

# Accessory Dwelling Units



VILLAGE OF HAZELTON

## Village of Hazelton

How-to Guide to Accessory Dwelling Units  
Summer 2021

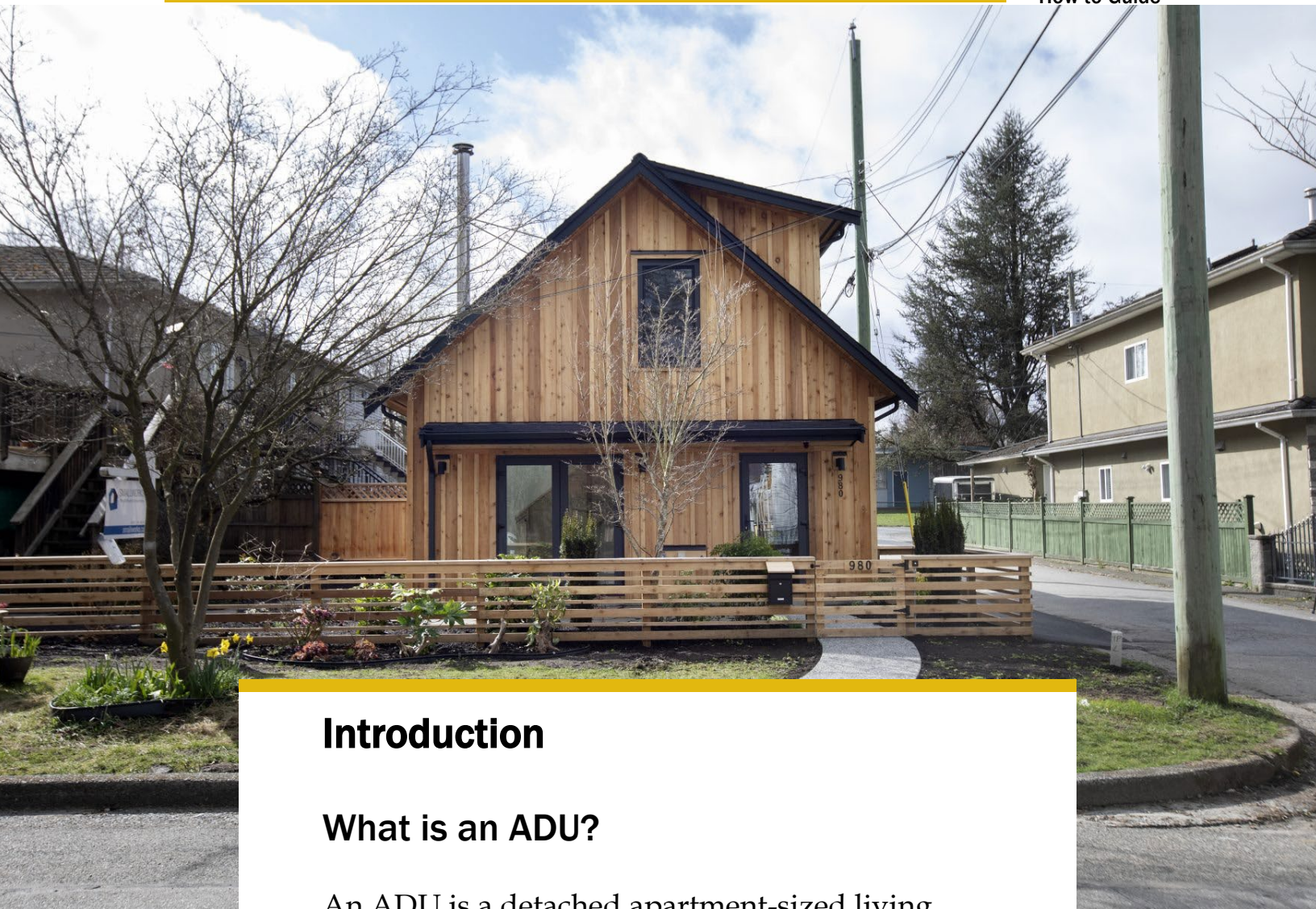
This guidebook outlines the process of building an Accessory Dwelling Unit (ADU) in the Village of Hazelton.

