

For Office Use Only

Application Number:

Permit Number:

Roll No.:

Fee Received:

Application Information

Name of Applicant/Agent:

Street Address:

City:

Postal Code:

Telephone No.:

Fax No.:

Email:

Name of Owner(s) if different from Applicant/Agent:

Street Address:

City:

Postal Code:

Telephone No.:

Fax No.:

Email:

Property Information

Municipal Address of Dwelling to be Registered:

Legal Description:

Concession:

Lot:

R-Plan:

Part/Block

Zone:

Lot Area (m²):

Lot Frontage (m):

Purpose of Application

Check off the purpose of the application:

recognizing existing second unit; or

establishment of a new second unit

Has application for registration as a second unit previously been made?

No

Yes - If Yes, was the application: Approved Denied

Unit Information

Unit Type: New Existing

Size of Dwelling: _____ m² or _____ ft²

Size of Secondary Unit: _____ m² or _____ ft²

Unit Location: Within an Existing Structure Accessory Structure
 Basement Existing Accessory Structure
 Main Floor New Accessory Structure
 Second Floor Stand-Alone Accessory Structure
 Other – Specify: _____

Number of Parking Spaces to be Provided:

Please complete the following if the accessory unit is to be located within an accessory structure:

Distance from Principal Dwelling: _____ m

Height of the Principal Structure: _____ m

Height of Accessory Structure: _____ m

Provision of Amenity Space:

Location of Amenity Space: _____

Area of Amenity Space: _____

Dimensions of Amenity Space: _____

Application Submission must include the following:

- Completed Application
- Application Fee of \$250.00
- Property sketch showing dimensions of the property, location and setbacks of all buildings and location and dimensions of parking spaces, location and dimensions of amenity space.
- Floor plan sketches showing all walls, doors, windows, stairs, kitchen facilities, bathroom facilities, heating systems and smoke alarms

Declaration of Applicant or Authorized Agent

The following declaration ***must be signed*** by the applicant or agent

I, declare that the information contained in this application, attached schedules, attached plans, and other attached documentation is true to the best of my knowledge.

Signature (Owner or Agent)

Print Name

Date