

ZONING CHECKLISTS, FAQs, AND HANDOUTS FOR LOW-RISE RESIDENTIAL NEIGHBOURHOODS Zoning By-law 2020

Why is Zoning review required?

The City of Burlington's Zoning By-law controls the use of land in the community, such as: the purposes for how land may be used; the types of buildings that are permitted and how they may be used; the lot sizes and dimensions, parking requirements, building heights and setbacks from the street, and; where buildings and other structures can be located.

This handout is for properties that fall under Residential Zoning By-law 2020.

The City of Burlington has several active Zoning By-laws. Residents should confirm which by-law applies to their property before planning a construction project. Make sure that you are designing your project to comply with the correct rules and regulations.

Property zoning can be looked up online using the [Interactive Zoning Map](#).
The full Zoning By-law text can be found in PDF format on the City's [Zoning Web Page](#).

How do I use these checklists?

The following checklists outline the information which must be on your drawings in order for Zoning Staff to complete their review. Use these checklists as a tool to ensure your drawings are complete on the first submission and avoid unnecessary delays with the review.

Use the checklist which best matches your project scope. Applicants may submit more than one checklist as necessary. At least one completed checklist must be included with your application.

Zoning Checklists below:

Patios, Decks, Porches, and Balconies

Accessory Buildings and Structures

Additions to Dwellings

New Dwellings

Additional Residential Units

FREQUENTLY ASKED QUESTIONS

How do I find my property Zoning information?

The City of Burlington has several active Zoning By-laws. Residents should confirm which by-law applies to their property before planning a construction project. Make sure that you are designing your project to comply with the correct rules and regulations.

Property zoning can be looked up online using the [Interactive Zoning Map](#). Or, contact the Planning Department directly at planning@burlington.ca.

Is a legal survey required for Zoning review?

Most zoning certificate applications must be accompanied by a legible, legal property survey. A survey is a property map prepared by a licensed **Ontario Land Surveyor** which identifies lot lines and existing buildings or structures on the property. A survey serves as the basis for zoning review.

Minor scopes of work such as decks, sheds, porches, small additions, etc. may be able to use an existing survey. Please contact Zoning Staff at planning@burlington.ca to confirm if your existing survey will be acceptable.

All applications must be accompanied by sufficient plans and specifications to the satisfaction of Zoning Staff to determine whether the proposal complies with the Zoning By-law.

What does it mean if my property is in the NEC Development Control Area?

If the zoning on your property is within the area of the [Niagara Escarpment Commission](#) (NEC), please visit their website to learn your zoning information.

If the property is in NEC regulated area, the City's Zoning By-law does not apply. Written approval (Development Permit or Exemption) from the NEC is required and must be included as part of a complete submission to the City.

How do I know if there is an easement on my property?

An easement is when an outside party has access rights to your property. Typically, an easement provides access for a utility company, a neighbouring property, or City services. An easement will be noted in the legal property description or would be shown on an up-to-date property survey. You cannot build within or on top of an easement without approval of the party whom the easement favours.

www.protectyourboundaries.ca/what-does-an-easement-mean

Who can help me understand my property Zoning regulations?

Property owners are encouraged to hire a professional to prepare drawings and help navigate Zoning By-law regulations. Zoning Staff can help with general zoning questions; however, it is an applicant's responsibility to ensure that their application complies with all zoning requirements.