While this document hopes to capture everything you need to know, it will also point to other resources should you have any further questions.

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## Introduction

### What is an ADU?

An ADU is a detached apartment-sized living space of up to 90m<sup>2</sup> typically located in the backyard of a single-family detached house. It does not have to be adjacent to a back lane. You can build an ADU even if your property does not back on to a lane.

To qualify as an ADU, the space needs to have its own kitchen, bathroom, sleeping and living space: some include garage space but some have no garage or carport at all.





## How can you use an ADU?

### Rent it out to long-term tenants

Rental vacancy in Hazelton has been very low, new rental housing is a meaningful way to improve our community's livability while earning additional rental income.

### House family or adult children

Some use their ADU's to create a custom house for adult children, families or aging parents. You may choose to enter into a co-ownership agreement.

More information on co-ownership can be found here:

[https://gallery.mailchimp.com/cc92bb1f9b8c72aa4bf0a211b/files/Alternative\\_Tenure\\_Options.pdf](https://gallery.mailchimp.com/cc92bb1f9b8c72aa4bf0a211b/files/Alternative_Tenure_Options.pdf)

### Live in it yourself and downsize

People looking to downsize find ADU's an attractive alternative to moving. Many choose to live in the ADU and rent out the primary house. New ADU's not only create new rental housing stock but entire houses as well.

"Aging-in-place" is a term associated with ADU's. People whose house has too many stairs or other accessibility issues can consider building more accessible detached dwelling that will allow them to live on their own property. In other cases, people build ADU's as a house for an on-site caregiver.

### Limitations on use

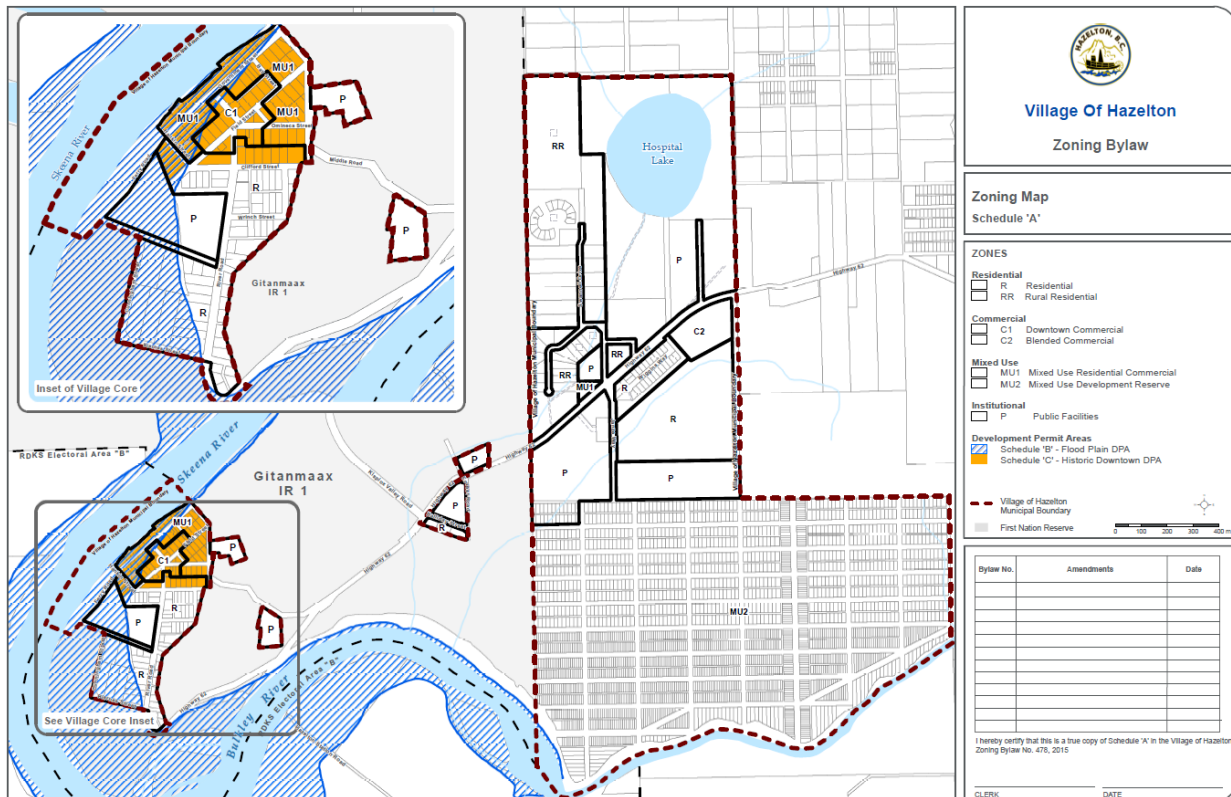
New ADU's are not allowed to be used for short-term vacation rentals. Moreover, ADU's can not be subdivided or stratified, which means you cannot sell it separately. It is an accessory use, meaning that it must be on a lot with a primary house. Think of it as a detached secondary suite.



