



# **SECOND DWELLING GUIDE & APPLICATION**

## **SECOND DWELLING APPLICATION**

Second Dwelling approval is required when the owner of a property wishes to continue occupying the existing dwelling on the subject property while a new dwelling on the same property is being constructed. Following the completion of the new dwelling, the pre-existing dwelling, must be demolished or removed from the site within a specified period of time after occupancy is granted for the new dwelling.

### **SUBMISSION REQUIREMENTS**

A professional, full-size Site Plan or Plan of Survey, (and one reduced 11" X 17" site plan) is required to accompany the Second Dwelling Application upon submission, and should include the following criteria; (Please note that all drawings should be presented in **metric** units).

- Parcel of land subject to the application including any easements
- Dimensions, size, and building setbacks of all existing and proposed buildings/structures
- Site statistics including percentage of building coverage, percentage of landscaped open space, height of buildings and gross floor area of buildings
- Ingress and egress
- Roads, driveways, utilities, watercourses, trees/vegetation and other natural or man made features
- Location of well and septic reserve area and setbacks

### **OTHER AGENCIES HAVING JURISDICTION**

The following agencies have jurisdiction over certain planning matters and may require additional information which could result in additional fees should a detailed review become necessary.

#### Region of Durham

- Municipal water and sewer services
- Entrance permits, road widenings and easements as they relate to Regional Roads

#### Ministry of Transportation

- Entrance permits, road widenings and easements as they relate to the corridor control areas for Provincial Highways

Governing Conservation Authorities having Jurisdiction within the Township:

- Central Lake Ontario Conservation Authority (CLOCA)
- Kawartha Region Conservation Authority (KRCA)
- Lake Simcoe Region Conservation Authority (LSRCA)

## **RECYCLING OF MATERIALS**

The Township requires to the greatest extent possible, the salvage of any re-usable or recyclable building materials generated from the demolition of the pre-existing dwelling, for use in construction of the new dwelling. Such materials include; wood, drywall, brick, metals, insulation, electrical and plumbing materials, siding, roofing, etc. It is strongly encouraged that any recyclable materials which cannot be used in the new dwelling are donated to a charitable organization such as Habitat for Humanity.

## **PROCESS**

The following outlines the steps in the Second Dwelling Application process concerning the agreement between the Township and the Applicant:

- Agreement is prepared by the Township after application has been circulated and reviewed by Township Staff and external agencies
- Approval of agreement by Committee and Council
- Formal execution of agreement by all parties and collection of financial securities
- Agreement registered on title
- Financial requirements at building permit stage (determined by scope of project)
  - Collection of development charges
  - Collection of cash-in-lieu of parkland

## **RELEASE OF FINANCIAL SECURITY**

Securities shall be partially reduced or fully released only upon the submission of a written request from the applicant. The request must directly address the completion of all conditions contained within the Second Dwelling Agreement, and as-built drawings for the new dwelling must be included with the submission. Staff must then perform a site visit, to determine that the pre-existing dwelling has been completely removed from the site.



# APPLICATION FOR SECOND DWELLING APPROVAL

## Office Use Only

Date Received  
File No.  
Roll No.  
Receipt No.

Date Deemed Complete

## Other Submission

Regional Official Plan	No <input type="checkbox"/>	Yes <input type="checkbox"/>	File No.
Township Official Plan	No <input type="checkbox"/>	Yes <input type="checkbox"/>	File No.
Site Plan Approval	No <input type="checkbox"/>	Yes <input type="checkbox"/>	File No.
Land Division	No <input type="checkbox"/>	Yes <input type="checkbox"/>	File No.
Minor Variance	No <input type="checkbox"/>	Yes <input type="checkbox"/>	File No.

I/We hereby submit an application for Second Dwelling Approval to the Corporation of the Township of Scugog, in respect of the lands hereinafter described.

### 1. FEE SCHEDULE

The following application fee must be submitted with the application:

\$1,905.00 payable to the Township of Scugog

In addition to the fee mentioned above the following fees are also required:

\$287.00 payable to the Region of Durham Health Department

### 2. SUMMARY OF PROPOSAL:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 3. CONTACT INFORMATION

APPLICANT (PRIMARY CORRESPONDANT): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**AUTHORIZED AGENT:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**REGISTERED OWNER(S):** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**ALL COMMUNICATIONS TO BE FORWARDED TO: (Check one only)**

APPLICANT       AGENT       OWNER

**4. DETAILS OF SUBJECT PROPERTY**

**LOCATION/DESCRIPTION OF SUBJECT PROPERTY:**

MUNICIPAL ADDRESS: \_\_\_\_\_

LEGAL DESCRIPTION: \_\_\_\_\_

ASSESSMENT ROLL #: \_\_\_\_\_

**DIMENSIONS OF ENTIRE PROPERTY**

LOT AREA: \_\_\_\_\_ AVERAGE FRONTAGE: \_\_\_\_\_

AVERAGE DEPTH: \_\_\_\_\_

**SERVICES (Check one in each category)**

Water Supply:	Municipal	Existing	<input type="checkbox"/>	Proposed	<input type="checkbox"/>
	Private Well	Existing	<input type="checkbox"/>	Proposed	<input type="checkbox"/>
Sewage Disposal:	Municipal	Existing	<input type="checkbox"/>	Proposed	<input type="checkbox"/>
	Private	Existing	<input type="checkbox"/>	Proposed	<input type="checkbox"/>
Storm Drainage:	Open Ditch	Existing	<input type="checkbox"/>	Proposed	<input type="checkbox"/>
	Curb/Gutter	Existing	<input type="checkbox"/>	Proposed	<input type="checkbox"/>