ZONING CHECKLIST – PORCHES, DECKS, AND ROOFED-OVER PATIOS

You require a Zoning approval if:

- The height of the deck or balcony platform is ≥ 60 cm above grade
- The deck or patio is roofed over
- All front porches require zoning review, regardless of height above grade or roof coverage

All drawings must be **dimensioned in metric** or metric conversions provided

Site Plan Requirements	✓
Drawn to a metric scale and include a scale bar; recommended scales are 1:100, 1:200, 1:250 or 1:300	
Dimension setbacks perpendicular from property lines to the edge of the platform and stairs (closest point) <ul style="list-style-type: none"> • If roofed-over, provide setback to roof overhang excluding eaves or gutter 	
Show Deemed Street Width; see Zoning By-law, Part 1, Section 2.27 <ul style="list-style-type: none"> • Deemed width is used to calculate lot area, lot coverage, front yard setbacks, and Floor Area Ratio • If the actual street width is not at the deemed width, an Ontario Land Surveyor must show the required widening on the plan 	
Label area of platform	
Label height of platform from lowest point of surrounding grade	
Floor Plan Requirements	✓
Provide outside dimensions of platform	
Provide area calculation of platform	
Dimension length of any privacy screens	
Elevation Drawing Requirements	✓
Provide all elevations (front, rear, right, and left)	
Dimension the height of any decks above grade from lowest point of surrounding grade	
Dimension height of any privacy screens from top of platform to top of screen	
If roofed-over, provide the roof overhang dimension measured from the wall or post to the outside roof edge excluding eaves and gutter	

ZONING CHECKLIST – ACCESSORY BUILDINGS AND STRUCTURES

Accessory Building or Structure:

A detached building or structure that is not used for human habitation, unless it has been approved as an additional residential unit, the use of which is naturally and normally incidental to, subordinate to, or exclusively devoted to a principal use or building and located on the same lot.

Accessory Buildings are 50% or more enclosed by walls or privacy screens and may include a detached garage, workshop, shed, additional residential unit, and/or pool house.

Accessory Structures may include arbours, unenclosed gazebos, pergolas, play structures, and/or detached car ports exclusive of patios or decks.

All drawings must be **dimensioned in metric** or metric conversions provided

Site Plan Requirements	✓
Drawn to a metric scale and include a scale bar; recommended scales are 1:100, 1:200, 1:250 or 1:300	
Dimension setbacks perpendicular from property lines to the closest point or post of all proposed buildings or structures	
Show Deemed Street Width; see Zoning By-law, Part 1, Section 2.27 <ul style="list-style-type: none"> • Deemed width is used to calculate lot area and lot coverage • If the actual street width is not at the deemed width, an Ontario Land Surveyor must show the required widening on the plan 	
Label area of all existing and proposed accessory buildings or structures	
Label height of all existing and proposed accessory buildings or structures	
Provide lot area and calculate lot coverage; see Zoning By-law, Part 2, Section 4.2 for lot coverage requirements. One accessory building less than 10 m ² and less than 2.5 m in height shall be exempt from lot coverage for R-zones only	
Floor Plan Requirements	✓
Provide all outside dimensions measured from outside wall to outside wall or outside edge of post to outside edge of post	
Provide floor area calculation Floor Area: For Accessory Buildings or Structures, floor area means the total area of all floors measured to the outside of all exterior walls or posts. Storage area may be included within the roofline.	
Elevation Drawing Requirements	✓
Provide all elevations (front, rear, right, and left)	
Dimension height of the building or structure measured from grade to the highest point of the flat or peaked roof	
Provide roof overhang dimensions measured from the wall or post excluding eaves and gutters	

