This brochure is intended for general guidance only and is not to be regarded as a right to development approval if the steps indicated are followed. Consult the Zoning Bylaw and other municipal bylaws for full requirements and procedures.

Please contact the District of North Vancouver’s Development Planning Department at planning@dnv.org or 604-990-2380 for assistance.
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APPENDIX A: ILLUSTRATIVE COACH HOUSE SITING SCENARIOS .................... 20
The District of North Vancouver’s Coach House How-To Guide provides homeowners, designers, and builders with step-by-step assistance to:

• assess site eligibility,
• identify the applicable permit process,
• identify potential costs for coach house development,
• prepare permit applications, and
• understand best practices in coach house building design.
1.1 WHAT ARE COACH HOUSES?

Coach houses are detached, compact homes, typically built in the rear-yard of single-family residential lots, and smaller than the main house. They are considered a form of rental housing, and are not permitted to be sold separately from the main house or strata-titled in the District.

Coach houses help increase the diversity of housing choices in single-family neighbourhoods, and are one type of housing in a range of possible types (Figure 1).

Coach houses may suit various ages, incomes, and housing preferences. This may include seniors looking to downsize, inter-generational and extended families, or young couples looking for detached homes in established neighbourhoods.

Figure 1: Housing Continuum shows the range of housing options in the District
2.0 FREQUENTLY ASKED QUESTIONS

Where can I build a coach house?
Coach houses are eligible on certain single-family residential lots. Tables 1 and 2 on pages 8-9 will help you determine if your lot meets the eligibility criteria.

What is the application process for a coach house?
Coach house proposals that comply with the Zoning Bylaw require a Building Permit. For coach house proposals that do not comply with the Zoning Bylaw, a Development Variance Permit (a case-by-case Council decision) is required before applying for a Building Permit. Section 3 will help you determine which application process applies to your lot and coach house proposal.

Can you tell me how much floor space (density) is available on my lot for a coach house?
You will likely need a qualified professional (e.g. architect or designer) to assist with the calculations.

Floor space of both the main house and coach house counts toward the maximum density permitted by zoning for your lot (refer to the Zoning Bylaw). The maximum permitted size of a coach house is 90m² (968 sq. ft.).

Copies of recent floorplans of the main house, if available, may be obtained from the Building Department (see Section 7: Contacts).

If floorplans of the existing main house are not available, you will need a qualified professional to produce floorplans in order to determine available density.

Does the owner need to live on the property?
Yes, the property owner must live in either the main house or the coach house.

I have a secondary suite in my house. Does this affect my coach house application?
A property may have either one secondary suite or one coach house, not both. A secondary suite must be decommissioned if you wish to build a coach house.

Where can I put a coach house on my lot?
A coach house should be located in the rear yard. A coach house proposed in the front yard would require an approved Development Variance Permit (a case-by-case Council decision).

Does a coach house need to be on the same lot as the main house?
Yes. A coach house is an accessory dwelling unit, like a secondary suite. A coach house cannot be stratified or sold separately.

What will be the address of the coach house?
A coach house must have the same address as the main house with the unit number 3, e.g. 3-355 West Queens Road. (This aids emergency response to houses by differentiating a coach house from a secondary suite, which may be unit 2.)

Will a coach house affect my property taxes?
Property taxes are based on the value of land and value of improvements (i.e. buildings). A coach house may increase the value of improvements on a property, which may result in tax increases if all else remains equal. An annual utilities charge is also applied to a property with a coach house.
3.0 ELIGIBILITY & PROCESS

Follow the steps in Tables 1 and 2 to determine if your lot is eligible for a coach house, and which application process applies to your proposal. If your lot qualifies, you may begin your application. Sections 4-6 will assist you as you develop your application.

3.1 DEVELOPMENT PERMIT AREAS

Is your lot within one or more Development Permit Areas (DPAs) (e.g. natural hazards, natural environment)? If it is, then:

- Your proposal must comply with the guidelines and requirements for the applicable DPAs, and
- You must first apply and receive your Development Permit before applying for your Building Permit.

