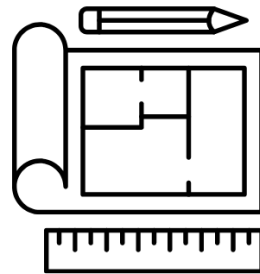
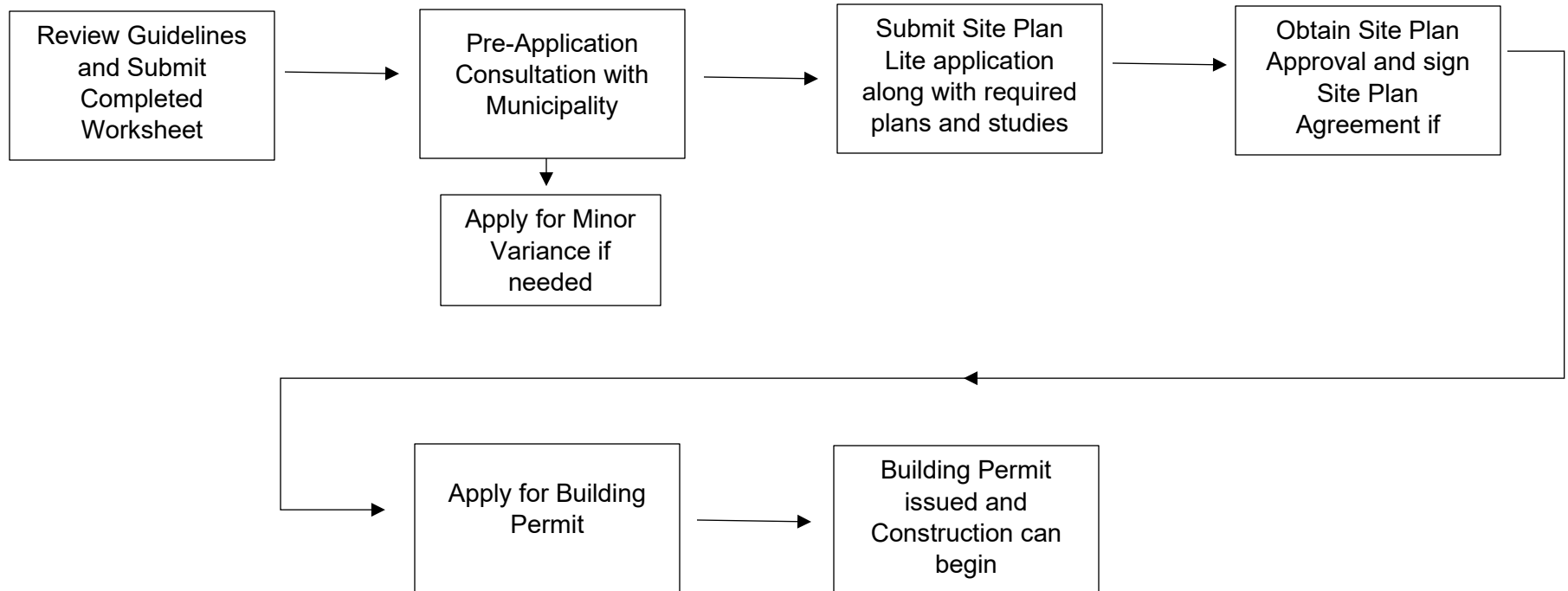


Secondary Dwelling Unit Guidelines



Secondary Dwelling Unit Flow Chart



Planning your Secondary Dwelling Unit

Disclaimer:

The information contained in this guide was compiled based on information available at the time this guide was produced. While this guide can be used as you plan your project, the information herein, including regulations and costs, is subject to change and it is in the best interests of property owners and applicants who wish to pursue a secondary dwelling unit project to confirm all information in this planning guide prior to proceeding. For more information or assistance with your project, please contact the Mississippi Mills Planning Department.

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What is a Secondary Dwelling Unit?

A Secondary Dwelling Unit is a permanent second residential dwelling unit that is located on the same lot as a principal residential unit; they are separate and subsidiary to the principal dwelling unit. They can be located within the principal dwelling or within 40 metres of the principal dwelling on the same lot and come in many shapes and sizes. Secondary Dwelling Units are commonly referred to as basement apartments, granny flats, coach homes, in-law suites, tiny homes, garage lofts, and more.

Do I Qualify for a Secondary Dwelling Unit?

To see if your property qualifies for a Secondary Dwelling Unit, the main factor that will be addressed is the type of sanitary and water servicing that is available to the property. If you are on well and/or septic (private servicing), you will need to make sure your property's size and services can handle any additional usage with the new Secondary Dwelling Unit. With properties that have full municipal water and sanitary services, you will need to verify that the unit can be serviced through the principal dwelling.