ZONING CHECKLIST – ADDITIONS TO DWELLINGS

All drawings must be **dimensioned in metric** or metric conversions provided

Site Plan Requirements	✓
Drawn to a metric scale and include a scale bar; recommended scales are 1:100, 1:200, 1:250 or 1:300	
Dimension setbacks perpendicular from property lines to the closest point of all proposed buildings or structures including second storey projections, bay windows, chimneys, balconies, walkouts, decks and porches including steps and roof overhang	
Show all easements	
Clearly differentiate between all existing and proposed structures	
Provide dimension for lot width (measured 9.1 m back from and parallel to the chord of the front lot line)	
Show Deemed Street Width; see Zoning By-law, Part 1, Section 2.27 <ul style="list-style-type: none"> • Deemed width is used to calculate lot area, lot coverage, front yard setbacks, and Floor Area Ratio • If the actual street width is not at the deemed width, an Ontario Land Surveyor must show the required widening on the plan 	
Provide lot area and calculate lot coverage; see Zoning By-law, Part 2, Section 4.2 for lot coverage requirements. Lot Coverage: The percentage of the lot area covered by buildings measured to the outside of the exterior walls, including all buildings and projections (cantilevered floor space, window projections, etc.). Carports, porches, and decks may be excluded from the lot coverage calculation provided there is no floor area above them.	
Calculate Floor Area Ratio if the property is within the designated area for lot coverage; see Zoning By-law, Part 2, Section 4.5 for FAR requirements Floor Area Ratio – Low-Density Residential: The mathematical relationship between the floor area of a principal building, excluding any accessory buildings, and its lot area determined by dividing the floor area of a building (including attached garage and stair case) by the net area of that lot.	
Dimension dwelling depth taken from outside wall closest to front lot line to outside wall closest to rear lot line	
Provide the size and height of all accessory buildings and structures, and indicate if existing or proposed	
Driveways and Walkways: <ul style="list-style-type: none"> • Dimension driveway length and width (width is measured at the widest point and perpendicular to the direction of travel) • Dimension walkway widths at the widest point and perpendicular to the direction of travel • Indicate if existing or proposed 	

Floor Plan Requirements	✓
Provide existing and proposed floor plan for each floor, including basements or cellars	
Label all rooms, decks, porches, balconies	
Provide all outside dimensions for each floor including overall dwelling width and depth, outside garage width along front elevation, garage projection if applicable, and dimensions of all projections or changes in walls (including exterior wall height extension / increase)	
Clearly differentiate between all existing and proposed walls/construction	
Provide unobstructed internal garage dimensions (width and depth measured from inside wall to inside wall)	
Elevation Drawing Requirements	✓
Provide all existing and proposed elevations (front, rear, right, and left)	
Dimension height of addition (measured from the ceiling of the existing first floor to top of the proposed highest roof)	
Provide roof overhang dimensions measured from the wall excluding eaves and gutters	
Dimension the height of any decks above grade from lowest point of surrounding grade	

ZONING CHECKLIST – NEW DWELLINGS

All drawings must be **dimensioned in metric** or metric conversions provided

Site Plan Requirements (must be stamped by Ontario Land Surveyor or Professional Engineer)	✓
Drawn to a metric scale and include a scale bar; recommended scales are 1:100, 1:200, 1:250 or 1:300	
Dimension setbacks perpendicular from property lines to the closest point of all proposed buildings or structures including second storey projections, bay windows, chimneys, balconies, walkouts, decks and porches including steps and roof overhang	
Show all easements	
Provide dimension for lot width (measured 9.1 m back from and parallel to the chord of the front lot line)	
Show Deemed Street Width; see Zoning By-law, Part 1, Section 2.27 <ul style="list-style-type: none"> • Deemed width is used to calculate lot area, lot coverage, front yard setbacks, and Floor Area Ratio • If the actual street width is not at the deemed width, an Ontario Land Surveyor must show the required widening on the plan 	
Provide lot area and calculate lot coverage; see Zoning By-law, Part 2, Section 4.2 for lot coverage requirements. Lot Coverage: The percentage of the lot area covered by buildings measured to the outside of the exterior walls, including all buildings and projections (cantilevered floor space, window projections, etc.). Carports, porches, and decks may be excluded from the lot coverage calculation provided there is no floor area above them.	
Calculate Floor Area Ratio if the property is within the designated area for lot coverage; see Zoning By-law, Part 2, Section 4.5 for FAR requirements Floor Area Ratio – Low-Density Residential: The mathematical relationship between the floor area of a principal building, excluding any accessory buildings, and its lot area determined by dividing the floor area of a building (including attached garage and stair case) by the net area of that lot.	
Show Fixed Grade (midpoint of front lot line) and peak of roof elevation	
Dimension dwelling depth taken from outside wall closest to front lot line to outside wall closest to rear lot line	
Provide the size and height of all accessory buildings and structures	
Driveways and Walkways: <ul style="list-style-type: none"> • Dimension driveway length and width (width is measured at the widest point and perpendicular to the direction of travel) • Dimension walkway widths at the widest point and perpendicular to the direction of travel 	