Other (specify) \_\_\_\_\_

Road Access: Municipal  Street Name: \_\_\_\_\_

Regional  Street Name: \_\_\_\_\_

Provincial  Street Name: \_\_\_\_\_

Private  Street Name: \_\_\_\_\_

**5. EXISTING AND PROPOSED USE OF SUBJECT LANDS**

**EXISTING LAND USE DESIGNATION**

SCUGOG OFFICIAL PLAN: \_\_\_\_\_

REGIONAL OFFICIAL PLAN: \_\_\_\_\_

**PROPOSED LAND USE (if applicable)**

SCUGOG OFFICIAL PLAN: \_\_\_\_\_

REGIONAL OFFICIAL PLAN: \_\_\_\_\_

**ZONING BY-LAW 14-14 CATEGORY**

CURRENT: \_\_\_\_\_

PROPOSED (If applicable): \_\_\_\_\_

**EXISTING DWELLING**

NUMBER: \_\_\_\_\_ YEAR BUILT: \_\_\_\_\_

TYPE OF CONSTRUCTION: \_\_\_\_\_

HEIGHT: \_\_\_\_\_ m

LOT COVERAGE OF EXISTING BUILDINGS/STRUCTURES: \_\_\_\_\_ %

LOT COVERAGE OF ALL BUILDINGS/STRUCTURES: \_\_\_\_\_ %

GROUND FLOOR: \_\_\_\_\_ m<sup>2</sup> SECOND FLOOR: \_\_\_\_\_ m<sup>2</sup>

THIRD FLOOR: \_\_\_\_\_ m<sup>2</sup> BASEMENT/CELLAR: \_\_\_\_\_ m<sup>2</sup>

**PROPOSED DWELLING**

NUMBER: \_\_\_\_\_

TYPE OF CONSTRUCTION: \_\_\_\_\_

HEIGHT: \_\_\_\_\_ m

LOT COVERAGE OF PROPOSED BUILDINGS/STRUCTURES: \_\_\_\_\_ %

LOT COVERAGE OF ALL BUILDINGS/STRUCTURES: \_\_\_\_\_ %

GROUND FLOOR: \_\_\_\_\_ m<sup>2</sup> SECOND FLOOR: \_\_\_\_\_ m<sup>2</sup>

THIRD FLOOR: \_\_\_\_\_ m<sup>2</sup> BASEMENT/CELLAR: \_\_\_\_\_ m<sup>2</sup>

6. **ANTICIPATED PERIOD OF TIME REQUIRED FOR COMPLETION OF NEW DWELLING AND DEMOLITION OF EXISTING DWELLING:** \_\_\_\_\_  
\_\_\_\_\_

7. **IN AN EFFORT TO DIVERT WASTE FROM REGIONAL LANDFILL SITES, WHAT BUILDING MATERIALS ARE BEING PROPOSED FOR RE-USE OR RECYCLING:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. **AUTHORIZATION OF PROPERTY OWNER FOR AGENT TO MAKE THE APPLICATION:**  
If the Applicant/Agent is NOT the Owner(s) of the property that is the subject of this application, the written authorization of the Owner(s) that the Applicant/Agent is authorized to make the application, must be included with this application, or the Authorization set out below must be completed.

I/We \_\_\_\_\_ am/are the Owner(s) of the property that is the subject of this Second Dwelling Application and I/we authorize \_\_\_\_\_

\_\_\_\_\_ to make this application on my/our behalf.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**9. AUTHORIZATION OF OWNER FOR DISCLOSURE OF PERSONAL INFORMATION**

I/We \_\_\_\_\_ am/are the Owner(s) of the property that is the subject of this Second Dwelling Application and I/we, for the purposes of the Freedom of Information and Protection of Privacy Act, consent to the disclosure of any personal information provided in the processing of this application, under the Planning Act, to any person or public body.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**10. AFFIDAVIT TO BE SIGNED IN THE PRESENCE OF A COMMISSIONER**

I/We \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_, do solemnly declare that:

I/We enclose herewith the non-refundable fees for this application and agree to pay any further costs which may be determined by the Council of the Township of Scugog (i.e. legal, planning engineering, etc.). In addition, depending on the nature of the application, a Financial Agreement with the municipality may be required to cover the cost of consulting services rendered to the Township in conjunction with the processing of this application. I/We also agree to reimburse the Township of Scugog for any costs which may be incurred before the Ontario Land Tribunal and/or awarded by that Board arising as a result of this application; and

All above statements contained within and any information submitted with this application are true and I/We make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of "The Canada Evidence Act".

**DECLARED** before me at the

\_\_\_\_\_ of \_\_\_\_\_

in the \_\_\_\_\_ of \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
Signature of Applicant or Agent

\_\_\_\_\_  
A Commissioner, etc.

\_\_\_\_\_  
Signature of Applicant or Agent