



COACH HOUSE **HOW TO GUIDE** DISTRICT OF NORTH VANCOUVER



New Housing Options for Changing Community Needs

COACH HOUSE HOW TO GUIDE

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COACH HOUSE

How to Guide

INTRODUCTION



What is a Coach House?

Coach houses are detached compact homes, usually built in the rear-yard of a single-family residential lot, that are smaller than the principal dwelling and incorporate sensitive design features that complement and enhance neighbourhood character. Sometimes called “laneway housing”, “backyard cottages”, “carriage homes” or “garden suites”, coach houses help to increase the diversity of rental housing choices in single family neighbourhoods. Within the District of North Vancouver context, coach houses are detached secondary suites that may not be sold separately from the main house or placed under strata title.

Need for Coach Houses

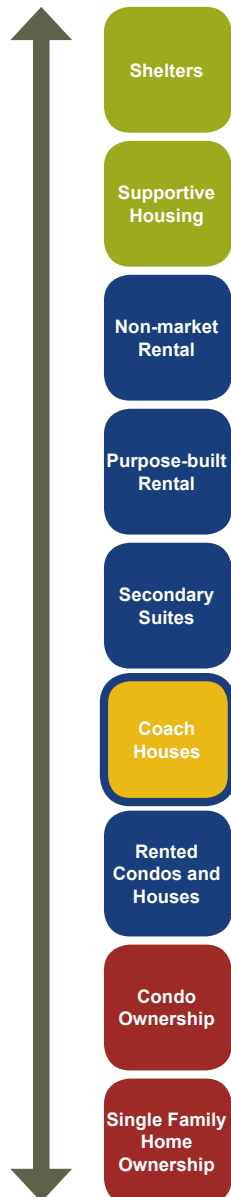
Coach housing benefits a diverse group of residents including seniors looking to downsize, inter-generational and extended families, young couples looking for a starter home, and renters looking for above-ground and liveable detached rental housing. Coach houses can provide more affordable detached, ground-oriented housing options as well as provide a source of rental income. Coach houses form part of the spectrum of available housing choices and they encourage a diverse mix of ages and incomes that contribute to community health and vitality. Land use designations and housing policies in the District’s Official Community Plan encourage consideration of coach houses. At the same time, current market and other forces including low rental vacancy rates, high land values, large single family lots, and a growing population of seniors have sparked increased interest in this form of housing for some residents.

Gradual Entry Approach

The District is taking a controlled and gradual entry into coach house development. This approach enables the small scale introduction of coach houses within the District while providing an opportunity for monitoring, review and adjustment, as needed, after several years of implementation. Under this approach, coach house applicants need to: satisfy a number of site eligibility requirements and development criteria, engage with and gather feedback from adjacent neighbours, and obtain a **Development Variance Permit (DVP)**. District staff will process inquiries and review development applications while final approval of the DVP rests with District Council.



Potential role for Coach Houses as part of the range of housing choices and needs in the District



“How to Guide” Overview

This Coach House How to Guide offers homeowners, designers and builders step-by-step assistance with: assessing site eligibility and evaluating potential costs for coach house development; understanding the development permit application process; and applying the coach house development and design criteria to ensure best management practices in building design. This document is organized as follows:

1 Step by Step Approach

Step 1: Site Eligibility and Cost Considerations – Provides measures to self-assess lot eligibility for coach housing as well as potential costs involved in coach house development.

Step 2: Inquiry and Design Development – Outlines steps to begin early conversations with staff and adjacent neighbours about potential coach house development.

Step 3: The Application and Approvals Process – Outlines the steps involved in the Development Variance Permit application process including neighbourhood notification.

Step 4: Building Permit and Next Steps – Refers to the Building Permit stage and next steps

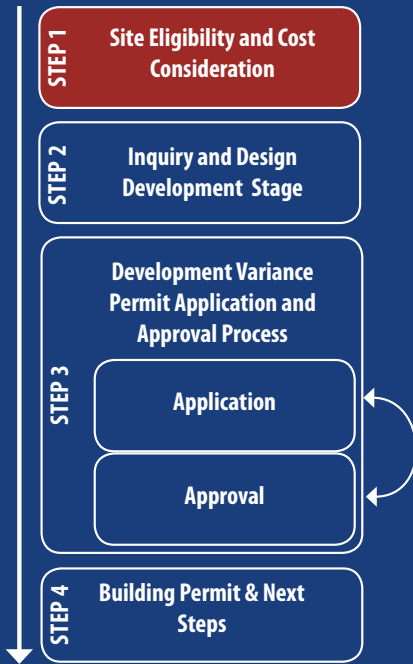
2 Coach House Development and Design Criteria – Provides an illustrated guide to detailed development and design criteria that must be integrated into coach house design.

3 Coach House Design/Siting Scenarios – Provides a sample of development scenarios that meet the coach house development criteria.

4 Frequently Asked Questions

5 Coach House Resources – Offers additional resources for designing and building coach houses, and relevant contacts.

1 STEP-BY-STEP APPROACH



STEP 1 Site Eligibility and Cost Consideration

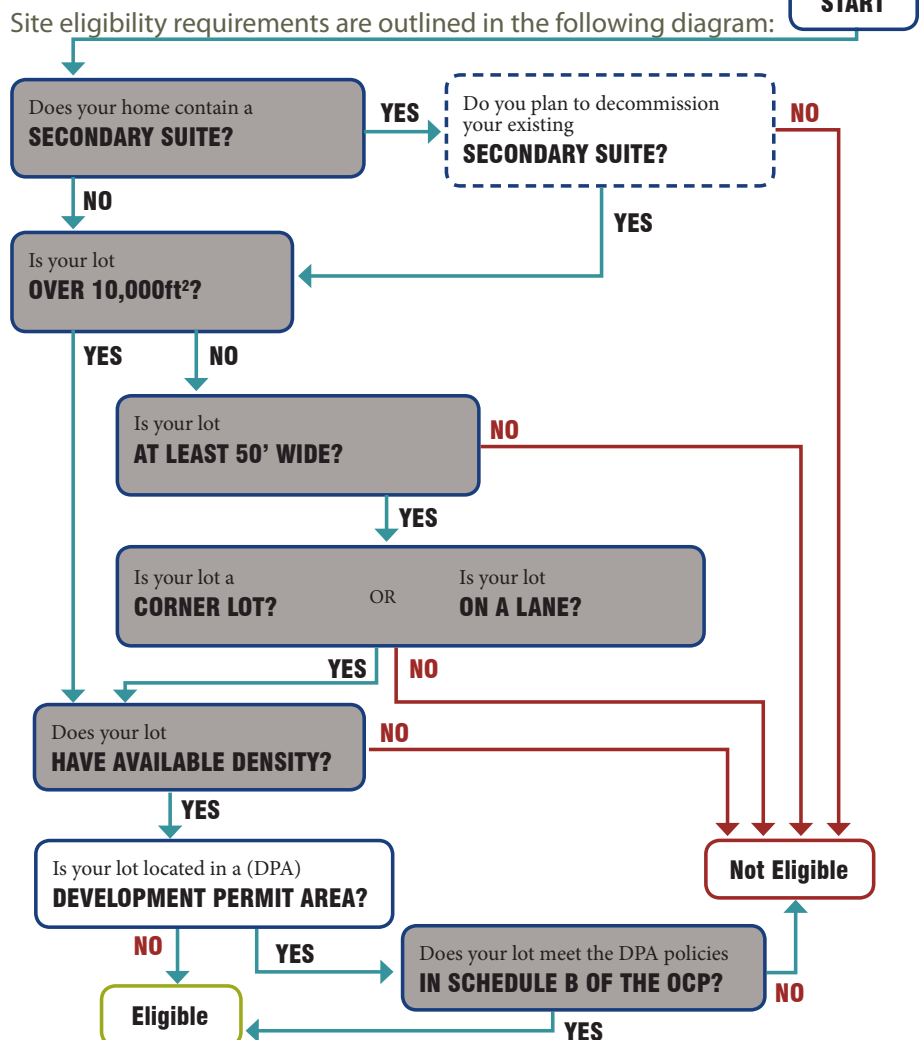
Two key factors prospective applicants should consider before proceeding with a coach house project are site eligibility and cost.