Floor Plan Requirements	✓
Provide floor plan for each floor, including basements or cellars	
Label all rooms, decks, porches, balconies	
Provide all outside dimensions for each floor including overall dwelling width and depth, outside garage width along front elevation, garage projection if applicable, and dimensions of all projections or changes in walls	
Provide unobstructed internal garage dimensions (width and depth measured from inside wall to inside wall)	
Provide a roof plan with roof slopes; if the roof is partially peaked and partially flat, highlight the different areas and identify the percentage of roof that is flat vs. peaked	
Elevation Drawing Requirements	✓
Provide all elevations (front, rear, right, and left)	
Dimension height of building (measured from Fixed Grade)	
Provide roof overhang dimensions measured from the wall excluding eaves and gutters	
Dimension the height of any decks above grade from lowest point of surrounding grade	

ZONING REGULATIONS AND SUBMISSION CHECKLIST FOR ADDITIONAL RESIDENTIAL UNITS (ARUs) Zoning By-law 2020

Refer to **Zoning By-law 2020** for complete zoning regulations. This document is a condensed handout for quick reference only.

Definitions:

Additional Residential Unit

A self-contained dwelling unit which is located within, and/or on the same parcel of urban residential land as a principal dwelling unit in a detached dwelling, semi-detached dwelling, townhouse or street townhouse.

Parcel of Urban Residential Land

A parcel of land that is within an area of settlement on which residential use, other than ancillary residential use, is permitted by by-law and that is served by,

1. sewage works within the meaning of the *Ontario Water Resources Act* that are owned by,
 - i. a municipality,
 - ii. a municipal service board established under the *Municipal Act, 2001*,
 - iii. a city board established under the *City of Toronto Act, 2006*,
 - iv. a corporation established under sections 9, 10 and 11 of the *Municipal Act, 2001* in accordance with section 203 of that Act,

or

- v. a corporation established under sections 7 and 8 of the *City of Toronto Act, 2006* in accordance with sections 148 and 154 of that Act, and

a municipal drinking water system within the meaning of the *Safe Drinking Water Act, 2002*; (“parcelle de terrain urbain d’habitation”).

Note: ARUs are only permitted on a **parcel of urban residential land**. This means ARUs are not permitted on properties with private water or sewer services (e.g., well, cistern, septic).

2.21 USES PERMITTED IN ALL ZONES

The following uses are permitted in all zones, subject to Part 1, Subsection 2.25 “Off-Street Parking and Loading Requirements”, Part 1, Subsection 2.26 “General Parking Provisions”, and any other regulations specified for the use and required elsewhere in the By-law;

