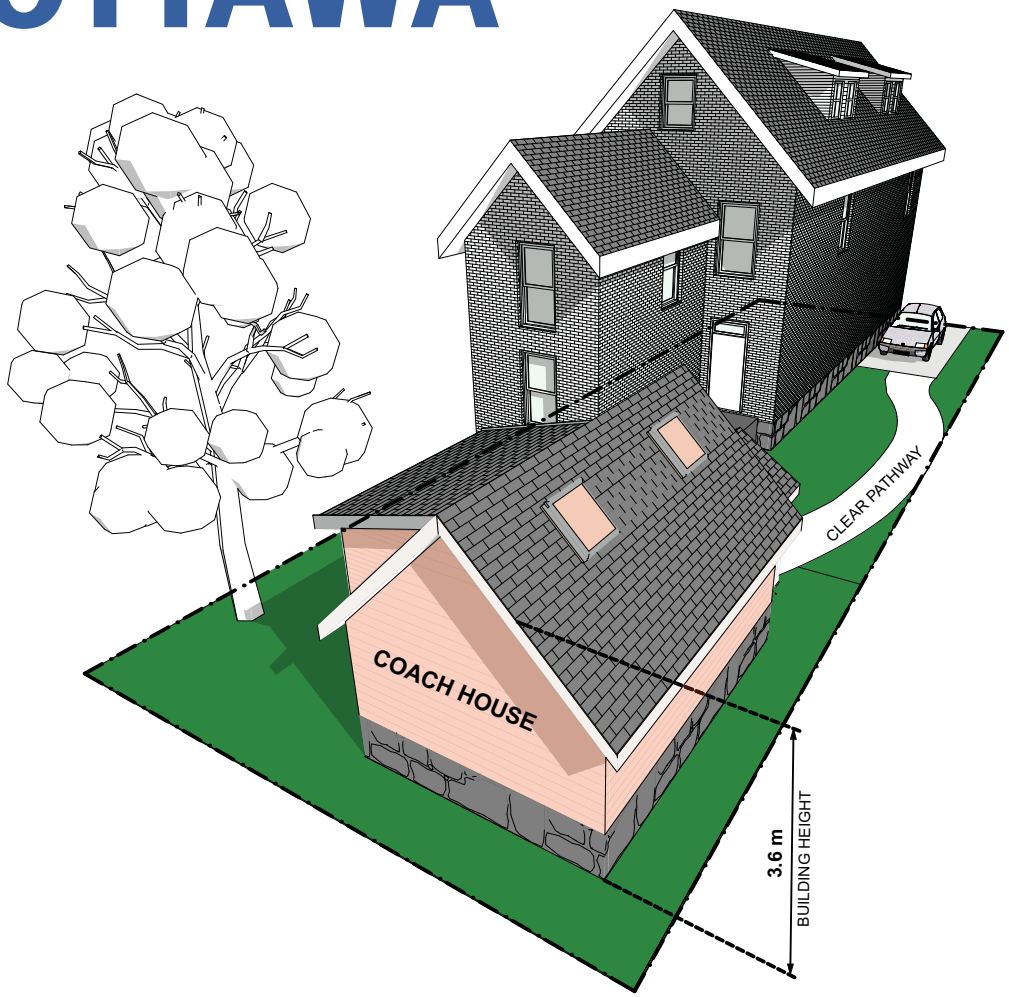
How to plan your
COACH HOUSE IN OTTAWA



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Planning, Infrastructure and Economic Development Department

Disclaimer

The information contained in this brochure was determined based upon the costs, legislation and information available at the time this brochure was produced. The information and costs are subject to change and it is in the best interests of property owners wishing to pursue a Coach House to confirm all of the information contained in this document.

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Introduction

What is a coach house?

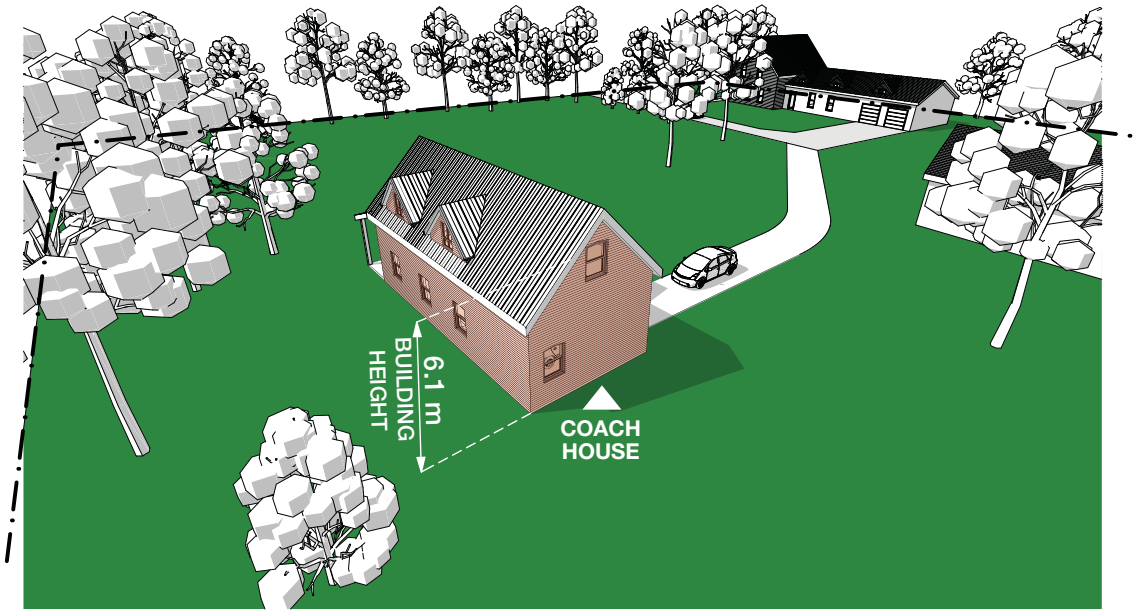
A coach house is a small accessory apartment located in a small freestanding building detached from the principal dwelling and located on the same lot as the principal dwelling. This type of infill housing is a discreet way to achieve affordable housing and increased density in existing neighbourhoods where existing services and infrastructure are in place.

Is my lot eligible?

An individual analysis will need to be completed to determine if your lot can accommodate a coach house. In general, a lot can accommodate a coach house if:

- The lot is serviced by municipal water and waste-water, or if the lot is in the rural area, it is 0.8 hectares or larger and is serviced by a private well and septic system;
- The lot contains a detached, semi-detached, duplex or townhouse dwelling unit. In the case of a rowhouse, the lot must be a corner lot or have access to a travelled lane; and
- The primary dwelling unit does not already contain a secondary dwelling unit (e.g. a basement apartment), garden suite or any rooming units.

If you would like to evaluate your lot against these criteria, please call 3-1-1 and ask to speak to a Development Information Officer (DIO).



Coach house principles:

Principle 1 - Form of Intensification

Coach houses are meant to be a gentle form of intensification, allowing for affordable housing options, on residential properties that are developed with a detached, semi-detached, duplex or rowhouse dwelling (if that rowhouse dwelling is on a corner lot or has access to a travelled lane).

Principle 2 - Secondary to Principal dwelling

Coach houses are limited in size (maximum footprint and height) to ensure that they are clearly secondary to, and smaller than, the principal dwelling, and that there is enough space left in the back yard to serve as amenity area for both the principal dwelling and the coach house.

Principle 3 - Remain as an Accessory Use

Coach houses are required to remain as an accessory use to the principal dwelling located in a separate detached structure, be on the same lot as the principal dwelling and cannot be severed to create a separate lot for the coach house.

Principle 4 - Integration with Urban Context

Coach houses must be designed and located to minimize impacts on neighbouring properties with regards to privacy, shadowing and overlook. They must not negatively impact the streetscape character of the neighbourhood, and must integrate with the existing streetscape character in the case of corner lots or lots having a secondary frontage on a rear lane.

Principle 5 - Servicing

For lots serviced by a municipal or communal water and sanitary system, the coach houses will be serviced from the principal dwelling's connections. For lots serviced by a private well and septic system, the coach house will obtain a direct connection to at least one of the principal dwelling's services: well or septic.

Principle 6 – Tree and Landscape Preservation

Coach houses must be designed and located to ensure that mature trees are preserved, on the subject property and neighbouring properties, in accordance with the *Urban Tree Conservation By-law*. Efforts should be made in planning for and building a coach house to retain existing trees and vegetation.

Know the Rules:

Official Plan Requirements:

Section 3.1 of the Official Plan contains the policy direction for coach houses. A brief description of these policies is provided below:

Coach Houses	Are only permitted on lots with a detached, semi-detached, duplex or townhouse dwelling and where the primary dwelling does not contain a garden suite, rooming units or a secondary dwelling unit.
Duplex Dwellings	Are only permitted to have a coach house if the duplex existed as of July 17, 2013.
Townhouse Dwellings	Are only permitted to have a coach house if the townhouse has direct frontage on two public streets or on a public street and a travelled public lane.
Servicing	A coach house must be: • Located on a lot in a public service area where both the water and wastewater services are provided to the main dwelling, OR • Located on a lot that is 0.8 hectares or greater in size and is located in the rural or village area where the primary dwelling is serviced by: private water and wastewater and will share either water or wastewater with the coach house; OR one public or communal service (water or wastewater) and one private service and will share the public or communal service with the coach house service. Coach houses proposed in the village or rural areas are subject to a Site Plan Control application to confirm water quantity and quality is sufficient to support the coach house.
Size	A coach house must be smaller than the primary dwelling and in the urban area is not intended to exceed that of a typical two bedroom apartment.
Severance	A coach house must not be severed from the lot accommodating the primary dwelling.

Minor Variances	Applications for minor variances with respect to coach houses shall have regard for all of the following considerations: • The coach house is in no circumstance taller than the primary dwelling; • The proponent can demonstrate that the privacy of the adjoining properties is maintained; • The siting and scale of the coach house does not negatively impact the abutting properties; • Significant trees and plantings are preserved on the subject property; and • Any streetscape character impacts are addressed through the coach house design and siting.
Urban 2 Storey Coach Houses	An application to allow the height of up to a two storey coach house in the urban area through a minor variance may be considered where the conditions for minor variances have been considered and the coach house is proposed to contain all of its habitable space above a garage.