Site Eligibility

The “gradual entry approach” establishes minimum lot size requirements in order to ensure there is adequate space on a single family zoned lot for a coach house and additional parking.

To be eligible for a coach house, the single family lot must satisfy all the following property requirements:

1. The lot size must be greater than 929m² (10,000 square feet) in size OR be a minimum of 15m (50 feet) in width provided that the lot:
 - has access to an open lane or
 - is a corner lot.
 2. There is no existing secondary suite attached, or detached from the principal dwelling (existing secondary suites will need to be decommissioned in order to permit the coach house).
 3. There is available or unrealized density under the existing zoning to enable Coach House development, such that the combined density of the principal dwelling and the Coach House does not exceed the maximum allowable density for that zone. (Note: If you are unable to determine the available density on the lot, an architect or designer may need to be retained to produce new building plans.)
 4. The proposal must meet the Development Permit Area Policy of Schedule B in the OCP if applicable (For more information visit www.dnv.org/dpa.)
- Please be aware that some sites may not be suitable for coach house development.**





Cost Consideration

Once you have determined that your lot is eligible, you will need to investigate the cost and feasibility of building and servicing a coach house on your property. Development application fees, site servicing, construction costs, and environmental permits can drive up the cost of coach house development and constrain development potential on certain lots. For example, an application that involves multiple variances, a building permit, and environmental permits, if necessary, can cost over \$3,000 for permits and fees alone.

If your property is located within a **Development Permit Area (DPA)**, a Development Permit (DP) or a formal letter of exemption from the District may be required as part of the application process. The DP application process typically involves the preparation of reports and surveys by qualified professionals and can add additional costs to a project. If you have questions about any of the DPAs, please contact Sustainable Community Development at dpa@dnv.org. It may be best to schedule an appointment with staff to review your case.

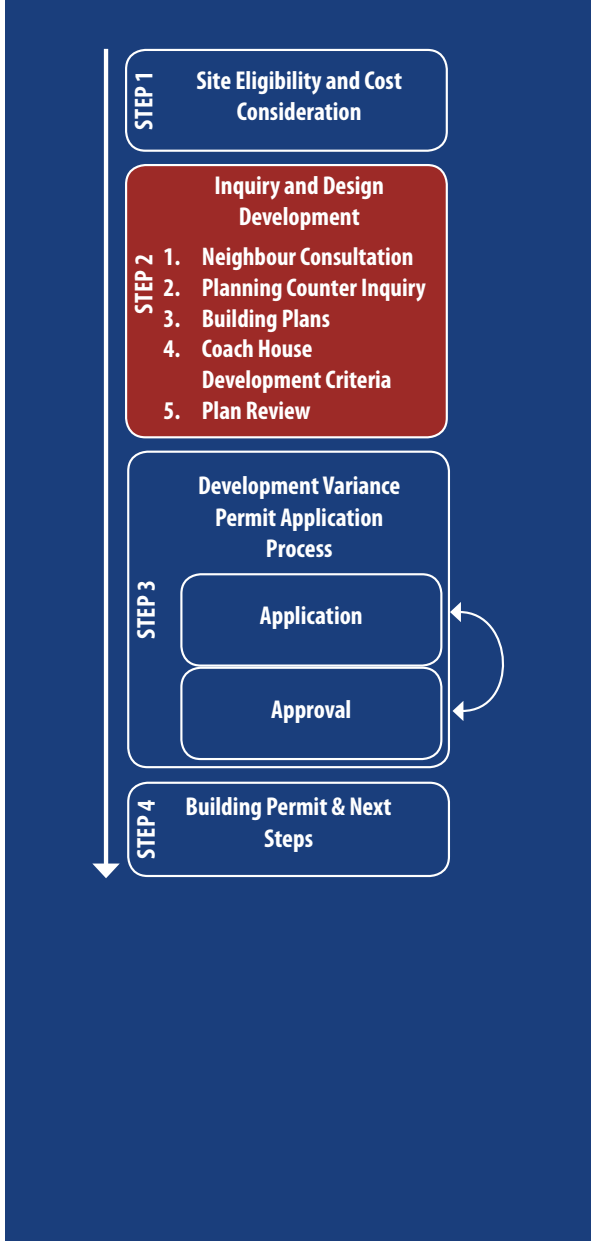
Site servicing costs, which can include installing new connections to the water, sanitary, storm, hydro, and gas networks can range between \$12,000 and \$65,000 (or significantly more) depending on upgrading requirements, location of existing services and connection points, soil conditions and topography. If you are unsure of your property's existing service connections, please check www.geoweb.dnv.org or contact the Engineering Service Request line at (604) 990-2450 for more information.

The typical cost of construction for coach houses, including both hard and soft costs of permits, building plans, landscaping and construction, can vary between \$250 and \$300 per square foot depending on the types of materials involved and site conditions.

