A detached accessory dwelling unit (DADU) is a dwelling unit located on the same lot as a principal unit (e.g., a main house, whether it is single-detached, semi-detached, a duplex or a street townhouse), but it is detached from that principal unit and smaller in size. Examples include tiny homes, permanent garden suites, laneway houses and coach houses.

To ensure compliance with the City of Barrie’s Zoning By-law and other City requirements, all proposed DADUs must undergo a scoped site plan control process. As part of this, applicants must submit a complete application.

This application can be submitted digitally through the City’s online application portal (APLI) on https://eservices.barrie.ca/apli/Default.aspx

All applicable portions of the attached Scoped Site Plan Control Application Form must be completed. To deem an application complete, the following information is required:

- Completed and signed application form (or completed digital version in APLI)
- Required fee
- One (1) digital copy in PDF format of an existing conditions plan
- One (1) digital copy in PDF format of a proposed site plan, including a completed zoning compliance chart
- One (1) digital copy in PDF format of proposed building elevation drawings
- Digital photos of the existing property condition

Paper copies of any materials submitted digitally may be requested. Additional materials may also be required before an application is deemed complete, including:

- Confirmation that the proposed DADU is not located in hazard lands
- Compliance with heritage requirements, if any
- Neighbour’s consent for boundary tree changes, if required

For more details on submission requirements, as well as FAQs, please see the Detached Accessory Dwelling Unit Scoped Site Plan Approval Process document. This document can be found at http://www.barrie.ca/Living/Housing-and-Property/Pages/Second-Suites.aspx.

Complete applications are circulated to internal staff for review. The application will not be circulated for review to any applicable external agencies. Once a DADU scoped site plan control application is approved, the applicant may proceed to apply for a building permit. Further information will be required as part of the secondary dwelling building permit process.

For reference, the City of Barrie Official Plan, Zoning By-law, Allandale Heritage Urban Design Guidelines, and other planning related documents are available for purchase from the Legislative & Court Services Office or on www.barrie.ca.

Should you have questions regarding the filing of your application, please contact the City of Barrie Development Services Department at (705) 726-4242 or planneroftheday@barrie.ca.
Fee $307.77
Note: This is a flat, non-refundable fee.

APPLICANT INFORMATION

Registered Owner ____________________________________________ Tel. No. __________
Address ______________________________________________________ Postal Code __________
E-mail Address ______________________________________________ Fax No. __________

Owner’s Authorization Letter (please attach if applicant is not the owner).

Name of Applicant ____________________________________________ Tel. No. __________
Address ______________________________________________________ Postal Code __________
E-mail Address ______________________________________________ Fax No. __________

Name of Agent, Solicitor or Consultant ____________________________ Tel. No. __________
Address ______________________________________________________ Postal Code __________
E-mail Address ______________________________________________ Fax No. __________

Signature of Registered Owner __________________________________
I have examined the contents of this application and concept plan submitted and certify that the information provided is correct and true to my knowledge.

Have you had any previous discussions with Planning staff with respect to this proposal?

☐ Yes ☐ No

If yes, with who have you consulted? ________________________________

Has this land been the subject of any other application under the Planning Act within the last five years? If yes, please list the type of application and file number, if known ________________________________
PROPERTY DESCRIPTION

Municipal Address ____________________________________________

Legal Description Lot ____________________________ Registered Plan No. ____________________________

Concession ________ Township ____________________________

PIN (Property Identification Number) ____________________________

Nearest Intersection __________________________________________

Lot Area ______________________ (m²) Lot Frontage ______________________ (m)

Current Official Plan Designation ____________________________

Current Zoning of Property ____________________________________

Is the proposed use permitted by By-law? ____________________________

Is the property affected by the Regulation limits of any of the following organizations?

☐ NVCA ☐ LSRCA ☐ Metrolinx ☐ MTO

Will any trees be removed or harmed on the subject property? ☐ Yes ☐ No

Note: If any trees to be removed are part of a woodlot (forested area) that is half-an-acre in size or larger, the owner must obtain and provide confirmation of a tree removal permit before this application can be approved.

Site and Building(s)

Which of the following best describes the principal building on the subject property?

