



Accessory Coach House

Coach House Information Handout

Introduction

A guide to Coach House development in the City of North Vancouver

Coach Houses are Accessory Dwelling Units usually located at the back of the property, separate from the Principal Building. They can be used for family members or as a rental unit, but they cannot be stratified. All Lots with a zoning designation that permits One-Unit Residential (such as RS-1 and RS-2) are allowed to have one principal dwelling unit and one Accessory Secondary Suite. If the Front Lot Line is equal to, or greater than, 10 m (32.81 ft.), then a Coach House is also permitted.

Purpose of Handout

This handout is intended to provide homeowners and design professionals with general information regarding the Coach House application process, relevant Bylaws and Design Guidelines, and the means to obtain relevant information.

Disclaimer

This handout should only be used as a guide. The City of North Vancouver disclaims all responsibility for the accuracy or completeness of this document and the information contained therein. This document is provided for your convenience only, and you are advised to refer to the official documents available at City Hall for applicable regulations.

1. Application

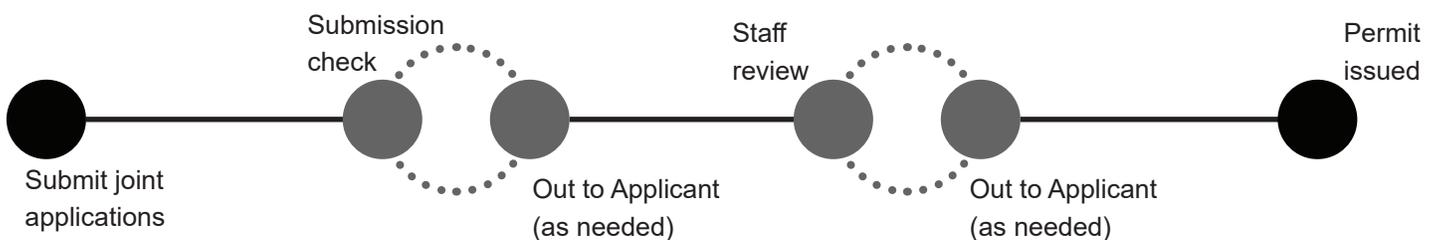
Process

In the City of North Vancouver, a Coach House requires both a Development Permit and Building Permit (submitted and processed concurrently). The permit will go through a staff review process to ensure compliance with the Bylaw requirements and Guidelines as outlined in this handout (**See Image 1 for process**).

To prepare a Coach House application, please refer to submission requirements and instructions online at: cnv.org/coachhouse

If any of the following unique site characteristics apply to your property, you may wish to reach out to the City in advance of the submission of a Coach House application via gateway@cnv.org

1. Proximity to stream or a hazardous slope area
2. Unusual Lot shapes, such as triangles
3. A Lot without Lane access
4. A Lot with a protected or recognized heritage building
5. Concern over infrastructure upgrades



◦ Submission check is to verify if all required documentation has been provided.

◦ Staff review is to confirm if the application complies with the Zoning Bylaw, Development Permit Guidelines and any other relevant policies and regulations.

