



# Secondary and Garden Suite Checklist

CIVIC ADDRESS \_\_\_\_\_

APPLICANT SIGNATURE \_\_\_\_\_ PERMIT NUMBER (OFFICE USE ONLY) \_\_\_\_\_



- There are two 'classifications' of suites that can be included as part of a building permit application. Conventional 'Secondary Suites' are contained within the main home, while 'Garden Suites' are suites that are located within an accessory building, detached from the main residence (also referred to as a 'carriage home' or 'coach house').
- A maximum of 1 Secondary Suite **AND** 1 Garden Suite are permitted on a lot, subject to all relevant requirements.
- Proposal must demonstrate compliance with the applicable zone.

### Parking and Driveway Access Requirements:

#### *Must be shown on all site plans*

<input type="checkbox"/>	1 unobstructed off-street parking space per secondary suite/garden suite, in addition to the required off-street parking for the primary dwelling.
<input type="checkbox"/>	No more than 3 stalls per dwelling unit are situated in the front yard.
<input type="checkbox"/>	In accordance with the Traffic and Highway Regulation bylaw, the combined width of all driveway access points at the property line cannot be greater than 7m in width.
<input type="checkbox"/>	All parking spaces meet the appropriate dimensions as outlined in Colwood's Off-Street Parking Bylaw.

**Garden Suite Checklist:**  
**Must be shown on all site and floor plans**

If Garden Suite is 1 storey or less		If Garden Suite is greater than 1 storey	
<input type="checkbox"/>	The Garden Suite side-yard setbacks are the same as the primary dwelling.	<input type="checkbox"/>	The Garden Suite side-yard setbacks are the same as the primary dwelling.
<input type="checkbox"/>	The Garden Suite is setback at least 1.5m* from any rear property line.	<input type="checkbox"/>	The Garden Suite is setback at least 3m* from any rear property line.
<input type="checkbox"/>	The Garden Suite is subject to the same front-yard setback requirements that apply to the primary dwelling.	<input type="checkbox"/>	The Garden Suite is subject to the same front-yard setback requirements that apply to the primary dwelling.
<input type="checkbox"/>	The maximum height of a 1 storey Garden Suite does not exceed 4m.	<input type="checkbox"/>	The maximum height of the Garden Suite does not exceed 7m or 80% of the height of the primary dwelling (whichever is less).**
<input type="checkbox"/>	The Garden Suite maintains a minimum setback requirement of 1m from the primary dwelling and other accessory buildings.	<input type="checkbox"/>	The Garden Suite maintains a minimum setback requirement of 1m from the primary dwelling and other accessory buildings.
<input type="checkbox"/>	The Garden Suite does not exceed 90m <sup>2</sup> (968ft <sup>2</sup> ) or 40% of the gross floor area of the primary dwelling (whichever is less).		
<input type="checkbox"/>	Fully functional hard-wired smoke alarms have been installed.		
<input type="checkbox"/>	The total combined floor area of all accessory buildings on the lot (excluding the area of the Garden Suite itself) does not exceed 60m <sup>2</sup> (645ft <sup>2</sup> ).		
<input type="checkbox"/>	Proof that a restrictive covenant has been registered under Section 219 of the Land Title Act to prohibit the stratification of the Garden Suite. Please contact <a href="mailto:planning@colwood.ca">planning@colwood.ca</a> for template.		

*\*The rear yard setback for a Garden Suite can be reduced to 1m if the property has rear-lane access, subject to the limiting distance requirements of the British Columbia Building Code*

*\*\*Additional height up to 7m only applies in the case where the Garden Suite is located above an accessory building, such as a detached garage.*

**Secondary Suite Review Checklist:**  
**Must be shown on all floor plans**

<input type="checkbox"/>	The suite has a separate dedicated entrance and exit.
<input type="checkbox"/>	The suite does not exceed 90m <sup>2</sup> (968ft <sup>2</sup> ) or 40% of the gross floor area of the building (whichever is less).
<input type="checkbox"/>	The number of bedrooms within the suite is identified.
<input type="checkbox"/>	Proof that a restrictive covenant has been registered under Section 219 of the Land Title Act to prohibit the stratification of the Secondary Suite. Please contact <a href="mailto:planning@colwood.ca">planning@colwood.ca</a> for template.



**Contact Development Services**

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