



TOWN OF
COMOX

SMALL SCALE MULTI-UNIT HOUSING (SSMUH)

A GUIDE TO SSMUH

TABLE OF CONTENTS



Introduction.....	1
Purpose.....	1
What is SSMUH?	2
Pre-Approved SSMUH Designs.....	3
Extension Areas.....	4
SSMUH Eligibility.....	5
SSMUH Process at a Glance.....	6
1. Determine your Zone.....	7
2. Review Zoning Bylaw.....	8
3. Attain Property Information.....	12
4. Consider Site Servicing.....	13
5. Determine Applicable OCP Development Permit Areas.....	15
6. Determine Tenure of New Dwelling Units.....	16
7. Consider the Required Applications & Fees.....	17
8. Request a Pre-Application Meeting.....	19
9. Prepare and Submit Application with Fees.....	20
BC Building Code.....	21
Appendix A: Applications and Fees.....	22
Appendix B: Zoning Building Envelope.....	24
Appendix C: External Links.....	26
Appendix D: Building Combination Examples.....	27
Appendix E: Zoning Details.....	30

INTRODUCTION



In December 2023, the province of BC gave royal assent to Bill 44 – Housing Statutes (Residential Development) Amendment Act, 2023. Bill 44 required municipalities to amend zoning bylaws to permit two to six dwelling units on single-family and duplex lots by July 2024. As per Bill 44, site characteristics like engineering services, lot size, and access to frequent public transportation influence the number of permitted units.

On June 19, 2024, the Town of Comox adopted Bylaw 1850.47 – Provincial Small Scale Multi-Family Housing (SSMFH), to amend the Zoning bylaw in compliance with Bill 44. The amendments modified or created zones to permit up to four residential units across most residential areas of Comox. On February 18, 2026, the Town adopted a new Zoning Bylaw that continues to permit SSMUH.

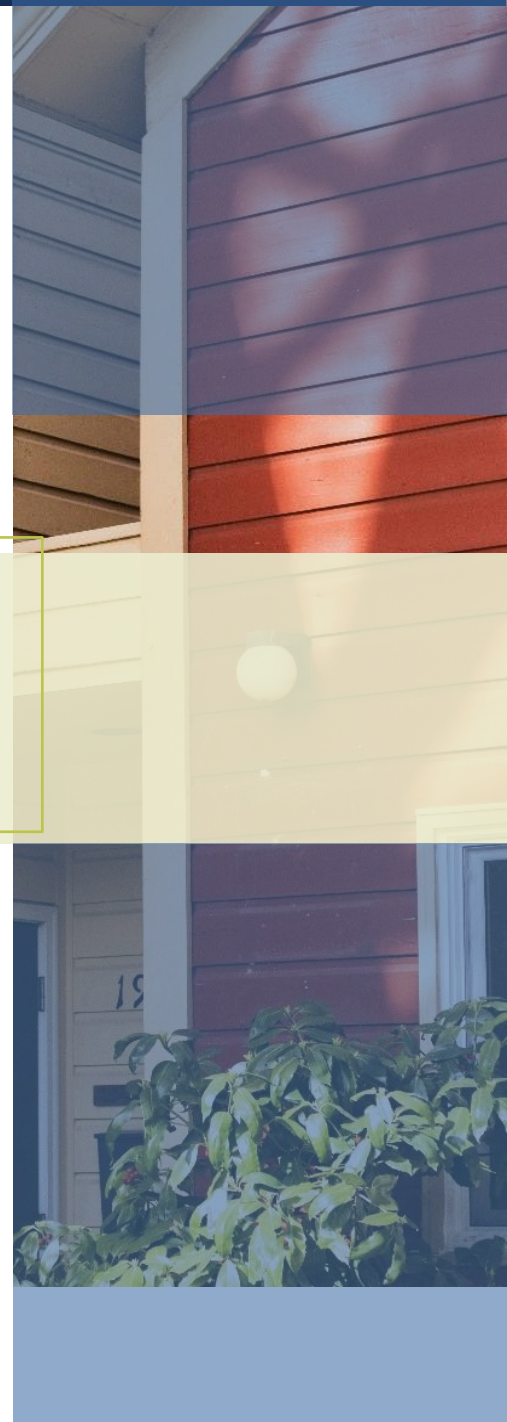


Purpose

This guide outlines the bylaws and regulations that apply to SSMUH development in Comox. It aims to inform property owners that are interested in knowing about what could be possible on their property and the extent of required applications, prior to making decisions.

Limitations

- » This guide does not replace applicable bylaws. If there are conflicts, the bylaws take precedence.
- » Property owners are responsible for verifying interpretation of provincial legislation and the BC Building Code.
- » Property owners are responsible for verifying the requirements of outside agencies such as BC Hydro, Fortis, and Technical Safety BC.
- » Though the guide aims to help property owners understand applicable bylaws, professional services will still be required to prepare the necessary permit applications.





What is SSMUH?

Small-Scale multi-unit Housing (SSMUH) refers to a variety of housing types built on typical single-family or duplex lots. In BC, many cities have been developed in a pattern where multi-unit housing is permitted on a small proportion of land, with most land reserved for single-family housing.

SSMUH changes that by permitting multi-unit housing on land previously reserved for single-family housing. SSMUH in Comox permits up to four dwelling units per lot in any building type that can resemble residential buildings such as:

- » Single-detached dwellings
- » Accessory dwelling units, which include secondary suites and coach houses
- » Duplexes
- » Townhouses
- » House-plex

Pre-approved SSMUH Designs

In September 2024, the Province released the [BC Standardized Housing Designs Catalogue](#) with available drawings that meet the BC Building Code. CMHC has also released a [Housing Design Catalogue](#) with available drawings that meet the BC Building Code. In some cases drawing modifications will be required to ensure compliance with Town bylaws, but the designs have potential to significantly reduce decision-making and building permit application costs.



Figure 1: Available CMHC BC fourplex design

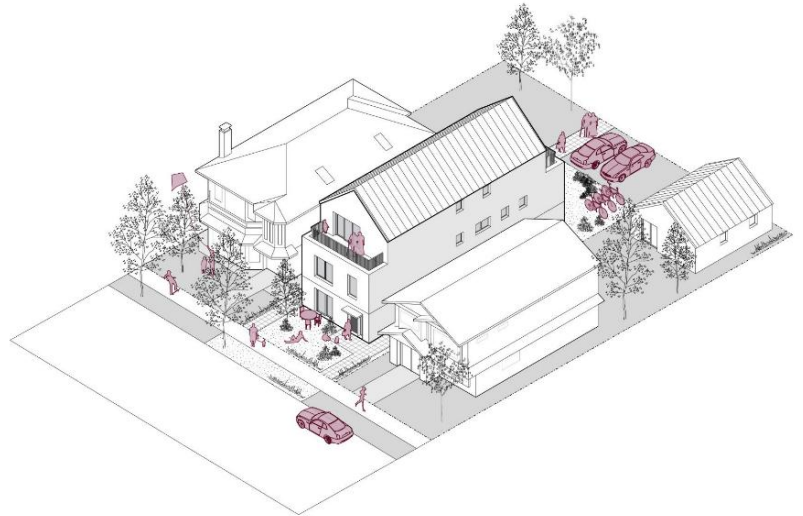
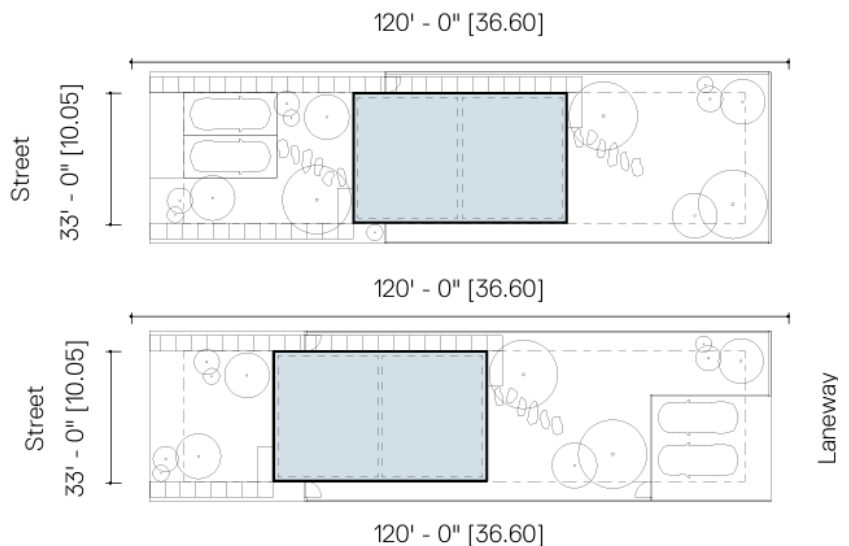


Figure 2: Available Duplex design from the BC Standardized Housing Design Catalogue.



Extension Areas

Comox sought extensions from compliance with Bill 44 due to infrastructure constraints in the Western Foreshore and Kye Bay (including Cape Lazo and Point Holmes). The Town updated its OCP in February 2026, with Kye Bay outside of the Urban Containment Boundary, making it exempt from 3- and 4- unit SSMUH requirements in provincial legislation.

Kye Bay, including the Cape Lazo and Point Holmes areas, are zoned R-CL – Cape Lazo Residential. Two total units are permitted, comprised of a principal dwelling unit and a secondary suite or coach house, except as identified on Map 9-1. Coach House Restriction Area, of the Zoning Bylaw.

The Western Foreshore is zoned R-WF – Western Foreshore Residential. Two total units are permitted, comprised of a principal dwelling unit and a secondary suite or coach house.

There is a sewer upgrade project planned for the Western Foreshore. The current SSMUH extension is valid until the planned sewer upgrade is completed on or before 2030. Following the completion of the sewer upgrade, rezoning to permit up to four units in the Western Foreshore will be required by provincial legislation.

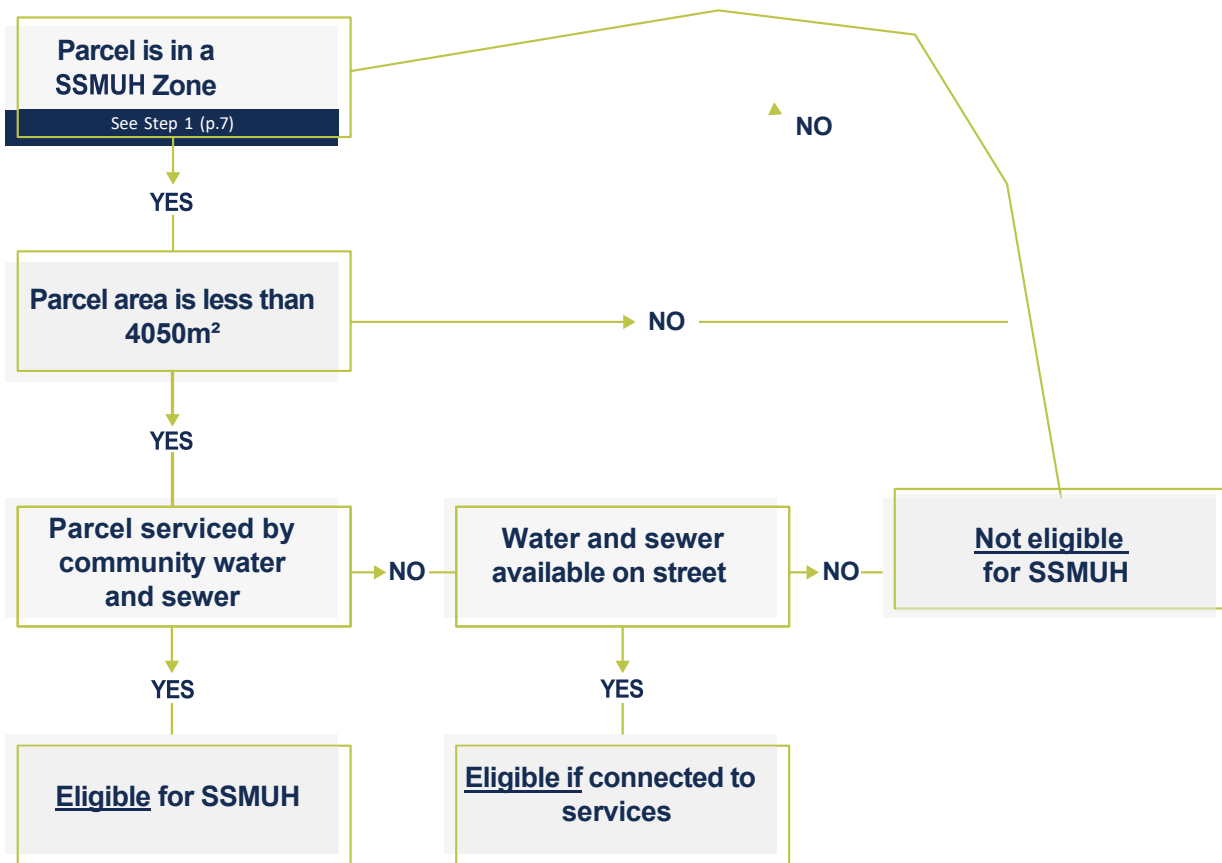
The Kye Bay extension was initially to allow time for the Town and BC Ministry of Transportation and Transit to further assess geotechnical concerns on the single access road and for the Town to complete infrastructure assessments. Any necessary upgrades would have needed to be completed by 2030. Alternatively, the Town could have provided supporting documentation for an exemption from 3- and 4-unit SSMUH in the Kye Bay Extension Area if constraints could not have been addressed. However, because the updated OCP includes an Urban Containment Boundary, 3- and 4-unit SSMUH will likely not be a requirement of provincial legislation.





SSMUH ELIGIBILITY

Is my project eligible for SSMUH?



SSMUH PROCESS AT A GLANCE



*Property owners interested in SSMUH construction may prefer to hire a professional early in the process.

1



Determine your Zone

The Zoning Bylaw assigns a zone to every lot in Comox. You can determine the zoning of your lot by:

- » Locating your property on the [Comox Interactive Map](#); OR
- » Referencing the Town of Comox Zoning Map available on the [Town's Zoning webpage](#)

The following zones permit **Small-Scale Multi-Unit Housing (SSMUH)** in Comox:

- » R-SSMU Small-Scale Multi-Unit Residential
 - » R-LL Large Lot Residential
 - » CD 4 Comprehensive Development 4: Lazo Marsh
 - » CD 14 Comprehensive Development 14: 560 Colby Road
- Up to four units are permitted on lots that are 280 m² to 4050 m² and have both sanitary sewer and municipal water service in SSMUH zones.
 - Up to three units are permitted on lots under 280 m² that have both sanitary sewer and municipal water service in SSMUH Zones.
 - Two units are permitted on lots that do not have municipal water or sewer services, regardless of lot size.
 - A principal dwelling with one of a secondary suite or coach house are permitted on lots greater than 4050 m² regardless of water or sewer servicing, except coach houses are not permitted on lots identified on Map 9-1 of the Zoning Bylaw.

Table 1: SSMUH zones and how servicing and lot size impact the maximum permitted units.

SSMUH Zones	Site Servicing	Lot Size	Max Permitted Units
R-SSMU R-LL CD 5 CD 18	Water and sewer	≤ 280 m ²	3
	Water and sewer	>280 m ² ; ≤4050 m ²	4
	One of water or sewer, or neither	Any	2
	Municipal Water and sewer	>4050 m ²	2

2

Review Zoning Bylaw

There are many development options in SSMUH zones, including

- » Multiple detached dwellings
- » Accessory dwelling units:
 - Secondary suites
 - Coach houses
- » Two to four attached dwelling units

There are zone-specific requirements for principal and secondary uses, so it is important to reference the zone that applies to your lot.

Only one single-family dwelling and either a secondary suite or coach house are permitted on lots in SSMUH zones that are 4050 square metres or more and/or not serviced by water or sewer as shown in Table 1 above.



Single-family dwellings (with or without secondary suites and coach houses)



Two attached dwelling units (with or without accessory dwelling units)



Coach Houses / multiple detached dwellings



3- and 4- unit attached dwelling units

2.1 Secondary Dwelling Units

Secondary dwelling units include secondary suites and coach houses. There are some important considerations based on the BC Building Code and Comox Zoning Bylaw. It should be noted that secondary dwelling units count toward the maximum number of permitted dwelling units.

2.1.1 Secondary Suites

Secondary suites are permitted in detached dwelling units and vertically separated attached dwelling units with a continuous vertical fire separation.

The BC Building Code has limits on secondary suites, such as:

- » One per principal dwelling unit, and they cannot be stratified or otherwise legally separated from the principal dwelling unit.
- » Secondary suites are only permitted in vertically separated dwelling units, as shown in Figure 2-1 below, an excerpt from [BC Building Code Bulletin No. B19-04](#).

Figure 1: Examples of permissible and non-permissible secondary suites

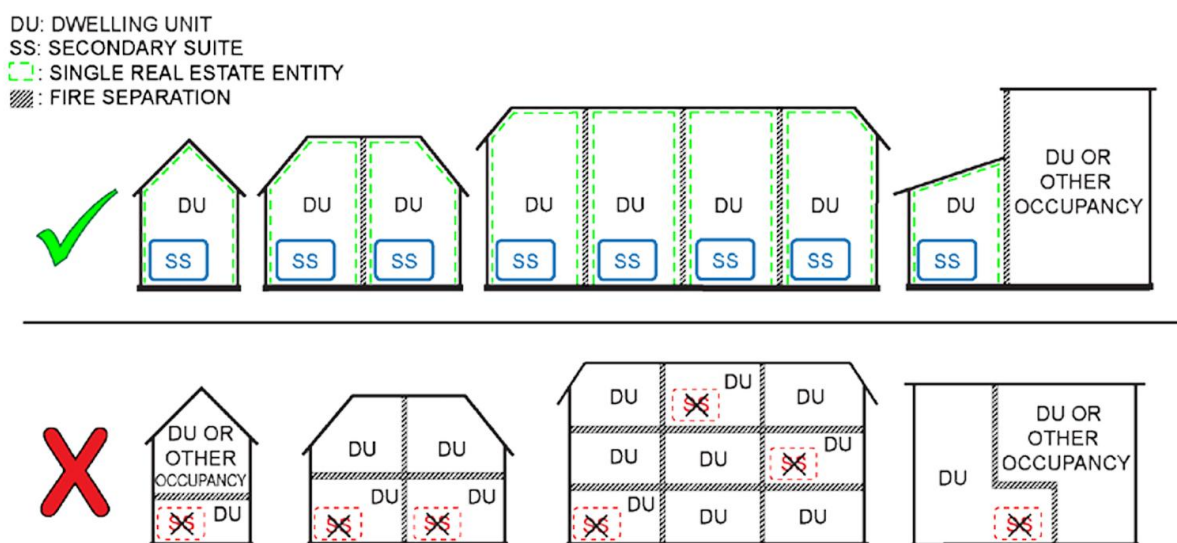


Figure 3: Secondary suites in attached housing - excerpt from BC Building Code Bulletin No. B19-04.

2.2 Building Envelope

The building envelope is the three-dimensional space on a lot in which buildings can be constructed. It is important to determine the building envelope for your property to understand how much space is available for additional dwelling units. Each zone includes specifications that determine the building envelope. Reference the zone that applies to your lot and review all sections to make sure applicable regulations can be fulfilled.

The building envelope is different for each SSMUH zone. The zoning provisions that affect building envelope include:

- » Minimum setbacks
- » Maximum height
- » Minimum parking spaces
- » Maximum lot coverage

In addition to the details of each zone, there are general zoning requirements and provisions that apply to all lots. More details on zoning are included in **Appendix E: Zoning Details**.

3

Attain Property Information

Depending on the age of your lot and buildings, the Town may have records such as a site survey and building permit drawings. It is easiest to attend the Town in person to gather this information.

You may have your Property Title on hand from when you purchased your property. If not, order it from the [Land Title and Survey Authority of BC](#) to ensure there are no covenants on title that would prevent the addition of dwelling units. There could also be easements and/or statutory rights-of-way on title that limit where buildings could be located.



4

Consider Site Servicing

Connections to Town water and sewer services are required to be eligible for the construction of more than a single-family dwelling and either secondary suite or coach house on a lot. Even properties that are currently connected to water and sewer services will need to ensure that future services support the number and size of dwelling units on the lot.

The Town will have information on file for servicing details of lots in Comox. However, applicants will need to hire an Engineer to determine the servicing requirements of new development based on the BC Building Code, Town Bylaws, and engineering best practices. Servicing plans need to be submitted with a building permit application. Upgrades to engineering services can be costly and are important to consider prior to making a final decision on whether to move forward with development permit and building permit applications.

Town of Comox services include:

- » Transportation
- » Sewer
- » Stormwater
- » Water system, including fire hydrants

Other services include:

- » Hydro
- » Natural gas
- » Telecommunications

On-site Services

The location of underground services will impact where buildings can be located on a lot and service connections from existing buildings to additional buildings will be required where applicable. Current connections to Town services may not be of sufficient size to accommodate additional dwelling units, and may need to be upgraded. Additional impermeable area on a lot will need to be offset with stormwater management infrastructure like rain gardens, different soils, and/or retention tanks as outlined in the [Subdivision and Development Servicing Bylaw 2048](#).

On-site Services - Parking

One parking space is required for each dwelling unit. Section 8 of the Zoning Bylaw outlines parking standards and requirements. It will be important to determine whether required parking spaces can be accommodated on site prior to making decisions on the number of units to be built. In most cases, only one driveway from a public road will be permitted.

Off-site Services

Depending on condition of the current fronting road (and flanking road for corner lots) and services, upgrades and land dedication to increase road width may be required to construct SSMUH. Where it is not practical to complete upgrades when SSMUH units are being built, cash-in-lieu will be required for the Town to make upgrades later.

Development Cost Charges

[Development Cost Charges \(DCCs\)](#) are used by local governments to assist with the capital costs of installing infrastructure. Comox DCC's assist with the capital cost of installing roads, sanitary sewer, and park land services, and are collected at the time land is developed or at building permit issuance. Comox Valley Regional District DCCs are collected for regional sanitary sewer and waterworks. In most cases, DCCs must be paid prior to issuance of a building permit. However, the *BC Development Charge (Installments) Regulation* (BC Reg. 166/84) allows for payments by installment if specific criteria can be fulfilled.

There are different Comox DCC rates for "Low Density Residential" and "Medium Density Residential". Low Density Residential includes a one-unit dwelling with or without a secondary suite and coach house, meaning that no additional charges will be required where a secondary suite or coach house are added to a lot. Medium Density Residential includes two-unit dwellings (i.e. duplexes), and buildings with more than two attached dwelling units.



5

Determine Applicable OCP Development Permit Areas

A development permit or development permit exemption must be issued for lots that are within one or more Development Permit Areas (DPAs) prior to the Town's acceptance of a building permit application. Development Permit Areas are in Part 6 of the [Official Community Plan](#). DPAs have development guidelines and permit exemption criteria that are outlined in the applicable DPA.

Form and character development permits **are required** for developments with **two or more attached principal dwelling units (not including secondary suites)**. The guidelines for SSMUH form and character development permits are outlined in [Official Community Plan](#) DPA 1 – Small Scale Multi Unit Housing Development Permit Area. Form and character development permits are NOT required for single-detached dwellings, secondary suites, or coach houses.

Aside from form and character DPAs, there are four potential DPAs that may apply:

- DPA 6 – Hazardous Conditions
- DPA 7 – Sensitive Ecosystems
- DPA 8 – Riparian Areas
- DPA 9 – North East Comox

DPA exemptions can be granted where applicants can demonstrate compliance with exemption criteria listed for the applicable DPA in the OCP. [Contact the Planning Department](#) to request an exemption if you can comply with the exemption criteria.

Though the building envelope is primarily determined through zoning, some Development Permit Areas affect it as well. For example, where there is a stream running through or near a lot, stream setbacks may be required and will impact where new buildings and structures can be built on the lot. It is important to consider DPA requirements together with zoning to identify your plans.

6

Determine Tenure of New Dwellings

Multiple principal dwelling units on a Low Density Residential lot may be stratified; however, secondary suites cannot be stratified. Alternatively, all units on the lot can be a single real estate entity. Where units are intended to be strata units, a lawyer's services will be required to register a strata plan on title.

The Province oversees the enabling [strata legislation](#). The *Strata Property Act* specifies different conditions for strata plans for new construction versus the conversion of units in previously occupied buildings to strata units. It should be noted that strata plans that include previously occupied buildings require retrofits to meet the current BC Building Code, and Council approval will be required before the strata plan can be approved by the province. If any units on a lot with previously occupied units are intended to be strata units, this will need to be determined prior to the preparation of a building permit application, as different requirements will apply compared to units that are not strata units.



7

Consider the Required Application & Fees

There are several permits, fees, and documentation requirements to build new dwelling units on a lot. Appendix A provides more detail on where to find application forms, enabling bylaws, and fees.

Development Permit: area- or building-type specific permits to ensure that development achieves desired outcomes for form and character, and mitigation of hazards and environmental sensitivities. Additional details are provided in Step 5.

Development Variance Permit (DVP): a site-specific variance of one or more aspects of a bylaw, not including a density or permitted use provision. An example would be a variance to the minimum rear lot line setback from 5.0 metres to 4.5 metres in the R-SSMU zone. A DVP is a binding legal document that is registered on the title of a property. There are Minor and Major DVP categories with different application requirements and costs. Additional information is available on the [Town's Development Variance Permit webpage](#), and official requirements are outlined in the Schedule 5 of the Development Application Procedures Bylaw No. 2049.

Building Permit: A [building permit](#) is required for SSMUH construction including new buildings and retrofits to add one or more units to an existing building. The Town evaluates building permits based on the [BC Building Code](#), [BC Fire Code](#) and [Comox Building Bylaw 1472](#).

Building Permit - Plumbing: New plumbing installations require a plumbing-specific building permit in addition to the regular Building Permit. The Town evaluates plumbing building permits based on the [BC Plumbing Code](#) and [Comox Building Bylaw 1472](#).

Erosion and Sediment Control Permit: [Comox Drainage Infrastructure Protection Bylaw No. 1824](#) requires an [erosion and sediment control permit](#) application to accompany building permit applications. While some applications require the preparation of an erosion and sediment control plan, others do not, as spelled out in the erosion and sediment control permit application.

Highway Use Permit: [Highway Use Bylaw 1920](#) regulates public roads and how lots access them. A highway permit is required where additional driveways or walkways from a public road are proposed. Highway Use Permits are also required for any work within a road dedication, such as installing or upgrading services.

Ongoing Service Fees: Residential fees for water, sewer and garbage collection are levied per residential unit. Thus, fees and services will be multiplied by the number of dwelling units on a lot. For example, the number of garbage cans picked up is matched to the number of residential units. Switching to metered billing from flat fees can reduce the water fee depending on water use.

Technical Safety BC Permits: [Technical Safety BC](#) issues permits for electrical, gas, and refrigeration.

BC Hydro Electrical Connection Permits: An express or design connection request is required for lots that do not already have an electrical connection. For properties that do have an electrical connection and require minor upgrades, an express connection may be possible. An upgrade may be required depending on level of service, in which case, a design connection request is required. In any case, it is important to contact BC Hydro for more information prior to submitting a building permit application.

8

Request a Pre-Application Meeting

It is advisable to contact the Town prior to preparing applications. Staff can verify your understanding of what can be built on your property and the required permit applications, fees, and documentation.

If your lot requires a development permit and/or development variance permit application, then the Planning Department will manage your application and can coordinate a pre-application meeting to help you understand the requirements for your application. They can also liaise with other departments to review documents and inform you of requirements.

If your lot is not within any development permit areas, then you can proceed to the building permit stage and the Building Department will manage your application. They can coordinate a pre-application meeting to help you understand the requirements and liaise with other Town departments as appropriate to inform your application.

Development Services staff are available to help you navigate the new application process, Monday through Friday from 8:30 am to 4:30 pm.



Development Services:

planning@comox.ca
250-339-1118

9



Prepare and Submit Application with Fees

After gathering information, reviewing bylaws, meeting with the Town, and hiring the appropriate professionals, your application(s) can be prepared and submitted.



BC BUILDING CODE



Though the Town has a Building Bylaw, the [BC Building Code \(BCBC\)](#) is the primary document to regulate building design in BC. It governs how new construction, building alterations, repairs and demolitions are completed. It also establishes minimum requirements for safety, health, accessibility, fire and structural protection of buildings, and energy and water efficiency.

CMHC and the Province released Housing Design Catalogues with available designs that meet the BC Building Code. Though some modifications may be required to ensure compliance with the Town's zoning and development permit area requirements, the designs have potential to significantly reduce decision-making and building permit application costs.

When the Town reviews building permit applications and completes site inspections throughout the construction process, it is determining compliance with Town Bylaws and the BCBC. The BCBC can be referenced by property owners to understand the extent of building requirements for new buildings. However, it is a highly technical document that typically requires some construction expertise to fully understand. Most property owners will require the services of a building designer or architect to complete a building permit application.

Existing buildings do not have to be brought up to the BCBC standard where another new building is being added to a lot, unless a previously occupied building is being stratified. Where a new secondary suite is added to a building, some upgrades to the existing building will be required to provide adequate fire separation, and occupant comfort and safety.

A property owner that wishes to build or manage construction of a dwelling unit on their property must be authorized as an ["owner builder"](#) by BC Housing. Otherwise, a Licensed Residential Builder will need to be hired for construction.

APPENDIX A: APPLICATIONS AND FEES



NOTE: All Town bylaws can be accessed on the [Active Bylaws List](#) of the Town of Comox webpage.

Sequence	Application Type	Information	Process	Fees	Note
First (if applicable)	Development Permit	Review OCP Part 6 and/or contact Planning Department.	Development Application Procedures Bylaw No. 2049, Schedule 4	Fees and Charges Bylaw, Schedule E	<ul style="list-style-type: none"> Required information differs depending on the applicable DPA. Where lots are in more than one DPA, permits or exemptions must be granted for all applicable DPAs prior to a building permit application.
	Development Permit Exemption	Differs depending on applicable DPA(s). Review OCP Part 6 and contact Planning .	Contact Planning Department		
	Development Variance Permit (Minor)	Identified in Development Application Form	Development Application Procedures Bylaw No. 2049, Schedule 5	Fees and Charges Bylaw, Schedule E	<ul style="list-style-type: none"> Minor versus major development variance permit defined in Section 14 of the Development Application Procedures Bylaw No. 2049.
	Development Variance Permit (Major)				
	Building Permits	Identified in Building Permit Application & Building Bylaw No. 1472	<p>Note: a pre-application meeting can be scheduled with the Building Department to clarify requirements.</p> <p>Application details outlined in Building Bylaw No. 1472</p>	<p>Building Permit fee: Building Bylaw, Schedule 1</p> <p>Town of Comox Development Cost Charges: Comox Development Cost Charges Bylaw No. XXXX</p> <p>Town of Comox Amenity Cost Charges: Comox Amenity Cost Charges Bylaw No. XXXX</p> <p>Comox Valley Regional District Development Cost Charges: Comox Valley Water System Supply Development Cost Charges Bylaw, Schedule 'A'</p> <p>Comox Valley Sewerage System Development Cost Charges Bylaw, Schedule 'A'</p> <p>Comox Valley Parkland Development Cost Charges Bylaw, Schedule 'A'</p>	<ul style="list-style-type: none"> Development Cost Charges must be paid prior to issuance of building permit, but are not building permit fees per se. Development and Amenity Cost Charges only apply where one or more net new units or lots are proposed, not including secondary suites or up to 1 coach house
	Erosion and Sediment Control Permit	Application form and documents listed therein Comox Drainage Infrastructure Protection Bylaw No. 1824	See Erosion and Sediment Control (ESC) Permit Information Guide	\$500.00 plus amounts outlined in Sections 35-36 of Comox Drainage Infrastructure Protection Bylaw No. 1824	<ul style="list-style-type: none"> Depending on conditions, an Erosion and Sediment Control Plan may be required. See application form for details.
	Building Permit - Plumbing	Identified in Building Permit Application & Building Bylaw No. 1472	Note: a pre-application meeting can be scheduled with the Building Department to clarify requirements.	Building Bylaw No. 1472 , Schedule 1, Section B	

APPENDIX A: APPLICATIONS AND FEES



	Application Type	Information	Process	Fees	Note
Second	Highway Use Permit	Application form and documents listed therein		Highway Use Bylaw, Schedule C	<ul style="list-style-type: none"> Required if additional driveway and/or walkway that encroaches onto boulevard is/are proposed. Required if any works (e.g. upgrading or installing services) proposed within a Town highway (including any statutory right of way).
	Electrical Permit	Electrical Installation Permits TSBC	<ul style="list-style-type: none"> As per Technical Safety BC 	<ul style="list-style-type: none"> As per Technical Safety BC 	<ul style="list-style-type: none"> Determine express connection versus design connection. The Town will require proof that applicants have liaised with BC Hydro as part of the building permit process.
	Gas Permit	Gas Installation Permits TSBC	<ul style="list-style-type: none"> As per Technical Safety BC 	<ul style="list-style-type: none"> As per Technical Safety BC 	
	Refrigeration Permit	Refrigeration Installation Permits TSBC	<ul style="list-style-type: none"> As per Technical Safety BC 	<ul style="list-style-type: none"> As per Technical Safety BC 	
	Electrical Connection	Electrical connection requests	<ul style="list-style-type: none"> As per BC Hydro 	<ul style="list-style-type: none"> As per BC Hydro 	

APPENDIX B: ZONING BUILDING ENVELOPE

Comox Zoning Bylaw 2056 shall prevail if there are conflicts with this table.



Zone	Maximum # of Dwelling Units	Permitted Residential Dwelling Types	Minimum Setbacks	Maximum Height	Maximum Lot Coverage	Maximum Gross Floor Area of Principal Buildings	Maximum GFA for Accessory Buildings
All Zones where coach houses are permitted	NA	<ul style="list-style-type: none"> Coach houses 	<ul style="list-style-type: none"> Front: 3.0 m Rear (single-storey): 1.5 m Rear (two-storey): 4.0 m Interior side: 1.5 m Exterior side (1-storey coach house): 3.0 m Exterior side (2-storey coach house): 4.5 m Corner cut-off setback: 1.0 m Any lot line fronting a garage or carport: 6.0 m 	<ul style="list-style-type: none"> One-storey: 5.5 m Two-storey: 7.5 m 	Coach house counts towards the maximum lot coverage of the applicable Zone.	Maximum GFA of Coach House (secondary permitted use): 100 m ²	NA
R-SSMU	4 per lot	<ul style="list-style-type: none"> Dwelling Units Secondary Suites Coach Houses 	<ul style="list-style-type: none"> Front: 3.0 m Front (garage or carport): 6.0 m Interior side: 1.5 m Exterior side: 3.0 m Exterior side (garage or carport): 6.0 m Rear (except coach house): 5.0 m Minimum corner cut-off setback: 1.0 m 	<ul style="list-style-type: none"> Principal buildings: 11 m and 3 storeys Accessory buildings: 4.5 m 	Buildings and structures: 50% Impervious surfaces (including buildings and structures): 70%	1,000 m ²	60.0 m ²
R-WF	2 per lot	<ul style="list-style-type: none"> Dwelling Units Secondary Suites Coach Houses 	<ul style="list-style-type: none"> Front: 7.5 m Interior side: 2.0 m Exterior side: 3.5 m Rear (except coach house): 7.5 m Minimum corner cut-off setback: 1.0 m 	<ul style="list-style-type: none"> Principal buildings: 9 m and 2 storeys Accessory buildings: 4.5 m 	Buildings and structures: 35% Impervious surfaces (including buildings and structures): 70%	NA	60.0 m ²
R-CL	2 per lot	<ul style="list-style-type: none"> Dwelling Units Secondary Suites Coach Houses 	<ul style="list-style-type: none"> Front: 3.0 m Interior side: 1.2 m Exterior side: 1.2 m Rear (except coach house): 1.2 m Minimum corner cut-off setback: 1.0 m 	<ul style="list-style-type: none"> Principal buildings: 9.0 m and 2 storeys Accessory buildings: 4.5 m 	Buildings and structures: 40% Impervious surfaces (including buildings and structures): 70%	400.0 m ²	60.0 m ²
R-LL	4 per lot	<ul style="list-style-type: none"> Dwelling Units Secondary Suites Coach Houses 	<ul style="list-style-type: none"> Front: 7.5 m Interior side: 2.0 m Exterior side: 3.5 m Rear (except CH): 7.0 m Minimum corner cut-off setback: 1.0 m 	<ul style="list-style-type: none"> Principal buildings: 9.0 m and 2 storeys Accessory buildings: 4.5 m 	Buildings and structures: 30% Impervious surfaces (including buildings and structures): 60%	NA	60.0 m ²

APPENDIX B: ZONING BUILDING ENVELOPE

Comox Zoning Bylaw 2056 shall prevail if there are conflicts with this table.



Zone	Maximum # of Dwelling Units	Permitted Residential Dwelling Types	Minimum Setbacks	Maximum Height	Maximum Lot Coverage	Maximum Gross Floor Area of Principal Buildings	Maximum GFA for Accessory Buildings
CD-4	4 per lot	<ul style="list-style-type: none"> Dwelling Units Coach Houses Secondary Suites 	<ul style="list-style-type: none"> Front: 7.5 m Interior side: 2.0 m Exterior side: 3.5 m Exterior side (abutting Guthrie Rd): 7.5 m Rear (except CH): 7.5 m Minimum corner cut-off setback: 1.0 m 	<ul style="list-style-type: none"> 9.0 m 	Buildings, structures, and impervious surfaces: 20%	NA	100.0 m ²
CD-14	4 per lot	<ul style="list-style-type: none"> Dwelling Units Coach Houses Secondary Suites 	<ul style="list-style-type: none"> Varies – reference Zoning Bylaw diagrams. 	<ul style="list-style-type: none"> 9.0 m 	Buildings, structures, and impervious surfaces: 20%	NA	100.0 m ²

¹ On lots that are greater than 4050 square metres, do not have community water service, or do not have community sewer service, the maximum number of dwelling units is 2.



APPENDIX C: EXTERNAL LINKS



BC Hydro

- » [Electrical connection requests](#)

Province of BC

- » [Home Suite Home](#): A guide to secondary suites in BC, including key Building Code requirements
- » [BC Standardized Housing Designs Catalogue](#): The province has created standardized housing designs that meet the BC Building Code.

Small Housing

- » Small Housing is a non-profit organization promoting the benefits of innovative housing forms, including SSMUH.
- » There is a web portal with resources for Citizen Developers: [Citizen Developers - SHBC Gentle Density Toolbox](#)

Technical Safety BC

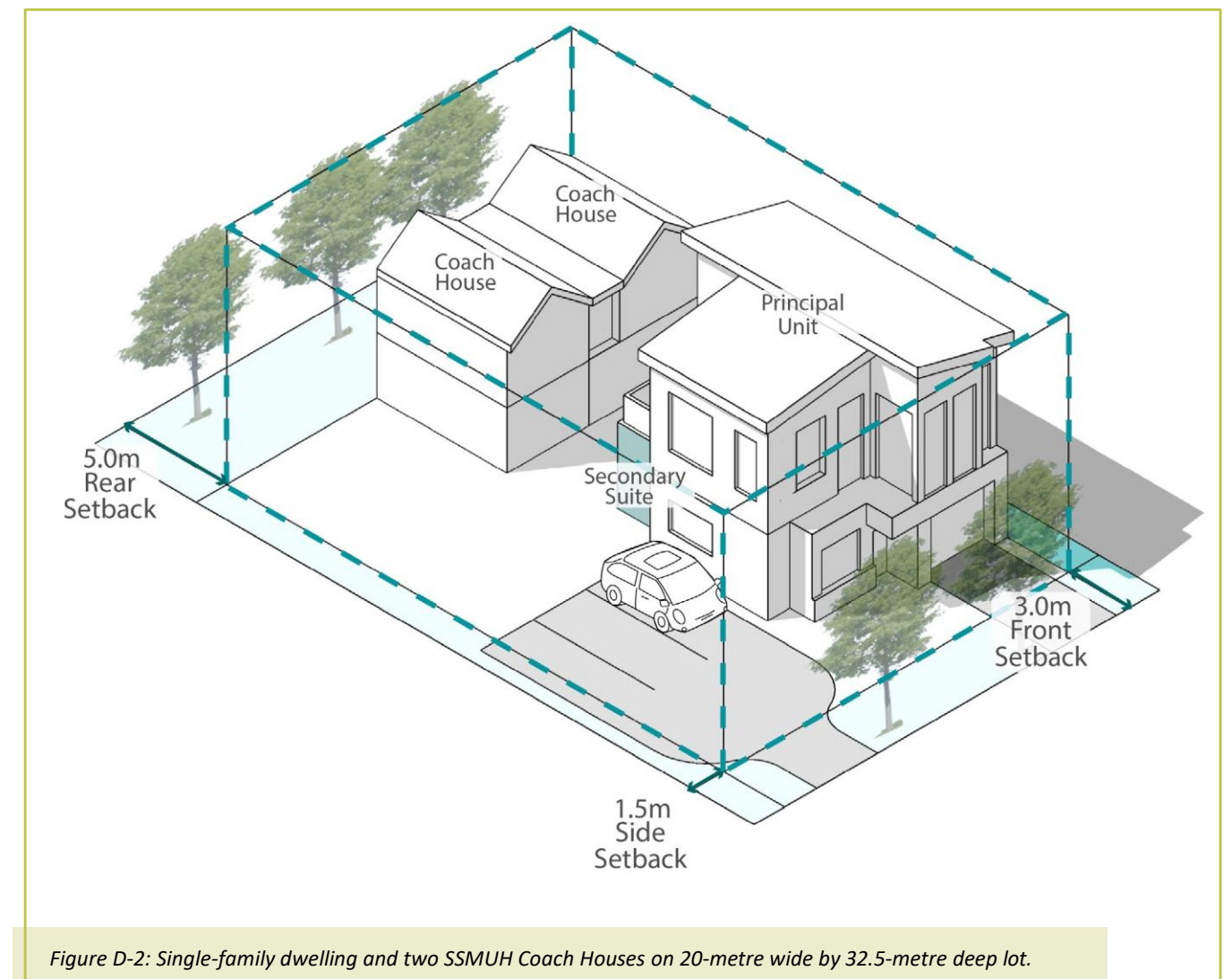
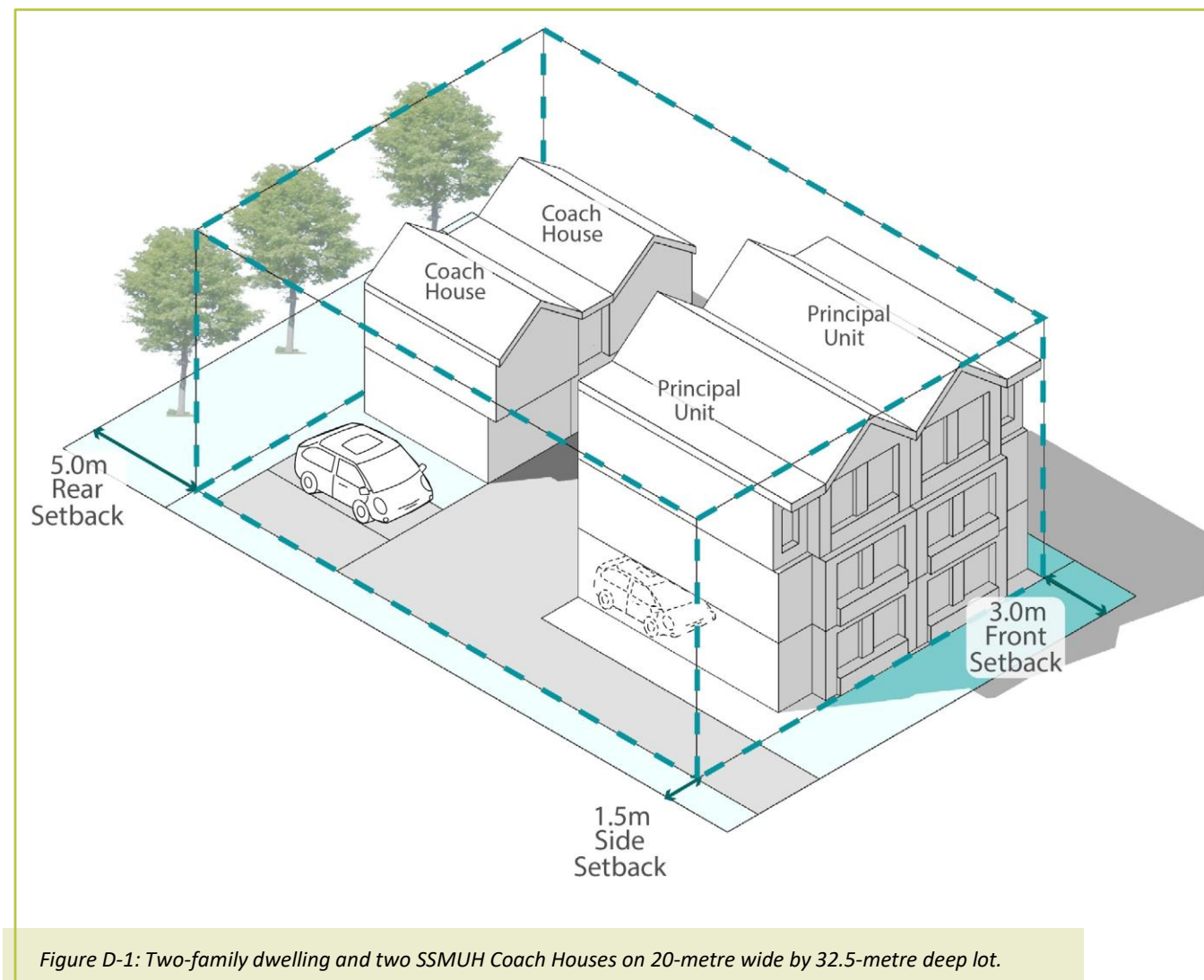
- » [Permits](#) | [TSBC](#)



