

## ZONING CHECKLISTS, FAQs, AND HANDOUTS FOR LOW-DENSITY RESIDENTIAL PROPERTIES

### 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.

### 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.

#### **Checklists found below:**

Porches, Decks and Roofed-Over Patios

Accessory Buildings and Structures

Additions to Dwellings

New Dwellings

Additional Residential Units

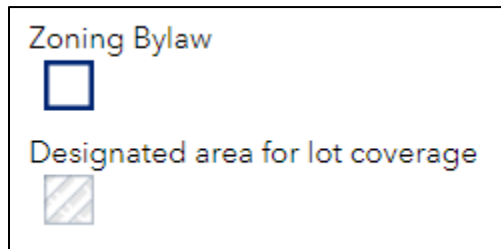
## **FREQUENTLY ASKED QUESTIONS**

### **How do I find my property Zoning information?**

Residents and applicants can look up a property's zone using the [Interactive Zoning Map](#). The full Zoning By-law text can be found in PDF format on the City's [Zoning Web Page](#).

### **Is my property in a Designated Area for lot coverage?**

Designated areas are indicated on the Interactive Zoning Map linked above. Refer to the map legend to identify Designated Areas:



### **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](http://www.protectyourboundaries.ca/what-does-an-easement-mean)

### **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 is not applicable. Written approval (Development Permit or Exemption) from the NEC is required and must be included as part of a complete submission to the City.

## **Is a legal survey required for Zoning review?**

Any application involving exterior work must be accompanied by a legible, legal property survey which is stamped or signed by an Ontario Land Surveyor or Professional Engineer. A survey is a legal document which identifies lot lines and any buildings / 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 submitted with an existing property survey as long as the survey is legible. An application for new dwelling must be accompanied by a new proposed building location survey.

Note that even some "minor" scopes of work may require a new *grading and drainage plan*. A new grading plan and new property survey often go hand-in-hand. For more information on scopes of work requiring a grading plan refer to the [Grading Checklist & FAQ](#) document.

## **What is Deemed Street With?**

Deemed Street Widths are listed in [Zoning By-law, Part 1, Section 2.27](#) and can also be identified using the [Deemed Street Width Map](#). Deemed Width is the *required* width of your street under the Zoning By-law. This may be different from how wide your street currently is.

All zoning regulations such as lot area, lot coverage, front yard setbacks, and Floor Area Ratio are calculated from the deemed street width. An up-to-date property survey by an Ontario Land Surveyor must show the location of the deemed street width (i.e., potential future road widening) on the plan.

## **Who can help me understand my property Zoning regulations?**

Property Owners are encouraged to hire a professional to prepare the required 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 applicable zoning requirements.

The Zoning Department has prepared a number of handouts for low-density residential zoning regulations to assist residents and applicants. The following handouts should be read in conjunction with Zoning By-law 2020.

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

You require a Zoning approval if:

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

<b>Site Plan Requirements</b>	✓
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"> <li>• If roofed-over, provide setback to roof overhang excluding eaves or gutter</li> </ul>	
Show Deemed Street Width; see Zoning By-law, Part 1, Section 2.27 <ul style="list-style-type: none"> <li>• Deemed width is used to calculate lot area, lot coverage, front yard setbacks, and Floor Area Ratio</li> <li>• If the actual street width is not at the deemed width, an Ontario Land Surveyor must show the required widening on the plan</li> </ul>	
Label area of platform	
Label height of platform from lowest point of surrounding grade	
<b>Floor Plan Requirements</b>	✓
Provide outside dimensions of platform	
Provide area calculation of platform	
Dimension length of any privacy screens	
<b>Elevation Drawing Requirements</b>	✓
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	
All drawings must be <b>dimensioned in metric</b> or metric conversions provided	

## ZONING CHECKLIST – ACCESSORY BUILDINGS AND STRUCTURES

<b>Site Plan Requirements</b>	✓
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"> <li>• Deemed width is used to calculate lot area and lot coverage</li> <li>• If the actual street width is not at the deemed width, an Ontario Land Surveyor must show the required widening on the plan</li> </ul>	
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. <ul style="list-style-type: none"> <li>• One accessory building less than 10 m<sup>2</sup> and less than 2.5 m in height shall be exempt from lot coverage for R-zones only</li> </ul>	
<b>Floor Plan Requirements</b>	✓
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 <b>Floor Area:</b> 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.	
<b>Elevation Drawing Requirements</b>	✓
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	
All drawings must be <b>dimensioned in metric</b> or metric conversions provided	