Image 1: Application Process

2. Bylaws and Guidelines

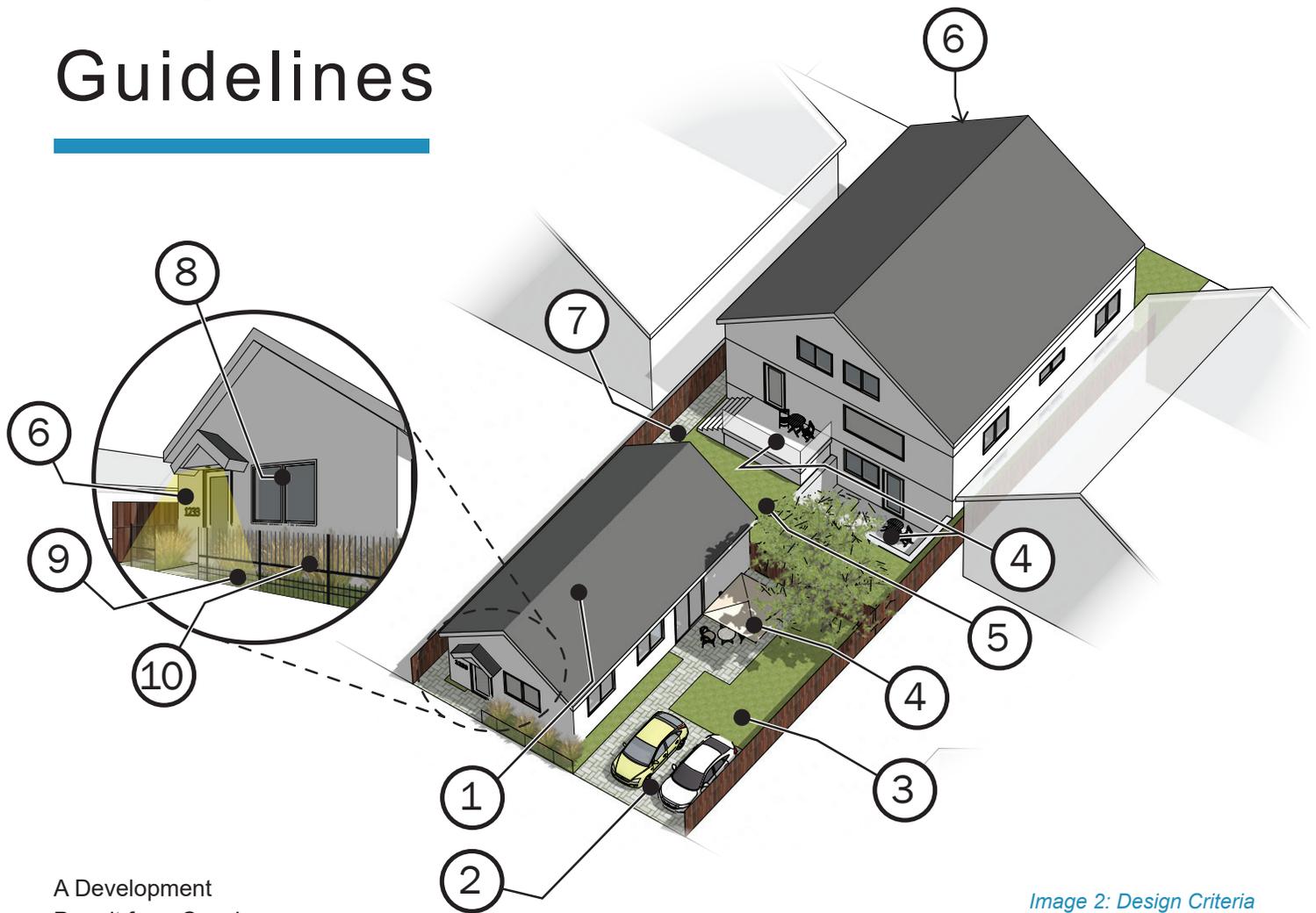


Image 2: Design Criteria

A Development Permit for a Coach House is subject to the requirements of the Zoning Bylaw 6700 and must conform to the Coach House Design Guidelines. Additionally, requirements in the Subdivision and Development Control Bylaw must be satisfied. Other regulations and policies may apply depending on site-specific considerations.

Intent of Regulations

The following design goals were established to ensure Coach Houses are complementary to their surroundings and to establish a high standard of design:

6. The Coach House shall be sited at the rear of the property and be secondary in size to the Principal Building.
7. Permeable parking stalls shall be located at the rear of the property, close to the Lane
8. Adequate open space shall be provided.
9. Coach House and main building shall both have direct access to private outdoor amenity space.
10. Appropriate setback between buildings shall be provided.
11. Provision of a well-lit address that is visible from both the Street and the Lane.
12. Provision of an emergency pathway from the Street to the Coach House.
13. Provision of windows and doors that are visible from the Lane in order to allow for an active frontage.
14. Fence heights to be limited to (0.91 m) 3 ft. along rear and Exterior Side Lot lines.
15. Landscape buffer to be provided along rear and Exterior Side Lot. lines

3. SITE REQUIREMENTS

A single-family property may have both a secondary suite and a Coach House as long as the front Lot line is equal to, or greater than,

10 m (32.81 ft.) in width and the owner resides at the property
[Zoning Bylaw S.509 (6)(a)]

4. BUILDING SIZE AND MASSING

In the Interpretation Section of the Zoning Bylaw Under “Lot Coverage” verify what Structures and building elements constitute as Lot Coverage.

Sustainability Tip:
To incentivize energy efficient construction, walls with extra insulation are partially exempt from Lot Coverage.

See the definition of “Gross Floor Area (One Unit and Two Unit Residential)” in Part 2 of the Zoning Bylaws for the list of what is included and excluded from the GFA calculation.

Sustainability Tip:
Various spaces are exempt from the Gross Floor Area calculation. This is to incentivize the City’s sustainability and livability goals.