The following chart summarizes the potential site servicing, permit fee and construction costs involved in building a coach house:

Potential Coach House Development Costs (based on 2015 fees, charges, and estimated costs for a 968ft² building)

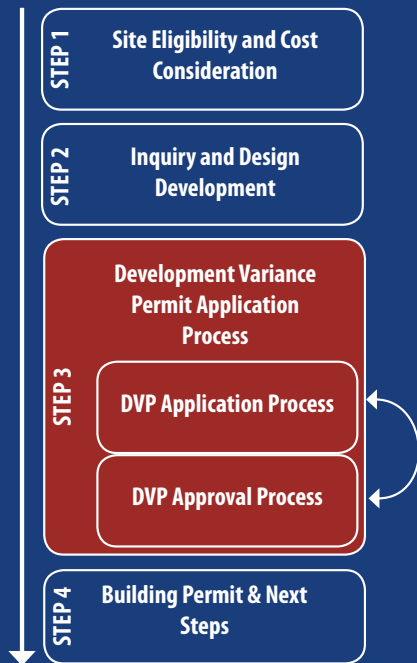
DNV Site Servicing Costs (Varies depending on existing services and site conditions)		
Water		\$3,000 - \$10,000
Sanitation		\$2,000 - \$20,000
Storm		Variable
Other Site Servicing Costs (Varies based on location and existing services)		
Hydro (BC Hydro)		\$5,000 - \$15,000
Gas (Fortis)		\$25 and up
Construction Costs		
\$250 - \$300/ft ²	968ft ²	\$250,000 - \$300,000
DNV Fees and Charges		
Development Variance Permit Fees	3 Variances or less 4 Variances or more	\$645 \$940
Building Permit (may include environmental permits)	Approximately 1.5% of total construction cost	\$3,750 - \$4,500
Total Estimated Costs		\$275,000 and up



STEP 2 Inquiry and Design Development

If you have determined that a coach house is feasible on your property, you can meet with District Planning staff to discuss how to begin the design phase of your project.

1. **Consult with Adjacent Neighbours:** Applicants are advised to discuss their coach house proposal with adjacent neighbours to identify potential concerns (privacy, sunlight, etc.). Applicants are also encouraged to prepare a map and summary of neighbours' comments for submission with the DVP application.
2. **Planning Counter Inquiry:** Applicants are advised to discuss their coach house project with staff at the Development Planning counter on the main floor at District Hall. If your property is located within a DPA, a separate permit may be required and would be processed concurrently with the DVP. Although a site survey and detailed plans are not necessary at this point, you will need a basic site plan that shows the proposed location of your coach house.
3. **Building Plans:** Applicants must obtain a copy of the building plans for their house at District Hall. If plans are unavailable, a designer or architect must be contracted to produce new plans in order to calculate the floor space of the principal dwelling and to determine if there is space available on the lot to accommodate a coach house.
4. **Design Development:** The coach house proposal is expected to conform to the good neighbour development criteria outlined in **Part 2** of this document and the regulations in the District of North Vancouver Zoning Bylaw. Since coach houses are secondary suites, they will require a variance to be located in an accessory building, detached from the principal dwelling. Any additional deviations from the Zoning Bylaw regulations will require additional variances (note: variances should be kept to a minimum whenever possible). The designer or architect must summarize the variances and the overall density proposed for the lot in a zoning table for confirmation by a Plans Reviewer under **Step 6**.
5. **Planning Review Meeting:** Prior to making a formal DVP Application, applicants must make an appointment with a development planner to confirm that their application package is complete (see Development Variance Permit Information Brochure for more details on submission requirements). If the package is incomplete or the proposal does not meet



design requirements, revisions may be required prior to submission. If the package is complete, the planner will forward it on to a Plans Reviewer who will confirm the overall density proposed for the lot, determine the extent of variances required and their costs, and prepare a zoning compliance checklist. After the plans review has been completed, the planner will notify the applicant and advise them when to proceed with the formal DVP application.

STEP 3

Development Variance Application Permit and Approval Process

Once an applicant has determined that their lot is eligible for a coach house, consulted with their neighbours, obtained building plans for their main house, and confirmed that there is available density on their property, they can proceed with a DVP application. A DVP is required because it enables the secondary suite to be located within an accessory building. It also enables District staff to work with applicants to ensure the proposal fits well within its context, is sensitive to the neighbouring properties and provides an opportunity for neighbours to comment on coach house applications.

All coach house applications will be evaluated using zoning regulations of the single family zone in which that the property is located (see the District of North Vancouver Zoning Bylaw).

The DVP process for coach houses is outlined below. On average this process takes approximately 14 weeks from the date of submission to complete, although this may vary depending upon the complexity of the application and if additional information or changes to the application are required.

DVP Application

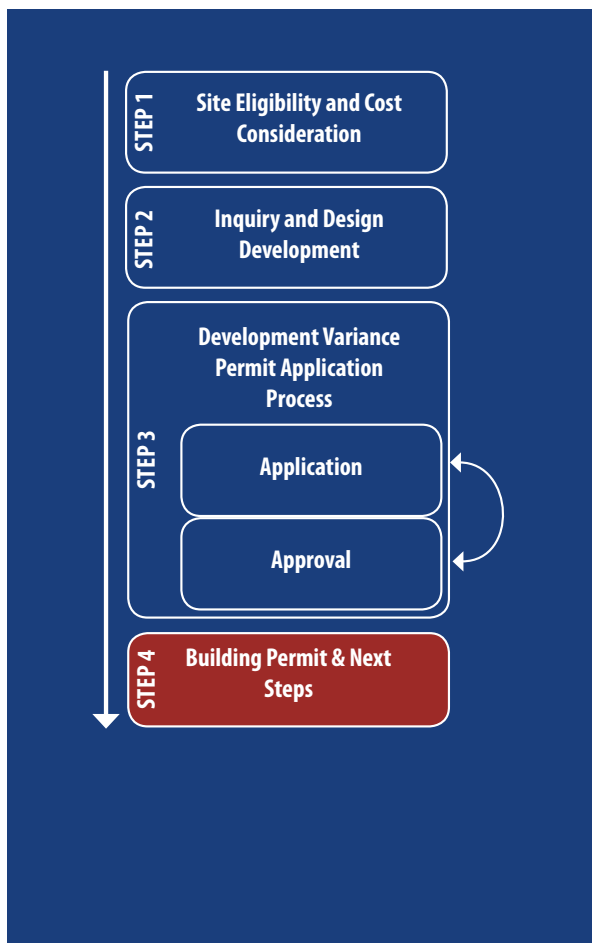
1. **DVP Application:** The planner will inform the applicant of the DVP costs and then invite them to submit the DVP application.



2. **Neighbour Notification:** Community Planning will send a formal notice to adjacent residents advising them that a DVP application for a coach house has been submitted. The same notice will be sent to the nearest Community Association for review and comment to the District;
3. **Revisions:** Applicant may be required to revise the plans or provide additional information to respond to staff or community concerns.
4. **Council Report:** A report to Council will be prepared by the Community Planning Department which outlines the coach house proposal and includes comments received from staff departments, neighbours, and the Community Association. The staff report also makes a recommendation on the application.
5. **Council Meeting Notification:** Notices are sent by the Clerk's Office to the adjacent neighbours and community associations advising them when Council will consider the DVP proposal. The notice will include:
 - Reduced plans with required variances highlighted;
 - A brief description of how and when individuals can provide feedback.

Approval Process

Following notification and neighbour response, Council will consider both how the application complies with the Coach House Design and Development Criteria and how it addresses neighbourhood feedback. Council may approve the DVP application, defer the item for further discussion or reject the application.



STEP 4 Building Permit and Next Steps

Following issuance of a DVP, the applicant is required to obtain a Building Permit prior to commencement of construction. Applicants are advised that compliance with the British Columbia Building Code is mandatory and that Engineering Department approval for site services will be required.