To apply for a Secondary Dwelling Unit the first step is to go through the Site Plan Control process. After this process is complete, a building permit can be applied to construct the Secondary Dwelling Unit. To determine if the property may qualify for a Secondary Dwelling Unit, please review the lists below. All Secondary Dwelling Unit proposals will need to be reviewed by Mississippi Mills Staff. Please complete the Secondary Dwelling Unit Planning Worksheet at the end of this guide to help provide all relevant property information for review.

Your property may qualify for a Secondary Dwelling Unit if:

1. A residential use is permitted as a principal use of the lot.
2. The lot currently is not legal non-conforming or non-complying in the zone.
3. Sufficient area for 1 additional parking space can be provided on the property in accordance with the standard required by Mississippi Mills Zoning By-law.
4. The lot has frontage on an opened, municipal road.
5. There are no other Secondary Dwelling Units, Rooming Suites, or Garden Suites on the property
6. If the unit is proposed to be located within the principal dwelling, or attached to it, it meets the same requirements for a principal dwelling in the applicable zone category

What are my setback and size requirements?

The requirements for how large, how tall, and where on your property you can build your Secondary Dwelling Unit will depend on a few different factors. First, it will depend on the zone category that applies to your property and if you are building a Secondary Dwelling Unit that is attached to the primary house or detached from it.

Use the information below to help determine what requirements may apply to your property. Please note that the information below is provided as a summary of the overall requirements and certain properties may have specific requirements that are not listed below. If you need help finding out what your property is zoned, you can visit the [Municipal Website](#), email [Mississippi Mills](#), or contact Planning Staff for assistance.

Keep in mind that each property is a little bit different and there may be other factors that impact the size you can build, such as the setbacks from your property lines or from your well and septic. The information below is provided to give you a good starting point and when staff reviews the proposal, we'll be able to help figure out exactly what zoning provisions and requirements will apply to your property to help move your project forward.

My Secondary Dwelling Unit will be inside or attached to my main house

If your Secondary Dwelling Unit is proposed to be located within your house, the setbacks and height provisions for the principal dwelling unit apply. To determine your zoning please contact Mississippi Mills staff and submit a zoning inquiry. Alternatively, you can use the [CGIS program](#) on the Municipality's website and the Zoning By-law online to find out more information on the zoning of your property.

My Secondary Dwelling Unit will be detached from my primary house

If your Secondary Dwelling Unit is proposed to be detached from the principal dwelling, then the detached Secondary Dwelling Unit needs to adhere to the same setbacks as any accessory building on your lot. Please refer to [Section 6- Accessory Buildings and Structures](#) to find out more about the required setbacks and maximum height for a Secondary Dwelling Unit.

Mississippi Valley Conservation Authority (MVCA) Requirements

There may be additional permissions needed to establish your Secondary Dwelling Unit from other agencies. The MVCA is one of those agencies. Staff will review your proposal and advise you if MVCA approval may also be required. If applicable, the MVCA will also be circulated your Site Plan Control application.

I don't quite qualify, so what can I do?

If your property or project doesn't quite meet the requirements needed, you may be able to pursue a variance to ask permission from our Committee of Adjustment to have your Secondary Dwelling Unit project move forward.

Depending on what requirement(s) your project doesn't quite meet, you'll need to let us know that your project will not have negative impacts on things like parking, water quality and quantity, septic attenuation, the character of the neighbourhood, and the privacy of neighboring properties. This justification will be dependent on what requirement(s) you don't meet, and you may need the assistance of a hired professional planner and/or engineer to help you prepare your application.

Going through the variance process will take a bit of time and extra money, but it will help us ensure that your project is done safely and can meet the intent of the policies in place. This is a public process that allows a neighbourhood to get involved and have their input on whether they think an application is suitable or not.

The Committee of Adjustment will make the decision on the application and consider granting a variance if the criteria of the 'four tests of a minor variance' (as outlined within The Planning Act) can be met. These criteria are as follows:

1. The application is minor in nature
2. The variance represents desirable and appropriate development or use of the property
3. The general intent and purpose of the municipal Zoning By-law is maintained, and
4. The general intent and purpose of the municipal Official Plan is maintained.

If you are considering a minor variance application for your project, it is best to talk to your neighbours to hear their feedback and address any concerns they may raise before spending money needed to have your application go before the Committee of Adjustment. It is also best to contact and meet with Planning staff about your variance application to learn more about the submission requirements, application process, timeliness, fees, and policy requirements before applying for a variance. For more information, please contact the Planning Department through the [Municipal Website](#).

How do I get Site Plan approval?

What is Site Plan Control?