Learn if your lot is within any DPAs, and get the requirements, online at DNV.org/DPA.

Please note that coach house siting is expected to avoid impacts to protected trees and public land.

For assistance, contact the Environment Department (see Section 7: Contacts).

3.2 BUILDING PERMIT-ONLY PROCESS

Before starting construction, applicants must obtain a Building Permit. If your coach house proposal meets all of the requirements in the Zoning Bylaw (see Section 5: Building Requirements), then you are ready to prepare and submit a Building Permit application. Building Permit application forms are available at DNV.org/buildingpermit.

Note that if your lot is within a Development Permit Area(s), you will first need an approved Development Permit (see Section 3.1).
Table 1: Lot eligibility criteria; see Section 5 for a requirements checklist with more information.

1. Does your lot meet all of the following criteria?

   A. Must be zoned Single-Family Residential (RS).
   B. Must be within the Urban Containment Boundary (UCB) in the Official Community Plan.
   C. There is no existing secondary suite or coach house on the property. Existing secondary suites will need to be decommissioned.
   D. The combined density of main house and coach house does not exceed the maximum allowable density of existing zoning.
   E. The proposal meets the applicable Development Permit Area Guidelines in Schedule B in the Official Community Plan.

   See geoweb.DNV.org for maps of Zoning, Urban Containment Boundary and Development Permit Areas.

If your lot meets all five criteria, proceed to Table 2.
2 Which type of lot do you have?

Open lane access at least 15m (49.2 ft.) wide.

Corner lot on a non-local street at least 15m (49.2 ft.) wide and at least 36.5m (120 ft.) deep.

At least 929m² (10,000 sq. ft.) with no lane access.

Corner lot on a non-local street at least 15m wide (49.2 ft.) and at least 36.5m (120 ft.) deep.

Double-fronting lot (street at both ends).

If your lot matches any of these lot types, continue below.

How many storeys is your proposed coach house?

One

You will need a Building Permit

Two

You will need a Development Variance Permit (for height), then Building Permit

You will need a Development Variance Permit (for access), followed by Building Permit

Table 2: Application process for coach houses; see Section 5 for a requirements checklist with more information.
3.3 DEVELOPMENT VARIANCE PERMIT PROCESS

If your proposal fits the Development Variance Permit (DVP) process in Table 2 (i.e. two-storey coach house or certain lots without lane access), you may apply for a DVP which is a case-by-case Council decision (see Table 3).

If your proposal has other variances, you must receive an approved DVP from Council before you can apply for a Building Permit. Note that staff evaluate DVP applications based on this guide and conformance to the Zoning Bylaw.

The DVP process gives Council the ability to assess any impacts the coach house may have on the neighbourhood.

**TIMELINE**

On average, the DVP process for coach houses takes approximately 4-6 months from the date that a complete application is submitted to when Council considers the application. The length of time depends on the complexity and completeness of the application, and conformity to the Zoning Bylaw and other applicable bylaws.

If Council approves your DVP, you may then apply for a Building Permit. You must have an approved Building Permit before construction.

Note that if your lot is within a Development Permit Area(s), you will need an approved Development Permit (see Section 3.1).
1. **Inquiry:**
   Complete the Development Variance Permit Application (Coach House) checklist (available at [DNV.org/coachhouse](http://DNV.org/coachhouse)), then contact the Development Planning Department to discuss your proposal (see Section 7: Contacts). Staff will arrange for a zoning compliance form to be completed in order to determine the variance(s).

Please note that Council will consider neighbour input when making a decision on a Development Variance Permit. **It is best to discuss your proposal early with your neighbours.**

2. **Application:**
   Submit a complete Development Variance Permit application package to the Development Planning Department.

3. **Neighbour notification:**
   Development Planning will formally notify adjacent residents, and the community association in the area (if applicable), to advise them of the application, and provide them with an opportunity to send comments to the District.