2 COACH HOUSE DESIGN AND DEVELOPMENT CRITERIA

Secondary suites are permitted in all single family residential neighbourhoods. Under certain conditions, as discussed in this guide, the location of the secondary suit may be varied to create a “coach house”. These variances are expected to take place on an incremental basis over many years. Development and design criteria in this How to Guide provide direction to respect and respond to the scale and character of neighbouring properties and the principal dwelling on the subject lot. They also provide a framework against which all coach house applications will be evaluated before issuance of a DVP.

Coach house general guiding principles:

- Provide a livable, above grade alternative form of rental housing in single family zones
- Be smaller than the principal dwelling
- Employ sensitive design features to respect neighbouring properties and to complement and enhance neighbourhood character
- Respect the natural environment and existing significant trees and landscape features
- Exhibit high quality design and green building practices that improve energy efficiency and reduce building-generated greenhouse gas emissions
- Enhance and improve the frontage to any adjacent lane
- Provide sufficient useable onsite parking

Detailed Criteria

2.1 Location on the Lot

Coach house location is sensitive to site context, natural features on the property and existing development on adjacent properties.

- A. The coach house should generally be located in the rear yard except:
 - on double fronting lots;
 - to address unique site conditions including the size, shape, and slope of the lot;
 - to address natural features such as significant trees, ecosystems and the District of North Vancouver Natural Hazard and Environmental Protection Development Permit Areas.
- B. The coach house should be sensitive to existing development on adjacent properties to minimize over-viewing and shadowing.
- C. The coach house location should be directly accessible from a street or lane.

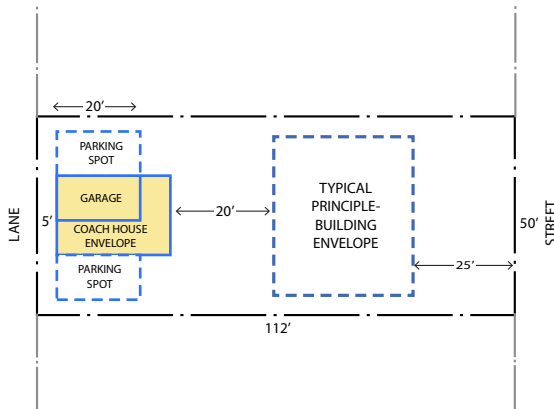


Fig. 2.0: Typical Coach house siting and setbacks
ex. 50' x 120' lot with coach house in rear

2.2 Setbacks

Setbacks provide livability for coach house tenants, harmony with adjacent properties and the greater neighbourhood, and minimize the impact of new development (See Fig. 3.0).

- A. For one storey coach houses, there should be a minimum setback of 1.22m (4 ft.) between the coach house and the side lot lines and for two storey coach houses, there should be a minimum setback of 2.44m (8 ft.) between the coach and the side lot lines;
- B. There should be a minimum building separation of 6.07m (20 ft.) between the coach house and the principal house including porches and balconies;
- C. There must be a minimum setback of 1.52m (5 ft.) between the accessory coach house and the rear lot line;
- D. On corner lots, there should be a minimum setback of 3.05m (10 ft.) from the flanking street;
- E. For two storey coach houses, the upper storey building face fronting a lane or rear lot line should be set back minimum of 3.0m (10 ft.) from the rear property line;
- F. Bay windows of up to 0.46m (1.5 ft.) are allow to project into setback area, but can be no wider than 1.83m (6 ft.) in width.

Fig. 2.1: Example of a two-storey Coach House with one enclosed parking and two uncovered parking spaces



2.3 Maximum Size

The maximum permitted coach house size ensures there is adequate living space for tenants and protects character of the neighbourhood.

- The coach house unit size is limited by the maximum floor space permitted in the Single-Family Residential Zone in which it is located less the amount of floor space of existing dwelling unit;
- The maximum floor space for a coach house, according to lot size, is:

Permitted Coach House Size

Lot Size	Max Coach house size
557.4 – 650.3m ² (6000 – 7000 sq. ft.)	68.37m ² + 21.56m ² garage (736 sq. ft. + 232 sq. ft. garage)
650.3 – 743.2m ² (7000 – 8000 sq. ft.)	80.64m ² + 21.56m ² garage (868 sq. ft. + 232 sq. ft. garage)
743.2m ² (8000 sq. ft.) and greater	90m ² + 21.56m ² garage (968 sq. ft. + 232 sq. ft. garage)

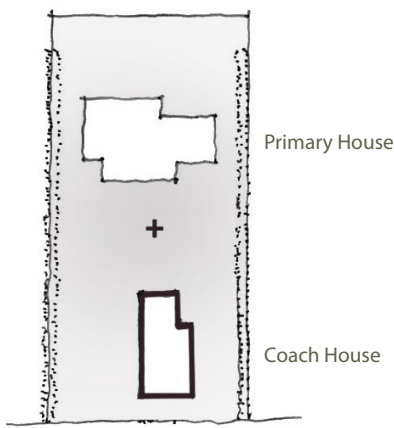


Fig. 2.2 Coach house position on lot

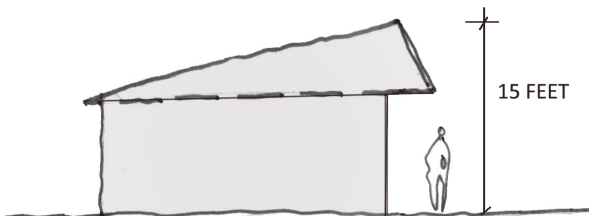


Fig. 2.3: 15 foot one storey coach house

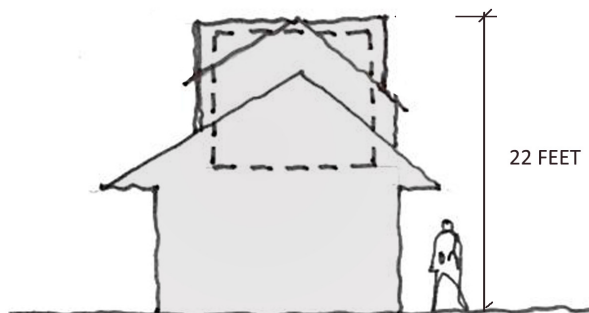


Fig. 2.4: 22 foot two storey coach house

- In the case of rooms having ceilings greater than 3.66m (12 ft.) above the level of the floor below, that area above 3.66m (12 ft.) shall be counted as if it were an additional floor level for the purpose of determining the total floor area of a building to be included in the calculation of floor space ratio;
- Crawlspaces under 1.22m (4 ft.) and areas under sloped ceilings up to 1.22m (4 ft.) in height are not counted as floor space;
- Porches and verandas of up to 4.6m² (50 sq. ft.) are not counted as floor space (additional floor space must be available within overall FSR of the property);
- Basements are not permitted.

2.4 Maximum Building Coverage

Maximum building coverage ensures that coach house designs maximize open space on the lot and reduce storm water runoff.

The total combined lot coverage for all buildings on the property should not exceed a maximum of 40%.