Maximum Lot Coverage

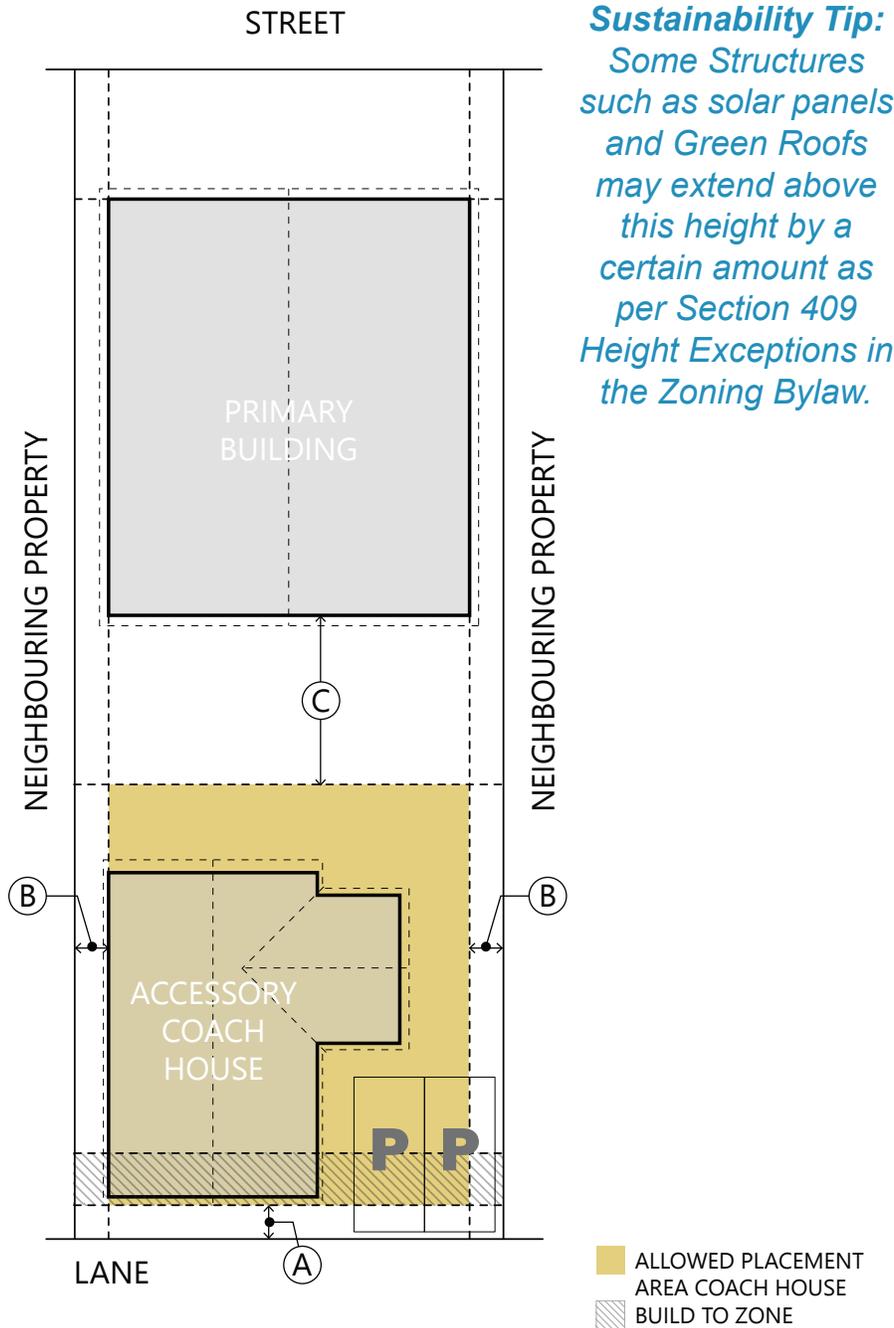
Lot Coverage is the area of a Lot occupied by Buildings and is expressed as a percentage.

1. Lot Coverage (Principal Building plus accessory buildings/Coach Houses) shall not exceed a maximum total of 40%.
2. Moreover, the Principal Building shall not exceed 30%.
[Zoning S.509 (3)].

Maximum Gross Floor Area

Gross Floor Area (GFA) is a measure to determine the density on a site. Please note that the GFA of the Principal Building may limit the potential size of the Coach House.

1. The total GFA on a Lot with an accessory Coach House shall not exceed 0.5X the Lot area;
2. And the total GFA of an accessory Coach House is limited to 92.9 square metres (1,000 square feet).
[Zoning S. 509 (2)]
3. A Basement is permitted and excluded from GFA. A Basement in a Coach House shall only be used for storage and mechanical installations and shall not exceed the area of the First Storey.
[Zoning “Basement (Accessory Coach House Use)”]



Sustainability Tip:
Some Structures such as solar panels and Green Roofs may extend above this height by a certain amount as per Section 409 Height Exceptions in the Zoning Bylaw.

Building Height

The maximum building height for a Coach House is 6.7 m (22 feet) as measured from the average building grade on the Rear Lot Line. [Zoning S. 509 (6)(b)]

Setbacks

Setbacks are used to determine the minimum and maximum distance of a building from property lines, other buildings on the property and Street intersections. The following sections provide information on the setbacks required for regular (internal) and Corner Lots (See Images 3 and 4). [Zoning S. 509 (6) (g)]

SETBACK A

The Coach House shall be sited no less than 1.22 metres (4 feet) and no more than 3.05 metres (10 feet) from the Rear Lot Line, as measured from the building face closest to the Rear Lot Line.

(Part of the Coach House must be located int the build to zone illustrated in Image 3 & 4)

SETBACK B

The Coach House shall be sited no less than 1.22 metres (4 feet) from the Interior Side Lot Line.

SETBACK C

The minimum distance between the Accessory Coach House and the Principal Building, including Porches and Balconies, shall be determined according to Table 1.

Image 3: Siting Regular Lot

Distance between the Rear Lot Line and Principal Building	Minimum setback on a Lot with a Rear Lot Line greater or equal to 11 m (36.01 ft.) in width	Minimum setback on a Lot with a Rear Lot Line less than 11 m (36.01 ft.) in width
More than 15.7 m (51.5 ft.)	6.09 m (20 ft.)	3.05 m (10 ft.)
14.6 to 15.7 m (48 to 51.5 ft.)	4.90 m (16 ft.)	3.05 m (10 ft.)
13.5 to 14.6 m (44.5 to 48 ft.)	4.96 m (13 ft.)	3.05 m (10 ft.)
less than 13.5 m (44.5 ft.)	3.05 m (10 ft.)	3.05 m (10 ft.)

Table 1: Setback to Principal Building

SETBACK D

The Coach House shall be sited no less than 1.52 metres (5 feet) and no more than 1.83 metres (6 feet) from the Exterior Side Lot Line, as measured from the building face closest to the Exterior Side Lot Line.