4. **Staff review and revisions:**
   Staff may request that you provide more information or revisions in response to staff or community comments or concerns.

5. **Council decision:**
   Development Planning will prepare a report to Council about the proposal, a summary of the comments received, and a staff recommendation based on how the proposal complies with this guide. Council may approve, reject, or refer the item back to staff, so you may revise your proposal (e.g. to address neighbourhood feedback).

**Table 3: Development Variance Permit Process**
4.0 COST CONSIDERATIONS

As you plan your coach house, there are a number of costs to consider. Costs can vary depending on site characteristics, which may impact the viability of a proposal. Table 4 provides a high-level estimate of some of the typical costs involved in building a coach house. Municipal costs and fees will be determined at the appropriate application stage.

<table>
<thead>
<tr>
<th>POTENTIAL COACH HOUSE DEVELOPMENT COSTS</th>
<th>(BASED ON 2020 ESTIMATES FOR A 968 SQ. FT. (90 m²) BUILDING)</th>
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<tbody>
<tr>
<td><strong>District servicing upgrade costs</strong> (varies depending on existing service conditions)</td>
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<tr>
<td>Water</td>
<td>Approx. $3,000 - $30,000</td>
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<td>Sanitation</td>
<td>Approx. $2,000 - $30,000</td>
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<td>Storm</td>
<td>Approx. $2,000 - $30,000</td>
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<tr>
<td>Other on-site or off-site requirements identified in review process</td>
<td>Varies</td>
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<tr>
<td><strong>Other servicing costs</strong></td>
<td></td>
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<tr>
<td>Hydro (BC Hydro)</td>
<td>Approx. $5,000 - $15,000</td>
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<tr>
<td>Gas (Fortis)</td>
<td>Contact your provider</td>
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<tr>
<td><strong>Construction Costs</strong></td>
<td></td>
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<tr>
<td>$250 - $400 per sq. ft.</td>
<td>Approx. $250,000 - $400,000</td>
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<tr>
<td><strong>District fees and charges</strong> (fees updated annually: refer to Fees and Charges Bylaw 6481)</td>
<td></td>
</tr>
<tr>
<td>Development Variance Permit Fees</td>
<td>3 Variances or less $722</td>
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<tr>
<td></td>
<td>4 Variances or more $1,037</td>
</tr>
<tr>
<td>Building Permit</td>
<td>Approximately 1.5% of total construction cost Approx. $3,750 - $6,000</td>
</tr>
<tr>
<td>Development Permit(s), if applicable</td>
<td>Varies depending on number of Development Permits $350 and up</td>
</tr>
<tr>
<td>Other development or environmental fees may apply</td>
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</tbody>
</table>

Table 4: Potential coach house development costs
4.1 DISTRICT SERVICING UPGRADE COSTS

District servicing costs for coach houses vary depending on upgrading requirements, location of existing services and connection points, soil conditions, and topography. New water connections, sanitary, storm, and hydro and gas networks may be required. The servicing rates for coach houses are the single-family residential rates.

To check your property’s existing service connections, check online at geoweb.DNV.org or contact the Engineering Service Request line (see Section 7: Contacts).

Servicing and off-site improvements will be in accordance with the following bylaws:

- Development Servicing Bylaw 8145
- Waterworks Regulation Bylaw 2279
- Sewer Bylaw 6656

In addition to potential public service improvements, on-site private improvements may be required to satisfy applicable codes and standards.

- Additional works may be required to conform to the Development Servicing Bylaw 8145.
- A new sanitary and storm inspection chamber is required on the property if one does not already exist.
- Off-site improvements may be required.
- Only one connection for sanitary, storm and water services will be permitted per lot. There are few circumstances where multiple connections may be considered by the Utilities Department, at its discretion.
- A water meter may be required.
- Note that privately-owned permanent structures may not be installed within the District’s right-of-ways (e.g. boulevards).