Note that the floor space ratio of the principal house and lot coverage may limit the potential size of the accessory coach house.

2.5 Maximum Building Height

The maximum height provision provides for living space on the second floor of the coach house building and minimizes over-viewing of the adjacent properties.

- A one storey coach house should not exceed a maximum height of 4.57m (15 ft) measured from the building height base line to the topmost part of the building; (See fig. 2.3)
- A two storey coach house should not exceed a maximum height of 6.71m (22 ft.) measured from the building height base line to the topmost part of the building; (See fig. 2.4)
- The upper storey is limited to 60% of the total floor area beneath it (including garages and carports) (See fig. 2.5).

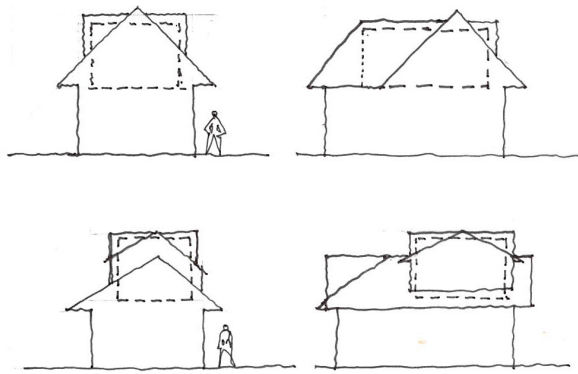


Fig. 2.5: Example of coach house with nested second floor

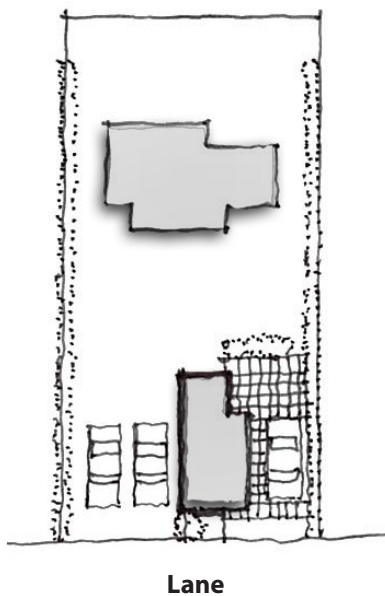


Fig. 2.6: Dedicated coach house parking separate from parking for principal dwelling

2.6 Roof Design

The roof design should diminish the apparent height and massing of the coach house, harmonize with the roof of principal dwelling and provide opportunities for natural light.

- Roof designs should be respectful and sympathetic to the roof of the principal dwelling on the lot;
- Floor space on the second storey (no more than 60% of the floor beneath it) should be contained within the massing of a sloped roof (see fig. 2.4);
- Flat roofs may require a lower height and should be designed to mitigate the appearance of a two storey building;
- Dormers and secondary roof components should be positioned and proportioned to remain secondary to the primary roof form (see fig. 2.5);
- Dormers on the upper storey should remain small in order to maintain building a roof proportions.

2.7 Parking and Driveways

Coach house design must ensure there is adequate and useable onsite parking and seek to minimize storm water runoff (see also 2.12).

Required Parking stalls

- Three onsite parking spaces are required (two for the principal dwelling and one for the exclusive use of the coach house unit) and are encouraged in open stalls and in a non-tandem configuration;
- A maximum of one enclosed stall in the coach house building is permitted up to a maximum size of 21.6m² (232 sq. ft.).

Parking Access and Location

- Parking must be provided in the rear yard of the lot with direct access from an open lane, where one exists (See fig. 2.6) (Streets and Traffic Bylaw);
- Where there is no lane, parking access from the street must be via a shared driveway with the principle dwelling;
- Where the lot is on a corner and is not served by a lane, direct vehicle access should be by a driveway from the lowest classification of street;
- A 0.46m (1.5 ft) landscaped setback is typically required adjacent the side property line for unenclosed parking spaces. Non-invasive species of ground cover or grass should be considered.