Know the Rules:

Zoning By-law Requirements:

Section 142 of the Zoning By-law contains the detailed performance standards for coach houses. A brief description of these rules is provided below.

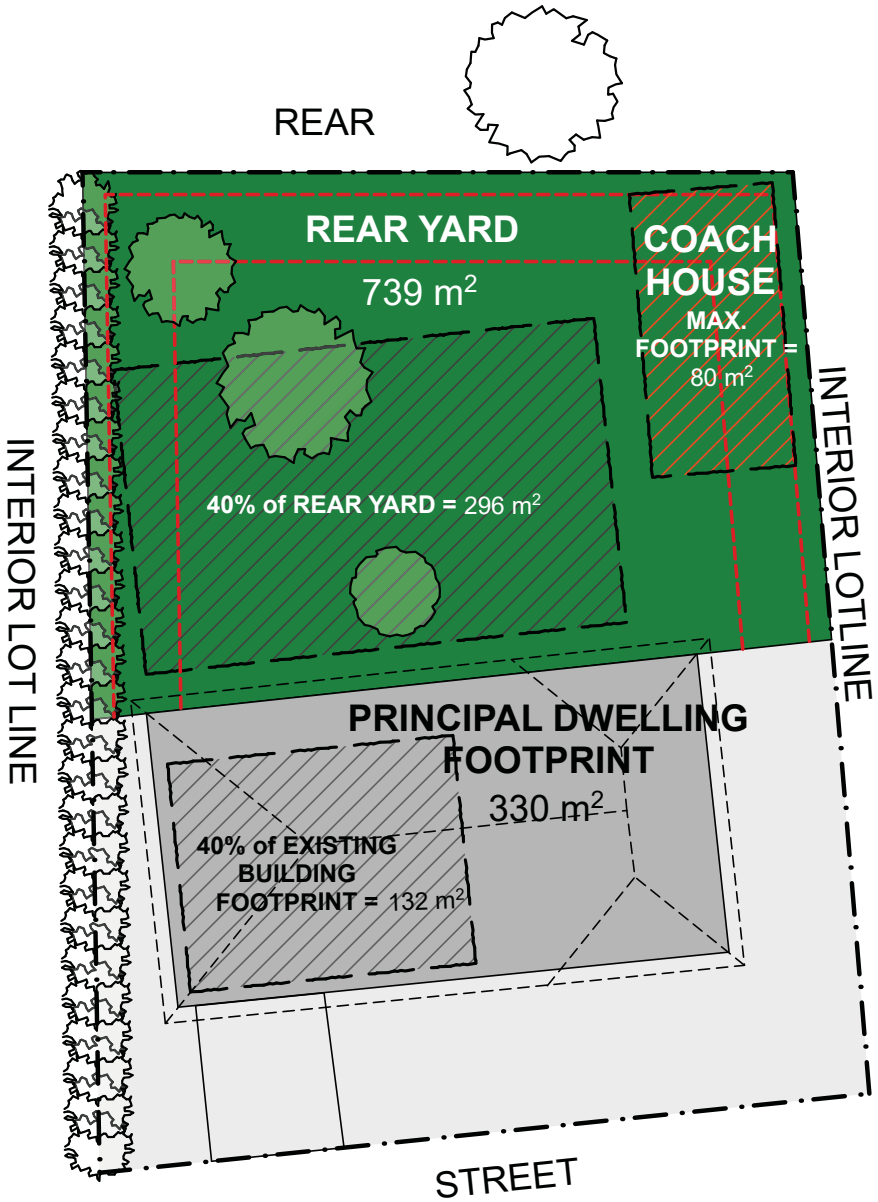
Definition	Coach house: Means a separate dwelling unit that is subsidiary to and located on the same lot as an associated principal dwelling unit but is contained in its own building that may also contain uses accessory to the principal dwelling.
Prohibit Coach Houses in the Floodplain	Coach houses, like all development, are prohibited in the floodplain throughout the City of Ottawa.
Maximum Number	Only one coach house is allowed per principal dwelling unit on a property. A coach house cannot be located on a lot where the principal dwelling already has a secondary dwelling unit, garden suite or any rooming units.
Where Permitted	The coach house must be located in the rear yard of the principal dwelling. Despite the above: • In the case of a lot with frontage on both a street and a travelled public lane, the coach house must be located in the yard adjacent to the travelled public lane.
Maximum Size	The coach house must not: a) be greater in size than 40% of the footprint of the principal dwelling unit on the lot b) exceed a lot coverage of 40% of the yard in which it is located c) exceed a footprint of 80 m^2 for lots in the urban area or 95 m^2 for lots in the rural area If the primary home is less than 125 m^2 in footprint, a coach house of up to 50 m^2 is permitted, and must not exceed 40% of the yard in which it is located.
Footprint	Footprint means the area of the ground floor of a building, measured from the exterior of the outermost walls, including an attached garage but excluding any projections.

Maximum Height	In the urban area: 1) maximum height not to exceed the building height of the existing primary dwelling; and 2a) maximum height of 3.6 metres, with maximum height of the outer walls not to exceed 3.2m. In the rural area including village areas: 1) maximum height not to exceed the building height of the existing primary dwelling; and 2a) where the living area of the coach house is entirely located on the second storey above a detached garage, maximum height of 6.1 metres; or 2b) in all other cases, maximum height of 4.5 metres.
Setbacks	The setbacks are as follows: • Rear and interior side lot line: 1 metre maximum OR 4 metre minimum • Corner side yard: same as principal dwelling
Parking Yards and Driveways	The principal dwelling and the coach house must share the same parking area and yards provided for the principal dwelling unit. No new driveway is permitted. Where a garage or carport is provided as part of the coach house unit, an extension of an existing driveway is permitted.
Parking Requirements	Parking for a coach house is not required. A parking space for a coach house unit may be located on a driveway that passes through a front yard to a garage, carport or other parking space, and may be in tandem in the same driveway.

For a more detailed review of all applicable performance standards please see the City's website **ottawa.ca/zoning**

Can my lot accommodate a coach house?

The allowable building footprint for a coach house can be calculated by applying the maximum size provisions and setback provisions, as detailed in Section 142 of the Zoning By-law. The building footprint will be used to assess the pre-planning considerations before proceeding to coach house design and development.



Step 1: Pre-planning Considerations

Significant costs can be incurred through the development of a coach house that may affect the viability of building a coach house. These costs should be fully investigated before proceeding to detailed plans.

Servicing Feasibility:

As a first step, a homeowner should investigate the costs associated for servicing the coach house. The coach house will require a potable water service, a sanitary sewer disposal method, appropriate drainage for storm water, electricity connections and possibly a natural gas connection. Below is an overview of the considerations that should be made for each component.

Municipally Serviced Lots with Water and Sewer:

For a lot serviced by municipal water and sewer, the existing house's water and sewer connections must be extended to the coach house. In some cases this will involve modifying or replacing the service at the point where it connects with the City's water and sewermain to a level that can accommodate the principal dwelling and the coach house. The City suggests consulting with a **qualified Ontario Land Surveyor (OLS), a Certified Engineering Technologist (CET) or a Professional Engineer (P.Eng)** to inquire about the costs associated with preparing a Grading Plan / Servicing Plan. The Grading Plan / Servicing Plan will determine if grading changes are required to the lot to meet drainage requirements, if the proposed coach house building footprint will require upgrades or changes to the City connections and to determine the route of service.

There are a number of Ontario Building Code requirements that must be adhered to when establishing service connections. Servicing a coach house with municipal water and sewer services can cost from $10,000 to upwards of $30,000 and will greatly depend on the lot's circumstances, existing size of service, size of service required for the coach house and the complexity involved with establishing connections.

In some circumstances a sewage pump may be required to assist the sewage to travel from the coach house to the primary homes connection, additionally all service pipes will require a minimum of 5'-0" of frost protection cover, these and other factors will impact the cost of servicing. The Grading Plan / Servicing Plan will outline the existing size of service, the new size of service required, provide a layout of the **existing home's** plumbing and a proposed layout for the plumbing connection to the coach house. Should the homeowner move forward with building a coach house, all building permit applicants must arrange for a service **consultation meeting** prior to applying for a building permit by calling 3-1-1 and asking to speak to the Building Code Services office for your property address.

Noteworthy: each coach house is highly recommended to have an individual water heater that is independent from the primary home. Each dwelling unit, the coach house and the primary home, will require sufficient heated water through the building permit inspection process and although an independent water heater is not required under the Ontario Building Code, this is highly recommended.

Privately Serviced Lots with Septic System and Well:

A coach house located on a lot serviced by a private well and septic system is required to connect with either the well or the septic system servicing the principal dwelling. Provided the well and the septic system meet minimum requirements, it is up to the landowner to decide which service will be shared. A **Site Plan Control** application will be required in all circumstances. This planning process is required to confirm the existing well water quality and quantity is sufficient to support the coach house, and that the added sewage flow will not unduly impact the environment or water quality.

Well: A hydrogeological report will be required as part of the Site Plan Control application. The City suggests consulting with a **qualified Professional Geoscientist (P.Geo.) or a Professional Engineer (P.Eng.)** to determine if the existing well can, on its own or with upgrades, support the proposed coach house. A homeowner should investigate the costs associated for servicing the coach house with well water, prior to creating detailed coach house construction plans.

Any existing well or new well will have to meet the requirements of the Ministry of the Environment and Climate Change (MOECC) Procedure D-5-5. If a new well is constructed, the old well must be abandoned in accordance with Ontario Regulation (R.R.O. 1990) 903 (re: wells). In addition, the hydrogeological report will have to address the suitability of the site and the impact on the environment from either the new or the existing septic system, in accordance with the MOECC Procedure D-5-4. As part of the hydrogeological report, the geoscientist or engineer will have to review any past studies for the area (e.g. the Hydrogeological and Terrain Analysis report in the case of a subdivision), and the report will have to reflect the requirements of the previous studies, as a minimum.

Septic: Should a property owner choose to connect the septic system from the principal dwelling to the coach house, they will need to explore whether or not the existing septic system has sufficient capacity to accommodate the needs of the coach house, in accordance with requirements set out by the **Ottawa Septic System Office (OSSO)**. An approval from the OSSO is also required for both a new septic system and/or a shared septic system. For a more detailed review of all applicable OSSO requirements please see their website at: **rvca.ca/osso**.