The Planning Act allows the municipality to require certain types of development to be subject to Site Plan Control

Site Plan Control is a tool that is used to make sure that land development is designed appropriately, safe, functional and minimizes potential impacts on neighbouring properties. It also makes sure that the municipal standards for development are followed.

Municipality reviews Site Plan Control applications. These can be found on the [Municipal Website](#)

What is in a Site Plan application?

A Site Plan Control application outlines site design elements such as:

- Location of building;
- Landscaping;
- Traffic and pedestrian access;
- Grading and drainage;
- Parking layout.

Site Plan Control applications must meet the Zoning By-law provisions as well as other municipal standards and guidelines.

What is the Site Plan Control Process?

Step One: Pre-application meeting

Before filing an application, applicants should speak with a municipal Planner to discuss the requirements of a Site Plan Control application.

Depending on the scale of the proposed development, applicants may need to have a formal pre-consultation meeting with municipal Staff and in some cases, other agencies such as the Mississippi Valley Conservation Authority. As of July 1, 2022, a mandatory pre-consultation will be required for Major Site Plan applications.

Step Two: Technical Circulation Review

There is a technical review of the Site Plan Control application. The Planning Act lays out the rules on whom to circulate Site Plan Control applications to.

Reviewing a Site Plan Control application involves many individuals including Planners, Engineers, Architects, agencies and organizations and other professionals.

The circulation of a Site Plan Control application may involve a number of circulations and iterations of a proposed development.

If applicable, applications will need to be revised by the applicant if they do not meet the requirements set out by the Municipality or other external agencies.

Step Three: Site Plan Control Approval and Agreement

Once the municipality is satisfied with the Site Plan Control application, approval can be granted and the municipality will prepare a Site Plan Control Agreement outlining the requirements of approval.

Site Plan Control Application Fees

Secondary Dwelling Units are subject to Site Plan Control “Lite” category. Please visit our [Planning Application Website](#) for information on fees related to the Site Plan Control process

（*As fees are subject to change, please verify any fees and charges with Mississippi Mills Staff before preparing payment for your application.）

How do I get a building permit?

A building permit is required to establish your Secondary Dwelling Unit. There may be different Ontario Building Code requirements for your project depending on if you are renovating a house to create the new unit, if you are putting an addition on your house, converting an accessory structure. Different properties and building types may have different submission requirements and fees. If you need assistance with your building permit application, please contact our Building Department at [613-256-2064](tel:613-256-2064) or email; building@mississippimills.ca.

Building Permit Fees

These fees can be found on the [Mississippi Mills Website](#) at Building and Renovating or by contacting our Building Department directly at [613-256-2064](tel:613-256-2064).

*As fees are subject to change, please verify any fees and charges with Mississippi Mills Staff before preparing payment for your application.

What documents will I need for my building permit application?

- A complete and signed permit application form
 - Including Designer information 'Schedule 1' corresponding with the designer's name and BCIN on all drawings submitted with the application.
- Proof of ownership
- A copy of the approved site plan and Secondary Dwelling Unit Planning Worksheet.
 - A site plan illustrating the size and setbacks of the Secondary Dwelling Unit, the location of wells, septic, and all other site services can be submitted to building@mississippimills.ca along with the Secondary Dwelling Unit Worksheet found at the end of this guide.
- A complete set of construction drawings, drawn to scale, including applicable:
 - Foundation Plans (size of walls, footings, and piers)
 - Floor Plans (overall dimensions, room names, structure information, etc.)
 - Building Elevations (from all sides showing wall and roof height, window, and door locations, etc.)
 - Cross sections (through the wall from footings to roof noting all materials in the foundation, wall, and roof assembly)
- A Heat Loss/Gain Calculation and Mechanical Ventilation Design Summary/Layout
 - Provided along with calculations – Schedule 1: Designer Information
- An Energy Efficiency Design Summary form and applicable supporting documents
- A copy of the Well and Septic Report and/or Permit
- Other applicable approvals/supporting documentation may apply:
 - Conservation Authority permit or written permission (Mississippi Valley Conservation Authority)
 - Proof of address for the Secondary Dwelling Unit (which may require the purchase of an additional blue 9-1-1 address plate and can be obtained by contacting the Roads and Public Works Department at [613-256-2064](tel:613-256-2064).)
 - A Minimum Distance Separation 1 Calculation for properties in rural areas, as required by the Ontario Ministry of Agriculture, Food and Rural Affairs to ensure that the new dwelling will not impact surrounding livestock

facilities an vice versa. (More information on this can be found in the FAQs section of this guide)

Frequently Asked Questions about Secondary Dwelling Units

Does my Secondary Dwelling Unit need a separate address?

Yes, please contact the Roads and Public Works Department at [613-256-2064](tel:613-256-2064) to have an address assigned to your Secondary Dwelling Unit. This address will be assigned as a secondary address to the property to ensure the safety of the people residing in both dwelling units.

