



New Detached Garden Suite (DGS) Checklist

DETACHED GARDEN SUITE RESIDENTIAL USE:

means a self-contained dwelling unit, accessory to, subordinate and detached from a one family residential use, limited to one dwelling unit on the same lot, located within the rear yard”.

You must comply with the following to build a new Detached Garden Suite:

- 1) If your property is zoned R-1, R-3, CD-1-93, CD- 3-98, CD-1-99 and A-5; A DGS is NOT permitted. Property zoned RS-1b, RS-1, RS-1a, RS-1c, RS-1d, RS-2, RS-3, A- 1, A-2, A-3 or A-4 may be eligible to construct a Detached Garden Suite.
- 2) Where a DGS use is proposed on lands within the Agricultural Land Reserve, approval from the Agricultural Land Commission must be obtained prior to the issuance of a Building Permit.
- 3) If your lot size is less than 557 m² (5995 ft²) a DGS will NOT be permitted.
- 4) Height and siting of the proposed DGS must comply with PART 4, GENERAL REGULATIONS, SECTION 402: REGULATIONS FOR PERMITTED USES OF LAND, BUILDINGS & STRUCTURES, subsection (11) of the Maple Ridge Zoning Bylaw # 3510-1985.
- 5) Required fees must be paid to the Districts Engineering Department for any necessary service upgrades to the site.
- 6) If your property is located within a designated floodplain a DGS will not be permitted unless the space for the suite is located above the floodplain.
- 7) If there is a “No Suite” covenant on your property; this covenant will have to be removed.
- 8) Only one DGS will be permitted per eligible lot.
- 9) A DGS is not permitted if other uses such as a Secondary Suite Use, Temporary Residential Use, Boarding Use, Accessory Employee Residential Use and Temporary Tourist Use exist on the property.
- 10) Location of the DGS must be within the rear yard of a one family residential use and it cannot be Strata-titled or subdivided.
- 11) At least one unobstructed pathway, a minimum of 1.5 metres wide between the front street and the DGS is required. This 1.5 metres unobstructed pathway must be levelled, graded and finished with a suitable permeable surface and be clear of any cornices, sills, pilasters, hutches, eaves, nooks, bay windows and/or architectural features cantilevering beyond the building face.

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- 12) The DGS must be a minimum of 37m² and a maximum of 90m² in size (398.3ft² to 968.75ft²) but must not exceed 10% of the lot area. All buildings and structures cannot exceed the maximum site coverage permitted under the specific zone.
- 13) A minimum Private outdoor space of at least 25% of the Gross Floor Area of the DGS is required. This may include any covered or uncovered sundeck/patio or veranda and must be provided adjacent to the DGS.
- 14) A covenanted parking space (registered on title) must be provided on the lot for the DGS. This is in addition to the two parking spaces required for the house (tandem parking is not permitted).
- 15) The property owner must live in either the main house or in the DGS and a "Housing Agreement" stating this must be signed with the District and registered on title prior to permit issuance.
- 16) The DGS must comply with all the current BC Building Code requirements for a one family residential structure.
- 17) Provincial "Sewerage Regulation" compliance must be obtained for DGS' which are not on municipal sanitary sewer and are to be verified by an "authorized person" acceptable to the District (civil engineer or registered on site waste water practitioner). This compliance form must be submitted at time of permit application.

If you meet the above criteria, please provide the following:

Application for a building permit is to be completed and accompanied by two sets of complete drawings for the proposed DGS. Submission to be sealed by a structural engineer along with schedule B's. Geotechnical engineering may be required depending existing covenants or site make-up. All covenants are required to be registered prior to permit issuance.

- I. Electrical, plumbing and gas permits must be taken out by certified contractors licensed to work in Maple Ridge.
- II. All inspections applicable to a single family dwelling apply to the DGS.
- III. Once all inspections are completed and finalized, and all required documents have been completed an Occupancy Permit may be issued.

The Housing Agreement covenant AND the Parking covenant must be registered with the Land Title Office. Contact a Development Services Technician in the Inspection Services Department (604-467-7311) and the documents will be prepared for you at a cost of \$30.25 each (subject to change). When the documents are ready, you will be contacted to make an appointment to come in and sign the documents as well as provide a cheque made out to the Land Titles and Survey Authority of BC in the amount of \$73.40 each covenant (subject to change) for the registration fees. We provide Commissioners to witness signatures at no extra cost to you, or if you prefer you may take them to a notary.

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Once signed by the Mayor and Clerk, copies of each covenant will be sent to the Land Titles office for registration. Once registration is completed, copies will be forwarded to you.

Please note that these "Covenants" are registered against the property, not the owner, and will remain registered against the property until such time as the present or future owner of the property has them removed.

Schedule of Fees:

- Permit fees are determined in the same manner as for single family dwellings.
- If you are upgrading an existing accessory residential structure or accessory parking structure to a DGS an application fee of \$250 is required. This fee is required for the initial inspections conducted to determine feasibility and required code and structural upgrades to the existing structure.
- A fee of \$70 is required where an evaluation or estimate is required for upgrade or connection to municipal services (sanitary, water and storm services). This is to be done through the engineering department
- Double sewer charges and 1½ times charges for water (not applicable if on septic or well) and applicable recycling charges must be paid annually.