4.2 OTHER SERVICING COSTS

Additional costs are typically required for electricity (BC Hydro) and gas servicing (FortisBC). Please contact your service providers for more information.

4.3 CONSTRUCTION COSTS

Construction costs for building a coach house typically include materials, labour, permits, building plans, landscaping, and professional fees, and can vary depending on the types of materials used and site conditions.

4.4 DISTRICT FEES AND CHARGES

District fees and charges to build a coach house will include some or all of the following:

- Building Permit fees
- Development Variance Permit fees (if applicable)
- Development Permit Area fees (if applicable)
- Other development or environmental fees may be identified during review of your application
5.0 BUILDING REQUIREMENTS

This section covers the building requirements in the Zoning Bylaw and Development Permit Areas. When designing your coach house, please ensure that your proposal complies with the coach house building requirements in *Zoning Bylaw 3210*, online at [DNV.org/zoning](http://DNV.org/zoning).

REQUIREMENTS CHECKLIST

To assist you with developing your proposal, this checklist summarizes the aspects of your proposal that must comply with the Zoning Bylaw and other regulations. It is provided for general information only. Please consult the Zoning Bylaw and other municipal bylaws for full requirements and procedures. This checklist does not replace bylaws, and may not list all requirements for application or approval. The District disclaims any liability from use of the checklist.

Visit [DNV.org/zoning](http://DNV.org/zoning) to learn about the specific requirements for your lot.

<table>
<thead>
<tr>
<th>REQUIREMENTS CHECKLIST FOR COACH HOUSES</th>
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<tbody>
<tr>
<td><strong>Bylaw</strong></td>
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<tr>
<td>Zoning Bylaw, Section 502</td>
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<td>Zoning Bylaw, refer to specific RS zone</td>
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<td>Zoning Bylaw, Table 502.5</td>
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</table>
## REQUIREMENTS CHECKLIST FOR COACH HOUSES

<table>
<thead>
<tr>
<th>Bylaw</th>
<th>Topic</th>
<th>☑️ Requirement Category</th>
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</table>
| Zoning Bylaw, Table 502.5 (continued) | Lot width | ☐ Meets lot width 15m (49.2 ft.) minimum  
☐ Meets lot depth 36.5m (120 ft.) minimum (only applies to corner lots without open lane access) |
| | Siting | ☐ Meets coach house siting location (to the rear of main house) |
| | Setbacks | ☐ Meets setbacks for rear, side, separation distance between main house and coach house, flanking street (if applicable), and ocean boundary (if applicable) |
| | Size | ☐ Not exceeding maximum size of 90m² (968 sq. ft.). Note if any permitted exemptions that apply: ______________________ |
| | Height | ☐ Not exceeding maximum height (bonus height if meet Step 4 or 5 of the Energy Step Code)  
▶ **Note:** Application for a two-storey coach house must be made through the Development Variance Permit process (Council decision). See Section 3.3. |
| | Room Size | ☐ Meets living room size minimums, and bedroom size minimums |
| | Pedestrian Access | ☐ Meets pedestrian walkway dimension and requirements |
| | Outdoor Space | ☐ Meets private outdoor space dimensions and area |
| Zoning Bylaw, Table 502.5 & Part 10 | Parking | ☐ Provides three parking spaces located on your lot;  
☐ Up to one parking space may be fully enclosed within the coach house (excluding carports¹);  
☐ Meets parking space dimensions |
| Official Community Plan, Schedule B | Development Permit Area | ☐ If your lot is within one or more Development Permit Areas (DPAs): proposal complies with the guidelines for applicable Development Permit Areas. See Section 3.1.  
▶ **Tip:** Learn if your lot is within any DPAs, and get the requirements, online at [DNV.org/DPA](http://DNV.org/DPA) |

¹ At the time of publication of this Guide, the BC Building Code generally defines a carport as a parking structure where no more than 60% is enclosed. Refer to the current BC Building Code for current regulations.

