



**THE CORPORATION OF THE TOWNSHIP OF WOOLWICH**  
 P.O. Box 158, 24 Church Street West, Elmira, ON N3B 2Z6  
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 EMAIL – [planning@woolwich.ca](mailto:planning@woolwich.ca)

**APPLICATION FOR ZONING COMPLIANCE CERTIFICATE**

means a Certificate of Occupancy pursuant to Section 34(6) of the *Planning Act* and  
 Section 2.12 of Zoning By-law 26-2024

Owner _____	Applicant _____
Address _____	Address _____
_____	_____
_____	_____
Postal Code _____	Postal Code _____
Telephone Number _____	Telephone Number _____
Email _____	Email _____

Property Description:

Municipal Address \_\_\_\_\_

Proposed Use:

\_\_\_\_\_

\_\_\_\_\_

Floor Area by Specific Use (list below or provide details on required floor plan)

Use _____	Area _____
Use _____	Area _____
Use _____	Area _____

Number of Parking Spaces Proposed \_\_\_\_\_ Number of Loading Spaces Proposed \_\_\_\_\_

\_\_\_\_\_  
 Date Signature

**This application must be accompanied by a detailed SITE PLAN, FLOOR PLAN, and ELEVATION PLAN drawn to scale and the fee attached.**

**NOTE: Copies of Valid Diplomas, Certificates and/or Licenses of Registration will be required at time of submission for all proposed practitioners, including but not limited to massage, naturopathic, physiotherapy, and reflexology.**

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**FOR OFFICE USE ONLY:**

Roll Number _____	Receipt Number _____
Date Received _____	Official Plan and Zoning _____

## STEP 1 - ADU ZONING COMPLIANCE CERTIFICATE APPLICATION

Please complete the following sections to better understand if the proposal will meet Township requirements and provide staff with the necessary information. Requirements are outlined below and will guide interested applicants through the Township's administrative process to ensure the proposal is permitted.

Township staff are available to assist with the completion of this ADU Zoning Compliance Certificate Application upon request.

### Grand River Conservation Authority (GRCA)

Is the Property located within the GRCA's Regulation Limit?

Yes       No

A property is in GRCA's Regulation Limit when it is within the red outline on our Zoning Map. Please use our Zoning By-law Map available here: [\[Zoning Map\]](#) or through our website at <https://woolwich-geohub-woolwich.hub.arcgis.com/> followed by 'Web Maps', and then click on 'Woolwich Zoning By-Law 26-2024'.

If yes, a permit may be required from the GRCA. Please visit [www.grandriver.ca](http://www.grandriver.ca), or email [planning@grandriver.ca](mailto:planning@grandriver.ca). The Township will not begin review of the proposal if permission from the GRCA has not yet been granted.

### STEP 1A – Zoning

1. Check the current Zoning of the Property. If the zone is not listed below, an ADU is not permitted on the property.

A       R-1       R-2       R-3       R-4       R-5  
 R-6       R-7       MU-1       MU-3       MU-4       C-2

To determine the property's zoning, use our Zoning By-law Map available here: [\[Zoning Map\]](#) or through our website at <https://woolwich-geohub-woolwich.hub.arcgis.com/> followed by 'Web Maps', and then click on 'Woolwich Zoning By-Law 26-2024'.

Follow the directions on the left-hand side of the screen. Using the search bar, locate the property and click on the parcel. Once selected, click the right-hand arrow at the bottom of the black box to navigate to the second page. Here you will find your Zone.

2. Indicate your proposed ADU type by checking only one of the boxes below. Use the Zone specific ADU requirements below to guide your plans and drawings.

**Floor Area** is defined as the area between exterior walls and firewalls, including interior walls, but excluding exits, service spaces, and areas such as garages, carports, porches, decks, terraces, unheated sunrooms, balconies, and spaces with ceilings under 1.95 metres tall.

**Building Lot Coverage** is defined as the percentage of the lot area covered by the ADU building, including covered front porches, but excluding swimming pools, rear or side decks, uncovered front porches, patios, ground-mounted or wall attached mechanical equipment, children play-structures and flag poles and landscaping.

**TYPE 1 – ATTACHED ADU** (Typically basement units, additions, or second floors)

- Primary** (Addition to the existing dwelling or conversion of space within the dwelling)

ADU must not exceed 40% of the floor area of the primary dwelling, or 95 square metres, whichever is lesser.

- Basement**

If located in a basement, an ADU is permitted to occupy the entire basement.