## ZONING CHECKLIST – ADDITIONS TO DWELLINGS

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)	
<p>Show Deemed Street Width; see Zoning By-law, Part 1, Section 2.27</p> <ul style="list-style-type: none"> <li>• Deemed width is used to calculate lot area, lot coverage, front yard setbacks, and Floor Area Ratio</li> <li>• If the actual street width is not at the deemed width, an Ontario Land Surveyor must show the required widening on the plan</li> </ul>	
<p>Provide lot area and calculate lot coverage; see Zoning By-law, Part 2, Section 4.2 for lot coverage requirements.</p> <p><b>Lot Coverage:</b> 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.</p>	
<p>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</p> <p><b>Floor Area Ratio – Low-Density Residential:</b> The mathematical relationship between the floor area of a dwelling 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.</p>	
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	
<p>Driveways and Walkways:</p> <ul style="list-style-type: none"> <li>• Dimension driveway length and width (width is measured at the widest point and perpendicular to the direction of travel)</li> <li>• Dimension walkway widths at the widest point and perpendicular to the direction of travel</li> <li>• Indicate if existing or proposed</li> </ul>	
<b>Floor Plan Requirements</b>	✓
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)	
<b>Elevation Drawing Requirements</b>	✓
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	
All drawings must be <b>dimensioned in metric</b> or metric conversions provided	

## ZONING CHECKLIST – NEW DWELLINGS

<b>Site Plan Requirements (must be stamped by Ontario Land Surveyor or Professional Engineer)</b>	✓
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)	
<p>Show Deemed Street Width; see Zoning By-law, Part 1, Section 2.27</p> <ul style="list-style-type: none"> <li>• Deemed width is used to calculate lot area, lot coverage, front yard setbacks, and Floor Area Ratio</li> <li>• If the actual street width is not at the deemed width, an Ontario Land Surveyor must show the required widening on the plan</li> </ul>	
<p>Provide lot area and calculate lot coverage; see Zoning By-law, Part 2, Section 4.2 for lot coverage requirements.</p> <p><b>Lot Coverage:</b> 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.</p>	
<p>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</p> <p><b>Floor Area Ratio – Low-Density Residential:</b> The mathematical relationship between the floor area of a dwelling 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.</p>	
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	



<p>Driveways and Walkways:</p> <ul style="list-style-type: none"> <li>• Dimension driveway length and width (width is measured at the widest point and perpendicular to the direction of travel)</li> <li>• Dimension walkway widths at the widest point and perpendicular to the direction of travel</li> </ul>	
<b>Floor Plan Requirements</b>	✓
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	
<b>Elevation Drawing Requirements</b>	✓
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	
All drawings must be <b>dimensioned in metric</b> or metric conversions provided	

## ZONING CHECKLIST – ADDITIONAL RESIDENTIAL UNITS

**Additional Residential Units** are permitted in any detached, semi-detached, townhouse or street townhouse dwelling on a parcel of urban residential land.

A parcel of urban residential land means a parcel of land on which a residential use, other than ancillary residential use, is permitted by by-law and that is served by both municipal water and sewer.

Additional Residential Units are permitted as follows:

- A maximum of 3 residential units total on a single parcel of urban residential land (principal dwelling + 2 Additional Residential Units).
- Two Additional Residential Units within a detached, semi-detached, townhouse or street townhouse dwelling.
- One Additional Residential Unit in a detached, semi-detached, townhouse or street townhouse dwelling and one residential unit in an *accessory building*.