(Part of the Coach House must be located in the Build to Zone, as illustrated in Images 3 and 4.)

SETBACK E

The Accessory Coach House Building shall be sited not less than 4.57 metres (15 feet) from the intersection of the Lot Lines along two Streets, or a Street and a Lane or two Lanes.

SETBACK F

The minimum setback of the Principal Building towards the Exterior Side Lot Line may be different than that of the Coach House.

See the setbacks for regular Lots for the remaining setback requirements.

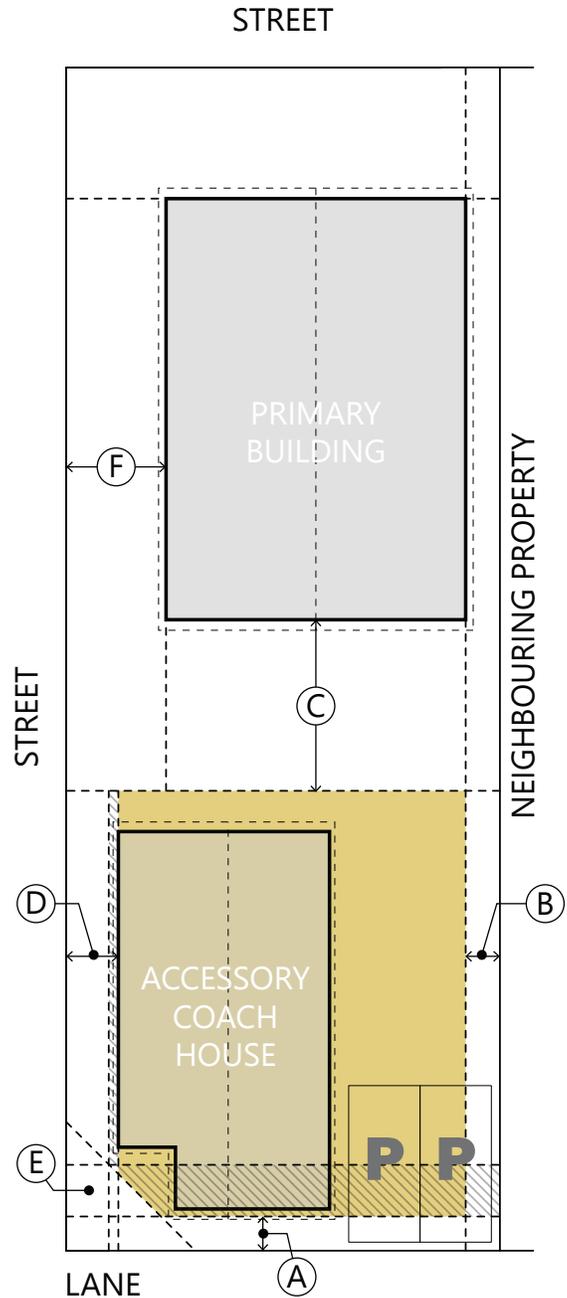
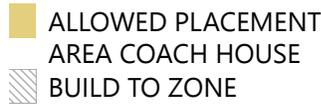


Image 4: Siting Corner Lot

Allowable Projections

To encourage architectural articulation, the setback towards Lot lines may be reduced for some building elements. Image 5 illustrates how the allowable reductions in setbacks should be measured.

[Zoning S. 410 (1)(c)]

1. Where eaves, cornices, leaders, gutters, canopies or Sunlight Control Projections project beyond the face of the Accessory Coach House Building, the minimum distance to an abutting Lot Line or Principal Building as permitted elsewhere in this Bylaw may be reduced by:
 - 0.61 metres (2.0 feet) from an abutting Interior Side Lot Line;
 - 0.46 metres (1.5 feet) from an abutting Exterior Lot Line;
 - 0.61 metres (2.0 feet) from an abutting
 - Rear Lot Line and Principal Building.

2. Where unenclosed Balconies, Unenclosed Porches or steps project beyond the face of the Accessory Coach House Building, the minimum distance to an abutting Lot Line as permitted elsewhere in this bylaw may be reduced by:

- 0.76 metres (2.5 feet) from an abutting Rear Lot Line;
- 0.61 metres (2.0 feet) from an abutting Exterior Lot Line;
- 1.22 metres (4 feet) from a Principal Building (See Image 5).