**TYPE 2 – DETACHED ADU** (Typically Garden suites, tiny houses, or mobile homes)

**Note:** ADUs shall not exceed the total maximum allowable accessory building size for each applicable zone.

- A**

ADU must not exceed 95 square metres of floor area, and 112 square metres of building lot coverage.

Alternatively, mobile homes are permitted and are restricted to a maximum width of two sections each measuring 4.88 metres (16 feet).

- R-1**

ADU must not exceed 95 square metres of floor area, and 100 square metres of building lot coverage.

- R-2**

ADU must not exceed 70 square metres, and 50% of building lot coverage.

- R-3, R-4, R-5**

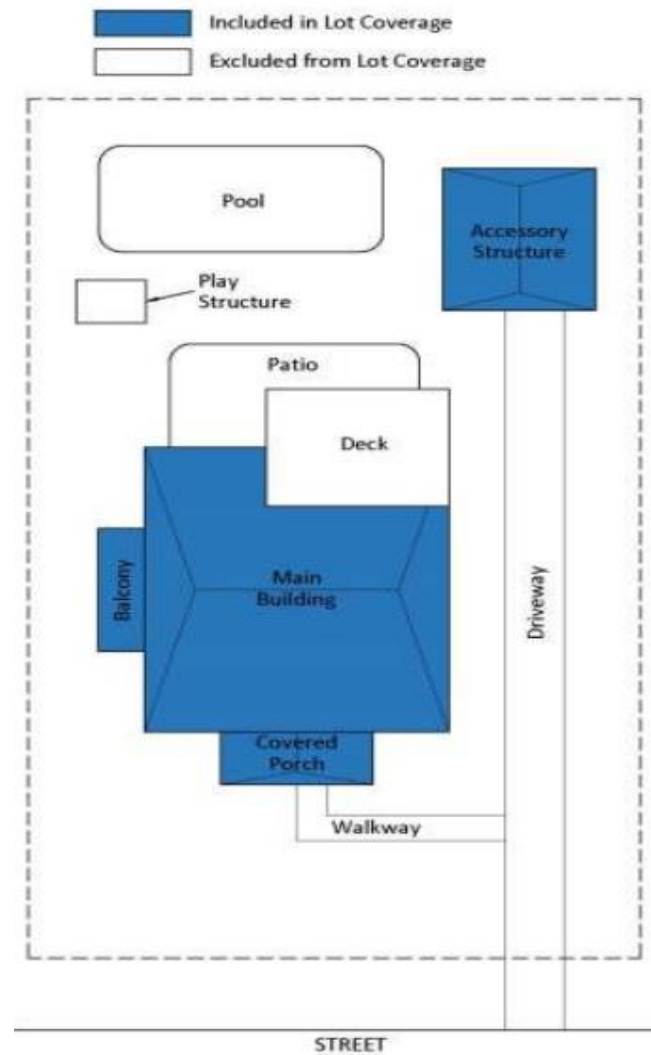
ADU must not exceed 10% of the lot area, or 70 square metres, whichever is lesser.

- R-6, R-7**

ADU must not exceed 15 square metres.

- C-2, MU-1, MU-3, MU-4**

ADU must not exceed 10% of the lot area, or 70 square metres, whichever is lesser.

**Lot Coverage Example**

3. Indicate the proposed Roof Style and Height of the ADU by checking one of the boxes:

**Note:** Accessory Dwelling Units must respect height restrictions under the Zoning By-law. Heights are measured from the average grade level to the midpoint of a peaked roof and to the top of a flat roof.

**TYPE 1 – ATTACHED ADU**

(Height restrictions vary depending on the applicable zone)

- R-1, R-2, R-3, R-4, R-5  
Allowable height of 10.5 metres maximum.
- R-6, R-7  
Allowable height of 12.5 metres maximum.
- A, C-1, MU-1, MU-3, MU-4

