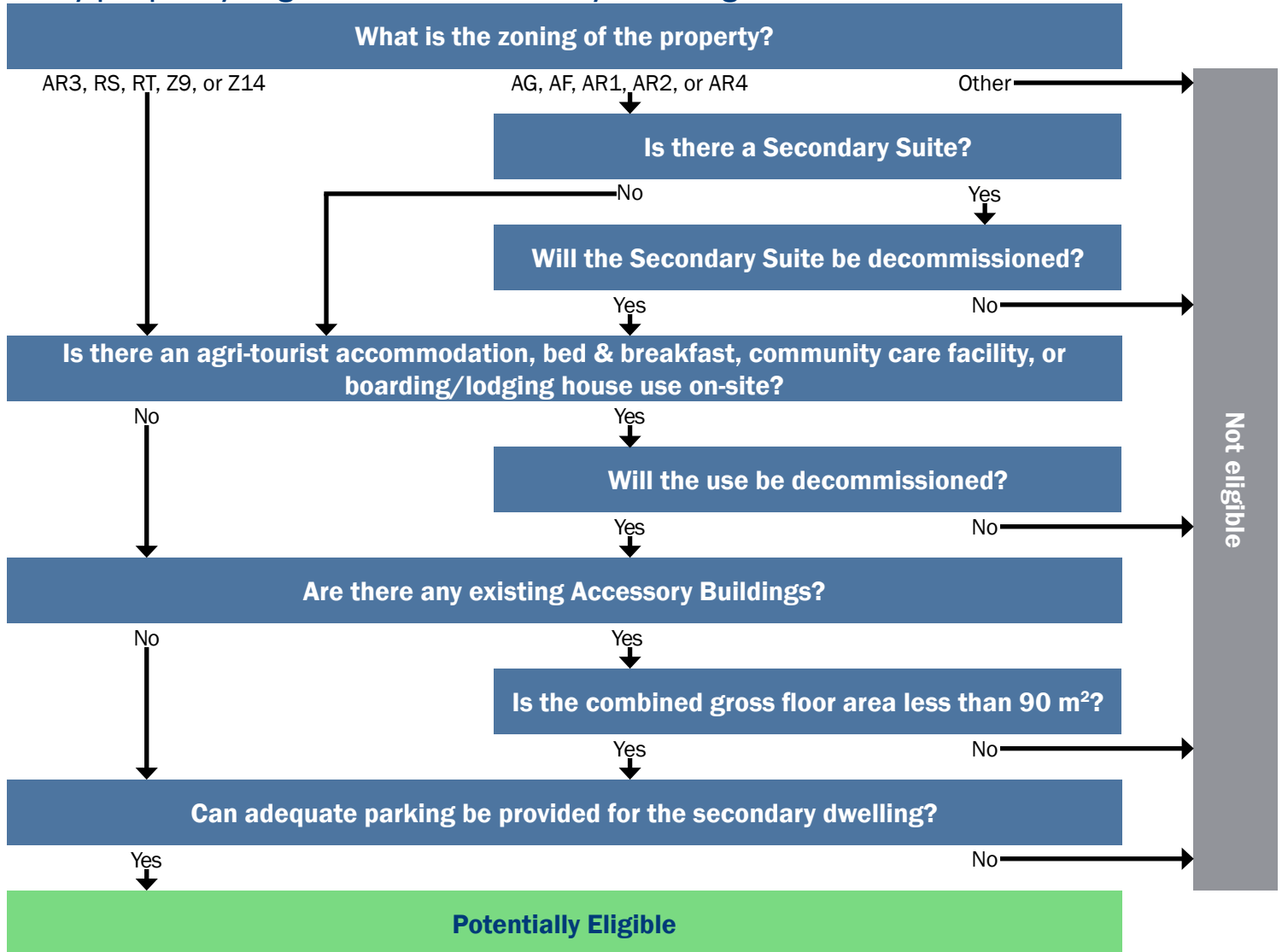


What is a secondary dwelling?

A secondary dwelling is a self contained building that is detached from the principal dwelling. A secondary dwelling is exclusively used for occupancy by one household. These dwellings may include the following form(s):

- Carriage Housing: a dwelling that is constructed above a detached garage; or
- Cottage Housing: a one storey dwelling that is constructed at building grade. This housing form does not include a basement or a half-storey.