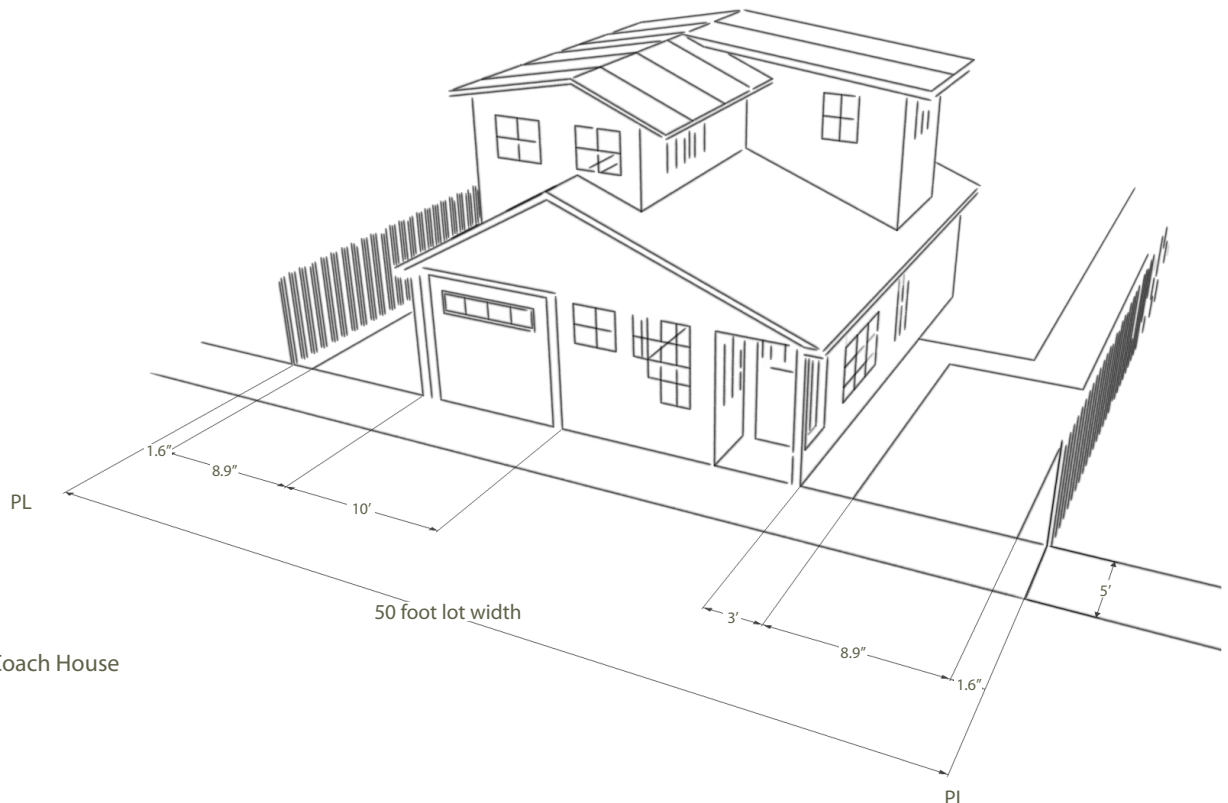


Fig. 2.7: Example of a two Story Coach House

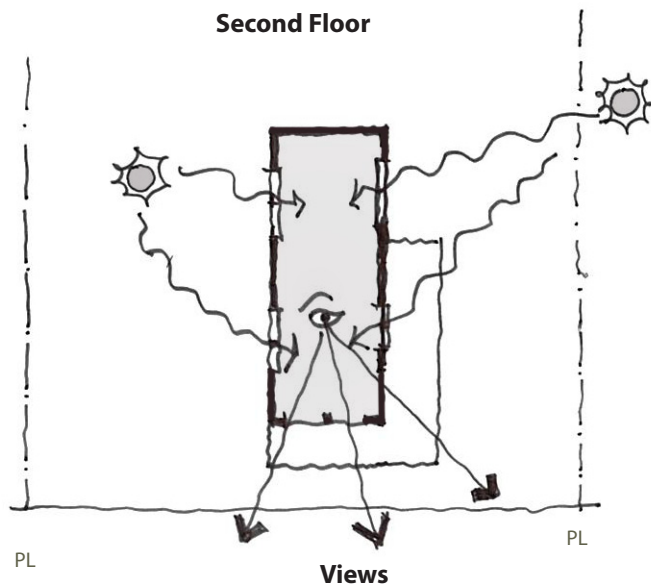


Fig. 2.8: Second floor views to lane and solar exposure

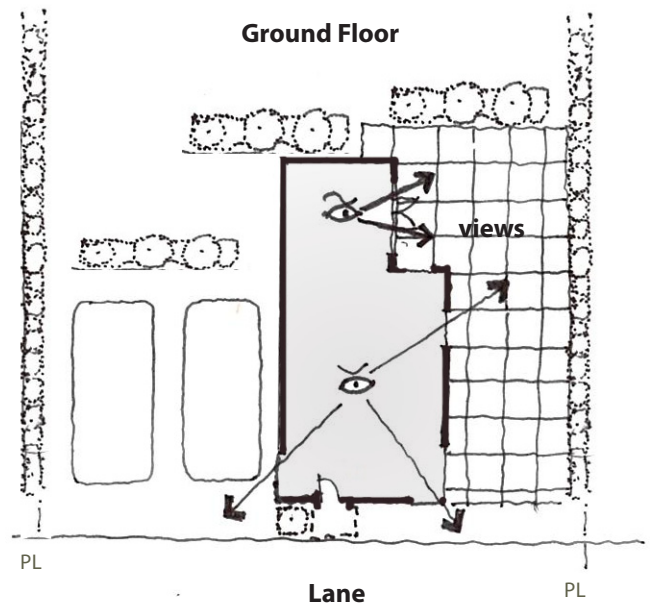


Fig. 2.9: First floor views to private space

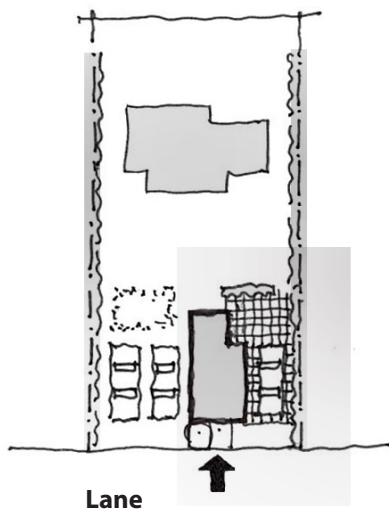


Fig. 2.10: Primary entrances oriented to street / lane

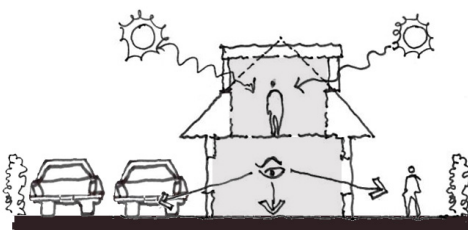


Fig. 2.11: Views and Solar exposure



Fig. 2.12: Outdoor private space

2.8 Identity, Access and Privacy

To create a relationship to the street and to maximize surveillance of the public realm, the coach house should have good visibility and be easily accessible from a street or lane.

- The primary entrance should be oriented to a street or lane whenever possible and provide a generous amount of window openings to encourage a visual connection between the coach house unit and the street (see fig. 2.10);
- All entrances should be designed to provide weather protection and can include such features as recessed entries, front porches and verandas (see fig. 2.12);
- Secondary entrances should not be dominant, but should be easily accessible and convenient to access via adjacent parking areas;
- A minimum 1.0 metre (3.28 feet) clear pathway for emergency access must be provided from the sidewalk or roadway located at the front of the property and the rear lane, where they exist to the front door of the coach house.

To minimize over-viewing and to protect the privacy of the coach house tenants, the size and placement of windows should be sensitive to adjacent neighbours and topography.

- The coach house orientation, and sizing and placement of windows should be sensitive to adjacent properties and topography (see fig. 2.9);
- Upper level windows facing side-yards and gardens should be limited to and/or designed to increase privacy and reduce overlook of neighbouring properties. The use of skylights, clerestory windows, or obscured glazing should also be considered (see fig. 2.8).

2.9 Architectural style

The design of the coach house should be respectful of and complementary in quality and character of detail to the principal dwelling.

2.10 Green Building Features

To foster the conservation and efficient use of energy and to reduce building-generated greenhouse gas emissions, coach house designs are encouraged to incorporate green building features as outlined in the District of North Vancouver's Green Building Policy.



2.11 Outdoor Space

This provision aims to ensure adequate usable outdoor living space for coach house tenants.

- A. Usable private outdoor space that is separate and distinct from the principal dwelling should be provided at grade to allow for outdoor seating. The minimum dimensions should be 1.8 m x 2.5 m with a minimum area of 4.5 m² (48 sq. ft.);
- B. Balconies and decks on the second floor will only be considered where the impact to adjacent properties is minimized.

2.12 Landscaping

Coach house landscape design should consider retaining mature vegetation and include new landscaping to maximize privacy, protect ecosystems, and reduce storm water run-off.

- A. Existing significant trees, vegetation and natural features should be protected and incorporated into the coach house development through innovative design and siting in accordance with District's Development Permit Areas and other environmental regulations;
- B. Landscaping is encouraged along the rear lot line facing the lane;
- C. Outdoor living areas should be defined and screened for privacy with hard and soft landscaping, architectural elements such as trellises and, where appropriate, changes in grade;
- D. External mechanical equipment and utility meters should be located on a side or back wall of the coach house, and any visual or noise impacts on adjacent properties should be avoided where possible.