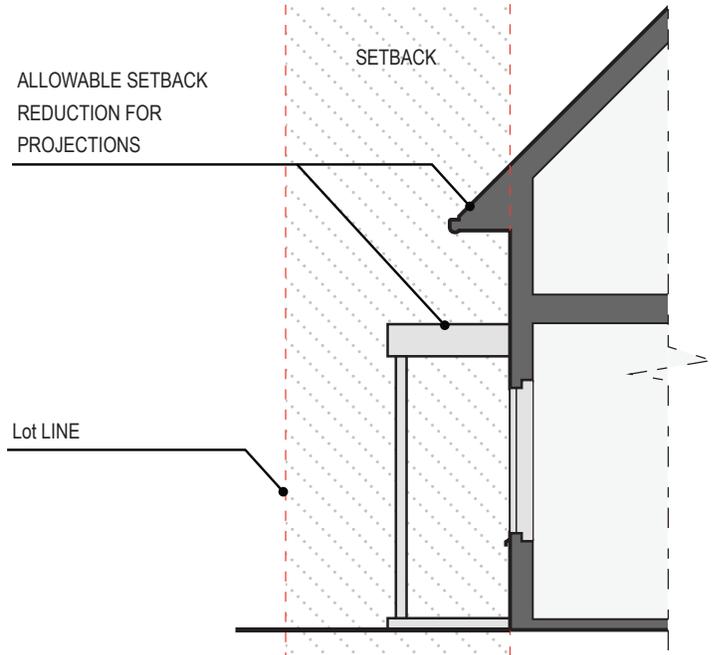
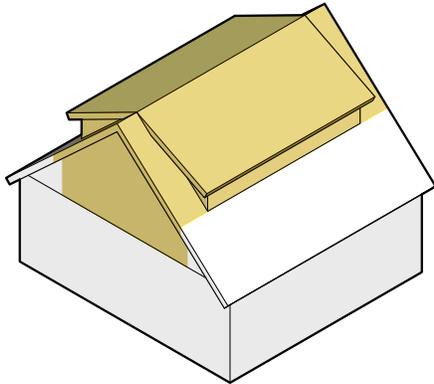
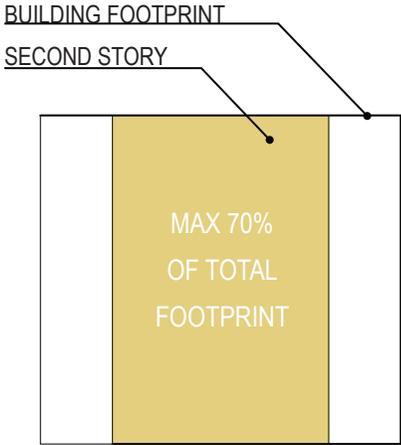
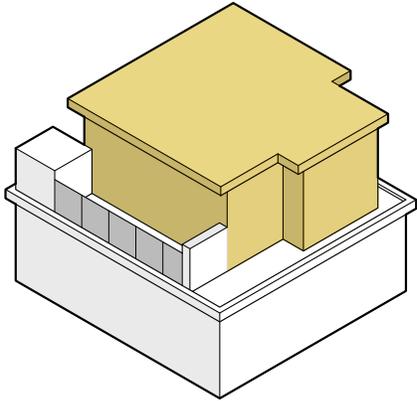
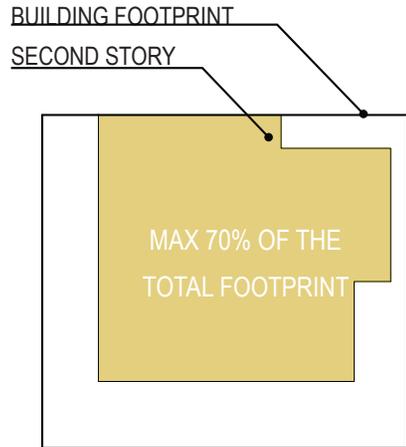


Image 5: Projections



MASSING TWO STORY COACH HOUSE WITH A GABLE ROOF



MASSING TWO STORY COACH HOUSE WITH A FLAT ROOF

Image 6: Max Floor Area of Second Floor

Massing

To ensure variation in massing, the floor area of the second story shall not exceed 70% of the building's footprint. Please see image 6 to see what this means for Coach Houses with gable roofs and flat roofs (See Image 6). [Zoning S. 509 (6) (f)]



Image 8: Lane Interface

Lane Interface

The City Of North Vancouver has identified the opportunity to turn laneways into more desirable public spaces. To achieve this, an active interface is required between developments and the rear Lane. The following requirements were established to accomplish this goal (see image 9):

1. The main entrance of the Coach House shall be located within 7.01 metres (23 feet) of the Rear Lot Line and shall be visible from the rear Lane unless the Coach House is located on a Corner Lot.
2. At least one window on the main floor level shall be provided on the elevation facing the Rear Lot Line. The windows shall have a minimum clear glazed area of 1,067 metres (3.5 feet) tall by 1.52 metres (5 feet) wide, including a moderate number of muntins, transoms, casements and mullions and:
 - The lowest part of the minimum clear glazed area shall sit at 0.91 metres (3 feet) above the main floor level.
 - On Lots with a Rear Lot Line less than 11 metres wide, the width of the clear glazed area may be reduced to 3 feet. (See Image 10) [Guideline 4.1]



Image 9: Street Interface

Street Interface (Corner Lot)

For the interface to the Lane, the following requirements would apply to provide an active interface between a Coach House on a Corner Lot and the Street (see image 9):

1. The Coach House main entrance and address number shall be provided on the elevation fronting the side Street and must be visible from the side Street.
2. At least one window on the main floor level shall be provided on the elevation facing the Exterior Side Lot line. The windows shall have a minimum clear glazed area of 0.91 metres (3 feet) tall by 1.52 metres (5 feet) wide, including a moderate number of muntins, transoms, casements and mullions.
 - The lowest part of minimum clear glazed area shall sit 1.07 metres (3.5 feet) above the main floor level. (See Image 10) [Guideline 4.2]