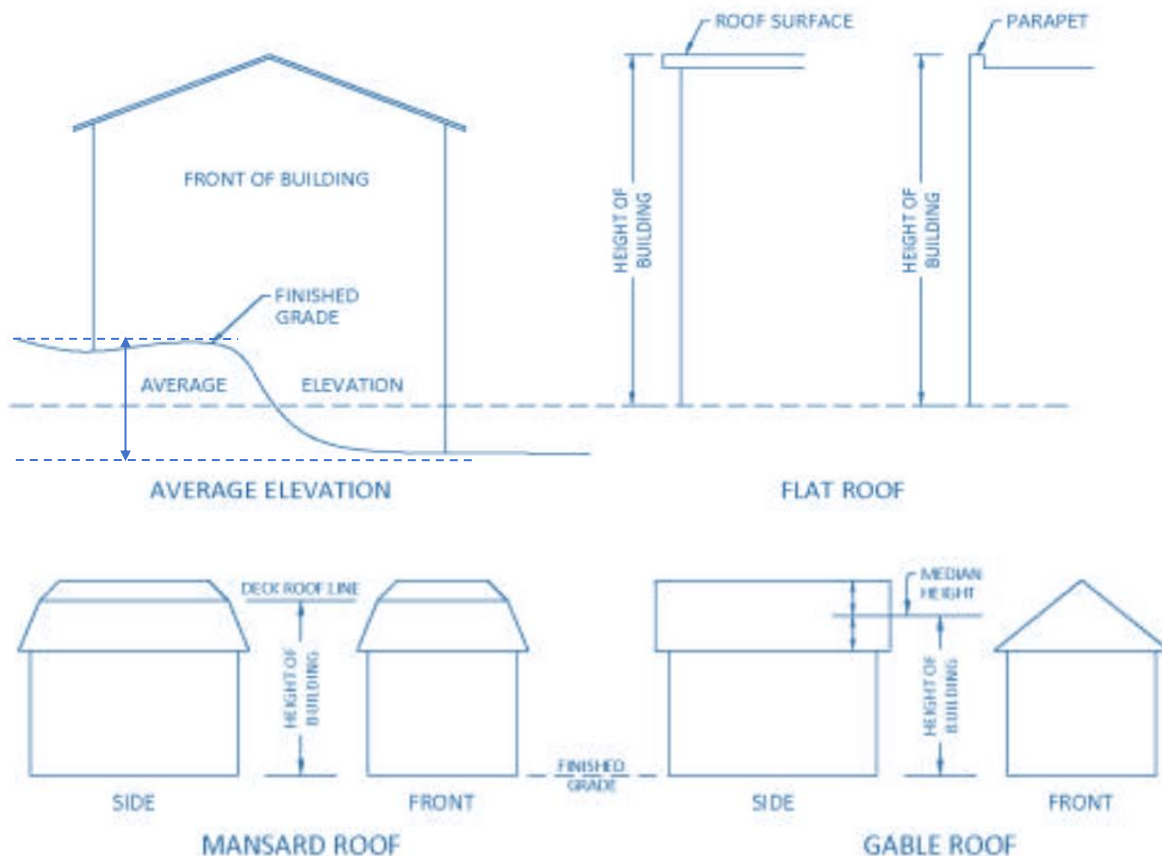
Maximum heights will vary depending on the applicable zone. Please contact Staff for more information.

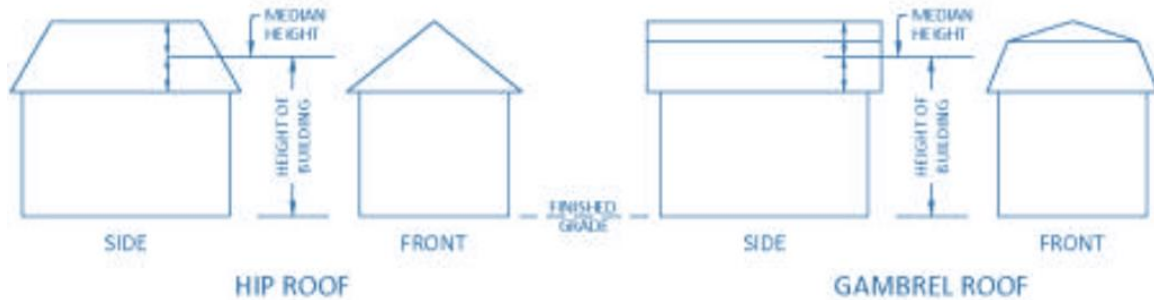
**TYPE 2 – DETACHED ADU**

(Height restrictions vary depending on roof type)

- Peaked Roof  
Allowable height of 4.5 metres maximum.
- Flat Roof  
Allowable height of 3.7 metres maximum.

**Elevation and Roof Styles**





4. How many bedrooms are proposed? No more than 2 bedrooms are permitted per ADU.  
 1 Bedroom       2 Bedrooms

5. Where is the proposed ADU located? ADUs are not permitting the front yard.  
 Rear Yard       Side Yard       N/A (Basement)

6. Does the ADU respect the minimum 4 metre rear yard setback and the minimum 1.2 metre side yard setback?  
 Yes       No       N/A (Basement)

An attached ADU must respect applicable zone setbacks as well as yard projections. For more information, please review the Zoning By-law or contact Staff.

