



Detached Garden Suite Checklist New Detached Garden Suite

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 or CD-1-93 and A-5 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 build a Detached Garden Suite.
2. Where a Detached Garden Suite 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 Detached Garden Suite will not be permitted.
4. Height and Siting of the proposed Detached Garden Suite 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 District Engineering Department for any necessary service upgrades to the site.
6. If your property is located within a designated floodplain a Detached Garden Suite 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 Detached Garden Suite will be permitted per eligible lot.
9. A Detached Garden Suite 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 Detached Garden Suite 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 Detached Garden Suite is required. This 1.5 metre wide 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.
12. The Detached Garden Suite must be a minimum of 37m² and a maximum of 90m² in size (398.3ft² to 968.75ft²) but not to exceed 10% of the lot area and must be within the total lot coverage permitted in the zone under consideration.
13. A minimum private outdoor space of at least 25% of the Gross Floor Area of the Detached Garden Suite is required. This may include any covered or uncovered sundeck/patio or veranda must be provided adjacent to the DGS.
14. A covenanted parking space (registered on title) must be provided on the lot for the Detached Garden Suite. This is in addition to the two parking spaces required for the main house (tandem parking is not permitted).
15. The property owner must live in either the main house or in the Detached Garden Suite and a "Housing Agreement" stating this must be signed with the District and registered on title prior to permit issuance.
16. The Detached Garden Suite 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 Detached Garden Suites 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 Detached Garden Suite. Submission to be sealed by a structural engineer along with schedules B1 & B2. Geotechnical engineering may be required depending existing covenants or site make-up. Further, all required covenants are required to be registered prior to permit issuance (Housing Agreement Covenant*, Parking Covenant**).

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

***The Housing Agreement covenant** must be registered with the Land Title Office. Contact a Development Services Technician in the Inspection Services Department at (604-467-7311) and the documents will be prepared for you at a cost of \$30.25 (as amended). 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 \$66.15 (as amended) for the registration fee. We provide Commissioners to witness signatures at no extra cost to you, or you may take them to a notary. Once signed by the Mayor and Clerk, all copies of the covenant will be sent to the Land Titles office for registration. Once registration is completed, a copy will be forwarded to you.

Please note that this "Covenant" is 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 it removed.

**** The Parking Covenant** must be registered with the Land Title Office. Contact a Development Services Technician in the Inspection Services Department at (604-467-7311) and the documents will be prepared for you at a cost of \$30.25 (as amended). 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 \$66.15 (as amended) for the registration fee. We provide Commissioners to witness signatures at no extra cost to you, or you may take them to a notary. Once signed by the Mayor and Clerk, all copies of the covenant will be sent to the Land Titles office for registration. Once registration is completed, a copy will be forwarded to you.

Please note that this "Covenant" is 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 it 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 Detached Garden Suite 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.
- 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).
- Double sewer charges and 1 ½ times charges for water (not applicable if on septic or well) and applicable recycling charges must be paid annually.