# Steps to Get Started

## Is your lot eligible?

- ADU’s are permitted in Residential (R) Zone and Rural Residential (RR) Zones.
- ADU’s are not permitted to have a secondary suite in them.
- Max lot coverage including all structures is 50% for R zone, and 20% for RR Zone



## Plan your Project



ADU max size 90m<sup>2</sup>

### Code compliance

When designing your ADU, ensure your site plan and building plans conform to all Village of Hazelton Bylaws, as well as the provincial Building Code.

While there is no minimum size for an ADU, all ADU's must comply with the Provincial Building Code and must be built to those standards.

### Owner-builder requirements

You may choose to build your ADU yourself, provincial regulations require you to pass the Owner Builder Exam offered through BC Housing. You can always choose to hire a professional home builder to design and manage your project.

### Hiring a designer/builder

You can commission a design by hiring an architect or residential home designer.

## Estimated Costs

The cost of constructing an ADU is variable depending on many different factors. This includes size, building material, design and location on lot.

Other considerations you may want to consider, an ADU will increase the assessed value of your property. Your ADU will be subject to utility billings.

Item	Estimated cost
Water and Sewer Connection	No connection charge if there is already a residential dwelling on the property. You are responsible for any necessary construction costs to extend the servicing lines to the ADU.
Storm Drainage Connection	Storm drainage needs vary depending on property's requirements.
Hydro Connection	Adding an ADU may require a service extension; costs for this are highly variable. Contact BC Hydro.
Building Permit Fee	Contingent on construction costs. Minimum \$900.
Development Permit Fee	Only those ADU's being constructed in a Development Permit Area must apply and pay the \$250.00 permit fee.
Lot Consolidation	If an ADU will straddle an internal lot line, then the subject lots must be consolidated. Consolidation costs can vary, contact Land Title and Survey Authority of British Columbia or a law office.
Other Costs	Construction, design, landscaping, plumbing, electrical, engineering, land surveying and other costs not mentioned above.



## Application Process

You need a building permit for any construction or structural renovation. If you hire a builder or developer, they will often take care of the application process for you. Many documents are required at the time of submission. This includes building plans, site plan, site survey, and BC Housing's Licensing & Consumer Services' approval.

Building permits are available at the Village of Hazelton Municipal Office.

### Step 1

Before you apply to build an ADU, you must obtain approval from BC Housing's Licensing & Consumer Services. It provides consumer protection for owners of newly constructed homes. For more information visit <https://www.bchousing.org/licensing-consumer-services>

### Step 2

If your ADU is not in a Development Permit zone you can apply directly for a building permit.

OR

If your ADU is in a Development Permit zone you will need to apply for a development permit (application fee \$250.00). Only after you obtain a development permit can you apply for a building permit.



If your project requires development and building permits the entire process can take a couple months. Be sure to apply well before you plan on starting construction. The development permit means that Village staff will conduct a more in-depth review of your plans to verify alignment with the design guidelines. All development permits must go before Council for approval.