Is my property eligible for a secondary dwelling?



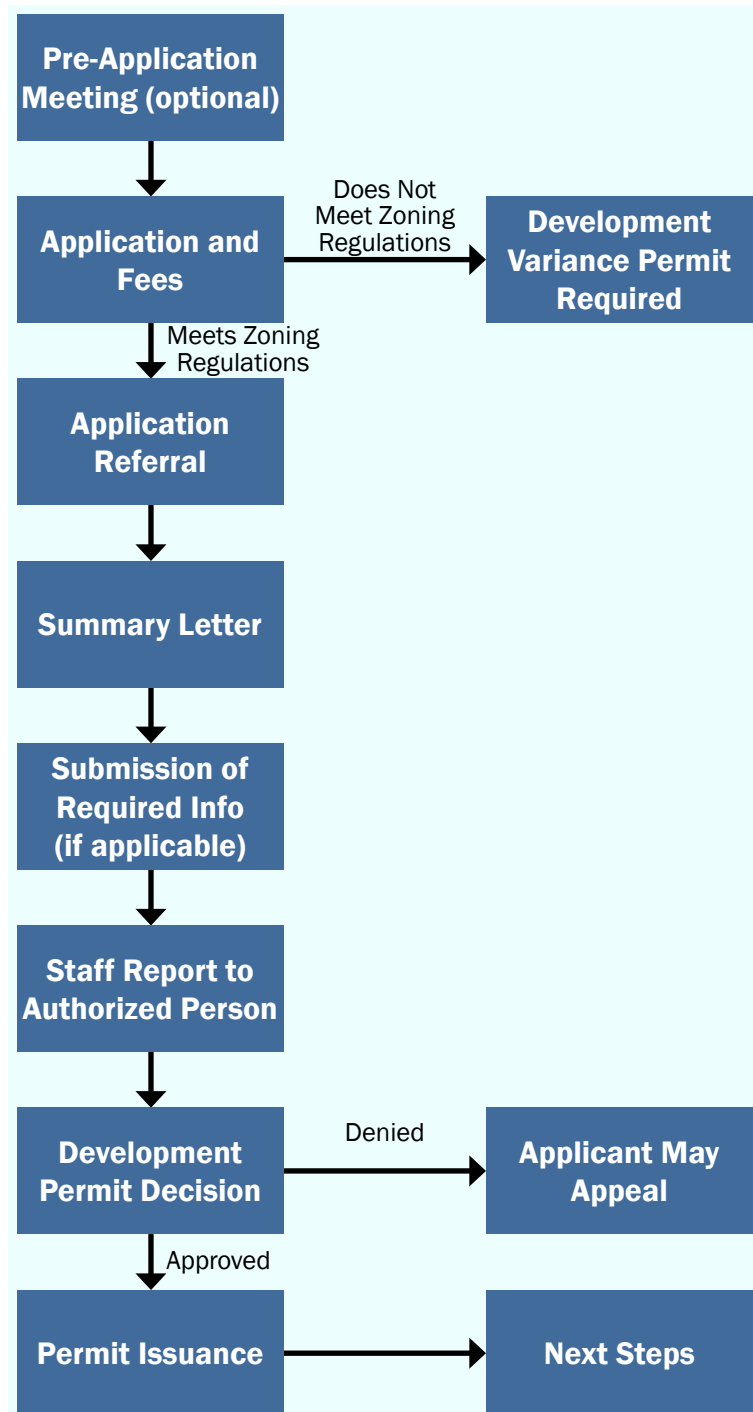
What is required to build a secondary dwelling?

Building a secondary dwelling requires both a building permit (BP) and an Intensive Residential Development Permit. The development permit (DP) must be issued prior to the BP. In addition to the zoning requirements for the property, design elements are considered through the DP.

What is an Intensive Residential DP?

The Intensive Residential DP is triggered by development of single detached housing on narrow lots less than or equal to 11 metres (m) wide, and/or any secondary dwelling, regardless of lot size. The objectives of this DP are to retain character and scale of existing housing, intensify and renew neighbourhoods through infill development, and encourage attractive pedestrian-oriented housing.