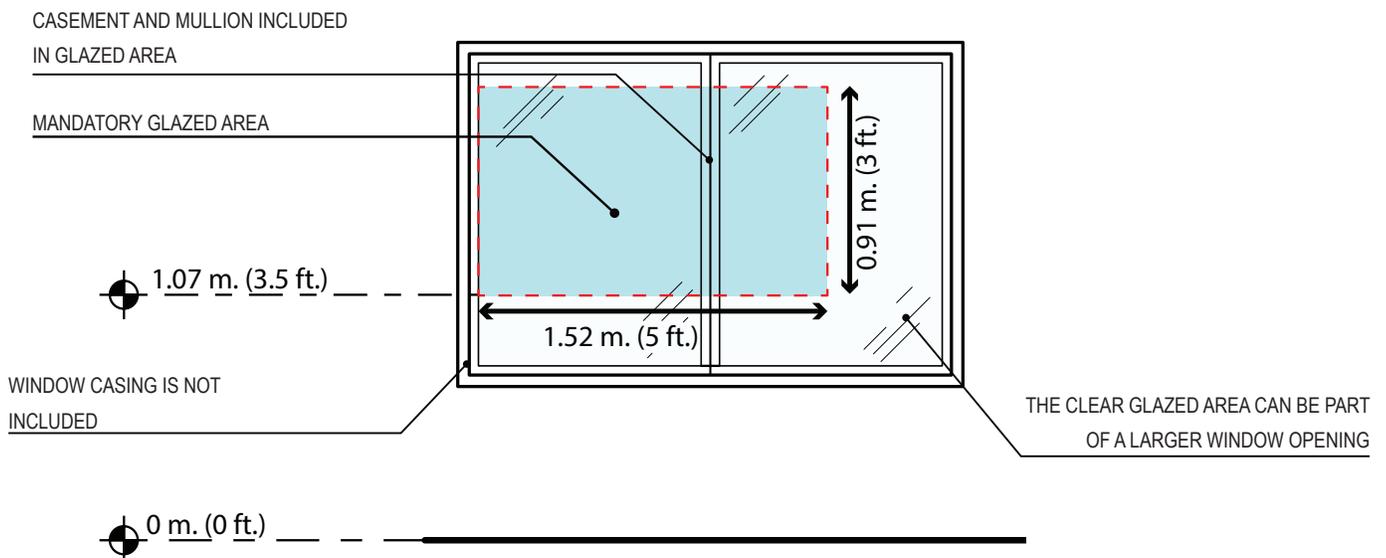


Image 10: Minimum Glazed Area

5. SITE DESIGN

Applicants are strongly encouraged to conduct a site analysis prior to starting the design of a Coach House. A site analysis is used to identify site-specific challenges and opportunities and to ensure that the project fits in well with surrounding buildings. Considerations for the site analysis may include but are not limited to:

- Sun exposure to determine the best location of outdoor patios and solar panels or a roof line that would be suitable to install solar panels later on.
- Slope on site, which may inform decisions regarding views and overlook on to neighbouring properties.
- Existing vegetation and strategies to maintain trees on site. Especially the retention of mature trees which may require special attention due to vast root systems.

Sustainability Tip:
Retaining existing trees on your property has important ecological, social and economic benefits. Trees intercept and absorb rainwater, cool buildings by providing shade and create habitat. To retain trees please take the following items into consideration:

- *Identify the critical root zone.*
 - *For large deciduous trees, the critical root zone extends horizontally as far as its branches.*
 - *For coniferous trees, measure the stem of the tree and multiply the diameter by 1.5 to calculate the radius of the critical root zone in feet.*
- *Avoid work within the root zone as much as possible and put up tree protection fencing around the critical root zone to avoid disturbance during construction.*
- *Avoid doing any construction within 3 metres (10 feet) of a tree. Larger trees will not survive and small trees may encroach too much on the building over time.*
- *For best results consider hiring an ISA Certified Arborist to assess the trees on the site and define their critical root zones, as well as a tree protection zone.*

Open Space

To ensure permeability of the site and adequate green space. The maximum portion of a Lot that may be covered by any of the following, in aggregate, shall be limited to 20 percent of the Lot Area.

1. Unenclosed Parking, Unenclosed Loading, maneuvering aisles, vehicle access and all other paved surfaces similar to the above;
 - Porches, decks and balconies;

- Structures except Garden Structures, Greenhouses, Underground Structures and Fences;

[Zoning S.507 (2)]