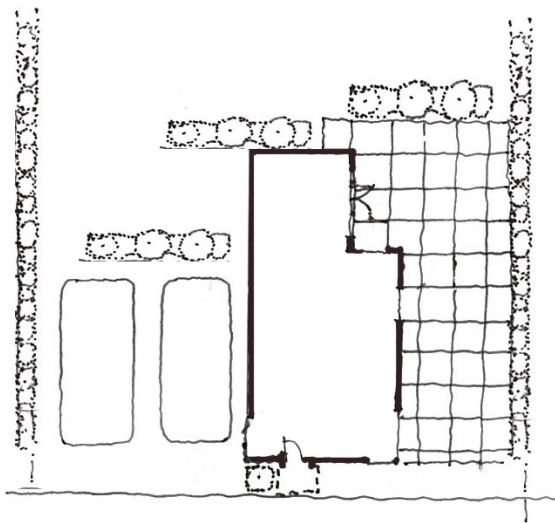


Fig. 3.13: Landscaping maximizes privacy

Designs for driveways, patios and parking stalls should minimize storm water run-off through the use of permeable paving materials that enable rainwater runoff to infiltrate into the ground. Rainwater runoff from roofs and other hard surface areas should be retained in rain gardens, bio-swales, or rock pits to facilitate natural rainwater filtration.

2.13 Accessibility/Adaptability

One storey coach house units are encouraged to follow the District of North



Vancouver's Accessible Design Guidelines to provide flexibility to enable aging in place and to make units more adaptable to the current and/or future needs of residents.

2.14 Servicing

Servicing and off-site improvements will be determined through the District of North Vancouver Development Servicing Bylaw No. 7388, 2005, the District of North Vancouver Waterworks Regulation Bylaw No. 2279, 1958, and the District of North Vancouver Sewer Bylaw No. 6656. In addition to potential public service improvements, on-site private improvements may be required to satisfy applicable codes and standards.

- A. Only one connection for sanitary, storm and water services will be permitted per lot;
- B. A water meter may be required;
- C. A new sanitary and storm inspection chamber is required on the property if one does not already exist;
- D. Site conditions may require additional works to conform to the District of North Vancouver Development Servicing Bylaw No. 7388, 2005;
- E. Off-site improvements might be required.

2.15 Waste and Recycling

- A. All garbage and recycling cans should be screened and secured within an enclosed and wildlife resistant structure;
- B. Garbage and recycling cans may be integrated into the design of the coach house building with no internal access up to maximum of 2.3m² (25 sq. ft.) and will not be counted towards floor space (additional floor space must be available within overall FSR of the property);
- C. A single location per lot for the pickup of garbage and recycling cans for principal house and coach house should be designated.

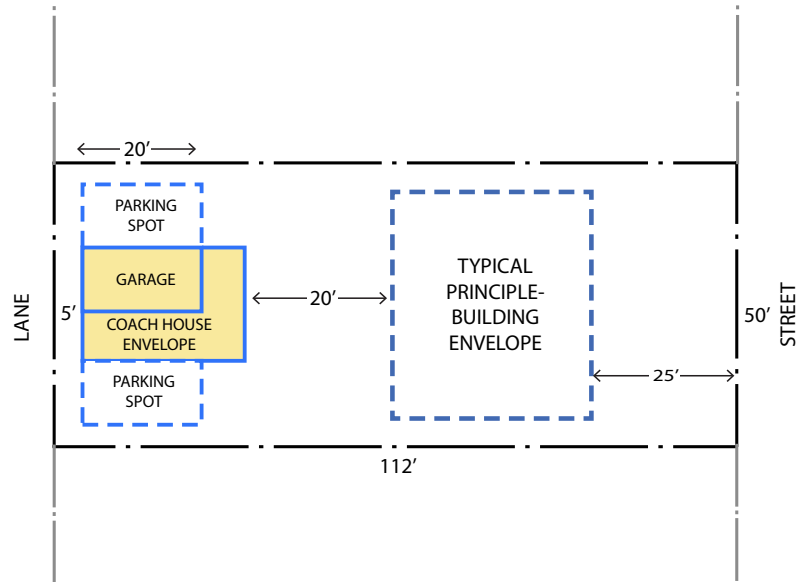
2.16 Tenancy

- A. The registered owner of the lot must occupy, as his/her principal place of residence, either the principal dwelling unit or the coach house unit;
- B. The coach house cannot be strata-titled.

3 POTENTIAL COACH HOUSE SITING SCENARIOS

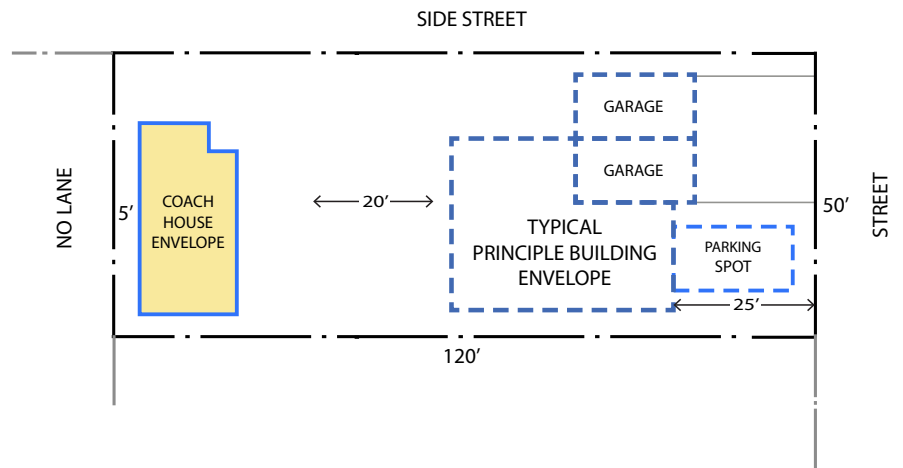
50' x 112' Lot

- access from lane
- two open parking stalls
- one enclosed parking stall
- open stalls straddle CH



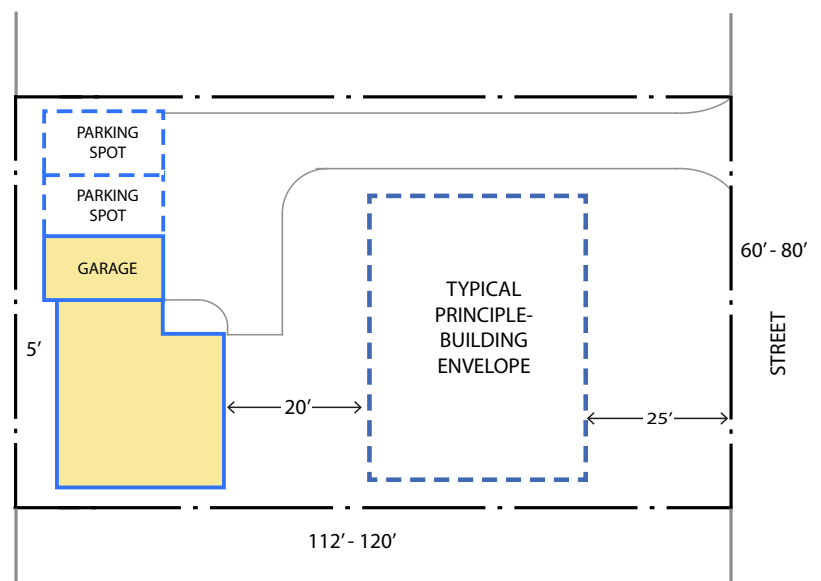
50' x 120' Lot

- two enclosed parking stalls in garage attached to principal dwelling unit
- one open parking stall with access from flanking street



