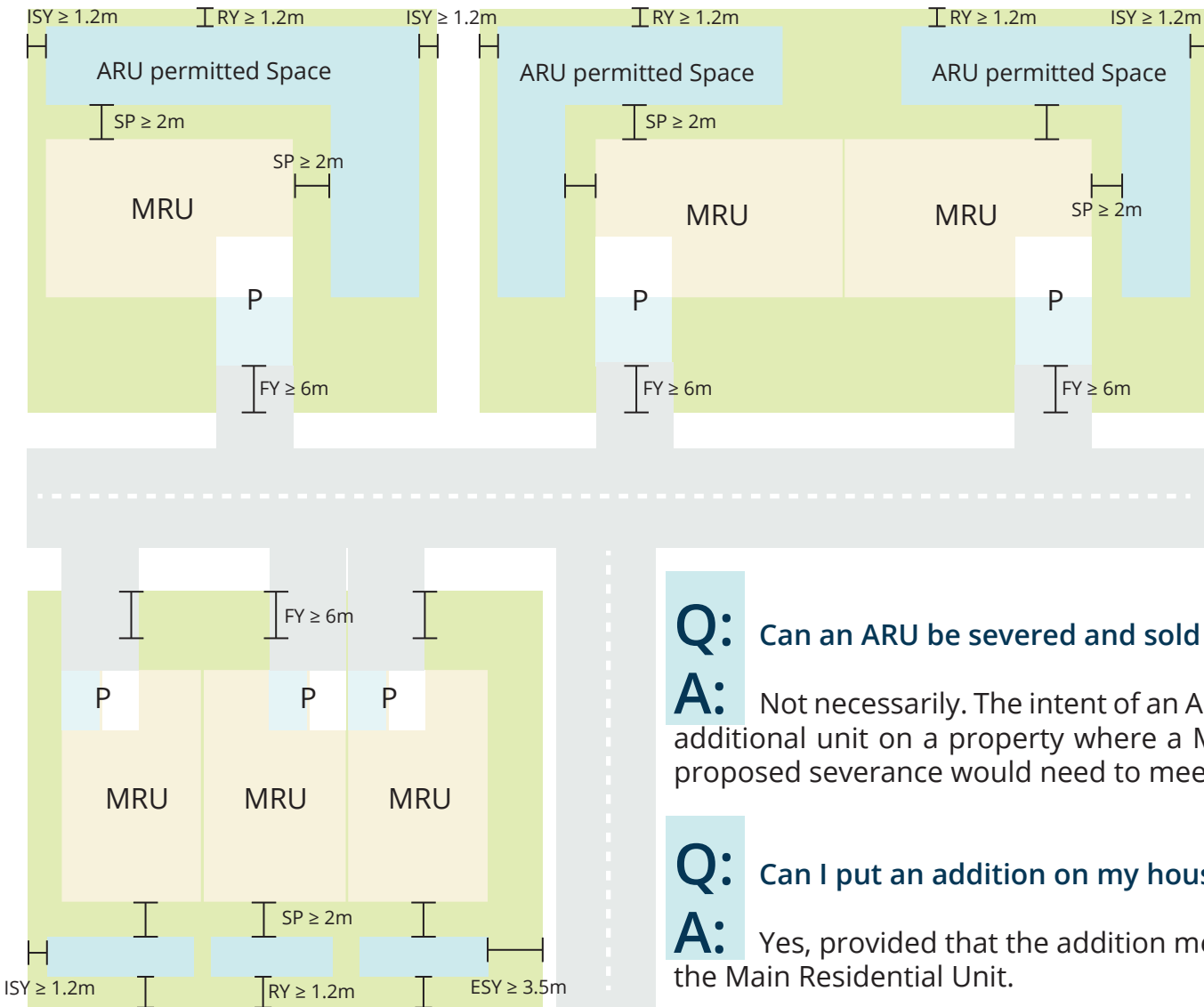


Note: Ontario Building Code Requirements must be met in addition to Zoning requirements.





Where Are Detached ARUs Allowed To Be Built?



Q: Does my ARU need a separate address?