☐ Single Detached Dwelling ☐ Duplex or Single with Second Suite

☐ Semi-Detached Dwelling Unit ☐ Street Townhouse Dwelling Unit

Is a second suite also proposed in the principal building? ☐ Yes ☐ No ☐ Existing legal second suite

I understand that a Detached Accessory Dwelling Unit (DADU) can only contain one dwelling unit ☐ Yes

Total Number of Existing Dwelling Units _______ Total Number of Proposed Dwelling Units _______

Gross Floor Area (GFA) of Existing Principal Building (GFA does not include attached garages, storage areas, mechanical rooms, or any floor area within a basement; include GFA of both the principal dwelling unit and second suite, if applicable) _______m²

Total Floor Area of the Principal Dwelling Unit (dwelling unit floor area is the total floor area contained within the _____m² outside face of the exterior walls of a dwelling unit, excluding any private garage, open porch, veranda, or balcony) _______m²

Proposed GFA for the Proposed DADU (GFA does not include attached garages, storage areas, or mechanical rooms) _______m²

Proposed Total Floor Area of the Proposed DADU (dwelling unit floor area is the total floor area contained within the outside face of the exterior walls of a dwelling unit, excluding any private garage, open porch, veranda, or balcony) _______m²

Brief Description of Proposal ____________________________________________

____________________________________________________________________________________
DETACHED ACCESSORY DWELLING UNIT (DADU)
SCOPED SITE PLAN CONTROL SUBMISSION REQUIREMENTS

The following information must be submitted along with the application form and fee.

A digital (PDF) version of all materials is required.

Existing Conditions Plan

☐ Legal description of property
☐ Location and orientation of all relevant property lines
☐ Dimensions of property lines (m) and total lot area (m²)
☐ Compass orientation of property
☐ Location and name of adjacent streets
☐ Outline of existing buildings, structures, and fences on subject property, including:
  - building dimensions (m) / areas (m²)
  - distance between buildings, and between buildings and property lines (m)
  - entrances to the main dwelling unit and, if applicable, to the second suite
  - indication of buildings, structures, and/or fences to be removed
☐ Location of easements or rights-of-way
☐ Existing site services for water, sewers, hydro, and gas
  - material type and size of water and wastewater services must be indicated
☐ Location of nearest fire hydrants
☐ Location, dimension (m), and materials of existing parking spaces and driveways
☐ Location, dimensions (m), and material of existing walkways
☐ Location of trunk and canopy limits of existing trees and shrubs on subject property, including:
  - boundary trees and hedges
  - neighbouring trees located within 6.0 metres of the property line
  - all trees on neighbouring properties with a canopy extending over subject lands
  - indication of any trees/shrubs to be removed

Existing Conditions Photos

☐ Recent, clear photos of current yard and driveway/parking area

Proposed Site Plan

☐ Legal description of property
☐ Location and orientation of all relevant property lines
☐ Dimensions of property lines (m) and total lot area (m²)
☐ Compass orientation of property
☐ Location and name of adjacent streets
☐ Outline of all existing and proposed buildings, structures, and fences on subject property, including:
  - building dimensions (m) / areas (m²)
  - distance between buildings, and between buildings and property lines (m)
  - indication of new/proposed buildings, structures, and fences
  - entrances to the proposed DADU, the main dwelling unit, and, if applicable, to the second suite
☐ Location of any easements or rights-of-way on the property
☐ Proposed site services for water, sewers, hydro, and gas
  - material type and size of water and wastewater services must be indicated
- Location of nearest fire hydrants
- Location, dimension (m), and material of existing and proposed parking spaces and driveways
- Location, dimensions (m), and material of existing and proposed walkways, including:
  - required 1.2 metre-wide unobstructed path of access to the DADU
- Location of trunk and canopy limits of all retained and proposed trees and shrubs on subject property, including:
  - boundary trees and hedges
  - neighbouring trees located within 6 metres of the property line
  - all trees on neighbouring properties with a canopy extending over subject lands
  - setback between proposed buildings and canopy limit of any retained boundary trees/neighbouring trees with a canopy that extends onto the subject property