Electrical:

A homeowner should investigate the existing level of electrical service prior to creating the detailed coach house construction plans. Electrical connections are required to be provided from the principal dwelling to the coach house. In most circumstances, this will require additional capacity from the main home in order to service the coach House. The City suggests consulting with a **qualified Electrician** to determine if the existing home's electrical service needs to be upgraded, and the costs associated with doing so.

The electrical service connections will need approval in accordance with requirements set out by the **Electrical Safety Authority (ESA)**. For a more detailed review of all applicable ESA requirements please see their website at: **esasafe.com**

Grading and Drainage:

A homeowner should investigate the existing grading and drainage of their property prior to creating detailed coach house construction plans. On-site grading and drainage *must be maintained or improved* with the addition of a coach house. The City suggests consulting with **a qualified Ontario Land Surveyor (OLS), Professional Engineer (P.Eng) or a Certified Engineering Technologist (CET)** to determine if the proposed coach house footprint will maintain or improve the existing site grading, or require costly mitigation solutions to address drainage concerns.

A formal **Grading and Drainage Plan** is required as part of a complete building permit application for coach houses that are 55 m^2 or larger in size and/or for coach houses which are within 1.2 metres from a property line. The Grading and Drainage Plan is to ensure that any changes made to the property do not negatively impact the grading and drainage on the property and the neighbouring properties.

Conversion of Existing Structures:

Existing accessory structures (such as garages, sheds or stables) will be permitted to convert in part or in whole to a coach house, up to a maximum footprint of 80 m^2 in the urban area or 95 m^2 in the rural area. The Zoning By-law includes exemptions from certain provisions for accessory structures which were built prior to September 14, 2015. If you would like to evaluate your lot against these criteria, please see Section 142 of the Zoning By-law or call 3-1-1 and ask to speak to a Development Information Officer (DIO).

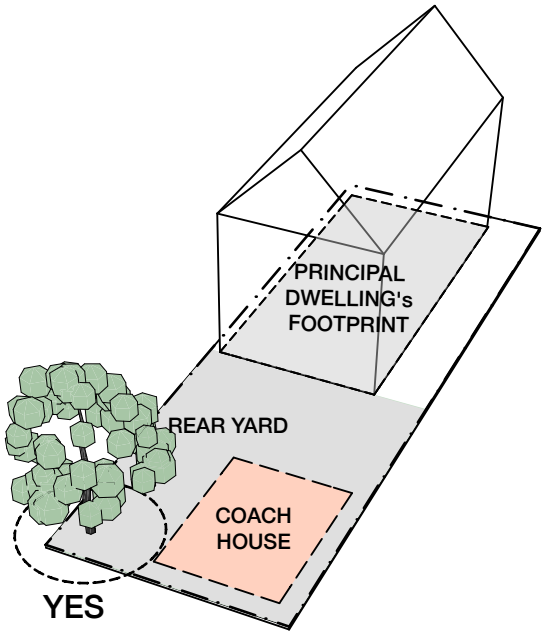
In all cases a building permit will be required to convert an existing structure. Changing the use of an existing building to something different than it was designed for can be costly. It is important to have the existing structure assessed by a qualified person prior to submitting for a building permit to understand the extent of renovations required to meet the Ontario Building Code requirements for a dwelling unit.

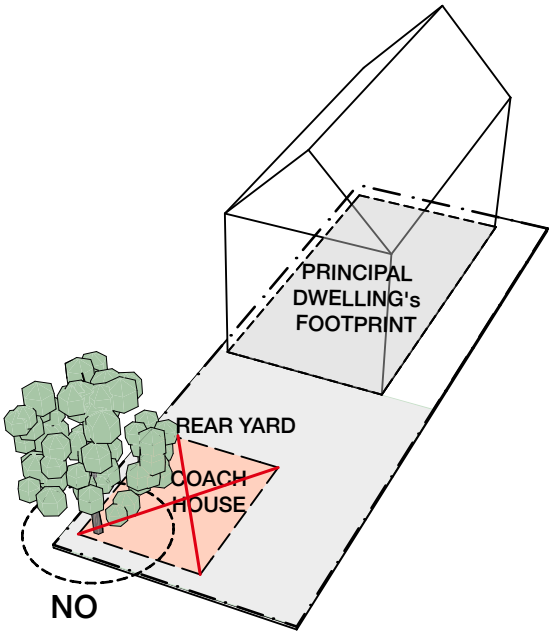
Trees:

Trees add considerable social and environmental value to every neighbourhood. It is important to take trees on the subject property and adjacent properties into consideration when planning a coach house. Coach houses and its services should be designed and positioned so that they will not affect trees or the underground critical root system. The City recommends that you consult with a qualified **forester, professional landscape architect, or International Society of Agriculture certified arborist** to minimize any potential impacts.

If trees need to be removed, a permit may be required. The **Urban Tree Conservation By-law**, requires that properties in the urban area which are less than one hectare must obtain a **Distinctive Tree Permit** for any tree greater than 50 centimeters in diameter which is requested to be removed. If your property is located in the urban area and happens to be larger than one hectare, you will need to obtain a permit for any tree that is greater than ten centimeters in diameter. If needed, the forester, landscape architect, or certified arborist that you retain will be able to assist in obtaining a Distinctive Tree Permit. Information on trees, protecting trees, and tree permits can be found on **ottawa.ca** or by calling 3-1-1.

For a more detailed review of the Urban Tree Conservation By-law please see the City's website **ottawa.ca/urbantree**





Step 2: Coach House Design and Development

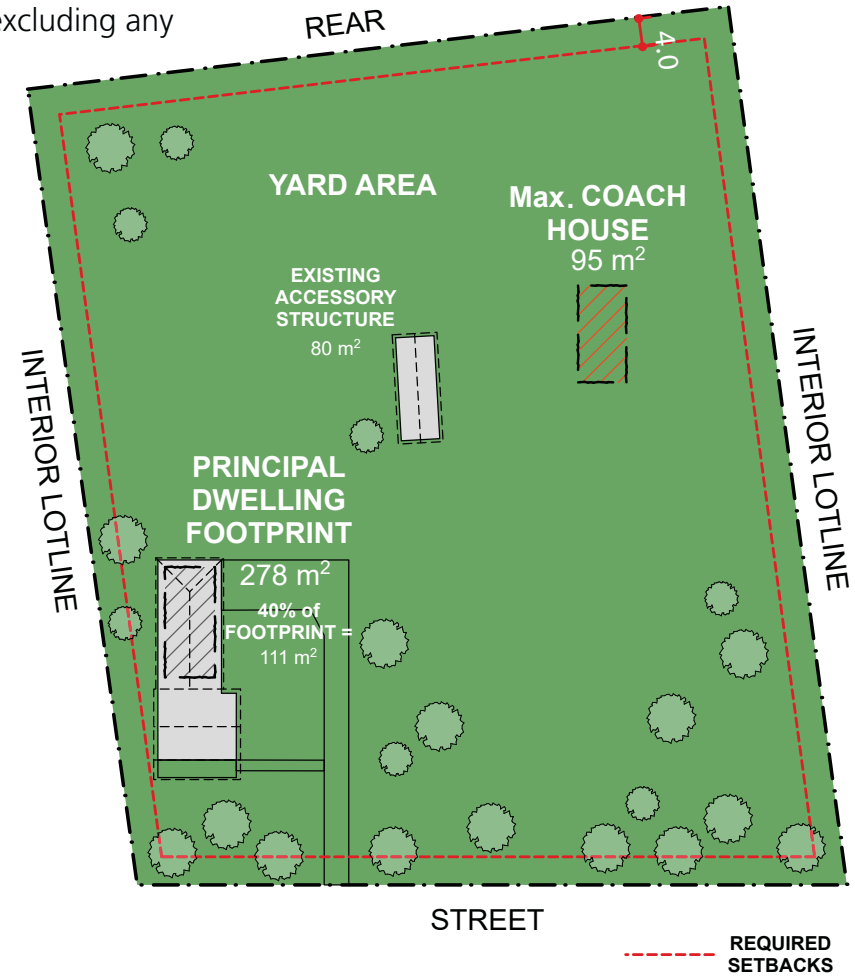
Once all of the above considerations have been fully investigated, the coach house design and development information below will help to assist in the planning of a coach house.

Size:

The Zoning By-law sets a maximum footprint for a coach house. The footprint of a coach house is determined by multiplying the principal dwelling's footprint by 40%. The footprint is defined as:

> **Footprint** means the area of the ground floor of a building, measured from the exterior of the outermost walls, including an attached garage but excluding any projections.

The coach house is not permitted to cover more than 40% of the yard in which it is located. The lot's yard area must therefore be multiplied by 40%. Whichever number is smaller, 40% of the yard area or 40% of the principal dwelling's footprint, results in the maximum permitted size of a coach house, up to a maximum of 80 m^2 in the urban areas and 95 m^2 in the rural area, regardless of principle dwelling or yard size.

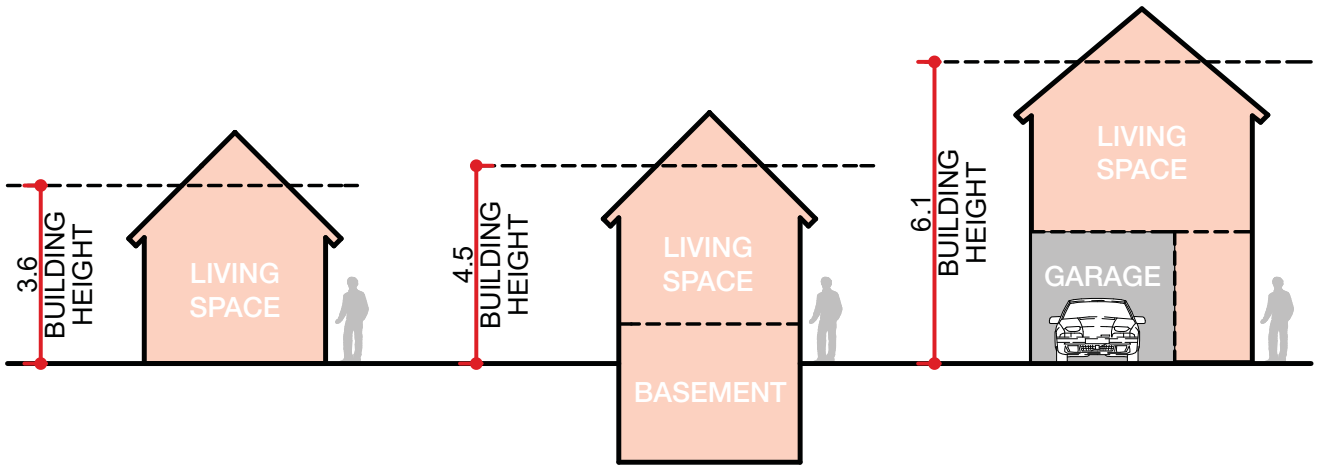


Height:

The Zoning By-law sets different height permission for coach houses, depending on location and lot size.