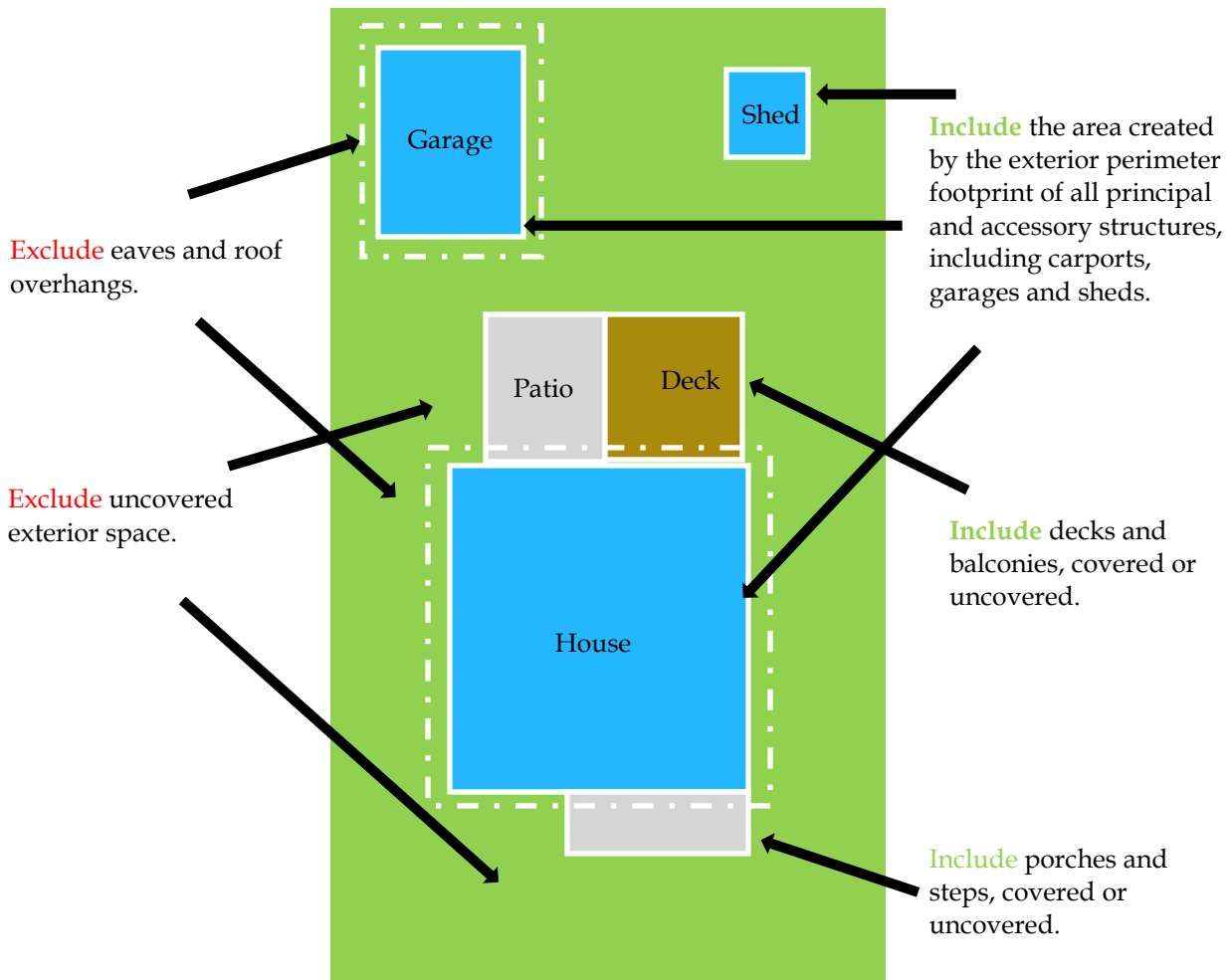
The Village does not provide any guarantees on processing times. Permit processing times are highly dependent on the season and number of permit applications received. The most common cause of delays are incomplete applications, plans that do not meet the building code or municipal bylaws or plans that fail to demonstrate compliance with regulations.

# Regulations

## Maximum lot coverage

Lot coverage means the combined footprint of all buildings on a lot, expressed as a percentage of the lot, and excludes trellises, unenclosed patios and underground parking structures as long as such structures do not exceed 6m above the average ground elevation.