What are the steps in the Development Permit process?



Applicant Steps

Pre-Application Meeting (optional)

Meet with a Planner to discuss the proposed development and receive advice and direction. To best prepare for your pre-application meeting, please come with: an idea of your development timelines, the parcel you would like to develop, your proposal, and any preliminary drawings.

Application and Fees

Work with a Planner to submit a completed Development Permit application, including fees and required documentation. Refer to the Development Permit Application Checklist. If it is determined the application does not meet Zoning bylaw regulations, a Development Variance Permit will be required.

City Steps

Application Referral

The application is referred to relevant internal departments and external agencies for review. For form and character DPs, the applicant may be invited to present to the Advisory Committee on Development Design.

Summary Letter

A Planner will provide the applicant with a summary of the referral comments and any items to address.

Staff Report

The Staff Report recommends if the DP should be approved or denied, and what conditions the applicant has agreed to. The Authorized Person either issues or denies the permit. If permit is denied, the applicant may appeal the application at one of Council's regular meetings.

Development Permit Decision

If the permit is approved by the Authorized Person, the permit is issued and registered on the legal title of the property.

Permit Issuance

A copy of the DP is sent to the applicant and the Permit is registered on the property at the Land Title Office. If the building permit that required the DP is not applied for within two years of the date the DP was issued, then the DP will lapse.

What are the Intensive Residential DP guidelines for secondary dwellings?

The following are considered when you apply for an Intensive Residential DP for a secondary dwelling:

- Building Mass;
- Building Materials; and
- Building Features.

Building Mass

To ensure that secondary dwellings do not have a negative impact on the character of the existing neighbourhood, they should be designed to be sensitive to the scale, mass, form and character of nearby existing buildings and structures.

A secondary dwelling should:

- Respect the height and setback of buildings and structures on neighbouring properties;
- Recognize the unique character of the neighbourhood where it is constructed;
- Be oriented and sited to protect the privacy and minimize the overlook and shadowing of adjacent properties;
- Use development features to respect and compliment the high-quality design elements of the surrounding street scape;
- Be clearly incidental to the size and massing of the principal house; and
- Include dormers, eaves brackets, varied rooflines, and/or gables.

Building Materials

The choice of materials, texture and colour has great visual significance that can affect the long-term appearance and maintenance of the built environment. Exterior building material is directly related to the durability against weathering and damage against natural forces. Design standards can also play an important role in strengthening a residents' connection to the neighbourhood. A combination of materials and colours should be used to emphasize features, with contrasting colours used to highlight window trims, soffits, and gables.

The following design standards should be considered:

- Secondary dwellings should complement the character of the principal house; and
- Building materials and colours should be high-quality, long-lasting materials that offer texture and avoid monotonous surfaces.

Recommended materials include:

- Brick
- Natural Wood
- Shingles
- Fiber-Cement Siding
- Cedar Shakes
- Stone

Alternative materials may be reviewed on a case-by case basis, taking into consideration such factors as context and architectural style, though the following materials are discouraged:

- Vinyl siding
- Rough or swirl type stucco

These materials may be considered if they are used as an accent or secondary material, occupying a maximum of 15% of the total façade area of the dwelling.

Building Features

Building features should chosen should compliment the character of the principal house and surrounding neighbourhood.

The following building features are encouraged:

- Front Facing Cantilevered Walls
- Gables
- Varied Roof Designs
- Columns
- Garage Doors
- Variety of Window Type
- Dormers
- Skirting
- Verandas

Further Questions? Looking to Schedule a Pre-Application Meeting?

For any further questions, or to schedule a pre-application meeting, contact a planner in the Development Services Division at 250.561.7611 or devserv@princegeorge.ca

Please note that administration support of the application cannot be determined at a pre-application meeting.

This guide has been prepared to provide information only. It is neither a bylaw nor a legal document. If any contradiction between this guide and the relevant Municipal Bylaws or applicable codes is found, such bylaws or codes shall be the legal authority.

1100 Patricia Blvd., V2L 3V9 | p: 250.561.7900 or 311 | www.princegeorge.ca |  @cityofpg  /cityofpg  @cityofpg

Planning and Development Services | p: 250.561.7611