For lots in the urban area – the maximum permitted height for a coach house is 3.6 metres, but no wall can be taller than 3.2 metres. Section 3.1 of the Official Plan includes policy direction to guide under what circumstances a taller coach house (up to a maximum of 2 storeys) could be permitted via a minor variance application to the Committee of Adjustment.

For lots in the village and rural area – the maximum permitted as-of-right height for a coach house is 4.5 metres, or 6.1 metres where a coach house is above a garage.

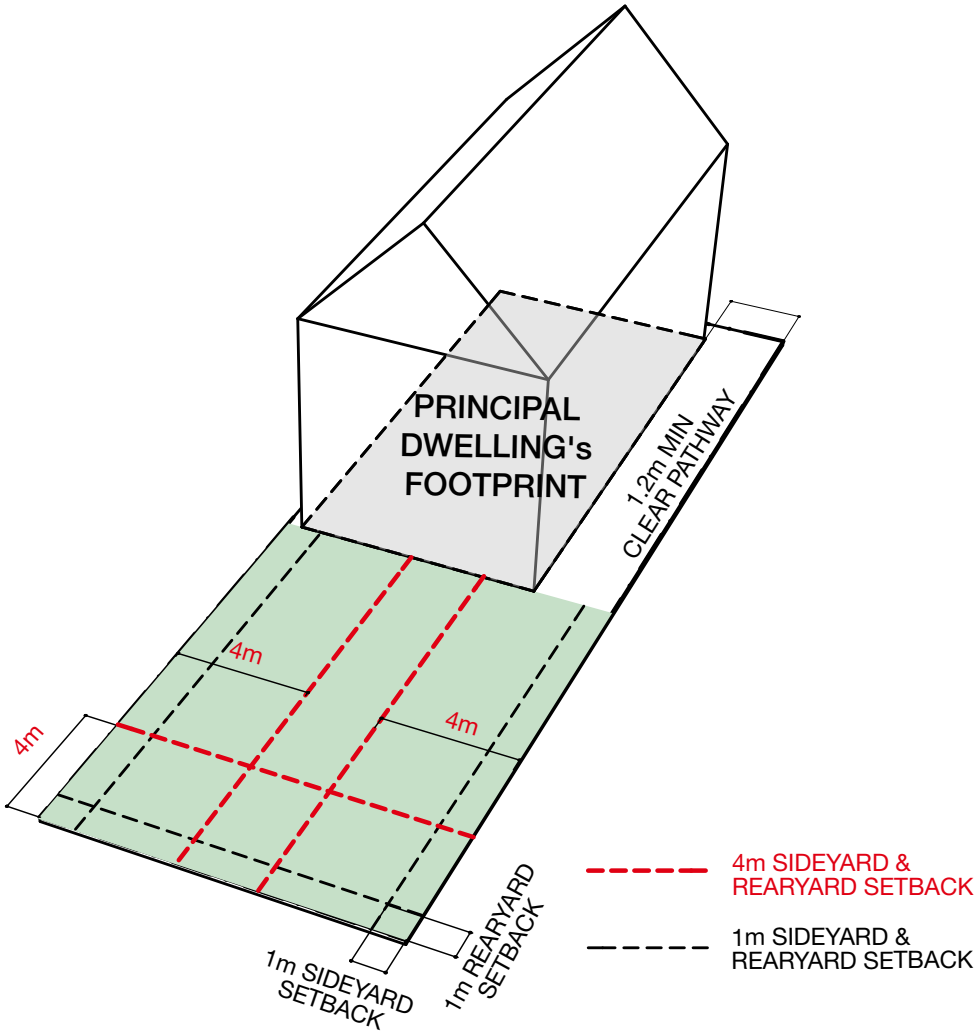


Location on the lot:

The Zoning By-law includes locational and setback requirements for coach houses, in the urban or village areas, and in the rural area. These requirements will influence the location of the coach house. Other factors must also be considered to determine the best siting for the coach house. Trees, neighbours' privacy, separation distances to other structures, on-site grading, servicing routes, and pedestrian and vehicular access will all need to be taken into consideration when determining the best placement for the coach house.

A coach house is required:

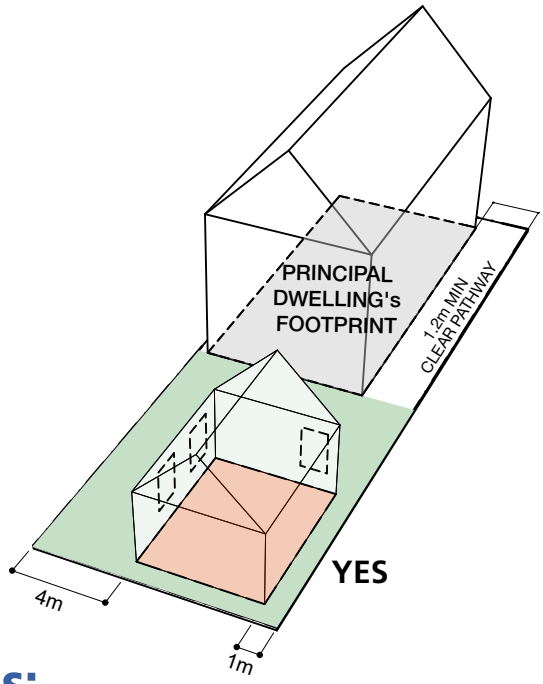
- To be located in the rear yard, or yard adjacent to a travelled public lane.
- To be set back a **maximum** of 1 metre from the rear and interior side yard property line OR a **minimum** of 4 metres from the rear and interior side yard property line.

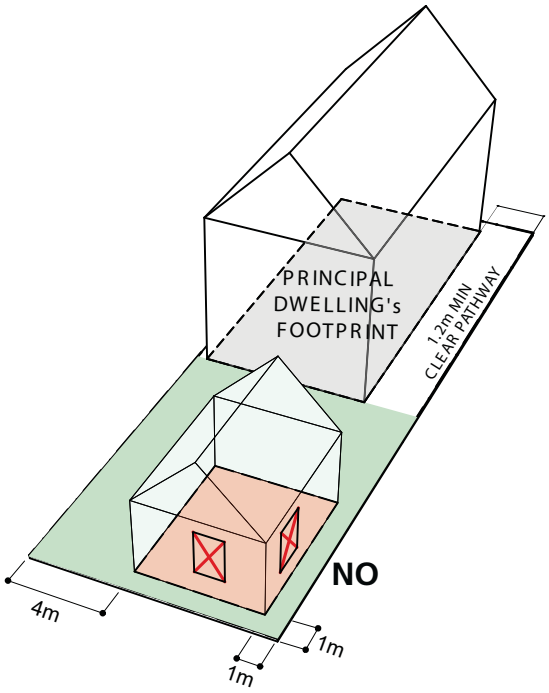


Windows:

Window placement affects the privacy of neighbours. Strategic window placement will allow for light penetration into the coach house while respecting the privacy of adjacent properties.

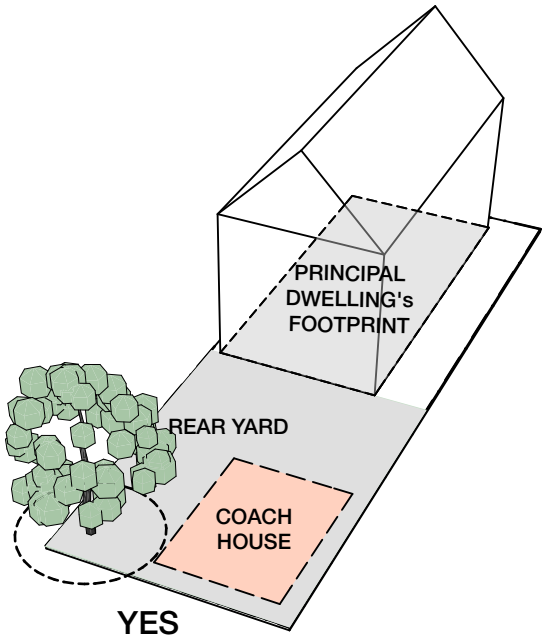
Where windows are desired, the Zoning By-law performance standard requires a coach house to be 4 metres from a rear and interior side lot line.

