The Laneway and Carriage House Program

The City of New Westminster permits the development of laneway and carriage houses on many single detached dwelling properties.

These housing forms contribute to the amount and diversity of rental housing available in the city. Laneway and carriage houses offer more privacy and independence than secondary suites.

Laneway and carriage houses must meet development permit guidelines, zoning regulations and Building Code regulations.

Thinking of Building?
If you are considering building a laneway or carriage house:

1. Contact the Planning Division and confirm that the zoning on your property allows a laneway or carriage house. (See City Contacts on the last page).

2. Set up a pre-application meeting at which time a Planner can discuss with you the requirements and approval process for building a laneway or carriage house, and answer any questions you may have. Information about the application process and requirements are provided in the following pages.

What is a Laneway or Carriage House?

Laneway and carriage houses are compact, detached, ground oriented dwellings located in back yards.

Laneway houses are located on properties that have access to a lane. Carriage houses are located on properties without lanes.

Laneway and carriage houses can be used for family or as rental units but cannot be sold separately or used for short term rentals (like a bed and breakfast).
Application Review Process

Both a Development Permit and a Building Permit are required prior to building a laneway or carriage house.

Before you do anything:

1. **Preliminary Inquiry:** Anyone interested in building a laneway or carriage house should Contact the Planning Division to determine if a laneway or carriage house is permitted on their property (i.e. has proper zoning).

2. **Pre-Application Meeting:** Anyone interested in building a laneway or carriage house must book a meeting with a Planner to discuss the project. A preliminary sketch (with approximate dimensions and scale) showing the proposed location of the laneway or carriage house should be brought to the meeting (this sketch does not need to be done by a professional).

When you are ready to make a development application:

3. **Hire Professionals to Prepare Drawings and Submission Materials:** Applicants must prepare drawings that include building and landscape design to the specifications noted on the following pages. At this stage, servicing (i.e. water, sanitary, electrical) capacity assessment of the property by the applicant’s plumber and electrician must be conducted.

4. **Development Permit Application:** Applicants should contact the Planning Division to make an appointment before submitting an application. A Planner will be assigned to manage the application at this stage. A **Tree Removal Permit** and, if required, Heritage Alteration Permit applications must also be submitted a this time.

5. **Development Permit Review:** The Planner will review the application for compliance with the development permit guidelines and Zoning Bylaw. The application will also be circulated to other City departments (i.e. Building, Engineering) for review and comment. Feedback will be provided to the applicant from the Planner regarding any required revisions to the application.

6. **Consultation:** Once the application sufficiently meets the guidelines and requirements, the applicant must consult with adjacent neighbours. *(See consultation requirements on the following page.)*

*(Review process is continued on following page.)*
7. **Finalize Plans**: The applicant must submit finalized Development Permit plans. Additional revisions may be requested up until approval.

8. **Development Permit Approval**: Final approval of the application will be considered by the Director of Development Services. Once the Development Permit is approved, a refundable deposit of $5,000 for landscaping must be submitted. The Development Permit will then be registered by the City on title for the property.

9. **Building Permit Application**: Once the Development Permit has been approved the applicant must apply for a Building Permit and pay any associated Building Permit fees. Contact the Building Division to discuss the submission requirements. *(See City Contacts on the last page).*

10. **Servicing**: The applicant will enter into a Works and Services Agreement with the Engineering Department. A lane dedication or right or way, if required, will be finalized at this stage.

11. **Building Permit Issuance**: Once all building permit requirements have been met, the Building Division will issue a Building Permit.

12. **Construction and Inspections**: Once a Building Permit has been issued, construction can begin. The applicant must contact the Building Division to schedule all relevant inspections. Final Inspection for occupancy will not be granted until all other inspections, including a landscaping inspection, are complete.

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**Consultation Requirements**

As part of the application process, applicants must discuss the plans with immediate neighbours. The purpose of consultation is not to ask the neighbours whether or not a laneway or carriage house should be permitted, but to present the proposed design and discuss potential design changes that could address concerns raised by neighbours.

Consultation requires distributing a letter to neighbours, including those across the lane or rear property line. The letter should include: name and contact information of applicant, project address, site plan, building elevation drawings and 3D renderings, landscaping plan, next steps, contact information for the Planner, and a Neighbour Feedback Form.

The applicant must provide to the Planner: a copy of the letter sent, a list of all addresses that received the letter, and copies or summary of any responses or feedback forms received.

Feedback received must be discussed with the Planner prior to any changes being incorporated into the design.
Submitting a Development Permit Application

Please contact the Planning Division the day before to schedule a time to submit your application.

All design documents must be scaled appropriately to 11x17 and must be legible to staff; one paper copy and one digital PDF are required. Incomplete applications will not be accepted.

The Submission Package

1. FORMS AND DOCUMENTS

The following completed forms must be included in the submission package:

Development Permit Application Form signed by all persons whose names appear on the Title Certificate or an authorized agent. The application form will be provided at the time of submission.

A Current Title Search, including a copy of any ‘legal notations’ or ‘legal encumbrances’ registered on title which may impact the development of the site (e.g. restrictive covenants, rights of ways, easements).

A Letter of Authorization signed by the owner(s), if an applicant is applying on behalf of the owner(s) registered on the Title Certificate.

2. CONTEXT INFORMATION

The following Context Information must be provided:

A Legal Property Survey that includes the location of trees, the principal house and any other relevant buildings or structures.

A Design Rationale describing the design, how the proposed development is compatible with the context, and how the submission satisfies the design requirements of the Development Permit Area.