Can a Secondary Dwelling Unit be severed and sold separately?

No. The intent of the Secondary Dwelling Unit is to provide an additional unit on a property where a primary dwelling unit already exists.

Can I have more than one (1) Secondary Dwelling Unit on my property?

No. The Zoning By-law only permit one Secondary Dwelling Unit per property at this time. This policy also prohibits any garden suites or accessory apartments on the same lot as a Secondary Dwelling Unit.

Do I need insurance on my Secondary Dwelling Unit?

Yes. You will need to contact your individual insurance provider for quotes and information on coverage for your Secondary Dwelling Unit.

Will Minimum Distance Setbacks (MDS) apply to a Secondary Dwelling Unit within the rural areas of the County?

Minimum Distance Setbacks may need to be reviewed by Staff for a Secondary Dwelling Unit proposal during the Site Plan Control Process.

I need an MDS 1 Calculation for my Secondary Dwelling Unit, where do I start?

A Minimum Distance Setback Calculation is required when your property is in a rural or agricultural area, outside of one of the settlement areas identified in

the Official Plan. Applicants are required to provide the information necessary for Mississippi Mills Planning Staff to review a Minimum Distance Setback calculation.

How do I connect my Secondary Dwelling Unit to proper services?

For Secondary Dwelling Units on municipal services, you will need to connect your Secondary Dwelling Unit to municipal water and wastewater services through the existing dwelling. While you can have your services metered separately between the primary house and the Secondary Dwelling Unit, your services will need to be provided through the existing services on your property. You will need to contact the appropriate service providers, and in some cases a qualified professional that can advise if your current service connections can accommodate the increase in service use, or if you will need to pay to have your services upgraded. Listed below are the common service providers in Mississippi Mills and who should be contacted for more information:

Municipal Water and sanitary Services

- Mississippi Mills Municipality Sewage and Water (613-256-2064 or www.mississippimills.ca)

Hydro Services

- Mississippi River Power Corp. (613-256-2403 or [website](#))
- Hydro One (1-888-664-9376 or [website](#))

Well and Septic Services

- A qualified plumbing and/or septic professional

Natural Gas Services

- Ontario One Call (1-800-400-2255 or [website](#))
- For Secondary Dwelling Units on private services, at least one of the two (well/septic) must be shared with the primary dwelling unit

Will a Secondary Dwelling Unit affect my property taxes?

Yes. Your property taxes may increase because you are adding a use and/or structure to your property. Please contact the Municipal property Assessment Corporation (MPAC) for more information on a property assessment and incremental increase to your property taxes. More information can be found on the [Municipal Website](#).

What can I do if my property is not eligible?

If your property does not meet the requirements, you may not be able to have a Secondary Dwelling Unit. In cases where your property 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'. When you apply to vary certain standards, Mississippi Mills Planning Staff will assess each application on a case-by-case basis. The application will be assessed based on the information submitted and the policy framework in place. If you have questions about a possible application, please review the section of this guide called "I don't quite qualify" and feel free to reach out to Planning Staff for assistance.

Secondary Dwelling Unit Worksheet

This helpful worksheet can assist you with calculating the size, height, and setbacks of your Secondary Dwelling Unit. It will also help staff review your proposal to provide you with any requirements you might need to get you through the process. Please complete the attached worksheet and submit it to the Planning Department with a zoning inquiry request so Staff can review your proposal and advise you of the next steps.



Additional Residential Unit Planning Worksheet

Date:

Attached Unit

Detached Unit

Municipal Services

Well and/or Septic

Address:

Legal Description:

Number of existing dwelling unit(s):

Type of existing dwelling unit(s) (*detached, semi-detached, vertically separated triplex or fourplex, townhouse or duplex dwelling, or in a building or structure ancillary to a detached, semi-detached or duplex dwelling in any zone that permits any one or more of these dwelling types*):

Area of existing dwelling (footprint):

Area of existing Accessory Structure(s) (footprint):

Area of Lot:

Frontage on a municipal or country road? Yes: No:

Road of Frontage:

Legally non-complying: Legally non-conforming: N/A:

Zoning of lot:

Existing Garden Suite or Rooming Unit(s) on Lot? Yes: No:

Floor Area of proposed unit:

Height of proposed Unit if detached:

Distance closest property line:

Distance from main dwelling:

Number of existing parking spaces:

*Are you able to provide **one additional** parking space on the property measuring 2.8m x 5.5m (9.19ft x 18.04ft)? Yes: No:

Contact Information:

Name, First and Last:

Email Address:

Phone Number:

I have included a site plan with this worksheet* Yes: No:

*Please label all setbacks to property lines/structures, and the size of all structures on the attached site plan.