ZONE	LOT COVERAGE
R	Not more than 50% of the site including all buildings and structures.
RR	Not more than 20% of the total site area.

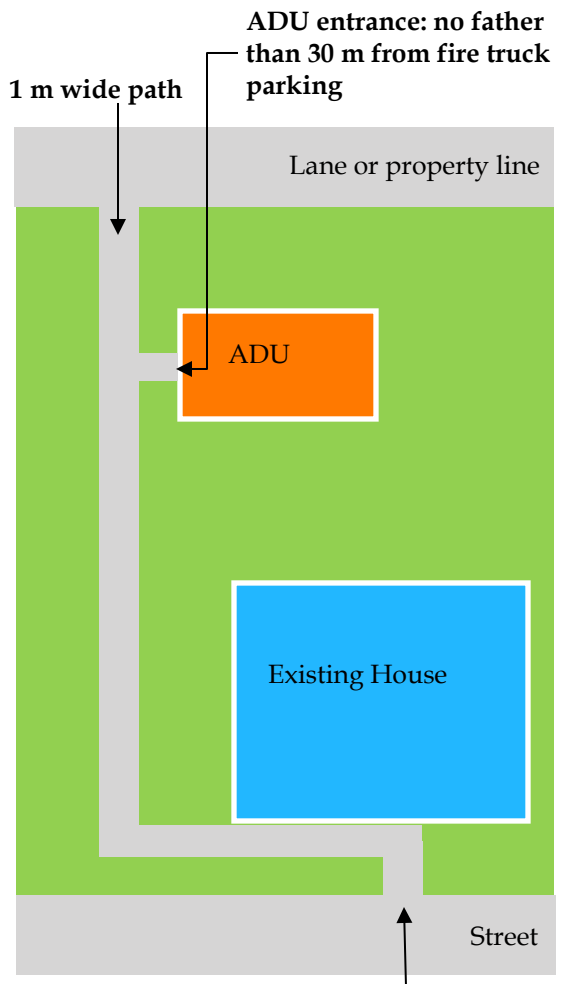




## Access

The way you access your ADU is up to you. It can be by foot, by car, via lane way, via path or by a driveway.

Regardless of how you configure your lot, emergency access regulations requires that there be a path from the ADU to the street or laneway that is lighted and clear of obstructions.



Nearest street parking position for fire engine

- The distance required to walk from the front street curb to the primary entrance of the ADU shall not exceed 30m.
- A clear and unobstructed path of a minimum width of 1 meter shall be available and accessible from the street to the entrance of the ADU.
- Path will be a consistent hard surface as to not delay emergency responders.
  - No sudden drop offs
  - Exterior lighting to illuminate pathway
  - If there is a fence, a gate is required for access. Can not be locked.
  - Path shall be kept clear of snow and debris.
- Civic address must be legible and displayed as to be visible from the street to which the civic address is assigned.
- ADU will have an exterior light at every entrance.

