

# Application for Development Permit: Form 3H – Information Table for Garden Suite

City of Whitehorse  
Zoning Bylaw  
2012-20

Development Description	Required Zone Standard	Proposed
<p><b>Garden Suite:</b> A secondary dwelling unit that is detached from the principal dwelling.</p> <p><b>Zone:</b> An area of the City as defined in sections 9 to 13 of the Zoning Bylaw and outlined on the Zoning Maps in Schedule “A”.</p>	<p>Garden suites are permitted in the RC1, RC2, RCS, RCS2, RCS3, RD, RS, RS2, CM1, CM2, and AG zones.</p> <p>Garden suites are only permitted where the principal use is single detached or duplex housing (where each unit is on a separate fee simple lot). This regulation does not apply to the RD zone.</p>	<p>Zoning Designation of Lot: _____</p> <p>What is the principal use of the property? _____</p>
<p><b>Living Suite:</b> Separate, self-contained, designated area within a single detached house containing toilet, bathroom, sleeping and living areas, and cooking facilities.</p>	<p>A garden suite is not permitted where a living suite already exists except:</p> <ul style="list-style-type: none"> <li>- In the RD zone</li> <li>- Where the lot size meets the minimum as set out in the zone-specific regulations</li> </ul>	<p>Is there an existing living suite on the property?  (Y/N) = _____</p>
<p><b>Lot Area:</b> The total horizontal area within the lot lines of a property.</p>	<p>Garden suites are only permitted where the lot area is at least 555 m<sup>2</sup>. Where the principal use is single detached housing, garden suites may be permitted on smaller lots if there is lane access.</p>	<p>Lot area = _____</p> <p>Lane Access (Y/N) = _____</p>
<p><b>Gross Floor Area:</b> The sum of the horizontal areas of each story of the building measured from the exterior faces of the exterior walls. The gross floor area measurement excludes attached garages, attics, balconies, breezeways, carports, porches, and terraces.</p>	<p>The maximum gross floor area is 100 m<sup>2</sup>, including basement floor area, except in the RC1 zone where the maximum gross floor area is 150 m<sup>2</sup>. If the garden suite is located on a 2<sup>nd</sup> storey in an urban residential area, the maximum gross floor area of the suite is limited to 60 m<sup>2</sup>.</p>	<p>Gross floor area = _____</p>
<p><b>Site Coverage:</b> The percentage of the lot area that may be built upon, including accessory buildings/structures and decks; excluding steps, eaves, cornices, and similar projections, courtyards, terraces or patios, driveways, aisles, and parking stalls.</p>	<p>Maximum site coverage for each zone is listed below:</p> <p style="text-align: center;">RC1 and RC2 = 20% RCS and RCS2 = 50% RCS3 = 35% RD = 50% RS and RS2 = 40% CM1 and CM2 = 90%</p>	<p>Area of site coverage (including the proposed garden suite) = _____ m<sup>2</sup></p> <p>Lot area = _____ m<sup>2</sup></p> <p>Area of site coverage ÷ Lot area = _____ %</p>
<p><b>Building Height:</b> The vertical distance measured from the average elevation of the finished grade along the front of the building to the highest point of the roof surface or any parapet thereon.</p>	<p>The maximum height for a garden suite in urban residential zones is 7.0 m. The maximum height in country residential zones is 8.0 m.</p>	<p>Height = _____</p>
<p><b>Setback:</b> The minimum distance from the property line(s) to the nearest point which can be occupied by the garden suite.</p>	<p>Garden suites are subject to the minimum setback for a principal structure in each zone. Refer to the Zoning Bylaw for zone-specific setbacks.</p> <p>In urban residential areas:</p> <ul style="list-style-type: none"> <li>• For garden suites with lane access, the rear yard setback may be reduced to 0.6 m.</li> <li>• For garden suites under 4.5 m in height, one side yard setback may be reduced to 0.6 m at discretion of a Development Officer.</li> </ul> <p>Garden suites must have a minimum setback of 3.0 m from the principal building.</p>	<p>Front yard setback = _____</p> <p>Rear yard setback = _____</p> <p>Side yard setbacks = _____</p> <p>Setback from principal building = _____</p>

