

# Application for Registration of Additional Residential Units (ARUs)

## Application Package Must Include:

- Completed Application for Registration of Additional Residential Units
- Registration fee
- Copy of a site plan showing:
  - lot configuration;
  - dimension of each lot line;
  - primary residential unit location;
  - location of all accessory structures;
  - location and dimensions of on-site parking spaces in accordance with current zone provisions applicable to the subject lot;
  - location of walkways leading to ARUs;
  - location of well and septic system; and
  - any other relevant information that may assist with the review and approval of the application.
- Set of drawings showing:
  - all exterior entrances to the house;
  - secured entrances to each dwelling unit;
  - room uses and sizes including each room area calculation;
  - ceiling heights in each room;
  - window sizes including all window area calculations and what percent of the room floor area the window is; and
  - the total floor area of the ARU and the exterior dimensions of the dwelling (where applicable, the common areas of the dwelling are to be shaded).

## Submit Application Package To:

Attention: Chief Building Official

[building@essatownship.on.ca](mailto:building@essatownship.on.ca)



# Application for Registration of Additional Residential Units (ARUs)

## 1. Owner / Applicant

### Registered Owner(s)

**Full Name(s):**

**Mailing Address:**

**City:**

**Postal Code:**

**Phone:**

**Email:**

### Applicant (if different than Owner)

**Full Name:**

**Mailing Address:**

**City:**

**Postal Code:**

**Phone:**

**Email:**

## 2. Location and Description of the Subject Land

**Municipal Address:**

**Assessment Roll Number:**

**Primary Residential Unit:**

Single detached dwelling

Semi-detached dwelling

Townhouse dwelling

**Occupancy of the Primary Residential Unit:**

Owner

Tenant

Other (e.g. relationship to Owner)

**Location of the ARU:**

Within the same building as the primary residential unit

Within an accessory building or structure

**Is the ARU Existing?**

Yes

No

**Total Number of Parking Spaces on the Subject Property:**

1

2

3

4

More than 4

**Are There Any Existing, Registered ARUs on the Subject Property?**

No - this is the first ARU

Yes - there is one or more registered ARU(s)

### Is There a Bed and Breakfast Use on the Subject Property?

Yes

No

## 3. Declaration of Owner

I/We, (print name(s)) \_\_\_\_\_ certify that:

I/We am/are the registered owner(s) of the land that is subject to this application for approval of this document and, for the purpose of the Municipal Freedom of Information and Protection of Privacy Act, I/We authorize and consent to use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Municipal Act, 2001 for the purposes of processing this application.

**Signature of Owner:**

**Date:**

**Signature of Owner:**

**Date:**

## 4. Authorization

Consent of the Owner(s) for Applicant to Make Application

I/We, (print name(s)) \_\_\_\_\_ am/are the owner(s) of the land that is the subject of this application and

I/We authorize (print name) \_\_\_\_\_ to make this application on my/our behalf and to provide any of my/our personal information that will be included in this application or collected during the processing of this application.

**Signature of Owner:**

**Date:**

**Signature of Owner:**

**Date:**