(u) Additional Residential Units

- (i) Permitted in the R1, R2, R3, R4, R5, RM1, RM2, RM3, RM4, RM5, RH1, RH2, RH4, RH5, RO1, RO2, RO3, RO4, RAL1, RAL2, RAL3, RAL4, REV1, REV2, REV3, MXG, MXC, MXT, DRM, DRL, UCR1, UCR2, UCR3, URH, URM, RNA1, RNA2, RNA3, SNA, ONA, and DNA zones, and any exception numbers associated with these zones, and in the O2-195, O2-196, and O3-196 zones.
- (ii) Also permitted in a zone preceded by an H (Holding) zone prefix in an existing building lawfully permitted on the date the amending By-law creating the ‘H’ zoning was enacted.
- (iii) In addition to the principal dwelling unit, up to three Additional Residential Units are permitted on a parcel of urban residential land where one Detached Dwelling, Semi-Detached Dwelling, Street Townhouse, or Townhouse is permitted. For clarity, Additional Residential Units in association with a Townhouse are only permitted on a Parcel of Tied Land where one Townhouse is permitted.
- (iv) Only one Additional Residential Unit may be located within an Accessory Building.
- (v) Only one exterior entrance is permitted on each elevation of the principal building facing a street.
- (vi) Tandem parking spaces are permitted.
- (vii) Additional Residential Units shall not be included in the calculation of maximum density, maximum number of dwelling units, or minimum number of visitor parking spaces.
- (viii) Requirements for minimum floor area per dwelling unit and minimum floor area ratio shall not apply to lots with Additional Residential Units.
- (ix) Notwithstanding Part 1, Subsection 2.2 (b), the floor area of an Accessory Building containing an Additional Residential Unit is permitted up to a maximum of 80 m².
- (x) Notwithstanding Part 1, Subsection 2.2 (b), a lawfully existing Accessory Building is permitted to be converted to an Additional Residential Unit.
- (xi) Notwithstanding Part 2, Section 4.1, Table 2.4.1, requirements for a minimum 3 metre side yard shall not apply for the conversion of a lawfully existing attached garage into an Additional Residential Unit.
- (xii) Notwithstanding anything in this By-law for all buildings with Additional Residential Units the maximum lot coverage may be the greater of the applicable zone requirement or 45%.

- (xiii) Notwithstanding Part 2, Section 4.5, requirements for maximum floor area ratio shall not apply to properties with Additional Residential Units.
- (xiv) Exterior recladding of a building may project a maximum of 0.05 metres from the existing wall of the building.

2.25 OFF-STREET PARKING AND LOADING REQUIREMENTS

Table 1.2.6: Off-Street Parking Standards

USE	PARKING STANDARD
Detached Dwelling Semi-Detached Dwelling Duplex Dwelling	2 spaces per unit; one of which may be provided in an attached or detached garage Detached, Semi-detached and Duplex, on a parcel of tied land fronting onto a common element condominium road: 1.5 spaces per unit where 1 space shall be located on the parcel of tied land and 0.5 space per unit for visitor parking shall be located within the common element condominium block which contains the condominium roadway.
Additional Residential Unit	First unit: 0 spaces Second or third units: 1 space

2.26 GENERAL PARKING PROVISIONS

(1) Parking Space Size & Accessibility

- (a) Each parking space shall have a minimum width of 2.75 m and a minimum area of 16.5 m² and be readily accessible without obstructions at all times for parking and removal of a motor vehicle without the necessity of moving any other vehicle or obstruction. The minimum area of a parking space may include walkways for residential uses only.

SUBMISSION CHECKLIST – ADDITIONAL RESIDENTIAL UNITS

All drawings must be **dimensioned in metric** or metric conversions provided

Site Plan Requirements	✓
Drawn to a metric scale and include a scale bar; recommended scales are 1:100, 1:200, 1:250 or 1:300	
Indicate location of exterior entrance for each unit and whether they are exclusive or shared	
Driveways, Walkways, and Parking: <ul style="list-style-type: none"> • Label all driveways and walkways as “existing” or “proposed” • Dimension driveway length • Dimension driveway and walkway widths at the widest point, measured perpendicular to the direction of travel • Dimension parking space length and width (minimum width 2.75 m, minimum area 16.5 m² per space) • Parking spaces must be fully located within property boundaries 	
Floor Plan Requirements	✓
Provide floor plan for each floor, including basements or cellars	
Label all rooms, decks, porches, balconies	
Provide all outside dimensions for each floor including overall dwelling width and depth, outside garage width along front elevation, garage projection if applicable, and dimensions of all projections or changes in walls	
Provide unobstructed internal garage dimensions (width and depth measured from inside wall to inside wall)	
Outline or clearly highlight / indicate additional residential unit	
Elevation Drawing Requirements	✓
Provide all elevations (front, rear, right, and left)	
Indicate location of separate exterior entrance for additional dwelling unit	