7. Does the ADU respect Minimum Distance Separation (MDS) setbacks?  
 Yes       No       Not Applicable

Minimum Distance Separation (MDS) setbacks apply to ADUs in proximity to livestock facilities, manure storages and anaerobic digesters. Please refer to the [Minimum Distance Separation Document](#), as amended, for applicable separation distances.

8. How many total parking spaces are proposed for the property? One parking space is required per dwelling unit. Parking spaces can be in a garage or stacked in a driveway.  
 1 Space     2 Spaces     3 Spaces     4 or more spaces

9. Are the proposed parking spaces at least 5.5 metres long and 2.75 metres wide?  
 Yes       No

10. Does the parking proposal meet the required driveway provisions?  
 Yes       No

For single-detached dwellings with a lot frontage less than 10 metres, or for semi-detached or townhouses with a one-car garage attached, the maximum driveway width is 3.66 metres or 60% of the lot width, whichever is less.

For low-density residential areas other than R-1 and R-2, the maximum driveway width is 6 metres.

11. Does the garage meet the garage sizing provisions?  
 Yes       No

A one car garage must have a minimum width of 3.25 metres and a minimum depth of 6 metres.

**STEP 1B – Development Engineering**

If the proposed ADU is detached, a grading plan will be required and must be prepared by a Professional Engineer. If exterior work is proposed for the creation of an ADU inside an existing dwelling unit, a grading plan may be required. Further requirements will be provided once staff review is complete.

1. Is the primary dwelling more than 5 years old? If no, the property may not yet have received Lot Grading Certification. If no Certificate has been issued, the home builder's approval may be required.

Yes       No

2. Will the driveway be modified to accommodate parking for the proposed ADU?

Yes       No

If yes, list the total number of spaces being provided: \_\_\_\_\_

3. Does the ADU construction include any of the following proposed changes to an existing building or the property?

Structural Changes       Egress Changes  
 Grading Changes       New Exterior Entrance  
 Servicing Changes

4. Water Supply Type:

Municipal       Communal  
 Individual       Other (specify): \_\_\_\_\_

5. Sewage Disposal Type:

Municipal       Communal  
 Individual       Other (specify): \_\_\_\_\_

6. Storm Drainage Type:

Sewers       Ditches  
 Swales       Other (specify): \_\_\_\_\_

7. Will the proposed development change any existing pervious materials to impervious materials?

Yes       No

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## **STEP 1C – Building**

See below a list of commonly designed spaces within a dwelling unit, and their size and window requirements. All room measurements are to be taken between finished walls. When designing your ADU, please have regard for this information.

### *Living Area (Designated Separate)*

- Minimum required floor area of 13.5 square metres, window size to be at least 5% of floor area.

### *Dining Area (Designated Separate)*

- Minimum required floor area of 7 square metres, window size to be at least 5% of floor area.

### *Kitchen (Designated Separate)*

- Minimum required floor area of 4.2 square metres, no minimum window size

### *Combined Living, Dining, Kitchen Area, in a One Bedroom Unit*

- Minimum required floor area of 11 square metres.

### *Primary Bedroom (Without built-in closet)*

- Minimum required floor area of 9.8 square metres, window size to be at least 2.5% of floor area.

### *Other Bedrooms (Without built-in closet)*

- Minimum required floor area of 7 square metres, window size to be at least 2.5% of floor area.

### *Bathroom*

- No minimum, provided there is sufficient space for a sink, toilet, and shower/bath.

### *Combined Sleeping, Living, Dining Area and Kitchen Space*

- Minimum required floor area of 13.5 square metres.

When designing your ADU, consider the minimum ceiling height dimensions per unit location, as noted below:

### *Basement*

- Minimum height of 1.95 m (6' 4<sup>3</sup>/<sub>4</sub>" ) over the entire required floor area, including the route inside the unit leading to the exit.

### *Attic*

- At least 50% of the required floor area has a ceiling height of 2.03 metres (6' 8"), but this does not include areas with low ceilings less than 1.4 metres (4' 7") high. If an attic space ADU is considered, there are additional requirements that must be met. Please consult with Building Department Staff for further information.

### *All Other ADUs*

- Minimum required height of 2.3 metres (7'6.5").
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