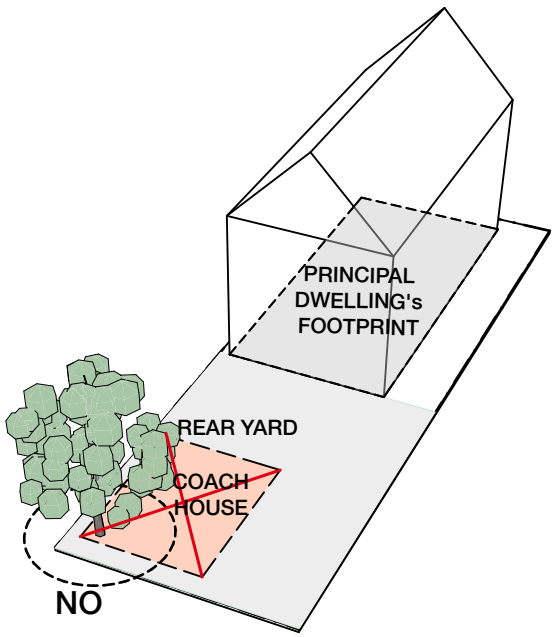




Trees:

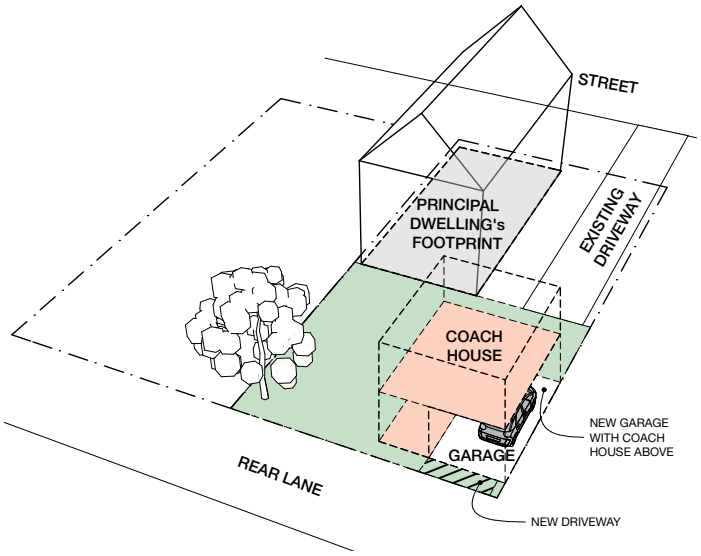
A coach house should be designed, placed and serviced to retain existing trees on your property. The trees located on neighbouring properties must also be taken into consideration, as their critical root system can be affected by development on your lot.

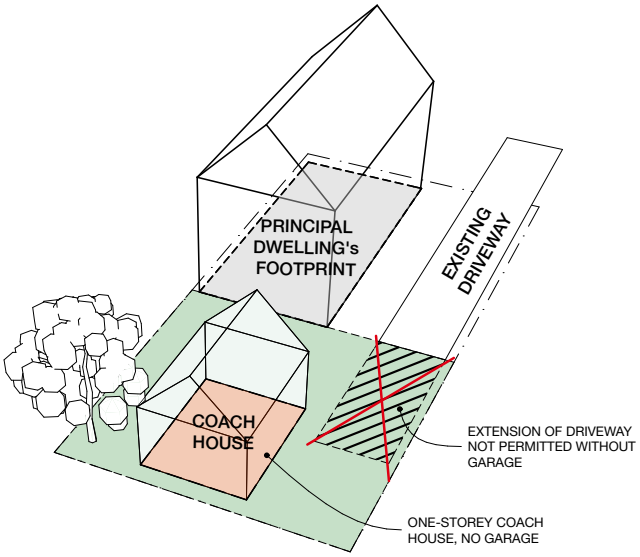




Parking:

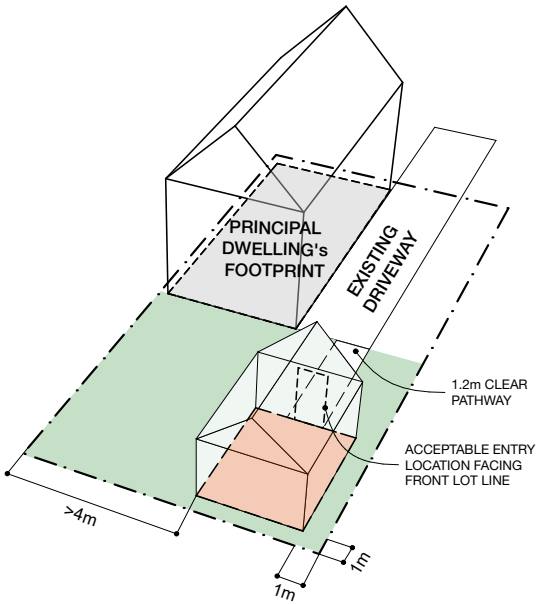
The Zoning By-law does not require additional parking for a coach house. Parking is permitted, provided any new space is in compliance with the parking provisions of the Zoning By-law. Where it is chosen to provide parking, the Zoning By-law limits its location to an existing driveway or an extension of an existing driveway, for example to a coach house which contains a garage or carport.





Entrances and Access:

The Zoning By-law requires a 1.2-metre-wide access from the coach house to a public street. This is to provide direct pedestrian access for the coach house, and access for emergency response services. The Zoning By-law restricts the location of a doorway entrance to a coach house to be set back further than 4 m from the lot line unless the lot line in question borders a travelled lane. Also note, it is prohibited to park a car on a walkway. Walkways to a coach house are NOT to be used to park two cars side by side.



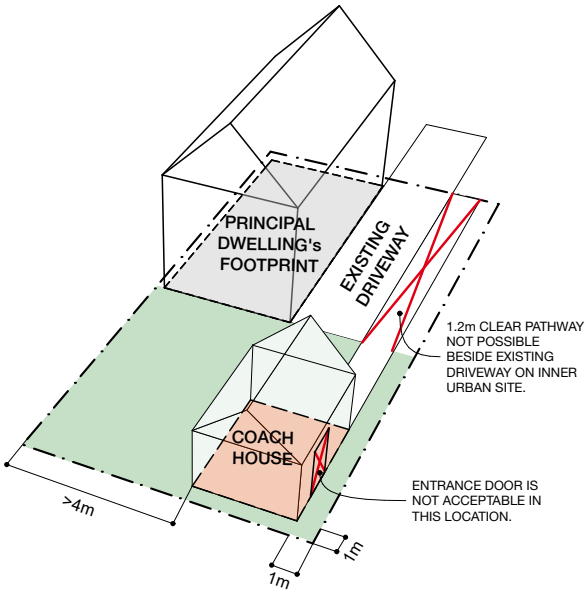
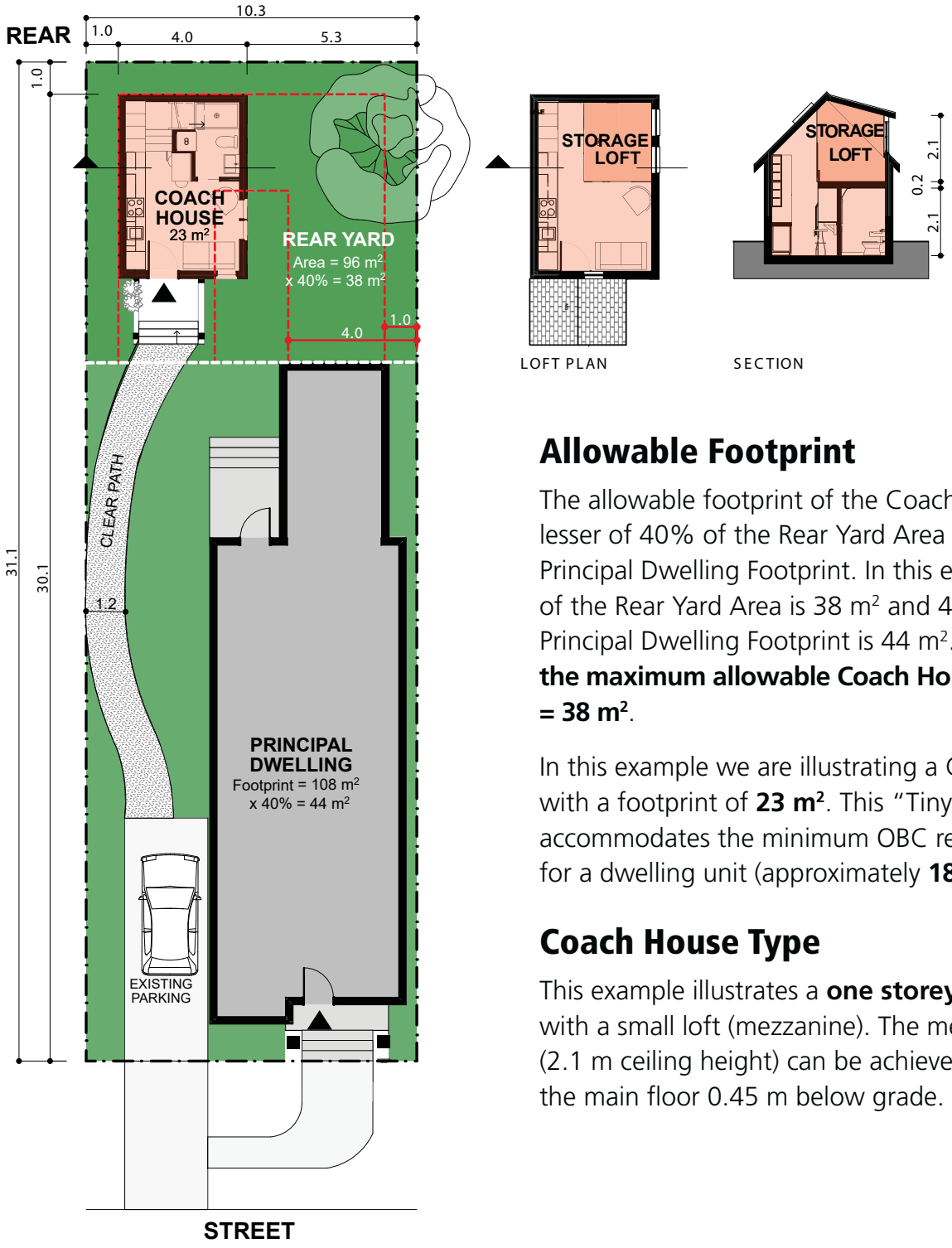


Illustration Example: Inner Urban



SITE PLAN

SCALE 1:200

Allowable Footprint

The allowable footprint of the Coach House is the lesser of 40% of the Rear Yard Area or 40% of the Principal Dwelling Footprint. In this example 40% of the Rear Yard Area is 38 m² and 40% of the Principal Dwelling Footprint is 44 m². Therefore, **the maximum allowable Coach House Footprint = 38 m²**.

In this example we are illustrating a Coach House with a footprint of **23 m²**. This "Tiny House" accommodates the minimum OBC requirements for a dwelling unit (approximately **18 m²**).

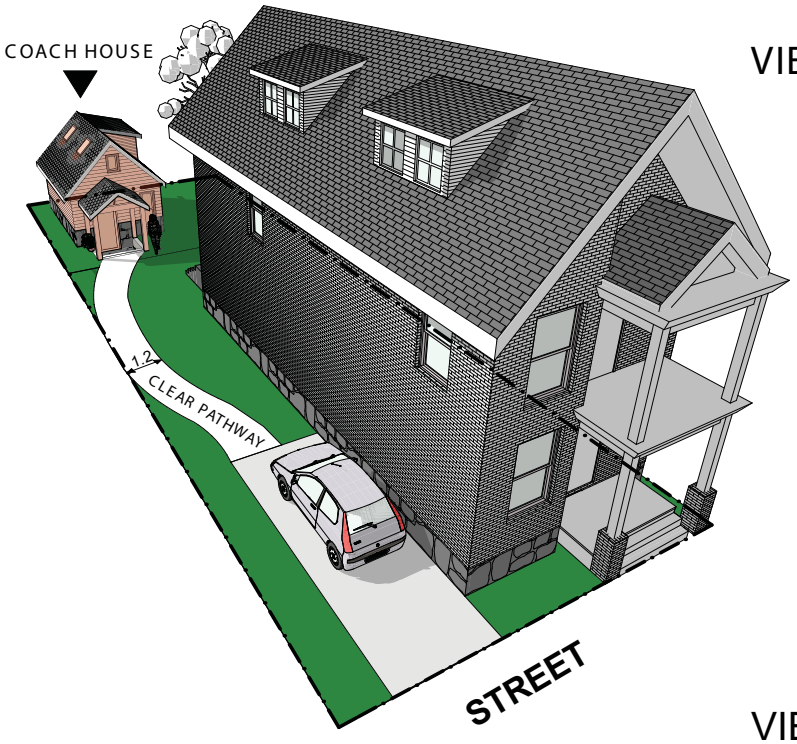
Coach House Type

This example illustrates a **one storey** Coach House with a small loft (mezzanine). The mezzanine (2.1 m ceiling height) can be achieved by lowering the main floor 0.45 m below grade.

REQUIRED SETBACKS

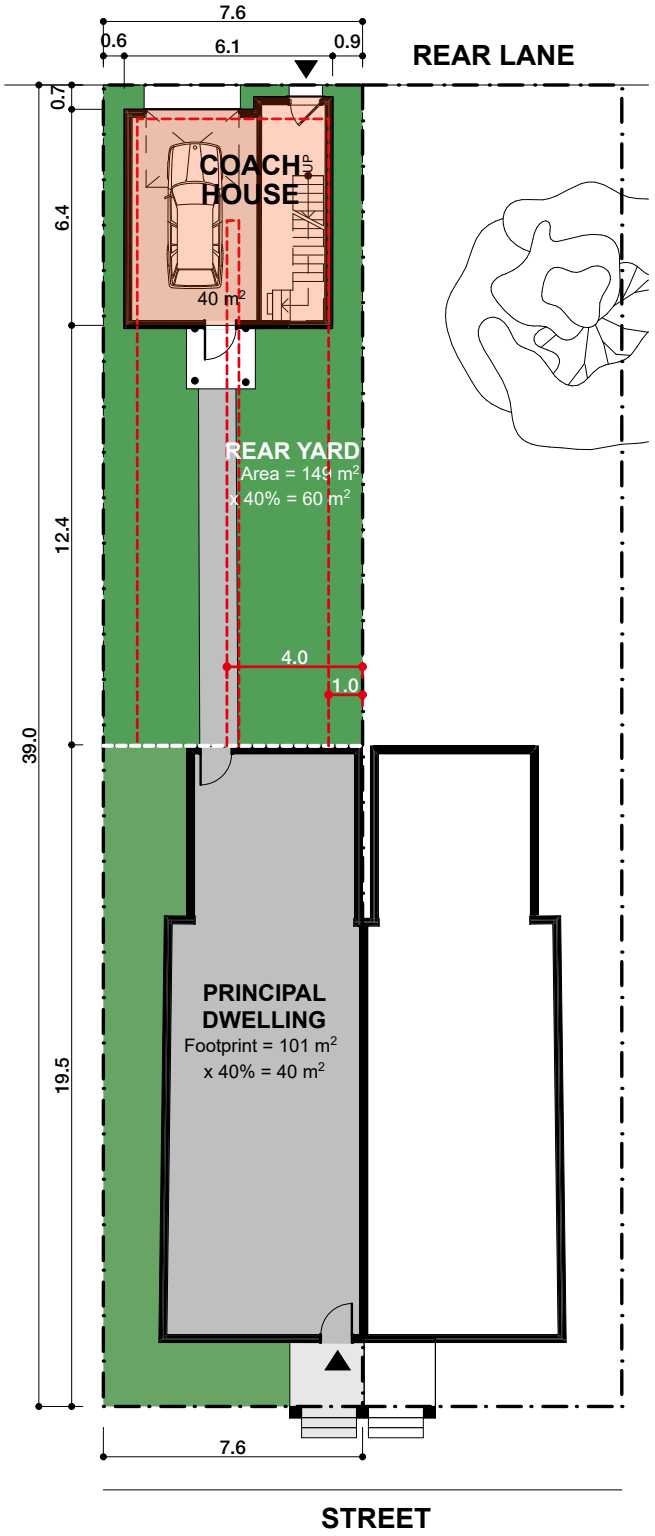
10m 5m 0

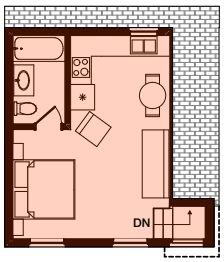
VIEW FROM REAR



VIEW FROM STREET

Illustration Examples: Inner Urban Laneway





SECOND FLOOR PLAN

Allowable Footprint

The allowable footprint of the Coach House is the lesser of 40% of the Rear Yard Area or 40% of the Principal Dwelling Footprint. In this example 40% of the Rear Yard Area is 60 m² and 40% of the Principal Dwelling Footprint is 40 m². Therefore, the **maximum allowable Coach House Footprint = 40 m²**.

Coach House Type

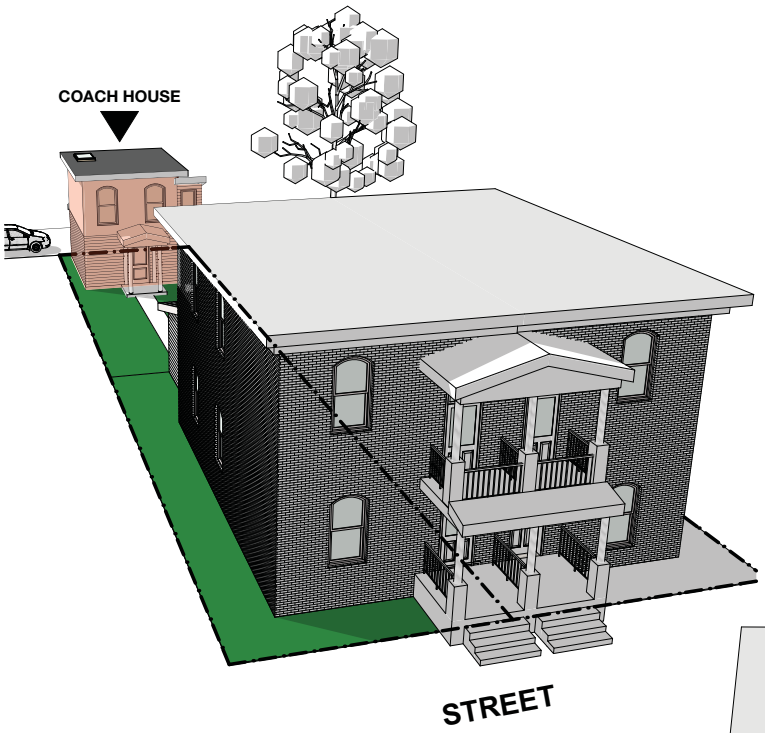
This example illustrates a **two storey** Coach House (apartment over garage). **Section 3.1 of the Official Plan** outlines certain circumstances where a two storey coach house is permitted in the urban through a committee of adjustment application to vary the maximum permitted height.

