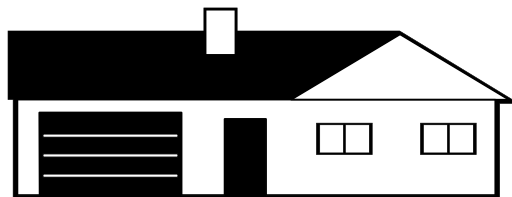




# Application to Register a Secondary Dwelling Unit

IN THE

TOWNSHIP of LAURENTIAN VALLEY



Forms and information required to register your Secondary Dwelling Unit

**Grow**  
with us

**LAURENTIAN VALLEY TOWNSHIP**  
**Information Required by Building Department for**  
**Applications to Register a Secondary Dwelling Unit**

In 2017, Laurentian Valley amended the Zoning By-law 09-04-391 through By-Law 2017-06-028, which now allows Secondary Dwelling Units in most zones of the Township. By-law 2017-06-029, also known as the Secondary Dwelling Unit Registration By-law was also enacted, which requires the registration of all secondary Dwelling Units in the Municipality. *(Does not apply to recognized apartment buildings)*

Secondary dwelling units — also known as accessory or basement apartments, secondary suites and inlaw flats — are self-contained residential units with kitchen and bathroom facilities within dwellings or within structures accessory to dwellings (such as above laneway garages).

Secondary dwelling units must comply with any and all applicable laws and standards. This includes the Building Code, the Fire Code, Electrical Safety Code, Township Zoning By-law, and property standards bylaws.

**TO REGISTER A SECONDARY DWELLING UNIT THE FOLLOWING ARE REQUIRED**

- Application on Municipal Forms (with all applicable information supplied and forms signed)
- Site Plan or Plot Plan, showing at minimum the location of the required parking spaces, and the entrance path to the second unit.
- Floor plans, showing the layout of the Secondary Unit, including room sizes, entrance & exit, door & window sizes and type, fire separation and sound transmission ratings, heating and ventilating systems, location of smoke alarms & CO detectors, plumbing facilities etc. *(these can be omitted if they were supplied to obtain a building permit to construct the secondary unit - in which case you just submit a copy of the Occupancy Permit)*

**ALL PROPOSED SECONDARY DWELLING UNITS ON SEPTIC SYSTEMS**

- Indicate lot size on the site plan, Minimum .8 Hectares (2 acres)
- Calculations showing that the existing on-site sewage disposal system can handle the Daily Design Load, or indicate Septic Permit Number that was granted for the proposed use as a Secondary Dwelling Unit.

**ANY PROPOSED SECONDARY DWELLING IN THE OTTAWA RIVER FLOOD PLAIN**

- Elevation Survey prepared by Ontario Land Surveyor, showing that the secondary dwelling unit will not be impacted by a flood



# Application to Register a Secondary Dwelling Unit

This form is authorized under By-law # 2017-06-029.

## For use by Principal Authority

Application number:	Registration number:
Date received:	Roll number:

Application submitted to:     \_Laurentian Valley Township, 460 Witt Road, 613-735-6291

### A. Unit information

Building number, street name	Unit number	Lot/con.
Municipality Laurentian Valley	Postal code	Plan number/other description

### B. Purpose of application – TO REGISTER A SECONDARY DWELLING UNIT

NEW CONSTRUCTION, BP# \_\_\_\_\_     EXISTING UNIT     RENOVATION, BP# \_\_\_\_\_

### C. Primary Unit Information

<input type="checkbox"/> OWNER OCCUPIED	<b>TYPE OF DWELLING</b>	<input type="checkbox"/> DETACHED HOUSE
<input type="checkbox"/> INVESTMENT DWELLING		<input type="checkbox"/> SEMI- DETACHED HOUSE
		<input type="checkbox"/> TOWNHOUSE

### D. Secondary dwelling unit information

BASEMENT  
 FIRST FLOOR  
 SECOND FLOOR  
 COACH HOUSE

### E. Applicant

Applicant is:     Owner or     Authorized agent of owner

Last name	First name	Corporation or partnership	
Street address	Unit number	Lot/con.	
Municipality	Postal code	Province	E-mail
Telephone number (   )	Fax (   )	Cell number (   )	

### F. Owner (if different from applicant)

Last name	First name	Corporation or partnership	
Street address	Unit number	Lot/con.	
Municipality	Postal code	Province	E-mail
Telephone number (   )	Fax (   )	Cell number (   )	

(i)	The Ontario Building Code;
(ii)	The Ontario Fire Code;
(iii)	The Ontario Electrical Safety Code;
(iv)	The Township's Zoning By-law;
(v)	The Township's Property Standards By-law;
(vi)	The Township's Site Plan Control By-law (if applicable)
(vii)	Secondary Dwelling Unit By-law 2017-06-29
(viii)	Any other applicable law.

**H. Completeness and compliance with applicable law**

i)	This application meets all the requirements of clauses 9.(a) (i) to (iv) of By-law 2017-06-029 (the application is made in the correct form by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted).	<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii)	The prescribed application fee of \$120.00 has been paid. (0.00 \$ if a building permit was used). The registration fee of \$200 has been paid.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii)	This application is accompanied by sufficient documentation, plans and specifications, as prescribed by By-law 2017-06-029, which enable the Registrar to determine whether the proposed secondary	<input type="checkbox"/> Yes	<input type="checkbox"/> No
iv)	Dwelling unit comply with By-law 2017-06-029 and will not contravene any other applicable law.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**I. Declaration of applicant**

I \_\_\_\_\_ declare that:  
 (print name)

- The information contained in these application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.
- If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.
- The owner hereby covenants and agrees to indemnify and save harmless the Township, jointly and severally, their employees, workmen, agents, consultants and advisors from and against all actions, causes of action, losses, liens, damages, suits, judgements, orders, awards, claims and demands whatsoever, whether the same shall be with or without merit, and from all costs to which the Township may be put in defending or settling any such action, causes of actions, suits, claims or demands, which may arise either directly or indirectly by reason of, or as a consequence of, or in any way related to the Township registering a Secondary Dwelling Unit of the Owner.

\_\_\_\_\_ Date \_\_\_\_\_ Signature of applicant