A: Yes, please contact Planning Services to have an address assigned to your ARU. This address will be assigned as a secondary address (infill address) to the property to ensure the safety of the people residing in both dwelling units.

Q: Do I need insurance on my ARU?

A: Yes. You will need to contact your individual insurance provider for quotes and information on coverage for your Additional Residential Unit.




Q: Can an ARU be severed and sold separately?



A: Not necessarily. The intent of an Additional Residential Unit is to provide an additional unit on a property where a Main Residential Unit already exists. Any proposed severance would need to meet applicable planning requirements.

Q: Can I put an addition on my house and use this area as part of my ARU?

A: Yes, provided that the addition meets all the Zoning By-law regulations for the Main Residential Unit.

FY: Front Yard
RY: Rear Yard
ISY: Interior Side Yard
ESY: Exterior Side Yard
SP: Separation

 Area where a **detached** ARU is permitted
 Main Residential Unit (MRU)
 Lot Area

 Parking Space For ARU
 Parking Space For MRU



How Can I Find My Zoning Requirements?

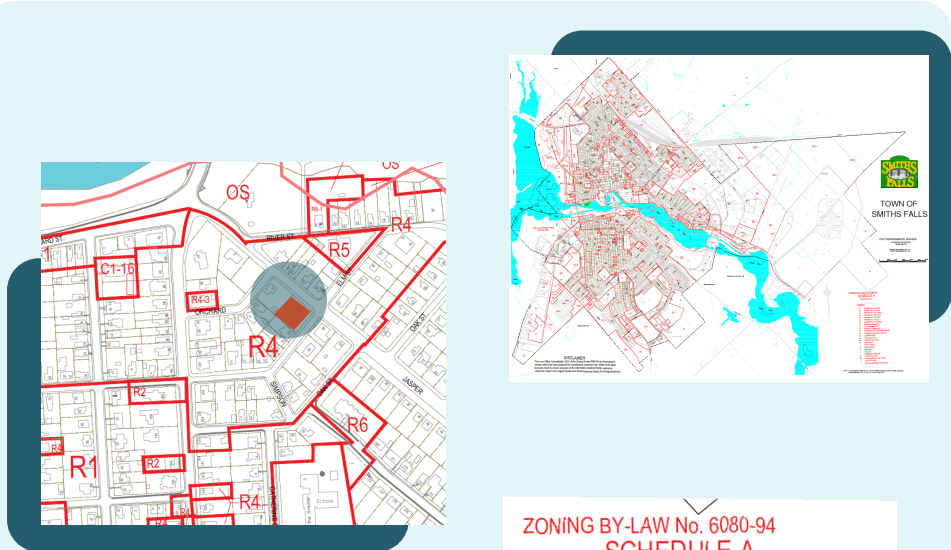


1 **What is my zone?**
 Go to the zoning map of Smiths Falls and find out your property's zone.
 You can Find the Zoning Map here:
<http://www.smithsfalls.ca/media/2017/06/Zoning-Map.pdf>

2 **What are the rules for my zone?**
 Go to the Town of Smiths Falls Zoning By-law.
 You can find the Zoning Bylaw here:
<https://www.smithsfalls.ca/media/2022/06/June-18-2021-Comprehensive-Zoning-By-Law-Consolidation.pdf>

3 Find your property's zone section from the Table of Contents.

4 The zoning provisions for your property will guide your plans. The Table of Contents also shows specific requirements for ARUs.



ZONING BY-LAW No. 6080-94
SCHEDULE A
 Revised July 2014

Legend

- R1 RESIDENTIAL TYPE ONE
- R2 RESIDENTIAL TYPE TWO
- R3 RESIDENTIAL TYPE THREE
- R4 RESIDENTIAL TYPE FOUR**
- R5 RESIDENTIAL TYPE FIVE
- R6 RESIDENTIAL TYPE SIX
- R7 RESIDENTIAL TYPE SEVEN
- C1 GENERAL COMMERCIAL
- C2 LOCAL COMMERCIAL
- C3 HIGHWAY COMMERCIAL
- C4 NEIGHBOURHOOD SHOPPING CENTRE
- C5 COMMUNITY SHOPPING CENTRE
- OS OFFICE & BUSINESS PARK