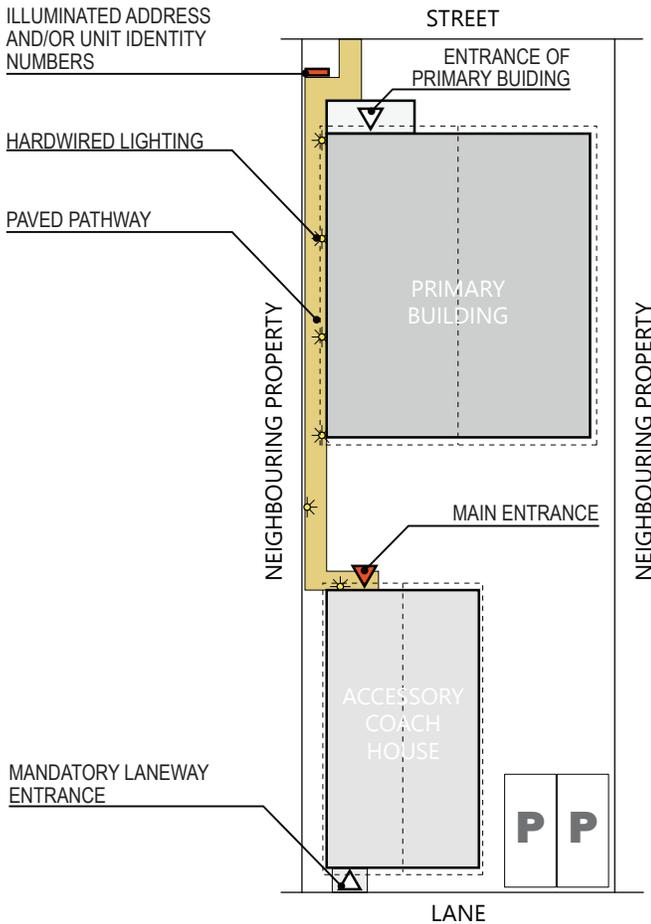
Image 11: Landscaping

Landscaping

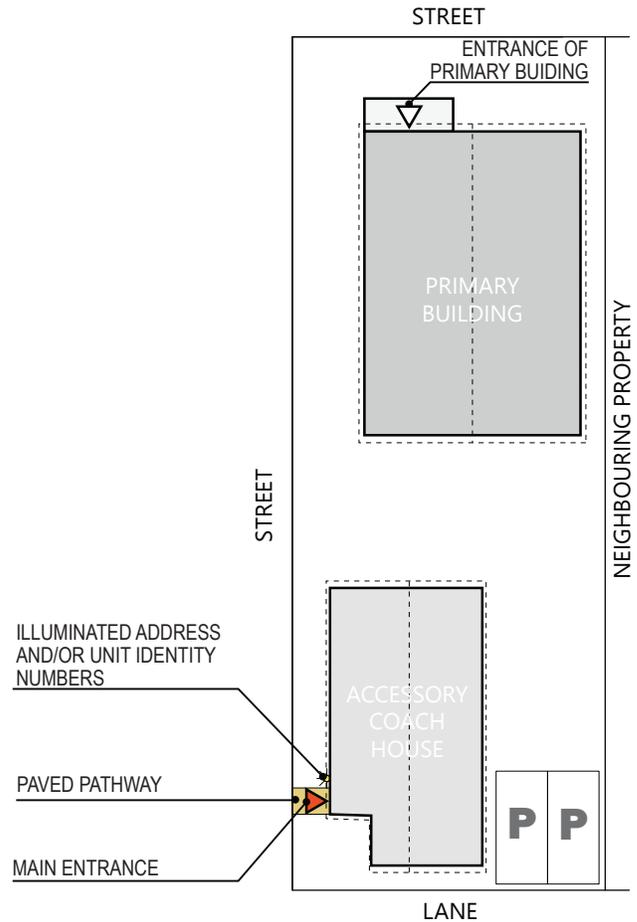
Some landscape requirements apply to enhance the interface between the Coach House and the rear Lane and/or side Street. Image 11 demonstrates the requirements listed below.

1. A 0.91 metres (3 feet) wide landscape buffer along the Rear Lot Line and Exterior Side Yard shall be provided within 4.57 metres (15 feet) proximity of the Coach House.
2. The landscape buffer may be interrupted by a maximum of two driveways and two foot pathways each of a maximum width of 1.1 metres (3.6 feet).
3. The height of landscaping shall be less than 0.91 metres (3 feet) in height, and 4.57 metres (15 feet) from the intersection of the Lot Lines along two Streets, or a Street and a Lane or two Lanes. (See Image 11) [Guideline 3.2]

Sustainability Tip: It is strongly recommended to use native, adaptive, and drought tolerant planting and collect rain water on site to reduce the need for irrigation and maintenance.



EMERGENCY AND FIRE ACCESS ON A REGULAR LOT



EMERGENCY AND FIRE ACCESS ON A CORNER LOT

Image 12: Emergency and Fire Access

Emergency and Fire Access

The following requirements are intended to ensure that emergency services are able to identify a Coach House and are able to access the Coach House with ease, during the day and at night.

1. A one metre wide (3.28 feet) paved pathway connecting the main entrance of the Coach House to a Street shall be provided.

- The pathway shall be illuminated at night and must be fully located within the Lot.
 - The pathway must not be obstructed or overlap with any parking spaces, garbage storage areas, or other paved areas that may be occupied by movable items.
2. A Coach House shall have

addressing (including a unit number) that is clearly visible from both the Street and Lane and which must be illuminated at night.

3. Addressing at the front of the Lot shall be located within three feet of the required pathway to the main entrance of the Coach House. (See Image 12) **[Guideline 3.1]**

Outdoor Amenity Space

To ensure a certain level of livability the City requires all units on a Lot to have a private outdoor amenity space such as patios, Balconies and Decks. This includes outdoor amenity

spaces for both the Coach House and the Principal Building.