SITE PLAN

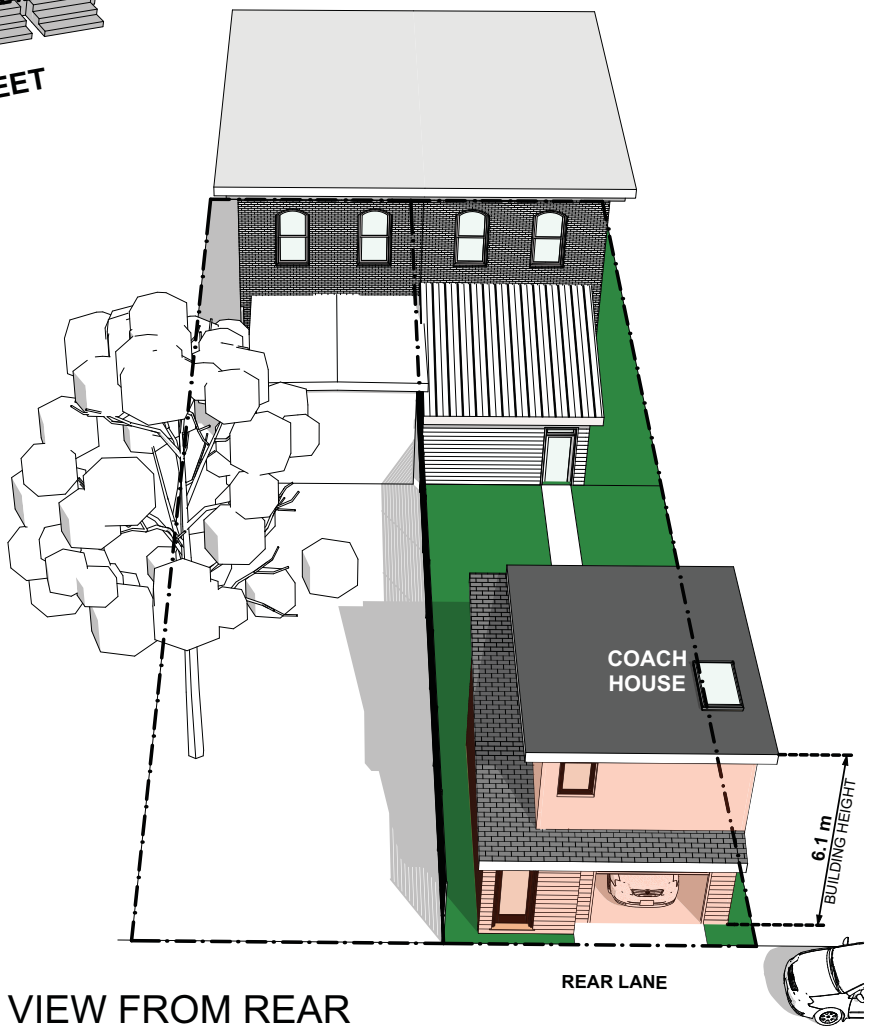
SCALE 1:200

REQUIRED SETBACKS

10m 5m 0

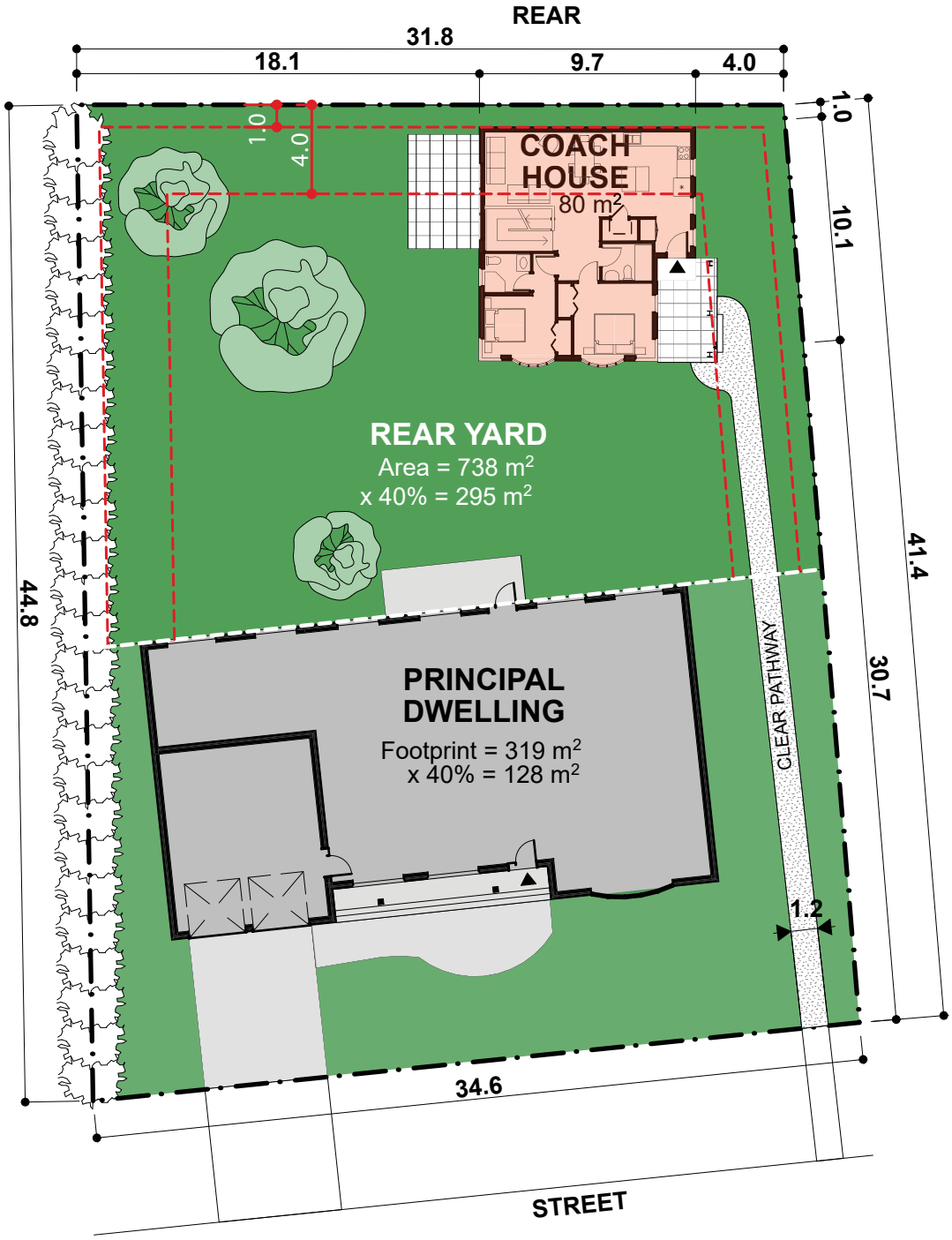


VIEW FROM STREET



VIEW FROM REAR

Illustration Examples: Suburban



SITE PLAN

SCALE 1:300

REQUIRED SETBACKS

15m 5m

Allowable Footprint

The allowable footprint of the Coach House is the lesser of 40% of the Rear Yard Area or 40% of the Principal Dwelling Footprint, to a maximum of 80 square metres. In this example 40% of the Rear Yard Area and the Principal Dwelling Footprint is greater than 80 m^2. Therefore, the **maximum allowable Coach House Footprint = 80 m^2**.

VIEW FROM REAR

Coach House Type

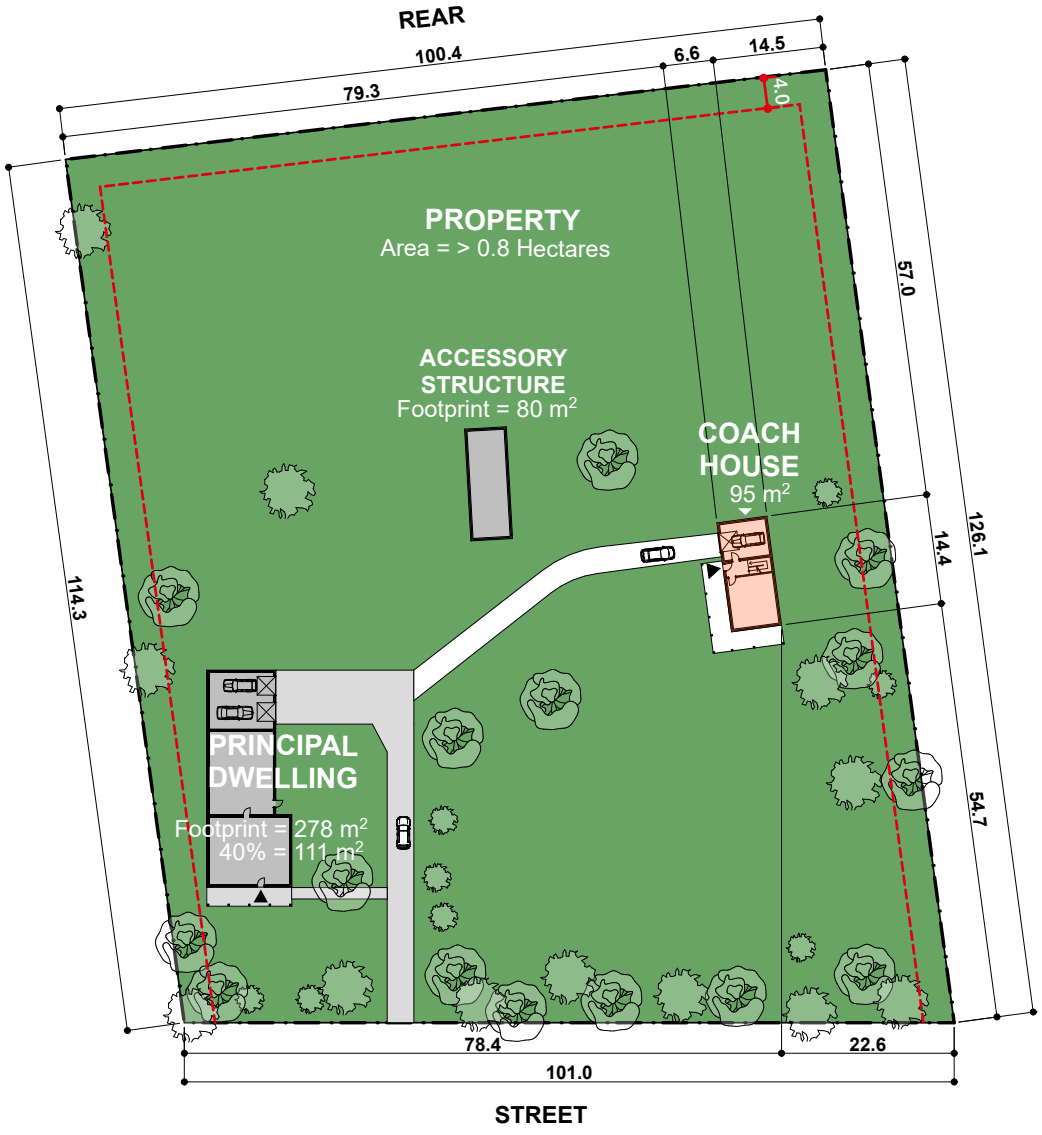
This **one storey** example Coach House illustrated here.

VIEW FROM STREET

Illustration Examples: Rural

Allowable Footprint

The allowable footprint of the Coach House is the lesser of 40% of the Rear Yard Area or 40% of the Principal Dwelling Footprint to a maximum of 95 m^2. In this example 40% of both the Rear Yard Area and the the Principal Dwelling Footprint are greater than 95 m^2. Therefore, the **maximum allowable Coach House Footprint = 95 m^2**.