**Appendix A: Illustrative siting scenarios** provides some conceptual examples of potential coach house development layouts.
6.0 BEST DESIGN PRACTICES

These best practices should be considered when designing a coach house. They promote well-designed buildings, integration with the existing neighbourhood context, and a balance between providing sensitive infill housing with privacy, views, and access to natural light.

6.1 BUILDING ACCESS

To create a relationship with the neighbourhood street, the main entry of a coach house should be visible and easily accessible from the street or lane.

A. The coach house’s 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 with the street (see Figure 4).

B. All entrances should be designed to provide weather protection with features such as recessed entries, front porches and verandas.

C. Secondary entrances should be visually secondary to the main entrance. They should be easily accessible and convenient to access from on-site parking.
6.2 VIEWS

The size and placement of windows should minimize over-viewing of neighbouring residences, and promote the privacy of the coach house tenants.

A. The coach house orientation, and sizing and placement of windows, should be sensitive to adjacent properties and topography (See Figure 4).

B. Upper level windows facing side-yards and gardens should be limited or designed to increase privacy and reduce overlooking neighbouring properties. The use of skylights, clerestory windows, or obscured glazing should also be considered (See Figures 5 and 6).

Figure 4: Views oriented to private spaces or street

Figure 5: An example of a clerestory window, which is a window that sits at the top of a wall, to increase privacy

Figure 6: Examples of obscured glazing (e.g. frosted glass) and skylights to increase privacy
6.3 LANDSCAPE DESIGN

Coach house landscape design should retain mature vegetation when possible and include new landscaping to maximize privacy, enhance ecosystems, and reduce storm water run-off.

A. Existing 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 for areas not occupied by buildings, parking, or space for garbage and recycling.

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 visual or noise impacts on adjacent properties should be avoided where possible.

E. Designs for driveways, patios and parking stalls should minimize storm water run-off through the use of permeable paving materials. Rainwater run-off from roofs and hard surface areas should be retained in rain gardens, bioswales, or rock pits to facilitate natural rainwater filtration.

6.4 ACCESSIBILITY

Are you considering a coach house for an aging family member? Are you planning to live in it when you are older? Consider adding accessible design features in your coach house, such as a level access path, lever-style door and facet handles, and turning space.

See the District’s accessible design guidelines, available at DNV.org/accessibility, to build an age-friendly home.

6.5 ARCHITECTURAL STYLE

Consider designing the coach house to be complementary in quality and character of detail to the main house and neighbourhood context.

6.6 WASTE AND RECYCLING

A. All garbage and recycling cans should be screened and secured within an enclosed and wildlife resistant structure;

B. A single location per lot for the pickup of garbage and recycling cans for the main house and coach house should be designated.
7.0 CONTACTS

Development Planning Department
For assistance with coach house enquiries and Development Variance Permits:
  planning@dnv.org
  604-990-2480

Building Department
For assistance with Building Permits:
  building@dnv.org
  604-990-2480

Engineering Department
For assistance with engineering, servicing and connections:
  eng@dnv.org
  604-990-2450

Environment Department
For assistance with Development Permit Areas and Tree Permits:
  environment@dnv.org
  604-990-2480

BC Hydro
For electricity service, please contact BC Hydro:
  1-800-224-9376

FortisBC
For electrical or natural gas service, please contact FortisBC:
  1-999-224-2710 (natural gas)
  1-866-436-7847 (electricity)
APPENDIX A:
ILLUSTRATIVE COACH HOUSE SITING SCENARIOS

These scenarios are illustrative examples of how coach houses may be sited, and are provided for information only (not to scale). Please note that if they are applied to real property, the proposal would need to be confirmed that it complies with the Zoning Bylaw and other applicable bylaws.

Lot with lane access

Corner lot with access from side street
Large lot (>10,000 sq. ft.) with no lane access

Irregular shaped large lot (>10,000 sq. ft.) with no lane access