

For Use by Principal Authority	
Application Number:	Date Received:
Roll No.:	Fee Received:
Property Address:	

Applicant Information		
Name of Applicant/Agent:		
Street Address:	City:	Postal Code:
Telephone No.:	Email:	
Name of Owner(s) if different from Applicant/Agent:		
Street Address:	City:	Postal Code:
Telephone No.:	Email:	

Property Information			
Municipal Address of Dwelling to be Registered:			
Legal Description:			
Concession:	Lot:	R-Plan:	Part/Block
Zone:			
Lot Area (m ²):		Lot Frontage (m):	

Purpose of Application	
<input type="checkbox"/> Recognizing Existing Second Unit	<u>OR</u> Establishment of a New Second Unit
Has application for registration as a second unit previously been made?	
<input type="checkbox"/> No	<input type="checkbox"/> Yes - If Yes, was the application: <input type="checkbox"/> Approved <input type="checkbox"/> Denied

Unit Information	
Unit Type: <input type="checkbox"/> New <input type="checkbox"/> Existing	Size of Dwelling: _____ m ² or _____ ft ² Size of Secondary Unit: _____ m ² or _____ ft ²
Unit Location:	<input type="checkbox"/> Within an Existing Structure <input type="checkbox"/> Accessory Structure
	<input type="checkbox"/> Basement <input type="checkbox"/> Existing Accessory Structure <input type="checkbox"/> Main Floor <input type="checkbox"/> New Accessory Structure <input type="checkbox"/> Second Floor <input type="checkbox"/> Stand-Alone Accessory Structure <input type="checkbox"/> Other – Specify: _____

Complete this section only if the 2nd Unit will be located within an accessory structure:

Distance from Principal Dwelling: _____ m

Height of the Principal Structure: _____ m

Height of Accessory Structure: _____ m

Parking (A minimum of three (3) parking spaces must be demonstrated on site plan)

Number of Parking Spaces to be Provided: _____

Outdoor Amenity Area (Outdoor amenity space must be demonstrated on site plan)

Location of Outdoor Amenity Space: _____

Area of Outdoor Amenity Space: _____

Dimensions of Outdoor Amenity Space: _____

Application Submission must include the following:

- Completed Application
- Application Fee
- Site Plan/ Property Sketch demonstrating:
 - dimensions of the property
 - location and setbacks of all buildings
 - location & dimensions of parking spaces
 - location & dimensions of outdoor amenity space
- Floor plan sketches demonstrating:
 - all walls
 - doors
 - windows
 - stairs
 - kitchen facilities
 - bathroom facilities
 - heating systems
 - 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.

Print Name (Owner or Agent)

Signature (Owner or Agent)

Date

Please submit completed application and supporting documents by email to planning@selwyntownship.ca