

Guide to Detached Accessory Dwelling Units



WHAT IS A DETACHED ACCESSORY DWELLING UNIT?



A DADU is a self-contained dwelling unit, detached from and clearly accessory to a single family residential dwelling. Other names for DADUs are Garden Suite, Granny Flat or Laneway House.

To be eligible for a DADU, a residential lot must meet the following basic eligibility criteria:

- The lot must be in one of the zones which permit DADUs (see sidebar)
- The lot must be a minimum size of 530 m² or if on a corner or laneway lot, 475 m²
- The principal building on the lot must be a single family dwelling
- There cannot be a secondary suite or duplex on the property

In addition to these basic requirements, there may be other considerations that could affect the eligibility of your lot for DADU such as the shape of the lot, area of existing buildings or a statutory right-of-way.

CONVERTING AN ACCESSORY BUILDING INTO A DADU

It may be possible to convert an existing accessory building into a DADU. The process, however, is different from the construction of a new DADU and may require additional steps to complete the necessary applications.

To determine whether conversion of an existing accessory building is an option, you will need to:

- Determine if your existing accessory building complies with the zoning and design regulations, and what alterations or variances may be required.
- Work with a Registered Architect, Licensed Home Building Inspector, Licensed Residential Builder or other professional with experience in home building/design to complete a Building Code Assessment Report. This will allow you to determine how your accessory building must be modified to meet the BC Building Code for residential use.

DADUs are permitted in the following zones:

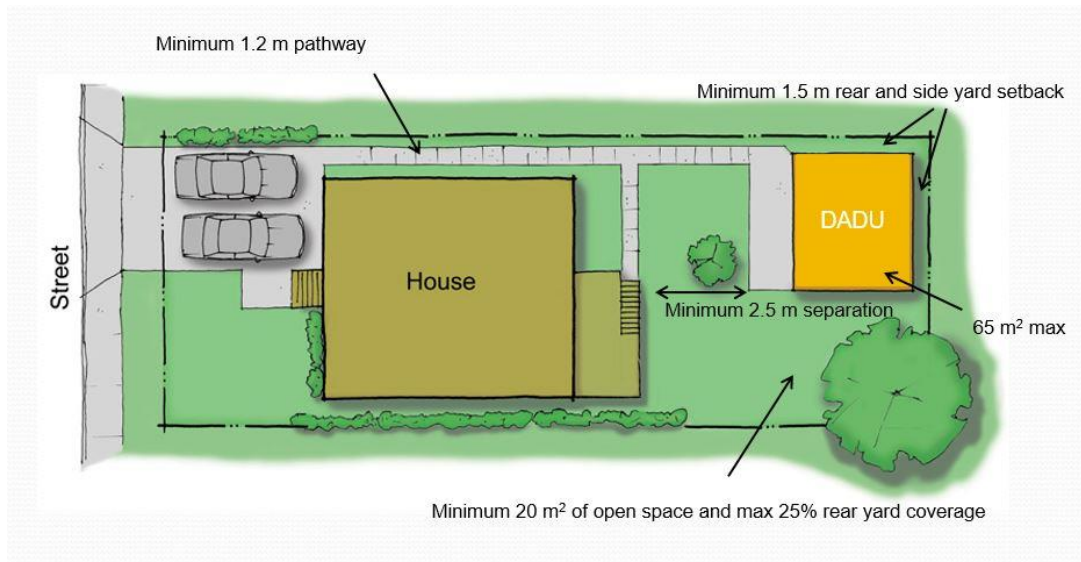
Single Family Zones RS-5 and RS-6

Duplex Residential Zone RD-4

Select Comprehensive Development Zones

ZONING REGULATIONS

Requirement	Permitted
Location	Rear yard only
Max. Floor Area	65m ² (700ft ²)
Max. Height	4.2 m
Setbacks	Side and Rear: 1.5m From Principal Dwelling: 2.5m Exterior Side: 3.6m
Building Code	All BC Building, Plumbing, and Electrical Code regulations apply for residential uses
Uses	Owner occupation or long term rental only. No short term rental or Bed and Breakfast
Strata Titling	Not permitted
Parking	1 additional off street stall
Lot Coverage	All buildings: 30% Accessory Buildings and DADU: 10% Rear Yard: 25%
Servicing	Services shall be shared with the principal dwelling. Underground wiring must be provided to the DADU.
Additional Restrictions	No Bed and Breakfast or short term rental



DEVELOPMENT PERMIT GUIDELINES

Overlook

Buildings should be designed to minimize visual intrusion on to the privacy of surrounding homes. Windows oriented towards adjacent properties are discouraged, unless it can be demonstrated that overlook is mitigated by a design or natural feature. Roof decks and balconies on the roof are not permitted.