### Zoning Compliance Chart

<table>
<thead>
<tr>
<th>Zoning Standard</th>
<th>Requirement</th>
<th>Existing</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lot area</td>
<td>Minimum varies by zone</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Frontage</td>
<td>Minimum varies by zone</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of dwelling units – principal building</td>
<td>Maximum of 2 (1 principal unit, 1 second suite)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of dwelling units – DADU</td>
<td>Maximum of 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of parking spaces</td>
<td>Minimum 1 space per dwelling unit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Front yard parking coverage</td>
<td>Varies by zone (50 % or 60%)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lot coverage – principal building</td>
<td>Varies by zone (maximum 35% or 45%)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lot coverage – accessory buildings and structures (including DADU)</td>
<td>Maximum 10%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gross floor area (GFA)* – principal building (include GFA of both the main unit and second suite, if applicable)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dwelling unit floor area** – principal (main) dwelling unit</td>
<td>Maximum equal to 45% of the principal building GFA, up to a maximum of 75 m²</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gross floor area (GFA)* – DADU</td>
<td>Maximum 60% of lot area in the RM2 zone; no minimum or maximum in other zones</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dwelling unit floor area** – DADU</td>
<td>Must be less than principal dwelling unit floor area</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total GFA* (all dwelling units)</td>
<td>4.5 metres or the height of the principal building, whichever is lesser</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maximum building height - DADU</td>
<td></td>
<td>4.5 metres or the height of the principal building, whichever is lesser</td>
<td></td>
</tr>
<tr>
<td>Minimum front yard setback</td>
<td>7.0 metres*** not permitted in the front yard ****</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minimum interior side yard setback</td>
<td>3.0 metres****</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minimum exterior side yard setback</td>
<td>3.0 metres ****</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minimum rear yard setback</td>
<td>7.0 metres****</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minimum landscape buffer area along the rear and interior side lot lines adjacent to the DADU (i.e., no</td>
<td>3.0 metres wide</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
parking; only lawn, shrubs, trees, and a path are permitted) |  |  
| Maximum setback from primary DADU entrance to front lot line | 40.0 metres |  
| Unobstructed path of travel provided from primary entrance of DADU to street, driveway, or parking area | 1.2 metres wide |  

* Gross Floor Area (GFA) shall mean the total area of all floors in the building, excluding a basement, measured from the outside face of the exterior walls, but exclusive of any part of the building which is used for the storage or parking of motor vehicles (i.e., garage), for storage, stairwells, or for mechanical or electrical equipment providing services for the entire building.

** Dwelling Unit Floor Area shall mean the total floor area contained within the outside face of the exterior walls of a dwelling unit excluding any private garage, open porch, veranda, or balcony.

*** a minimum front yard setback of 11.0 metres shall be required in the RM1 (SP-527-HC), R2 (SP-529-HC) and R3 (SP-529-HC) zones

****The following are permitted to encroach a maximum of 0.6 metres into required yard setbacks: external stairways, landing, steps, eaves, roof overhangs, air conditioners, mechanical equipment, chimney breasts, bay windows, decks, porches, awnings, and any other similar architectural or mechanical features.

Elevation Drawings

- Identify building dimensions, including height (m)
- Clearly label building elevations to correspond with the orientation of the building on the site plan
- Indicate exterior building materials/cladding
- If an existing building is being converted to a DADU, include existing elevation drawings or photos
  - Clearly label corresponding existed and proposed elevations

Water Servicing Information

- Plumbing fixture load calculation or Engineers’ report confirming water service size.
  - Please note that the City’s Water Transmission and Distribution Policies and Design Guidelines require a minimum water service size of 1” from the watermain to the water meter for all new services.

Other (If Applicable)

- Hazard lands compliance:
  - If the subject property is located within a Conservation Authority (CA) regulated area, the applicant must provide confirmation from the CA that the DADU is outside of hazard lands.
    i. For properties within the Lake Simcoe Region Conservation Authority (LSRCA) regulated area, applicants can contact the LSRCA via email at info@lsrca.on.ca
    ii. For properties within the Nottawasaga Valley Conservation Authority (NVCA) regulated area, applicants can contact the NVCA via email at planning@nvca.ca
- Neighbour’s consent for boundary tree changes:
  - If any boundary tree (i.e., trees located on shared property lines) is proposed to be removed, affected, or harmed, applicants must provide a letter from the applicable neighbour granting permission to harm, affect or remove the tree(s). The letter shall contain:
    i. Full name, address, email, and phone number of all owners
ii. Clear reference to the trees for which alteration permission is being granted (e.g., through a description, photographs, or tree removal plan)

Heritage compliance:
- If the subject property is located adjacent to a listed Heritage Building City staff may require you to provide additional information, such as:
  i. Current/recent photo of the subject property and adjacent buildings
  ii. A description and explanation of compatibility with the listed property
- If the subject property is located within the Allandale Scoped Site Plan Control Area your application will simultaneously be reviewed by Urban Design staff for compliance with Allandale Heritage Urban Design Development Guidelines.

DISCLAIMERS:

The City of Barrie is not responsible for the use or misuse of the information being received or for the financial implications concerning its implementation.

The information being provided to you by the City of Barrie is reflective of the policies, regulations and standards currently in effect.

The submission of an application for scoped site plan control is subject to technical review by various City departments. Approval is at the discretion of the Director of Development Services. Additional approvals may be required.

Any scoped site plan control approval for a detached accessory dwelling unit (DADU) shall remain in effect for up to one (1) year. Alterations to plans previously exempt from scoped site plan control will require a new application.