4.22 Public and Institutional Uses.....	56
4.23 Setbacks.....	57
4.24 Site Triangles and Sight Distance.....	57
4.25 Signs.....	58
4.26 Site Plan Requirements.....	58
SECTION 5 – ZONING.....	59
5.1 Classification.....	59
5.2 Zone Regulations.....	60
5.3 Zone Boundaries.....	60
5.4 Zone Symbols.....	60
5.5 Exception Zones.....	61
5.6 Flood Plain Zones.....	61
5.7 Holding Zones.....	61
5.8 Lands Adjacent to Wetlands.....	63
5.9 Temporary Use Zones.....	64
5.10 Zone Boundaries.....	64
5.11 Building, Structure and Use Classification.....	65
SECTION 6 – RESIDENTIAL TYPE 1 (R1) ZONE.....	66
6.1 Permitted Uses.....	66
6.2 Zone Provisions.....	66
6.3 Exception Zones.....	66
SECTION 7 – RESIDENTIAL TYPE 2 (R2) ZONE.....	68
7.1 Permitted Uses.....	68
7.2 Zone Provisions.....	68
7.3 Exception Zones.....	68
SECTION 8 – RESIDENTIAL TYPE 3 (R3) ZONE.....	69
8.1 Permitted Uses.....	69
8.2 Zone Provisions.....	69
8.3 Exception Zones.....	69
SECTION 9 – RESIDENTIAL TYPE 4 (R4) ZONE.....	70
9.1 Permitted Uses.....	70
9.2 Zone Provisions.....	70
*9.2.1 Single detached dwelling house.....	70
9.2.2 Semi-detached dwelling house.....	71
9.2.3 Duplex dwelling house.....	71
9.2.4 Multiple dwelling house (2 units).....	72
9.2.5 Multiple dwelling house (3 units).....	72
9.2.6 Converted dwelling house.....	73
9.2.7 Exception Zones.....	73
SECTION 10 – RESIDENTIAL TYPE 5 (R5) ZONE.....	75
10.1 Permitted Uses.....	75
10.2 Zone Provisions.....	75
10.2.1 Single detached dwelling house.....	75
10.2.2 Semi-detached dwelling house.....	76

Town of Smiths Falls, Zoning By-law 6080-94
 OFFICE CONSOLIDATION: June, 2021
 Prepared for convenience; where effort is more accuracy. However, for legal purposes, refer to original and amending By-laws.
 2

SECTION 9 – RESIDENTIAL TYPE 4 (R4) ZONE.....	70
9.1 Permitted Uses.....	70
9.2 Zone Provisions.....	70
*9.2.1 Single detached dwelling house.....	70
9.2.2 Semi-detached dwelling house.....	71
9.2.3 Duplex dwelling house.....	71
9.2.4 Multiple dwelling house (2 units).....	72
9.2.5 Multiple dwelling house (3 units).....	72
9.2.6 Converted dwelling house.....	73
9.3 Exception Zones.....	73



What Can I Do If I Can't Meet The Zoning Requirements?

If your property or project doesn't quite meet the zoning standards needed to make it eligible for a building permit, you may be able to pursue a minor variance from the Zoning By-law to allow your ARU project move forward. Depending on what requirement(s) your project doesn't meet, you'll need to demonstrate how your project will not negatively impact aspects like parking, water supply, the character of the neighbourhood and the privacy of neighbouring properties. You may need the assistance of a hired professional planner to help you prepare your application.

A minor variance process can take up to 2 months and the application requires a processing fee. This is a public process that allows your neighbours to provide input on whether an application is suitable or not. The Town's Planning Advisory Committee (acting as the Committee of Adjustment) will consider granting a variance if the following criteria are met:

1. The application is minor in nature
2. The variance will be promoting the appropriate development or use of the property
3. The general intent and purpose of the municipal Zoning By-law are maintained, and
4. The general intent and purpose of the municipal Official Plan are maintained.