1. The Coach House and Principal Building shall each have their own

private outdoor amenity space no less than 7.06 square metres (76 square feet), located adjacent to and directly accessible from the unit. **[Guideline 3.3].**

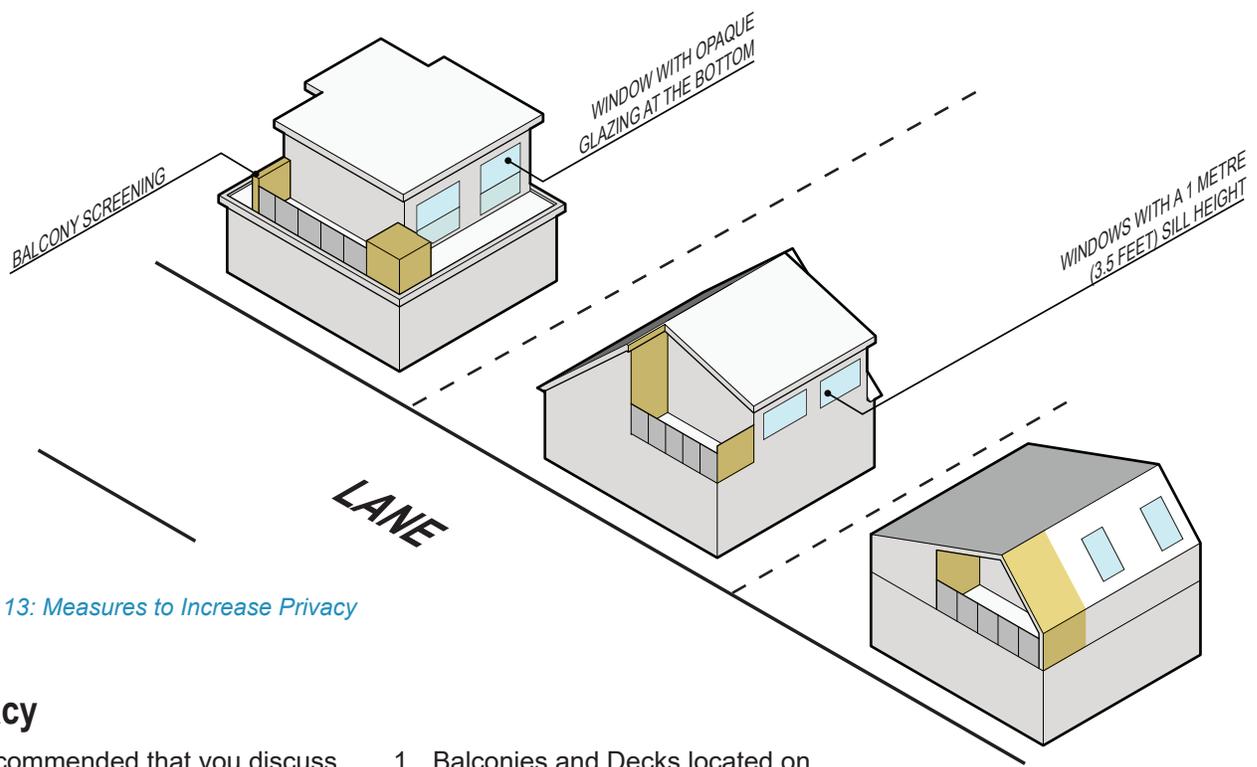


Image 13: Measures to Increase Privacy

Privacy

It is recommended that you discuss the plans for a Coach House with the neighbours early in the design process in order to address any potential privacy-related issues. Additionally the City has the following criteria to minimize the privacy impact of a Coach House.

1. Balconies and Decks located on the second floor shall face the Rear Lot Line or Exterior Side Lot Line, any portion of the Balcony or Deck facing Interior Lot Lines shall provide a minimum of 1.52 metres (5 feet) high privacy screening.
2. Windows on the second floor facing side yards or the front Lot line shall have a sill height of at least 1.07 metres (3.5 feet) or shall not be clear glazed below that height. **(see Image 13)**
[Guideline 4.3]

Parking

The parking requirements for Coach Houses are defined by requirements in the Development Permit Guidelines, Zoning Bylaw and Subdivision and Development Control Bylaw. It is important to verify compliance with all these documents. Below are the main criteria regarding parking on a single family Lot with a Coach House:

1. Parking should be accessed from a Lane, and existing driveways providing access from a Street shall be removed **[Guideline 3.4.1]**.
2. All uncovered parking areas shall be constructed using a permeable pavement material. **[Guideline 3.4.2]**
3. 2 parking stalls must be provided on a Lot with a Coach House. **[Zoning 908]**
4. Only one enclosed or covered parking space is permitted in conjunction with a Coach House. **[Zoning 509 (7)]**
5. Parking Space shall not be less than: 2.50 metres (8.2 feet) in width; 5.49 metres (18 feet) in length and must have 2.13 m (7 feet) clear headroom. **[Zoning 906 (3)(a)]**
6. Parking Space shall be set back a minimum of 0.3 metres (1 foot) from a common (shared) Lot line or from a Street or Lane. **[Zoning 906 (3)(c)]**
7. For a Lot abutting both an opened Street and an opened Lane, vehicular access shall be from the Lane. No access will be permitted from the Street; **[Zoning 906 (4) (c)]**
8. For a Lot abutting two Streets with different classifications, as defined in the Subdivision and Development Control Bylaw, vehicular access shall be located of the Street with the lower classification; **[Zoning 906 (4) (c)]**
9. All driveway crossings providing access to a parking area shall be located at a minimum distance of 4.52 metres (15 feet) from the corner of an intersection between two Lanes or a Street and a Lane **(This is the same as setback E in Image 4)**. **[Zoning 906 (4) (f)]**