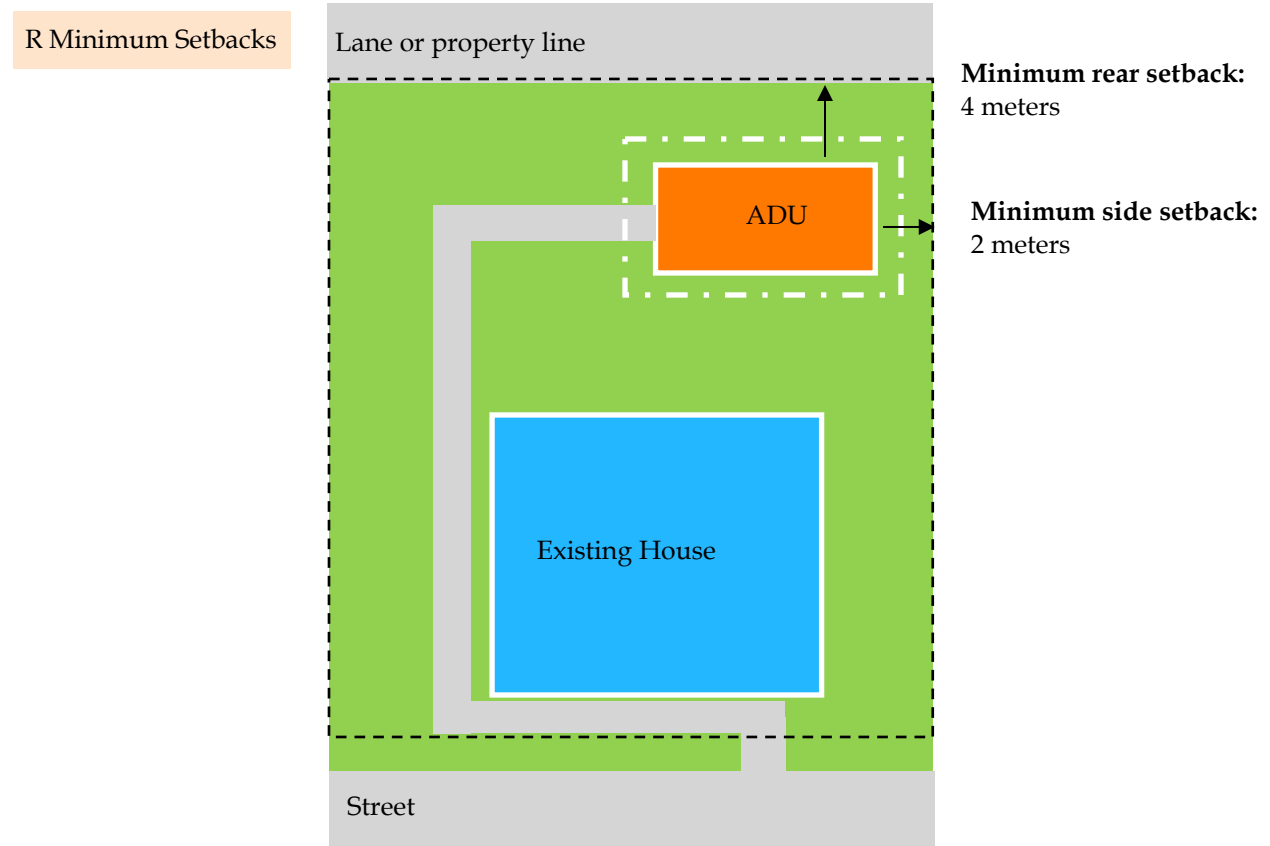


## Location on the Lot

An ADU does not have to be next to a lane, it does however have to be located in the rear yard. There are minimum setback requirements that stipulate how far the ADU must be from each of your property lines.

There are some exceptions for existing non-conforming structures. For example, if you would like to convert an existing building into an ADU you may be able to do this even if it is too close to the property lines.

ZONE	TYPE	MINIMUM SETBACK
<b>R</b>	Front lot line	N/ A must be in rear yard
	Rear lot line	4 meters from rear property line
	Side lot line	2 meters from side property line
<b>RR</b>	Rear lot line	7 meters from rear property line
	Side lot line	2 meters from side property line



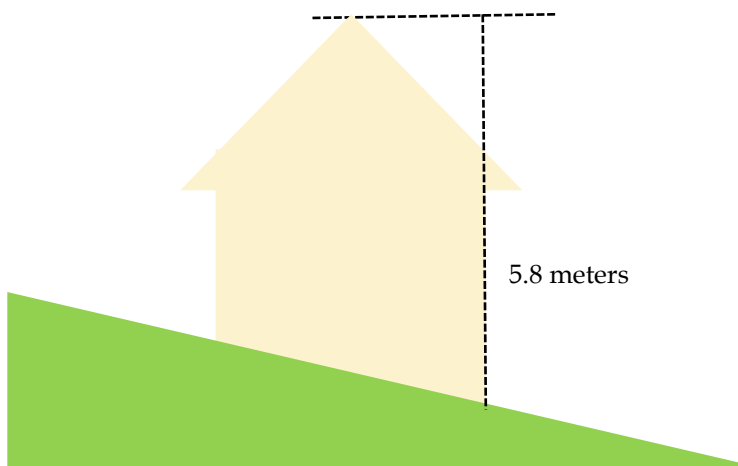




## Height

The Village of Hazelton defines building height as the vertical distance from the average finished grade, measured at the perimeter of a building or structure to the highest point of the building or structure and excludes chimneys, aerials, antennae, steeples and service structures having an area of not more than 10% of the area of the principal building.

