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## TOWN OF BRADFORD WEST GWILLIMBURY

### ACCESSORY DWELLING UNIT REGISTRATION PROCESS

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#### 1.0 Background

On June 8, 2010, Council adopted a new Zoning By-law which permits accessory dwelling units in most residential zones, in single detached and semi-detached residential buildings, subject to other provisions such as minimum floor areas and parking standards.

By permitting and regulating accessory dwelling units through a registration system, the Town is effectively implementing the Provincial Policy Statement, the Growth plan, and the Town's own Official Plan with regards to intensification, while providing affordable housing opportunities and offering variety in the housing stock. Accessory dwelling units also support multi-generational households and provide landowners with an additional source of income.

#### 2.0 Scope

The Accessory Dwelling Unit Registration Process shall apply to all lands within the Town of Bradford West Gwillimbury. Permission for accessory dwelling units is also dependant on permissions to be obtained under the *Planning Act*, the *Building Code Act*, and the *Fire Protection and Prevention Act*.

The registration process is to be applied to residential buildings only. Compliance with the Town's Zoning By-law must be achieved.

#### 3.0 Registration Process

##### 3.1 Recognition

Prior to any accessory dwelling unit being utilized as a separate housekeeping unit by family, friends, or tenants, the accessory dwelling unit must be registered with the Town.

##### 3.2 Delegation

The Director of Planning and Development Services and/or his/her designate shall be delegated the authority of establishing and maintaining the registry of accessory dwelling units.

##### 3.3 Application

Upon successful registration of an accessory dwelling unit, the recognition of the dwelling unit shall rest with the property, not the property owner.

##### 3.4 Revocation

The recognition and registration of a accessory dwelling unit may be revoked at any time by the Director of Planning and Development Services, the Chief Building Official, the Fire Chief, the By-law Enforcement Officer, or any of his/her designates should it become obvious that the accessory dwelling unit is no longer in compliance with the legislation under their authorities.

## 4.0 Procedure

### 4.1 Administration

The Planning and Development Services Department will administer and coordinate the accessory dwelling unit registration process among the Building Division, By-law Enforcement Division, and Fire Prevention Division, as required. The Planning and Development Services Department will also ensure that the register is maintained, accurate, and accessible to the appropriate internal departments.

### 4.2 Applicant Responsibility

In order to have an accessory dwelling unit recognized by the Town, the applicant must successfully complete one of the following procedures and submit all documentation to the Planning and Development Services Department:

For accessory dwelling units created on or before July 14, 1994, the applicant must:

- Complete and submit the application form;
- Pay the prescribed fee;
- Provide third party documentation indicating that the accessory dwelling unit was in existence prior to July 14, 1994 (MLS listing, tenancy agreement, sworn affidavit, utility bill demonstrating a second unit, insurance certificate, tax records, etc.);
- Complete a successful Electrical Safety Authority inspection;
- Complete a successful Fire Code Retrofit Inspection; and
- Complete a successful Property Standards Inspection.

**- OR -**

For new accessory dwelling units or for existing accessory dwelling units created after July 14, 1994:

- Complete the application form;
- Pay the prescribed fee;
- Demonstrate compliance with Zoning By-law 2010-050; and
- Apply for and successfully receive a Change of Use Permit or a Building Permit.

DATE drafted: October 29, 2010  
DATE adopted: November 9, 2010  
DATE revised: