

SUPPLEMENTARY DWELLING UNIT INFORMATION

ABOUT THIS FORM

In May 2023, the BC Government introduced a new provincial authority under the Housing Supply Act to set housing targets for municipalities with the greatest need and the highest projected population growth. In June 2024, a Housing Target Order was issued for the City of North Vancouver, requiring regular progress reports to the Province starting six months after the order and continuing annually. This form is designed to collect the supplemental information needed for these reports.

GLOSSARY

Words in bold and blue are defined at the bottom of this form in the [Glossary](#).

DO I NEED TO COMPLETE THIS FORM?

This form is required when applying for a Coach House Development Permit, RS-1 to RS-2 Rezoning, or applying for or revising a building permit that:

- Adds or removes dwelling units, or;
- Alters the tenure (rental or ownership), type (number of bedrooms) or affordability (market, mid-market, non-market) of dwelling units included in a building permit that was issued but not yet completed.

Note: Completion of this form is not required when changing the number of bedrooms in an existing, completed dwelling unit.

SECTION A. PRELIMINARY QUESTIONS

A1. Will you be adding any new dwelling units to your property?

Yes – Proceed to **Section B. New Dwelling Unit Information**.

No – Proceed to question **A2**.

A2. Will you be removing any dwelling units, either through a demolition or de-conversion?

Yes – Proceed to **Section C. Demolished / Removed Unit Information**.

No – If you answered “No” to questions **A1** and **A2**, you do not need to complete this form.

SECTION B. NEW DWELLING UNIT INFORMATION

Owned Dwelling Unit(s) (Includes Strata or Freehold)

B1. Will any of the new dwelling units be **ownership units**?

Yes – Proceed to question **B2**.

No – Proceed to question **B3**.

B2. How many **ownership units** of each of the following type will be created?

	Studio	One-Bedroom	Two-Bedroom	Three-Bedroom	Four+ Bedrooms
Freehold Units					
Strata Units					

*Please note: A Freehold unit is the principal unit. There is only one freehold unit per lot.

Rental Dwelling Unit(s)

B3. Will any of the new dwelling units be **rental units**?

Yes – Proceed to question **B4**.

No – Will you be removing any dwelling units, either through a demolition or de-conversion?

Yes – Proceed to **Section C. Demolished / Removed Unit Information**.

No – This form is now complete and ready to be submitted.

B4. How many **market rental units** of each of the following type will be created?

	Studio	One-Bedroom	Two-Bedroom	Three-Bedroom	Four+ Bedrooms
Market Rental Units					

B5. Will any of these new rental units be **accessory units**?

	Secondary Suite	Coach House	Lock Off
Market Rental Units			

B6. Will any of the new rental dwelling units be **below-market rental units**?

Yes – Proceed to question **B7**.

No – Will you be removing any dwelling units, either through a demolition or de-conversion?

Yes – Proceed to **Section C. Demolished / Removed Unit Information**.

No – This form is now complete and ready to be submitted.

B7. How many **below-market rental units** of each of the following type will be created?

	Studio	One-Bedroom	Two-Bedroom	Three-Bedroom	Four+ Bedrooms
Mid-Market Rental Units					
Non-Market Rental Units					
Below-Market with On-Site Supports					

SECTION C. DEMOLISHED / REMOVED UNIT INFORMATION

C1. Will you be removing any dwelling units, either through a demolition or de-conversion?

Yes – Proceed to question **C2**.

No – This form is now complete and ready to be submitted.

Owned Dwelling Unit(s) (Includes Strata or Freehold)

C2. Will any of the demolished/removed dwelling units be **ownership units**?

Yes – Proceed to question **C3**.

No – Proceed to question **C4**.

C3. How many **ownership units** of each of the following type will be demolished/removed?

	Studio	One-Bedroom	Two-Bedroom	Three-Bedroom	Four+ Bedrooms
Freehold Units					
Strata Units					

Rental Dwelling Unit(s)

C4. Will any of the demolished/removed dwelling units be **rental units**?

Yes – Proceed to question **C5**.

No – This form is now complete and ready to be submitted.

C5. How many **market rental units** of each of the following type will be demolished/removed?

	Studio	One-Bedroom	Two-Bedroom	Three-Bedroom	Four+ Bedrooms
Market Rental Units					

C6. Will any of these demolished/removed rental units be **accessory units**?

	Secondary Suite	Coach House	Lock Off
Market Rental Units			

C7. Will any of the demolished/removed rental dwelling units be **below-market rental units**?

Yes – Proceed to question **C8**.

No – This form is now complete and ready to be submitted.

C8. How many **below-market rental units** of each of the following type will be demolished/removed?

	Studio	One-Bedroom	Two-Bedroom	Three-Bedroom	Four+ Bedrooms
Mid-Market Rental Units					
Non-Market Rental Units					
Below-Market with On-Site Supports					

GLOSSARY

Ownership Units refers to units that are owned by those who live in them (or who own a home they have rented to tenants). Ownership units can be many types, including apartment, duplexes, detached dwellings, and more. Forms of ownership units include:

- **Freehold Units** refers to units that are owned by those who live in them and that are not part of a strata such as a single-detached home. A Freehold unit may also be rented out privately as a part of the secondary rental market, however for the purposes of this form it is still considered a Freehold unit. There is maximum one freehold unit per lot.
- **Strata Units** refers to units that are owned by those who live in them in any housing that is strata-titled. A Strata unit may also be rented out privately as a part of the secondary rental market, however for the purposes of this form it is still considered a Strata unit.

Rental Units refers to units that are either purpose-built rental buildings or accessory dwellings (secondary suites or coach houses) that will be rented to tenants. Forms of rental units include:

- **Market Rental Units** refers to units that are owned privately by an individual or a company that are rented to tenants who pay market rates. Unless you have an agreement with the City of North Vancouver to provide below-market rental units, your rental unit is likely a market rental unit. Accessory dwellings are considered market rental units.
- **Accessory Units** refers to a self-contained dwelling unit located on the same legal lot as a primary dwelling.
 - **Secondary Suite** refers to a self-contained accessory unit that is attached to the main dwelling. For example, a basement suite in a single-detached home.
 - **Coach House** refers to a self-contained accessory unit that is separate from the main dwelling, usually at the back of the property.
 - **Lock Off** refers to a separate, designated area of the main dwelling that has a lockable door from the main dwelling as well as through a separate exterior access, and that has all the requirements of a dwelling unit (bathroom, cooking facilities, sleeping and living areas).
- **Below-Market Rental Units** refers to any units that will be rented below the market rate. This includes Mid-Market Rentals (MMRs), Non-Market Rentals, and Below Market Rentals with On-Site Supports.
 - **Mid-Market Rental Units** refers to units that are designated for low and moderate income renters that are set at 10% below average rents for the City and secured through the City's Density Bonus and Community Benefit policy.
 - **Non-Market Rental Units** refers to units that are owned by a non-profit organization, a co-op or a government where rents are subsidized making it possible for people with lower incomes to find housing they can afford.
 - **Below Market with On-Site Supports** refers to units that are subsidized with on-site supports for low-income individuals or those who need assistance to live independently.