



TOWN OF STRATFORD SECONDARY SUITE AGREEMENT APPLICATION

1. APPLICANT INFORMATION

NAME: _____

MAILING ADDRESS: _____

PHONE: _____

EMAIL ADDRESS: _____

2. PROPERTY INFORMATION

PID: _____ LOT # _____ CIVIC ADDRESS: _____

NAME OF LANDOWNER: _____

CHECK HERE IF SAME AS ABOVE:

PHONE: _____

MAILING ADDRESS: _____

EMAIL ADDRESS: _____

3. REQUIRED DOCUMENTATION

- SCHEDULE "A" FROM PROPERTY DEED - if you do not have a copy, Taxation & Property Records at the Provincial Government should have this available for you.
- FLOOR PLANS - Please highlight/indicate in your floor plans what spaces are to be used for the Secondary Suite, what spaces will be common spaces, and what spaces will be the Main Dwelling. All stories must be included and floor plans should be drawn to scale & dimensioned. Please note that the Secondary Suite **cannot exceed 80m² (861.11ft²) or 80% of the total floor area of the Main Dwelling, whichever is less.** All secondary suites must be built in accordance with the National Building Code of Canada; if you are unsure of code requirements for secondary suites, please reach out to our Building Official for more information.
- LETTER OF AUTHORIZATION – Allows someone other than the Landowner to apply on their behalf (may not be applicable).
- ALL RELEVANT BUILDING/DEVELOPMENT PERMITS - Please check with the Planning Department staff if you are doing renovations to ensure you don't require a permit.
- APPLICATION FEE - \$300.00 (includes registration fee)

4. NOTES

- ALL SECONDARY SUITES MUST BE RENTED FOR A MINIMUM OF A ONE MONTH PERIOD.
- THE MAIN DWELLING OF A SECONDARY SUITE MUST BE OWNER-OCCUPIED.
- WHERE A SEPARATE ENTRANCE IS PROPOSED WITHIN AN R1 OR R1L ZONE, THE ENTRANCE SHALL ACCESS FRONTAGE ON A DIFFERENT RIGHT-OF-WAY WHENEVER POSSIBLE.

DECLARATION

I HEREBY CERTIFY THAT ALL INFORMATION HEREIN, THE ATTACHED PLANS, AND OTHER ATTACHED DOCUMENTS ARE COMPLETE AND CORRECT.

NAME OF APPLICANT (PLEASE PRINT): _____

SIGNATURE OF APPLICANT: _____

DATE: _____

APPLICATIONS WILL NOT BE ACCEPTED WITHOUT FULL PAYMENT OF FEES. PAYMENTS MAY BE MADE BY CASH, CHEQUE (PAYABLE TO THE TOWN OF STRATFORD), DEBIT, VISA OR MASTERCARD. PAYMENT IS DUE AT THE TIME OF APPLICATION.

PLEASE NOTE THAT MISSING DOCUMENTS MAY CAUSE DELAYS IN PROCESSING YOUR APPLICATION.

ALL SECONDARY SUITE APPLICATIONS MUST CONFORM TO ZONING & DEVELOPMENT BYLAW #45, SECTION 8.23. "SECONDARY SUITES", BUILDING BYLAW #50, AND THE NATIONAL BUILDING CODE OF CANADA.

After your application has been reviewed and approved, **the agreement must be signed by the Landowner & witnessed by a Commissioner of Deeds & Affidavits** (available at Town Hall). The signed agreement will be sent to the Provincial Land Registry, and a registered copy will be provided to the Town & Landowner. Neighboring properties will be notified by the Town of the new secondary suite. If you have any questions regarding this application, please contact the Planning Department.