

## **TOWNSHIP POLICY**

<b><u>POLICY #:</u></b>	POL-PD-01-16
<b><u>SUPERCEDES:</u></b>	POL-PD-01-06
<b><u>TITLE:</u></b>	Garden Suite Implementation
<b><u>AUTHORITY:</u></b>	Director of Planning & Building
<b><u>EFFECTIVE DATE:</u></b>	December 12, 2016
<b><u>APPROVAL:</u></b>	Council

### **POLICY STATEMENT:**

To ensure that garden suites are implemented appropriately and in accordance with the Township's Official Plan policies and Site Plan Control by-law.

### **Definitions:**

- (a) "Chief Building Official/By-law Enforcement Officer" means the person appointed as the Chief Building Official by the Council of the Corporation of the Township of West Lincoln.
- (b) "Director of Planning & Building," or equivalent means the person in the position of Director of Planning, or designate, in employ of the Township of West Lincoln, or equivalent.
- (c) "Garden Suite" means a one-unit detached residential structure containing bathroom and kitchen facilities, ancillary to an existing residential structure and is designed to be portable.
- (d) "Site Plan Control By-law" means Township By-law #2014-18 and any and all subsequent amendments.
- (e) "Temporary Use By-law" means a by-law passed by the Corporation of the Township of West Lincoln for the temporary use of land in accordance with Section 39 of the Planning Act.

### **Procedure:**

That up to a 20 year time period for a temporary use by-law be adopted for garden suites, with review and extension if requested; and

That the property is subject to the Site Plan Control By-law and the applicant is required to obtain a site plan/survey sketch and pay the site plan control application fee; and,

That the applicant be required to enter into a site plan agreement and name the occupants of the dwelling and the garden suite in the site plan agreement; and,

That a \$5,000.00 security deposit be received through the site plan agreement; and,

That the Chief Building Official/By-law Enforcement Officer be authorized to perform regular inspections as required, to confirm that the property is in compliance with the terms of the site plan agreement and with the Property Standards By-law; and,

That should it be determined that the applicant/owner is not in compliance with the terms of the agreement, the applicant would be required to forfeit the security deposit and remove the trailer from the property; and

That the applicant be required to provide documentation confirming that the septic system/bed is adequate to accommodate the additional dwelling unit.