<p><b>Rear Yard:</b> The area between the rear property line and the principal structure.</p>	<p>Garden suites are permitted only in the rear yard, except in the RC1 and RC2 zones where they may also be located in front and side yards.</p>	<p>Which yard will the garden suite located in?  <input type="checkbox"/> Front    <input type="checkbox"/> Side    <input type="checkbox"/> Rear</p>
<p><b>Parking:</b> The typical dimensions of a parking space are: Width = 2.75 m, Length = 6.0 m, Vertical Clearance = 2.1 m.</p>	<p>A minimum of 1 space is required for the exclusive use of the garden suite, in addition to the required parking for other uses on the site.</p> <p>The space must be hard-surfaced if the adjoining street or lane is hard-surfaced, except in the RC1, RC2, RS, and RS2 zones.</p>	<p># of parking spaces provided = _____</p> <p>Will the parking space be hard-surfaced?  <input type="checkbox"/> Yes    <input type="checkbox"/> No</p>
<p><b>Pedestrian Access to Street:</b></p>	<p>Garden suites shall have unobstructed pedestrian access to a street frontage to the satisfaction of a Development Officer.</p>	<p>What is the type of material used for pedestrian access to the street?  <input type="checkbox"/> Concrete/asphalt  <input type="checkbox"/> Paver stones/bricks  <input type="checkbox"/> Wood  <input type="checkbox"/> Packed gravel  <input type="checkbox"/> Other (please specify): _____</p>
<p><b>Private or Shared Amenity Space:</b> Area intended for recreational purposes such as open space, play areas, patios, balconies, sundecks.</p> <p><b>Net Rentable Area:</b> The total private rented area for each individual dwelling.</p>	<p>Private or shared amenity space must be provided at a rate of 10% of net rentable area of the garden suite.</p>	<p>Net rentable area x 0.10 = _____</p> <p>Amenity space provided = _____</p>
<p><b>Appearance of the Garden Suite:</b></p>	<p>Garden suites shall be designed, sited, constructed, finished, and sided in a manner that is visually compatible, in the opinion of the Development Officer, with the residential character of the principal residence. Mobile homes are only permitted as garden suites in the RC1 and RC2 zones.</p>	<p>Has an elevation sketch of the garden suite, showing colour, been attached?  <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Will the garden suite be a mobile home?  <input type="checkbox"/> Yes    <input type="checkbox"/> No</p>
<p align="center"><b><u>please check each box to confirm you understand and agree to the following statements</u></b></p> <p><input type="checkbox"/> I hereby declare that all the information provided in this application for development and contained in the supporting documents are to the best of my belief true and correct in all respects.</p> <p><input type="checkbox"/> I hereby acknowledge that all the information provided is considered public information and available for public viewing and distribution</p> <p><input type="checkbox"/> I understand that development of a suite will result in additional sewer and water, and curbside waste collection fees, where applicable, in accordance with the City of Whitehorse Fees and Charges Bylaw. It may also result in an increased property assessment value.</p> <p><input type="checkbox"/> I understand that a suite is intended for residential use and is not permitted to be used for short term rentals (i.e. for terms of less than 30 days).</p> <p>Signature of Applicant: _____ Print Name: _____ Date : _____</p>		

***Applicant Checklist - Ensure the following has been included in your garden suite application:***

- Form 1A** – contact information and owner authorization
- Form 3H** – garden suite information table
- Form 5A** – application for Development Incentive (if applicable)
- Site plan** showing the location of the garden suite, parking space(s), walkways etc. relative to property lines, principal dwelling and other improvements (refer to site plan example)
- Floor plan(s)** showing the layout of the proposed garden suite
- Elevation drawings** illustrating the height and appearance of the garden suite
- Development Permit application fee (\$175)**