Protecting mature trees and sensitive habitat

Siting should respect mature trees both on-site and on adjacent properties by locating the DADU to minimize the impact on a tree's root system. A certified arborist report may be required as part of the application.

Impervious surfaces

Maximize the ratio of planted and pervious surfaces to unplanted surfaces, and design paved areas to direct water towards vegetated areas, to help reduce surface run off. Permeable paving is preferable for all open air parking areas.

Massing

On sloping sites, the scale, mass and location of the DADU should adapt to the topography and natural features. View from adjacent properties should be considered in the design of the DADU.

Entryway design and orientation

The entrance to the DADU should be oriented to and visible from the street, well lit and provide protection from the elements by either a projecting roof or by recessing the front door. On corner lots and laneways, the primary entry to the DADU should be oriented to the side street or laneway, rather than the front lot line. If this orientation is not possible, the entryway should face the interior of the lot rather than the exterior. A minimum 1.2 m wide, unobstructed pathway must be provided to the front door of the DADU from the street or laneway.

Roof form

Rooflines should relate in height, shape and pitch to existing residential buildings in the immediate area. For corner sites, the building design should avoid having large unbroken sloped roof areas facing the street.

Outdoor space

The DADU should be provided with a minimum of 20 m² of open space at grade, separate and distinct from that for the principal dwelling. Open space should be immediately adjacent to and accessible from the DADU and be defined and screened through the use of landscaping, plantings, fences or trees and/or changes in grade. Open space should not be usable as a parking space.

Landscaping

Exterior side yards on corner lots should be designed and treated as the main entrance to the DADU. Screening and landscaping between the street and outdoor space should be used to define the transition from public to private space.

Energy efficiency

Designs which incorporate as many of the green building features outlined on the Green Building Checklist as possible are encouraged.

Projections (bay windows etc.)

Where dormers are used to provide interior room height, the exterior face of the dormer should be set back a minimum of 0.6 m from the exterior wall edge, and 1.2 metres from projecting roof eaves.

Garbage and recycling

Garbage and recycling collection areas must be provided onsite and must be screened from view.

WHAT IS THE PROCESS TO DEVELOP A DADU?

Once you have confirmed that your property is zoned to allow a DADU, there is a five-step process to developing a DADU:

1) Schedule a Pre-application meeting

Meet with a planner in the Development Services Department to discuss your ideas and preliminary plans for your DADU. Pre-application meetings help to define the next steps in the process and ensure that all materials are gathered before the application is submitted (see next section 'What Do I Need to Submit?')

Although the Township does not require notification to neighbouring properties about Development Permits of any kind, it is suggested you discuss your proposal with your neighbours to gain their support for the project.

2) Apply for a Development Permit

New DADUs will follow the design guidelines to ensure a good fit into existing neighbourhoods and to protect the environment.

The application will be checked by Development Services staff to ensure that it is complete and the proposed building conforms to the zoning bylaw and all the DP guidelines. Staff will also refer the application to other relevant departments for their review and comment.

4) Advisory Planning Commission (APC)

The application will be reviewed by the Advisory Planning Commission which will provide a recommendation for approval or denial to Council. The APC meets on the third Tuesday of every month. You are welcome to make a short presentation to the APC at this time.

5) Council

Council will make the final decision for the issuance of the Development Permit. Again, you are welcome to make a presentation.

Council will approve DPs conditional to signing of a covenant and housing agreement with the owner to ensure the owner is living on the property and that stratification (subdivision) will not be permitted in the future. Once Council approves these documents, the DP can be issued. You may be required to pay security for any landscaping works proposed prior to issuing the DP as well.

5) Building Permit

Once a Development Permit is issued, you can apply for a Building Permit. A [Building Permit Application](#) can be found online, or in person at the Municipal Hall.

WHAT DO I NEED TO SUBMIT?

Applicants will submit a Development Permit application signed by all registered owner(s) of the property and a Certificate of Title (dated within 30 days of application)

The application should also contain 3 full sized sets of the following plans, 1 set plans reduced to 11"x17" and one set of high resolution digital plans, including:

- Site Plan (to scale)
- Landscape Plan
- Architectural Plans
- Site survey by BC Land Surveyor
- DP guidelines response by applicant

For more details on all these plans and what they include please refer to page 3 of the [Esquimalt Development Application Form](#).

WHAT IS THE COST?

In addition to your costs for design drawings and surveyors certification, there will be fees for both the Development Permit and the Building and Plumbing Permits from the municipality (check current fees [here](#)). Legal expenses will be the responsibility of the applicant and you will also be required to provide security for landscaping which will be refunded when the project is completed.