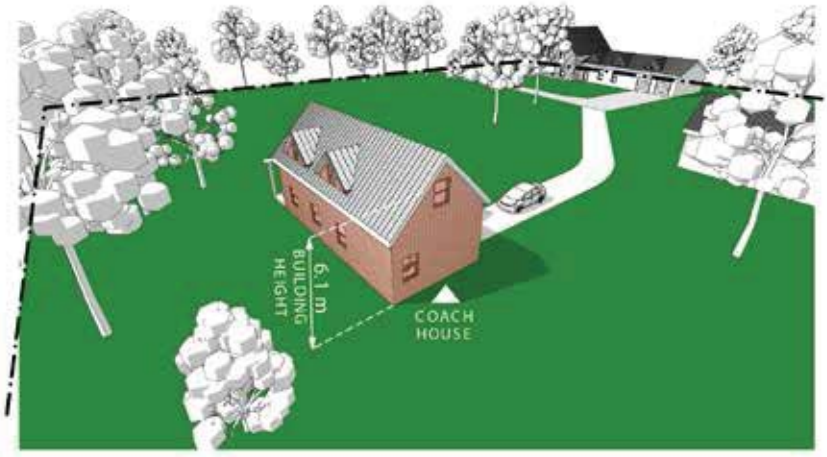
SITE PLAN

REQUIRED SETBACKS

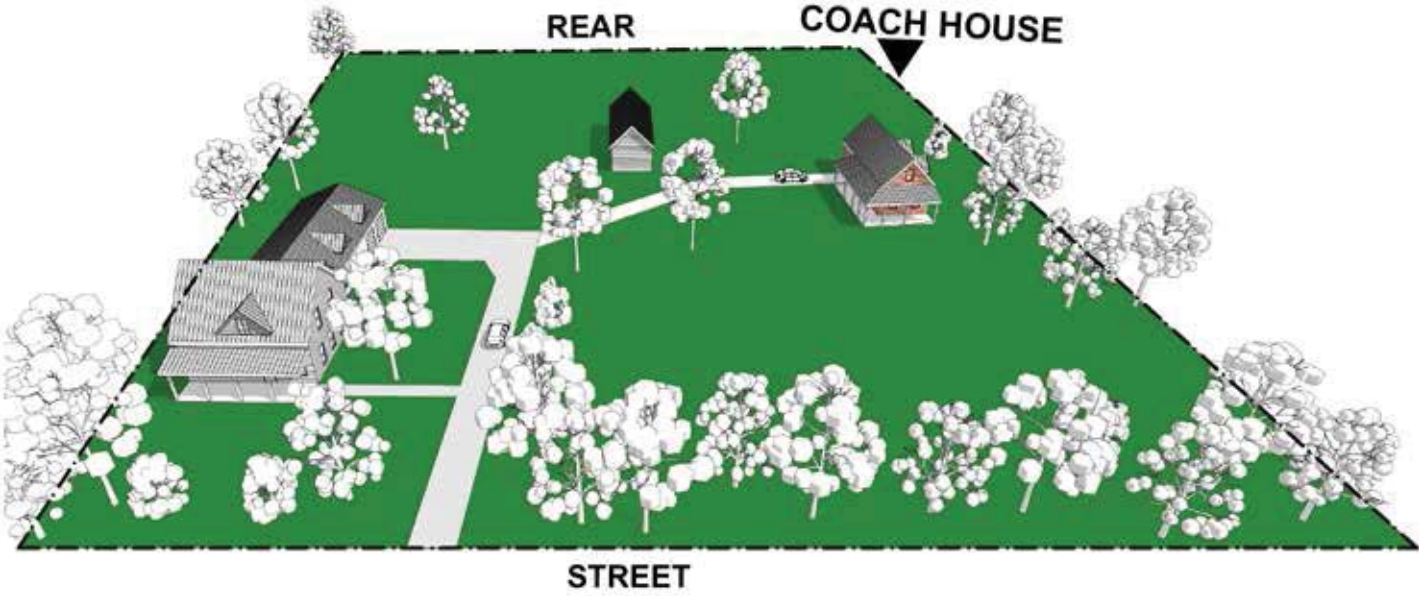
45m 15m

Coach House Type

The Coach House in this example has a garage on the ground floor which allows for a **second storey**. In this example the Coach House shares the existing well with the Principal Dwelling but requires a new septic system to be installed.



CLOSE-UP VIEW FROM REAR



VIEW FROM STREET

Application Types:

A number of City processes must be completed before starting construction of a coach house. In all circumstances, a building permit is required. There may also be situations that require a Site Plan Control application and/or a Committee of Adjustment Minor Variance application. These processes are described in more detail below:

Building Permit

All coach houses require a building permit.

All coach houses must meet **Ontario Building Code** requirements for residential structures. The submission requirements for a building permit application will vary depending on a variety of factors: what type of servicing the lot has; whether the development is a retrofit of an existing building or a new purpose-built unit, the size of the structure; whether a structure needs to be demolished to commence construction; etc. Building permit applicants should confirm the information and fees required by calling 3-1-1, going to **ottawa.ca** or visiting a local **Building Code Client Service Centre** to obtain all the required information.

Site Plan Control

All coach houses that have a private septic and well require Site Plan Control Approval application.

There are many different types of Site Plan Control applications, however the type that applies to coach houses is "rural-based, no public consultation". All coach house Site Plan Control applications will require the submission of a Hydrogeological Report. The City will analyze this report and confirm that the well water is of sufficient quality and quantity to support the additional dwelling unit. Site Plan Control applicants must arrange for a **Pre-Application Consultation Meeting** with City Planning Staff by calling 3-1-1 and asking to speak to the Development Review Rural Services Unit, or by going to **ottawa.ca** and searching "information for development applications".

After the pre-application consultation meeting, the applicant should confirm all submission requirements with the intake planner, or by calling 3-1-1, going to **ottawa.ca** or visiting a local **Client Service Centre**.

Committee of Adjustment

In cases where circumstances peculiar to a property prevent you from developing your coach house in a way that strictly conforms to the Zoning By-law, you may apply to the Committee of Adjustment for a minor variance.

The Committee of Adjustment will consider a minor variance application and may grant a minor variance if all of the following criteria, outlined in the Planning Act and commonly referred to as the "four tests," are met:

- The application is truly minor;
- The variance is desirable for the appropriate development or use of the property;
- The general intent and purpose of the Zoning By-law is maintained;
- The general intent and purpose of the Official Plan is maintained.

Minor Variance applications are circulated to neighbours. They are allowed to appear at the Committee of Adjustment hearing to voice their issues or concerns. They also have the right to appeal the decision to the Ontario Municipal Board. This is a time-consuming and expensive process that may affect the viability of a project. Therefore, it is best to comply with zoning. If a minor variance application is required, it is best to talk to the neighbours to explain the plans and hear their reaction, and address any issues they may raise before spending the money needed for the application fee to the Committee of Adjustment.

Anyone wishing to apply for a minor variance should arrange for a **Pre-Application Consultation Meeting** with City Planning Staff by calling 3-1-1 and asking to speak to a planner in the Planning, Infrastructure and Economic Development Department, Planning Services Branch.

After the pre-application consultation meeting, you should confirm all submission requirements with the planner or by calling 3-1-1, going to **ottawa.ca**, or visiting a local **Client Service Centre** and speaking to a **Development Information Officer**.

Important Contacts and Resources:

- City of Ottawa Help Line: 3-1-1
- Hydro Ottawa: **www.hydroottawa.com**
- Enbridge Gas: **www.enbridgegas.com**
- Electrical Safety Authority: **www.esasafe.com**
- Ottawa Septic System Office: **www.rvca.ca/osso/**
- Ontario Land Titles Office:
    - Court House: 4th Floor 161 Elgin St., Ottawa ON K2P2K1 Tel: 613-239-1230
- Municipal Property Assessment Corporation: **www.mpac.ca**
- Committee of Adjustment: **www.ottawa.ca/en/committee-adjustment-0**
- Client Service Centres:
    - City Hall: 110 Laurier Ave West, Ottawa ON K1P1J1 Mon to Fri 8:30 am - 5 pm
    - Orleans: 255 Centrum Blvd., Ottawa, ON K1E3V8. Mon to Fri 8:30 am - 5 pm
    - West: 101 Centrepoint Dr., Nepean, ON K2G5K7. Mon to Fri 8:30 am - 5 pm
    - Kanata: 580 Terry Fox Dr., Kanata, ON K2L4C2. Mon to Fri 8:30 am - 4:30 pm
    - Metcalfe: 8243 Victoria St., Metcalfe, ON K0A 2P0. Tues 8:30 am - 4:30 pm
    - West Carleton: 5670 Carp Rd., Kinburn, ON K0A2H0. Wed 8:30 am - 4:30 pm
    - First Wed of the Month 7:30 am - 3:30 pm
    - North Gower: 2155 Roger Stevens Dr. North Gower, ON K0A2T0. Thurs 8:30 am - 4:30 pm

Important Contacts and Resources:

- Professional organizations:

  Association of Ontario Land Surveyors: **www.aols.org**

  Ontario Association of Architects: **www.oaa.on.ca**

  Ontario Association of Landscape Architects: **www.oala.ca**

  International Society of Agriculture: **www.isaontario.com**

  Professional Engineers of Ontario: **www.peo.on.ca**

  Association of Professional Geoscientists of Ontario: **www.apgo.net**

  Electrical Contractors Association of Ontario: **www.ecao.org**

Frequently Asked Questions:

Does a coach house get a separate address?

Yes. Please call 3-1-1 and ask to speak to Addressing and Signs. You must have a building permit application in with the City. No costs are associated with obtaining a new address number.

Can a coach house be sold separately?

No. A coach house cannot be sold separately. The direction from the province is that the coach house must remain part of the principal dwelling's property and therefore cannot be severed and sold separately.

Can I have a Secondary Dwelling Unit and a coach house?

No. The Official Plan policy says that you can only have one or the other: a secondary dwelling unit inside the home or a detached coach house

Can a property owner convert their garage to a coach house?

Yes. Please see the grandfathering clause in Section 142 of the Zoning By-law. An existing accessory structure is exempt from certain provisions. However, the existing structure will be required to meet Ontario Building Code requirements at time of building permit application.

Do I need insurance on a coach house?

Yes. You will need to contact your individual insurance provider for quotes on available coverage.

Will a coach house affect my property taxes?

Yes. Your property taxes will increase. Please contact the Municipal Property Assessment Corporation for more information: **www.mpac.ca**

What do I do if my lot is not eligible?

If your lot is not eligible, you cannot build a coach house. In cases where your lot cannot meet Zoning standards by only a very small amount, you may be able to apply to the Committee of Adjustment for a minor variance. Please note, however, that certain standards cannot be "varied." For example, if your lot is in the urban area and is serviced by a private well or septic system, you cannot build a coach house. If you want to build a coach house that is larger than your existing home, or if you want to create a new driveway, that type of application won't be accepted as they run counter to policy. To obtain information on the costs of minor variance applications and required submission material, please see the City's website **www.ottawa.ca** OR call 3-1-1 and ask to speak to a Development Information Officer.