If you are considering a minor variance application for your project, you should talk to your neighbours to hear their feedback and address any concerns that may arise before spending the time needed prepare an application. You should also pre-consult with planning staff to learn more about the submission requirements, application process, timelines, fees, and policy requirements before applying for a minor variance.

For more information, please contact the Planning Clerk at **613-283-4124 ext. 1136**

Q: How do I connect my ARU to Town services?

A: In most cases, you will need to connect your ARU to water and wastewater services through the existing dwelling. While you can have your services metered separately between the primary house and the ARU, the new services will likely be provided through the existing connections to your property. You may need a qualified professional to advise if your current service connections can accommodate the change in use or if you need to pay to upgrade your services.

For more information on connections, contact the Public Works Department at **613-283-4124 ext. 3302**

Q: Will An ARU Affect My Property Taxes?

A: Yes. Your property taxes will increase because you are adding a use and/or structure to your property. Please contact the Municipal Property Assessment Corporation (MPAC) for more information on a property assessment. More information can be found at www.mpac.ca.

For information on the Town's tax rates please contact the Town of Smiths Falls Finance Department at **613-283-4124 ext. 1118**



General Requirements For The Building Permit Process



Designer(s): Prepare Two (2) Full Sets of Working Drawings to scale with dimensions and details included.

Property Site Plan: Shall meet the Town's Zoning-By-law and any other related approvals, and shall include the following:

- a) Zone, lot area, dimensions, north arrow, setbacks from all existing structures to lot lines, existing structures, street entry, number and location of parking spots, services, utilities, or easement.
- b) **Lot Grading Plan:** grading plan may include grade elevation at building corners adjacent to properties, direction of surface storm water and swales, and existing drainage and patterns, including ditches.

Note: An Ontario Land Survey may be required for any lot specific condition or designated parking spots for ARU.

Architectural, Structural and Fire Separation: Plans shall meet Ontario Building Code and may include the following (as applicable):

- a) **Foundation Plan** may include footing size, depth below grade, concrete pad and anchorage detail.
Floor Plan(s): Existing and proposed basement floor plan including programmings, openings, stairs, alarms, fire rated walls, doors, ceilings, plumbing, utility, furnace, building cross-section marker, and dimensioned framed walls and openings, post and beams size and roof frame.
- b) **Upper Floor Plan(s):** Existing and proposed main upper floor plans including programmings, openings, stairs, alarm, fire rated walls, doors, ceilings, floors, plumbing, building cross-section marker, and roof framing and truss plan.
- c) New fire separation details for floor and/or wall with code references listed (ex. Section SB-3 of the OBC)
- d) Building cross-section through fire-rated horizontal floor and or vertical wall assemblies
- e) **Building Elevation:** Existing building elevations and their photos including proposed grade, overall height of building, finish materials, lighting, etc.
- f) Designer to complete the Designer Information that includes total area of work
- g) If pre-fabricated structural design is used roof truss layout specification may be provided by the supplier.
- h) Hazardous substance report may be necessary (i.e. asbestos, mold, lead, mercury, etc)

Heating, Ventilation & Air-Conditioning (HVAC): Plans shall meet Ontario Building Code & Town's Building By-law and shall include the following:

- a) Existing/Proposed Heating system plans indicating any changes to existing HVAC or the design of a new HVAC system including any alterations or replacements with handling capacity and air exchange. If a new system is being proposed, the mechinal designer must complete the Designer Information form.

Note: Where required by the Ontario Building Code, a qualified designer (ex. Professional Engineer, Certified Architect, or BCIN Designer) may be needed.

