the town of Conception Bay South

*Bright town. Bright future.*

**PLANNING & DEVELOPMENT DEPARTMENT**

# Accessory Building Application

Office Use Only — Section 1

Parcel ID _____ Roll # _____ Application # _____

Project Location — Section 2

Civic # _____ Street _____

Contact Information — Section 3

Owner/Applicant _____ First Name _____ Last Name

AND/OR

Contractor _____

Mailing Address _____ Postal Code _____

Telephone _____ Home _____ Cell

Email _____

Project Information — Section 4

Describe Proposed Development _____

Building Size — Length _____ Width _____ Height _____

Clearances (min 1.5 meters - 5 ft) — Side Yard _____ Rear Yard _____

Clearances (min 3 meters - 10 ft) — Dwelling _____ Existing Buildings _____

Are there easements on the property? Yes ☐ No ☐ **If Yes** Distance from easement _____ (min. 0.3 m required)

Property Size — Frontage _____ Depth _____ Area 0 ☐ m² ☐ sq. ft.

Foundation Type ☐ Slab on Grade ☐ Footing & Frost Wall (Footing Size) _____ ☐ Post & Beam

Estimated Cost _____

## Application Instructions — Section 5

1. A current survey or real property report must accompany this application.
2. A plot plan must accompany this application. It must identify the measurements from the side property line, rear property line, easements and other buildings on the property. Also include the size of the accessory building.
3. Provide a sketch of the accessory building.
4. Provide truss drawings for the proposed accessory building (if required, upon request).
5. Submit application, permit fee and survey to the Planning & Development Department located on the 2nd floor of Town Hall (11 Remembrance Square).

☐ I acknowledge that I have read and understand the above statement.

## Applicant Signature of Agreement — Section 6

I hereby submit this application and confirm that the information supplied is to the best of my knowledge correct. I agree to comply with all Town Regulations and By-laws, agree to develop in accordance with the plans approved by the Town of Conception Bay South, and not to commence development without written approval and permits from the Town of Conception Bay South. In addition, I acknowledge that I have reviewed this application and agree to provide any additional information requested. NOTE: Where the applicant and property owner are not the same, the signature of the Property Owner will be required before the application can be accepted for processing.

Applicant _____ Print Here _____ Sign Here Date _____

Property Owner _____ Print Here _____ Sign Here Date _____

**Any costs associated with this application can be found in the Town's Schedule of Rates and Fee.**

**Accessory Buildings**

1. Accessory buildings must be located on the same lot as the main building(s) to which it is accessory; or, notwithstanding the definition of an accessory building set out in Section 2 of these regulations, on a lot adjoining the lot which contains the main building, where both lots are under the same ownership; and
2. An accessory building shall not be erected or placed upon any easements.

**Residential Accessory Buildings**

In addition to the requirements of Section 5.2, Residential Accessory Buildings shall be subject to the following requirements:

| Lot Size (m²) | Cumulative Lot Coverage of Accessory Buildings |
|---|---|
| Less than 1,150 m² | Shall not exceed 6% of the total lot size. |
| Greater than or equal to 1,150 m² but less than 4,050 m² | Shall not exceed 70m², or<br>At the Discretion of Council with Public Notice to a maximum of 6% of the total lot size where the accessory building lot coverage does not exceed that of dwelling. |
| Greater than or equal to 4,050 m² | Shall not exceed 70m², or<br>At the Discretion of Council with Public Notice to a maximum of 6% of the total lot size. |

**Placement on the Lot**

1. An accessory building shall not be placed any closer than 1.5 meters from a side or rear yard line, or 0.3 meters from an easement, or 3 meters from the main building or any other building.
2. Where no reasonable options are available, an accessory building may be placed in front of the dwelling, upon approval of the Town, only where:
   a) The slope of the lot and/or natural screening effectively blocks the view of the building from the street and adjoining properties;
   b) The building can be set back to the minimum building line setback for the residential dwelling;
   c) A site plan is submitted showing the relationship of buildings on the lot and the location of the proposed building;
   d) The building is balanced with the main building in terms of exterior finish, roof line and pitch;
   e) The placement of the building will not have a negative effect on neighbouring properties.

**Number of Accessory Buildings on a Lot**

A residential lot may be permitted to have more than one accessory building. For example, a residential lot may have a garage, tool shed, greenhouse, and/or outdoor swimming pool. In any case, the cumulative lot coverage for all accessory buildings on a lot not occupy more than 50% of the available rear yard area of the residential lot.

**Height and Style**

1. In addition to Regulation 5.7, an accessory building shall not be higher than the residence, or constructed so as to have a negative impact on adjoining properties.
2. Accessory buildings shall be designed to be complimentary to the residential building in style and exterior finish.

**Occupancy**

An accessory building shall not be used for human habitation.