**Note: Subscribe to City [Public Notices](#) for information on City initiated By-Law Amendments to update Zoning By-Law 2020, as amended.**

Zoning Requirements for Additional Residential Units	✓
The following regulations apply to <b>all zones</b>	
Number of Parking Spaces: <ul style="list-style-type: none"> <li>• Single Dwelling Unit: 2 parking spaces total</li> <li>• Two Dwelling Units: 3 parking spaces total</li> <li>• Three Dwelling Units: 4 parking spaces total</li> </ul>	
An Additional Residential Unit in an <i>accessory building</i> is subject to the accessory building regulations under Part 1, Section 2.2 of Zoning By-law 2020, as amended	
Part 2, Residential Zones (Low Density), Section 3, Table 2.3.1 still applies to properties located in <b>R1.1, R1.2, R2.1, R2.2, R2.3, R2.4, R3.1, R3.2</b> zones – refer to table below	

## ZONING CHECKLIST – ADDITIONAL RESIDENTIAL UNITS cont'd

<b>Zoning Requirements for Additional Dwelling Units</b>	✓
The following regulations apply to <b>R1.1, R1.2, R2.1, R2.2, R2.3, R2.4, R3.1, R3.2</b> zones only	
Number of Parking Spaces: <ul style="list-style-type: none"> <li>• Single Dwelling Unit: 2 parking spaces total</li> <li>• Two Dwelling Units: 3 parking spaces total</li> <li>• Three Dwelling Units: 4 parking spaces total</li> </ul>	
An Additional Residential Unit in an <i>accessory building</i> is subject to the accessory building regulations under Part 1, Section 2.2 of Zoning By-law 2020, as amended	
Floor Area of the additional dwelling unit shall not be in excess of 40% of the total floor area of the residential building (a finished basement forming part of a dwelling unit is defined as floor area)	
The additional dwelling unit shall have its <b>own exterior entrance separate</b> from the exterior entrance to the principal dwelling unit. <ul style="list-style-type: none"> <li>• The separate entrance to the additional dwelling unit shall not be located on any elevation of the building facing a street.</li> <li>• Access to a principal and additional unit through a common vestibule is permitted.</li> </ul>	
Parking for the principal dwelling and the additional dwelling unit shall not be permitted in that portion of the rear yard defined as the area between the extension of the two lines projected backward from the two side walls of the dwelling	
Permitted in a detached dwelling only	<b>N/A</b>
Lot Width: <b>minimum lot width of 15 m required</b> <u>Exception:</u> Additional dwelling units on lots less than 15 m in width may be permitted if the dwelling was established and contained an attached garage with a minimum internal width of 6 m prior to April 28, 2008	<b>N/A</b>
Area of rear yard amenity space: <b>minimum 135 m<sup>2</sup></b> required	<b>N/A</b>

**Note:** See Zoning By-law 2020, Part 2, Residential Zones Tables 2.3.1 and 2.3.1.1 for complete zoning information on additional residential units.

## ZONING CHECKLIST – ADDITIONAL RESIDENTIAL UNITS cont'd

<b>Site Plan Requirements</b>	✓
Copy of an existing survey issued by an Ontario Land Surveyor is required; the survey must include legible property dimensions	
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 separate exterior entrance for additional dwelling unit	
Calculate additional unit area as percent of total floor area: <ul style="list-style-type: none"> <li>• List total floor area of <b>building</b> measured from outside wall to outside wall</li> <li>• List total floor area of <b>additional unit</b> measured from outside wall to outside wall OR outside wall to midpoint of shared wall</li> <li>• Calculate floor area of additional unit as a percentage of total building floor area</li> </ul>	
Driveways, Walkways, and Parking: <ul style="list-style-type: none"> <li>• Dimension driveway length and width (width is measured at the widest point and perpendicular to the direction of travel)</li> <li>• Dimension walkway widths at the widest point and perpendicular to the direction of travel</li> <li>• Dimension parking space length and width (minimum width 2.75 m, minimum area 16 m<sup>2</sup> per space)</li> <li>• Parking spaces must be fully located within property boundaries</li> </ul>	
<b>Floor Plan Requirements</b>	✓
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	
If the basement is partially finished, provide internal dimensions and floor area for the finished section measured from outside wall to end of finished floor space or to midpoint of internal wall separating finished and unfinished space	
If applicable, provide internal dimensions of common/shared areas measured from outside wall to midpoint of internal wall	

Provide unobstructed internal garage dimensions (width and depth measured from inside wall to inside wall)	
Indicate location of separate exterior entrance for additional dwelling unit	
Outline additional residential unit	
<b>Elevation Drawing Requirements</b>	✓
Provide all elevations (front, rear, right, and left)	
Indicate location of separate exterior entrance for additional dwelling unit	
All drawings must be <b>dimensioned in metric</b> or metric conversions provided	