Maximum height for an ADU in both the R and RR zones is 5.8 meters.



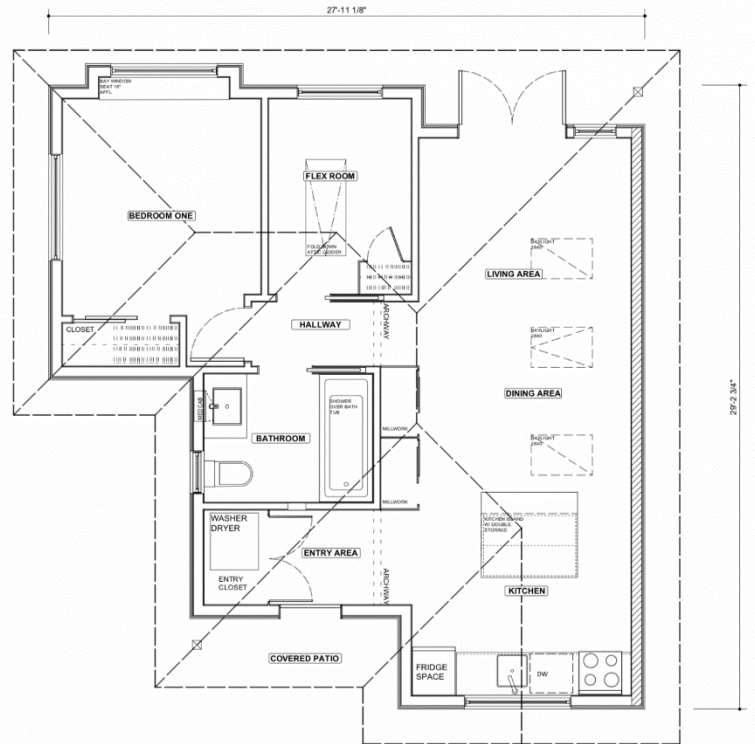
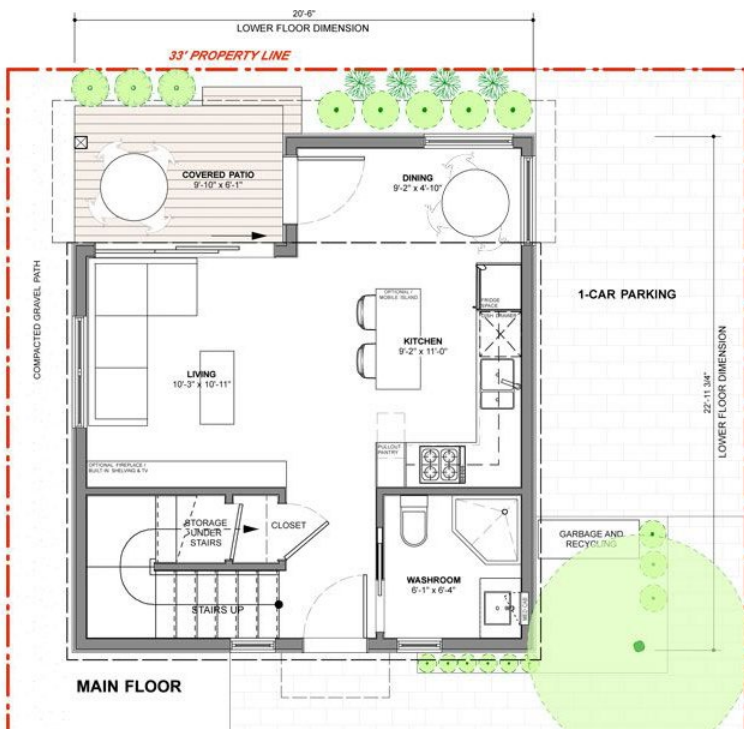


# Size

An ADU in the Village of Hazelton will be a maximum of 90m<sup>2</sup> (968.8 ft<sup>2</sup>).

All ADU's must be placed on a permanent foundation.