3. ARCHITECTURAL DRAWINGS

The architectural drawings must be scaled and dimensioned, and include the following elements:

A Statistical Table which must document:

- Required/permited and proposed setbacks;
- Floor Space Ratio (FSR) of the proposed principal house and of the laneway or carriage house;
- Proposed laneway or carriage house size, height, parking, open space dimensions, and site coverage;
- Any other pertinent design measurements.

Note in the table any element that is not in keeping with existing bylaws.

Floor Plans, of laneway or carriage house with labelled room names.

A Site Plan(s), which must depict:

- Grading, setbacks, easements, rights of way, paving and street trees;
- Ground floor plans of laneway or carriage house that show the interior-exterior relationship;
- Existing and proposed grades at the building and site perimeter;
- All parking spaces, driveways and pedestrian paths.

Coloured Elevations of all sides of the laneway or carriage house and ‘lanescape’ elevations, including the colour palette and type of proposed materials.

Sections through key parts of the building, with emphasis on sloping portions of the site, if any.

Lane or Flanking Street Context Elevations of the buildings on the site and one building on each side of the property. This could include providing streetscape or stitched together photos for panoramic views.
Coloured Perspective Drawings or rendered 3D digital model views to illustrate the form and character, and the building envelope. *(See example at right.)*

**A Sun Study** that illustrates sun access to the neighbouring property and the backyard open space at 9:00am, 12:00pm, 3:00pm, and 6:00pm for the following days throughout the year:

- Equinox (March 21 / Sept. 21)
- Summer Solstice (June 21)
- Winter Solstice (Dec. 21)

### 4. LANDSCAPE PLAN & DRAWINGS

The landscape plan and drawings must clearly illustrate the concept for the laneway or carriage house’s soft landscaping (e.g. planting) and hard landscaping (e.g. patio space and parking).

The landscape plan must also include a plant list with a graphic key, botanical and common names, sizes, and quantities. The drawings must include a layout and grading plan (including paving, existing and proposed grading, and any structures for screening views etc.), a materials plan (including lighting and site furnishings), and a planting plan (including locations).

An arborist’s report addressing the size, type and condition of all trees on the property must also be provided.

### 5. FEES AND OTHER APPLICATIONS

The Development Permit fees must be provided at the time of submission.

A Tree Removal Permit and, if required, Heritage Alteration Permit applications (and associated fees for properties in the Queen’s Park Heritage Conservation Area) must also be submitted a this time.

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**Hire a Professional Team**

**Required**
- Surveyor
- Arborist
- House Designer / Architect
- Plumber (to assess existing capacity)
- Electrician (to assess existing capacity)

**Additional**
- Heritage Assessment Professional
- Landscape Architect / Designer
- Energy Modeller
- Structural Engineer
Additional Requirements

Potential Water, Fire Suppression
Water, Storm Sewer and Sanitary
Sewer Upgrade Requirements

Contact a plumber to assess the water supply demand for the principal house and the laneway or carriage house. This will determine if the existing water supply to the property is adequate or requires up-sizing by the City.

Based on site conditions a fire protection sprinkler system may be required. If so, the services of a fire protection professional engineer will be required to design the system. As part of the design, the engineer will have to take into account the total water supply demand for the water and fire protection systems, and the available water supply from the City to determine the size of the combined water service to be installed by the City.

Individual City sanitary and storm sewer connection will be required to be separated. If not already separated new connections must be installed from the mains to the property line by the City. Please contact the Engineering Department to determine if the services at the property line have been separated and that current service elevations will accommodate gravity drainage from the laneway or carriage house.

Utility Fees

An annual utility fee equivalent to 50% of the principal dwelling water and sanitary charge will be charged for the laneway or carriage house. This is in addition to any utility fees charged for secondary suites. Unlike secondary suites, there is no exemption process for utility fees for unoccupied laneway or carriage houses.

Electric Utility

The electric service connection will be required to be underground. Each property can only have one service connection from the property line but can have meters for the principal house, secondary suite and laneway or carriage house.

Addressing

When a laneway or carriage house Building Permit is approved, a unit number will be assigned based on the property address. The laneway house or carriage house will always be assigned as unit #3, for example:
- Main house: 511-1 Example Ave
- Secondary Suite (if applicable): 511-2 Example Ave
- Laneway House/Carriage House: 511-3 Example Ave

City Contacts

Planning Division

To set up a pre-application meeting, or for questions about the about zoning regulations, guidelines or the Development Permit process.
Phone: 604-527-4532
Email: pnlpost@newwestcity.ca
Search newwestcity.ca: development permits

Building Division

For information on Building Code and Plumbing Bylaw requirements, and the Building Permit process.
Phone: 604-527-4580
Email: inspections@newwestcity.ca
Search newwestcity.ca: building and property improvements

Water, Sewer, & Garbage Services

For information about engineering servicing and requirements (including water, sewer, and garbage).
Phone: 604-527-4592
Email: engpost@newwestcity.ca
Search newwestcity.ca: services permit guide / garbage collection

Electrical Utility

For information about service connections, connection location and metering.
Phone: 604-527-4528
Search newwestcity.ca: electrical design and engineering

City Arborist

For information about the Tree Protection and Regulation Bylaw, and tree removal requirements.
Phone: 604-636-4318
Email: treeprotectionbylaw@newwestcity.ca
Search newwestcity.ca: tree removal permit

Energy Savings

For information about Energy Save New West, and access to energy evaluations, upgrades, rebates and incentives.
Phone: 604-515-3818
Email: info@energysavenewwest.ca
Search newwestcity.ca: Energy Save New West