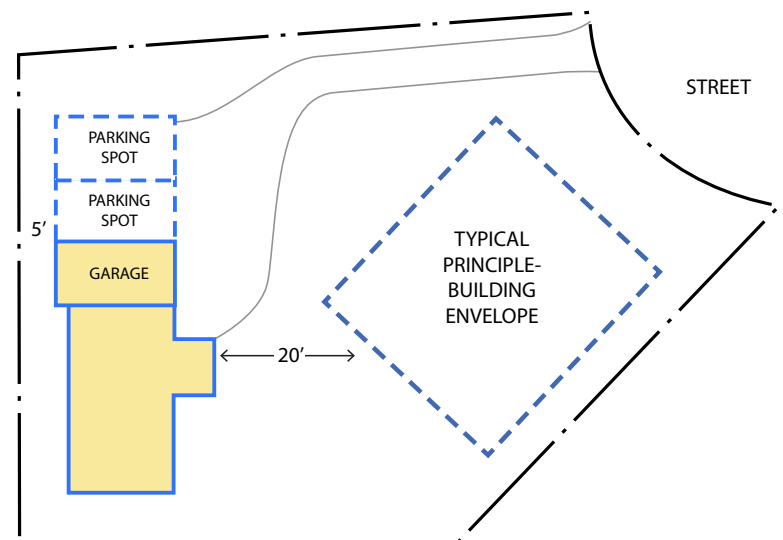
Large Lot - No Lane

- access from street at front of the lot via shared driveway
- one enclosed parking spot in CH
- two open stalls in rear of yard



Large Lot / No Lane/ Cul-de-sac Entrance

- access from street at front of the lot via shared driveway
- one enclosed parking spot in CH
- two open stalls in rear of yard



4

FREQUENTLY ASKED QUESTIONS

1. **Can a secondary suite and a Coach House exist on the same property?** No. A property owner will have the option of either a secondary suite OR a Coach House, but not both.
2. **Can the Coach House be sold as a separate strata lot?** No. Coach Houses are intended to be rental housing and may not be stratified.
3. **Can both the principal dwelling and the Coach House be rented?** No. The property owner must live in either the principal dwelling or the Coach House.
4. **What opportunity will there be for neighbours to provide feedback on a Coach House proposal?** As part of the District's DVP, neighbours will be notified of the proposal and provided an opportunity to submit comments on the Coach House application. This input will be considered by Council in deciding whether to approve or deny the application. Applicants are also encouraged to notify their neighbours and address any issues raised early in the development application process.
5. **How will parking and traffic be managed to avoid neighbourhood impacts?** Each Coach House application will be required to provide one additional on-site parking space for use by Coach House residents. Under the proposed approach, the District anticipates a very small number of Coach House applications (approximately between 5 and 25 per year), and as such no noticeable increase in neighbourhood traffic is expected.
6. **How will Coach Houses be designed to respect the privacy of adjacent lots?** Respecting privacy is an important design element that any Coach House application will be required to address. Specific design criteria in a How-to Guide aim to ensure that all new Coach House proposals are sensitively designed to fit appropriately into their context and to avoid issues of overlook. For this reason, the District is proposing a maximum height of 22 ft for a 1.5-storey Coach House. Careful placement of windows and landscaping will also be reviewed. Applicants must also consult with neighbours on Coach House proposals and community feedback is considered as part of Council's decision-making.
7. **How will Coach Houses fit within the character of my neighbourhood?** Low numbers of Coach House applications are anticipated and should result in little noticeable change in single family neighbourhoods. In some cases Coach Houses will offer an attractive alternative to building a very large single family home that may be out of character with surrounding homes. Detailed design criteria and neighbourhood consultation will guide Coach House design to maintain or enhance neighbourhood character.
8. **Can a property owner convert their detached garage into a Coach House if it has access to a lane?** Converting an existing parking structure into a Coach House without District approval is considered illegal. Consideration of this conversion would need to be through the development approvals process to ensure that the lot has available density, parking and meets setback and other design and building criteria.
9. **Does having a Coach House affect property taxes?** The British Columbia Assessment Authority is responsible for determining the value of your property for tax purposes. Property taxes are divided into two parts – the value of the land and the value of the improvements. Coach Houses increase the value of the improvements on the property and therefore may result in an increase in taxes for this part of the assessment.

5 IMPORTANT CONTACTS AND RESOURCES

6.1 Contacts

Planning Inquiries OCP, subdivisions, rezoning, variances, etc.	604-990-2387
Permits Inquiry Line Building permits, plumbing, electrical, gas permits, comfort letters, secondary suites, etc.	604-990-2480
Plans Review and Inquiries Plans submissions by appointment only. Inquiries on zoning, setbacks and other related questions during the day only.	604-990-2480
Engineering Service Request	604-990-2450
Development Permit Areas & Tree Permits	604-990-2311
BC Hydro To apply for electrical service for your coach house contact BC Hydro:	1-877-520-1355
Fortis	1-800-474-6886
Metro Vancouver	604-432-6200

6.2 DNV Resources

Development Variance Permit Information Brochure

www.dnv.org/upload/pcdocsdocuments/vk9301!.pdf

The District of North Vancouver Zoning Bylaw 1965, Bylaw 3210

www.dnv.org/upload/documents/bylaws/3210.pdf

Development Permit Areas

www.dnv.org/dpa

District of North Vancouver Development Servicing Bylaw No. 7388, 2005

www.dnv.org/upload/documents/bylaws/7388-2.pdf

District of North Vancouver Waterworks Regulation Bylaw No. 2279, 1958

www.dnv.org/upload/documents/bylaws/2279.pdf

District of North Vancouver Sewer Bylaw No. 6656

www.dnv.org/upload/documents/bylaws/6656-2.pdf

District of North Vancouver's Green Building Policy

www.dnv.org/article.asp?a=5222&c=1022

District of North Vancouver's Accessible Design Guidelines

http://www.dnv.org/upload/pcdocsdocuments/2dhlp01_.pdf

District of North Vancouver GIS Website

www.geoweb.dnv.org

6.3 Professional Organizations

GREATER VANCOUVER HOME BUILDERS' ASSOCIATION

<http://www.gvhba.org>

ASSOCIATION OF BRITISH COLUMBIA CERTIFIED LAND SURVEYORS

<http://www.abcls.ca>

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

http://www.aibc.ca/pub_resources/aibc_outreach/ask_arch_faq.html

BC SOCIETY OF LANDSCAPE ARCHITECTS

<http://www.bcsla.org/consulting/roster.asp>

INTERNATIONAL SOCIETY OF ARBORICULTURE

<http://www.isa-arbor.com/home.aspx>



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