Applicant: The "Application for a Permit to Construct" shall be completed and submitted with the above drawings. This application package shall include:

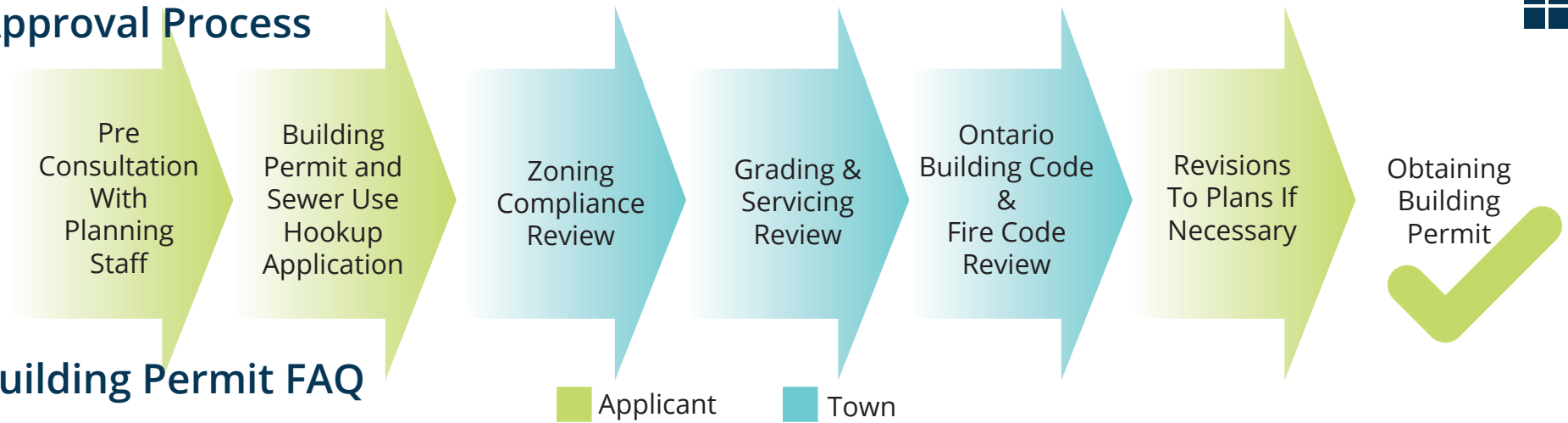
- Consent authorizing an agent to act on their behalf if agent signs the application
- Gross Building Area on Section A of the Project Information sheet.
- Project value (\$) including all labour, materials, services & equipment necessary to complete the project.
- The initial payment for the Permit Fee as per the Building By-law

Note: The final Permit Fee and Water Services Fee is due prior to permit pickup.





Approval Process



Building Permit FAQ

How do I get started?

A Building Permit is required to establish your Additional Residential Unit. There may be different Ontario Building Code requirements for your project depending on whether you are renovating a house, putting an addition on your house, converting an accessory structure, or building an entirely new detached accessory structure. Different properties and building types may have different submission requirements and fees. If you need assistance with your building permit application, please contact the Building Department at the Town of Smiths Falls at building@smithsfalls.ca or 613-283-4124 ext. 1132

Will I need to pay a development charge?

Development Charges are a one-time fee levied by municipalities on new residential and non-residential developments that help pay for a portion of the growth-related infrastructure. As the Town of Smiths Falls continues to grow, we need to ensure each new dwelling unit is accounted for by our updated infrastructure services. In most cases, development charges will not apply to Additional Residential Units. For more information on development charges, please check the Town of Smiths Falls website or contact the Building Department for assistance.

How much will it cost?

Building permit fees for an Additional Residential Unit are based on the Building By-law's fee schedule. Building permit fees for renovation and additions to create an ARU are based on the construction value of the project at a rate of **\$12.40 per \$1000.00** with a minimum fee of **\$62.97**.

These fees can be found on the Town of Smiths Falls Website at <http://www.smithsfalls.ca/business/permits/> or by contacting our Building department.

Note: As Building permit fees are subject to change, please verify any fees and charges with the Town before preparing payments for your application.

Am I required to submit a lot grading plan?

Depending on the location of the Additional Residential Unit, a Lot Grading Plan may be required to ensure the Town's engineering standards are being met. A Lot Grading Plan aims to confirm drainage is directed away from the building and ensure the project does not cause drainage issues or damage to neighbouring properties and may propose adding items such as Swales, slopes, infiltration galleries, etc. Determination of the requirements for a Lot Grading Plan will take place at the time of application for a building permit.





Additional Residential Unit (ARU)

A Guide To Adding More Units To Your Home

www.smithsfalls.ca