Below are two examples of floor plans that fit within the size requirement. In addition, your ADU could have a second storey.



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## Resources and Contact info

[BC Building Code](#)

[Village Website](#)

[Village Bylaws \(zoning, development, building\)](#)

Building permit applications are available at Village Office:

4310 Field Street  
Hazelton BC  
V0J 1Y0  
[Info@hazelton.ca](mailto:Info@hazelton.ca)  
Phone: 250-842-5991

# Village of Hazelton

4310 Field Street  
Hazelton BC  
V0J 1Y0

Phone: 250-842-5991  
Fax: 250-842-5152

Email: [info@hazelton.ca](mailto:info@hazelton.ca)  
Website: <https://hazelton.ca/>



**THE CORPORATION OF THE VILLAGE OF HAZELTON**

**BYLAW NO. 518, 2021**

*A Bylaw to amend Zoning Bylaw No. 478, 2015*

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WHEREAS the Council of the Village of Hazelton has adopted Zoning Bylaw No. 478, 2015;

AND WHEREAS the Council deems it necessary to amend Bylaw No. 478, 2015 to include Accessory Dwelling Units;

NOW THEREFORE the Council, in open meeting assembled, enacts as follows:

1. THAT Section **1.0 Definitions** be amended by adding the following:

**Accessory Dwelling Unit** means a detached structure that contains one dwelling unit as its primary purpose and which is incidental and ancillary to the principal building, structure or use on the lot and is located on the same lot or site as the principal building or structure. Accessory Dwelling units are subject to Section 3.17;

**Short Term Rental Unit** means any dwelling unit intended to be rented for periods of less than 30 days. These include rentals listed on online platforms such as Airbnb and VRBO.
2. THAT Section **3.0 General Provisions** be amended by adding the following, to immediately follow subsection 3.16:

**3.17 Accessory Dwelling Units**  
Accessory Dwelling Units, where permitted, shall comply with the following:

  - (a) An Accessory Dwelling Unit shall not be strata titled;
  - (b) An Accessory Dwelling Unit shall have a maximum gross floor area of 90 m<sup>2</sup> (968.8 ft<sup>2</sup>);
  - (c) An accessory Dwelling Unit shall not be used as a short-term rental unit;
  - (d) No lot shall have more than one Accessory Dwelling Unit;
  - (e) An Accessory Dwelling Unit shall be sited on a permanent foundation;
  - (f) An Accessory Dwelling Unit shall not include a secondary suite;
  - (g) An Accessory Dwelling Unit shall be sited within a required rear yard;
  - (h) An Accessory Dwelling Unit shall satisfy the requirements of Building Bylaw no. 501, 2019 and all other associated bylaws, regulations, and codes;
  - (i) Primary access for an Accessory Dwelling Unit shall be constructed no farther than 30 m (98 ft) from an operational public street or laneway and must have a path to that street or laneway that is lighted and clear of obstructions;
  - (j) Operational Accessory Dwelling Units shall be connected to municipal water and sewer systems.
3. THAT Section **5.1.1 Residential (R) Zone – Permitted Uses** be amended by adding the following:
  - g) Accessory Dwelling Units
4. THAT Section **5.1.2 Maximum Building Height** be amended by adding the following:
  - c) Accessory Dwelling Units 5.8 metres (19.0 feet)
5. THAT Section **5.2.1 Rural Residential (RR) Zone – Permitted Uses** be amended by adding the following:
  - g) Accessory Dwelling Units

6. THAT Section **5.2.2 Maximum Building Height** be amended by adding the following:
  - c) Accessory Dwelling Units 5.8 metres (19.0 feet)
7. This Bylaw may be cited for all purposes as the "Village of Hazelton Zoning Amendment (Accessory Dwelling Unit Regulation) Bylaw No. 518, 2021".

READ A FIRST TIME THIS 11TH DAY OF MAY, 2021.

READ A SECOND TIME THIS 11TH DAY OF MAY, 2021.

PUBLIC HEARING HELD ON THE 8TH DAY OF JUNE, 2021.

READ A THIRD TIME THIS 8TH DAY OF JUNE, 2021.

ADOPTED THIS 13 DAY OF JULY, 2021.

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER