



Additional Dwelling Units: Getting a Zoning Compliance Certificate

January 2024

Additional dwelling units are allowed in many areas in South Frontenac but because most houses get their water supply from a well, the Zoning By-law requires you to provide proof that your well can support the additional unit(s) and that it will not interfere with your neighbours' wells. The Zoning By-law does this by putting a holding overlay on every property in the Township except the area connected to the Sydenham municipal water system. You cannot apply for a building permit until you prove the well is good and the hold is removed from your property. The Zoning Compliance Certificate confirms that your site plan and building plans comply with the Township's Zoning By-law. You must be issued a Zoning Compliance Certificate before you can apply for a building permit.

Submitting your Application

Complete pages 3 and 4 of this form, then mail or email it to the address above. You must include the following:

1. Completed application form
2. Application fee (cheque payable to South Frontenac Township OR pay online)
3. Legible reference plan (survey) of the property
4. Legible site plan
5. Legible building elevation and floor plans (the plans can be preliminary)
6. Letter of opinion or hydrogeological assessment on water supply

Fees

- \$370 (\$260 if on municipal water) non-refundable application fee to remove the holding overlay and issue the zoning compliance certificate.
- \$55 non-refundable fee for any revisions to the zoning compliance certificate due to a change to the proposal.
- Note: if a peer review is required for any report, including water supply, additional fees may apply. Building permit application fees are separate and will be determined at the building stage.

Issuing Your Zoning Compliance Certificate

We will issue you a Zoning Compliance Certificate once we are satisfied your project complies with the Zoning By-law. The certificate will include stamped approved drawings. The Certificate is valid for **12 months from the date of issue** unless your proposal changes or the Township passes a new Zoning By-law. A Zoning Compliance Certificate is not a building permit.

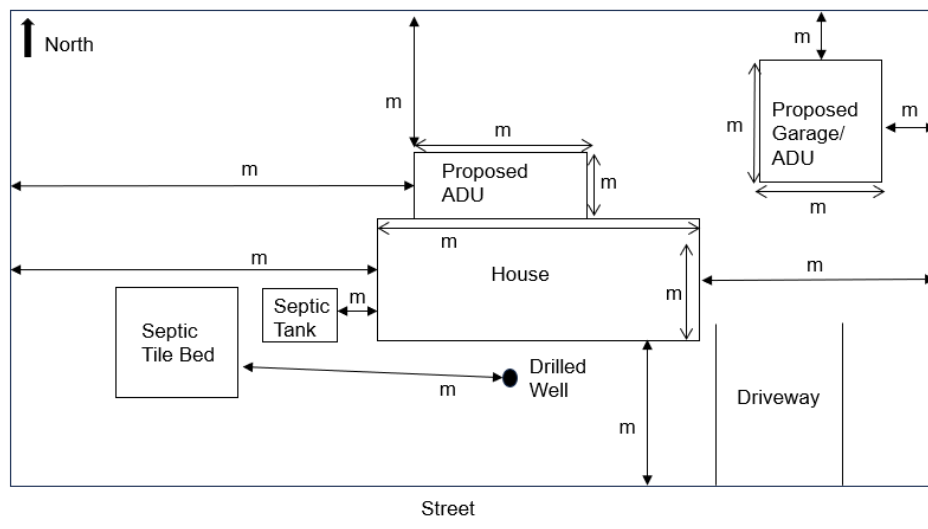


Site Plan Requirements

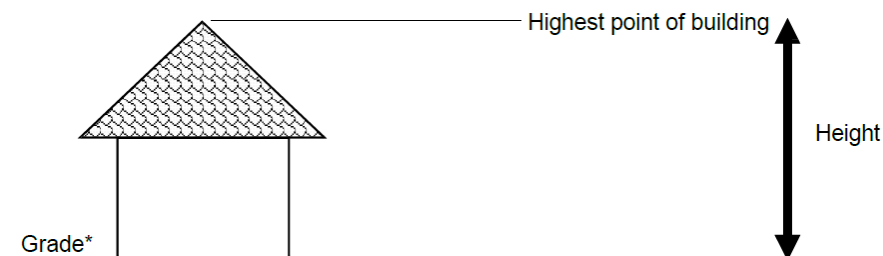
A site plan is a sketch of the property that shows the location of your project and how close it is to the property lines. The site plan needs to include:

- Address and/or legal description, north arrow
- Dimensions and area of the lot
- Location of existing and proposed easements, road boundaries
- Location of any overhead power lines, location of driveway
- Location, dimension and area of building(s) and sewage system on the lot
- Setbacks/distances between each building, property lines, power lines, well, sewage system (ex. septic tank and tile bed)
- Location of, and setbacks to, streams, wetlands, lakes, ditches and substantial differences in grade on land

Sample Site Plan (distances in metres)



How to Measure Building Height



*Height is measured from average established grade.



For Office Use Only: Date Received: _____ File Number: _____

1. Property Information

Street Address _____

Assessment Roll Number 1029 _____

2. Owner

Last Name _____ First Name _____

Business Name (if applicable) _____

Full Mailing Address _____

Phone Number _____ Email Address _____

3. Agent (If applicable)

Last Name _____ First Name _____

Business Name (if applicable) _____

Full Mailing Address _____

Phone Number _____ Email Address _____

4. Primary Residence Information

Tell us about the primary residence proposed or already on the property:

- Single detached Semi-detached Townhouse
- Septic system Holding tank

Ground floor area _____ sq.ft. Gross floor area _____ sq.ft.

5. How many additional dwelling units are you proposing to build?

(you are allowed up to 2 on one lot)

- One Two

6. Tell us about the units

	Unit 1	Unit 2 (if applicable)
The unit will be	<input type="checkbox"/> In the main house <input type="checkbox"/> In an existing detached building <input type="checkbox"/> In a new building	<input type="checkbox"/> In the main house <input type="checkbox"/> In an existing detached building <input type="checkbox"/> In a new building



Unit 1

Unit 2 (if applicable)

If in the main house, it's

- An addition
- In the basement
- On one of the main floors
- Other (please specify):

- An addition
- In the basement
- On one of the main floors
- Other (please specify):

Proposed floor area

Ground floor area: _____(sq feet)
Gross floor area: _____(sq feet)

Ground floor area: _____(sq feet)
Gross floor area: _____(sq feet)

The unit will be on

- An existing well
- New well or water source
- Sydenham municipal water

- An existing well
- New well or water source
- Sydenham municipal water

The unit will be on

- Existing septic system
- New septic system
- Holding tank

- Existing septic system
- New septic system
- Holding tank

7. Additional Information

Use this checklist to verify you have all required documents you need to submit:

- Application fee
- Letter of Opinion or Hydrogeological Assessment on Water Supply
- Reference plan (survey) of the property
- Site plan
- Building elevation and floor plans

8. Declaration of Applicant

I (print name) _____ certify that I am the owner of the property or have authority to bind the corporation (if applicable). The information contained in this application, and in attached plans, specifications and other submitted documentation is true to the best of my knowledge. I authorize the person or business identified in Section 3 as an agent to act on my behalf for the purpose of this application. I agree that representatives of the Municipality may enter onto the subject property for the purpose of determining the appropriateness of the site for the proposed development. I will reimburse and indemnify the Municipality for all fees and expenses incurred by the Municipality to process the application. For example, fees and expenses related to the peer review of reports, and legal reviews.

Date

Signature of Owner

Notice of Collection

Personal Information, as defined by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), is collected on this form in accordance with MFIPPA and Planning Act. Your personal information will be used by Development Services staff to process your additional dwelling unit application, and to contact you if required. Questions about the collection, use, or disclosure of your personal information should be directed to the Township Clerk, jthompson@southfrontenac.net or by phone at 613-376-3027 extension 2239.