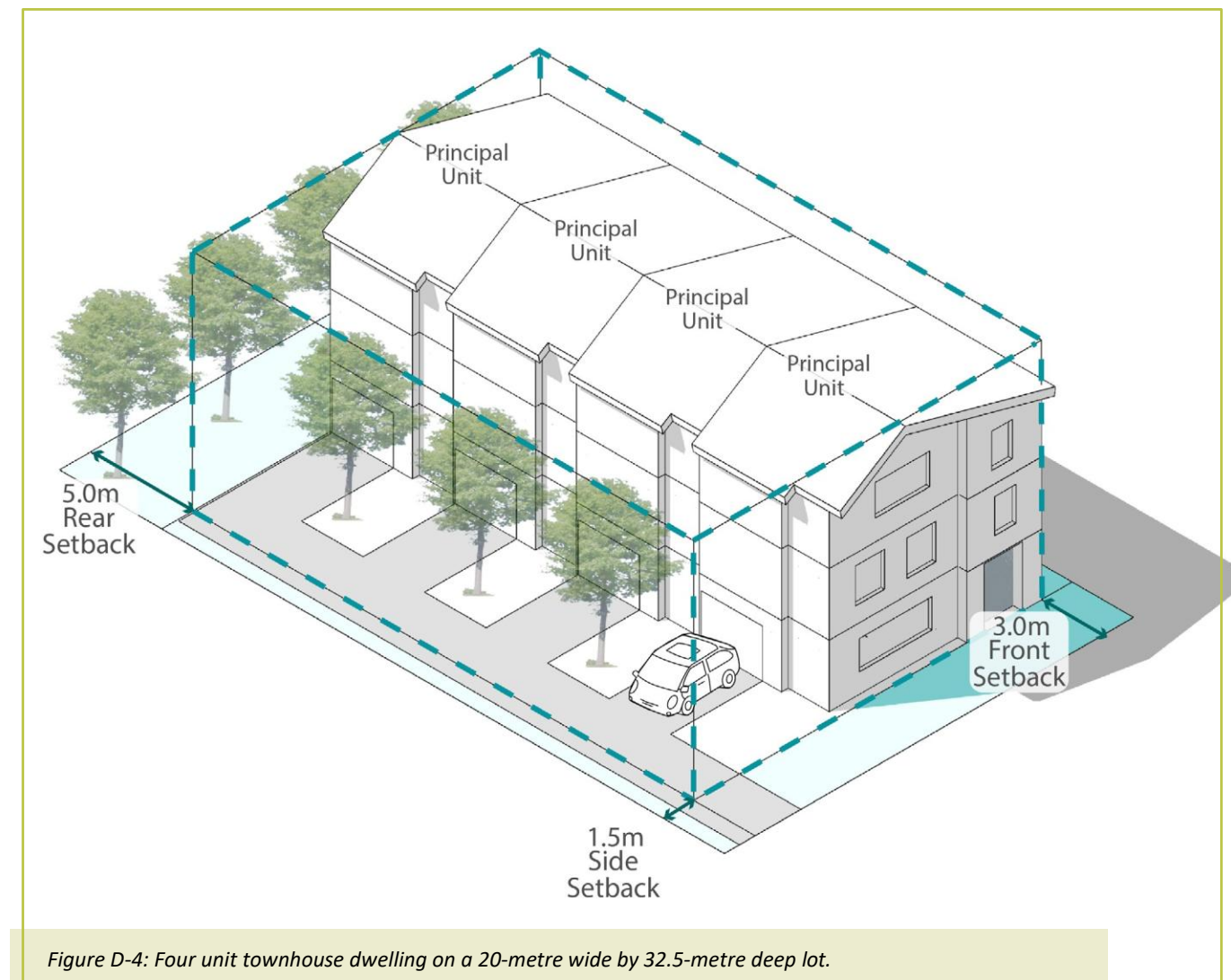
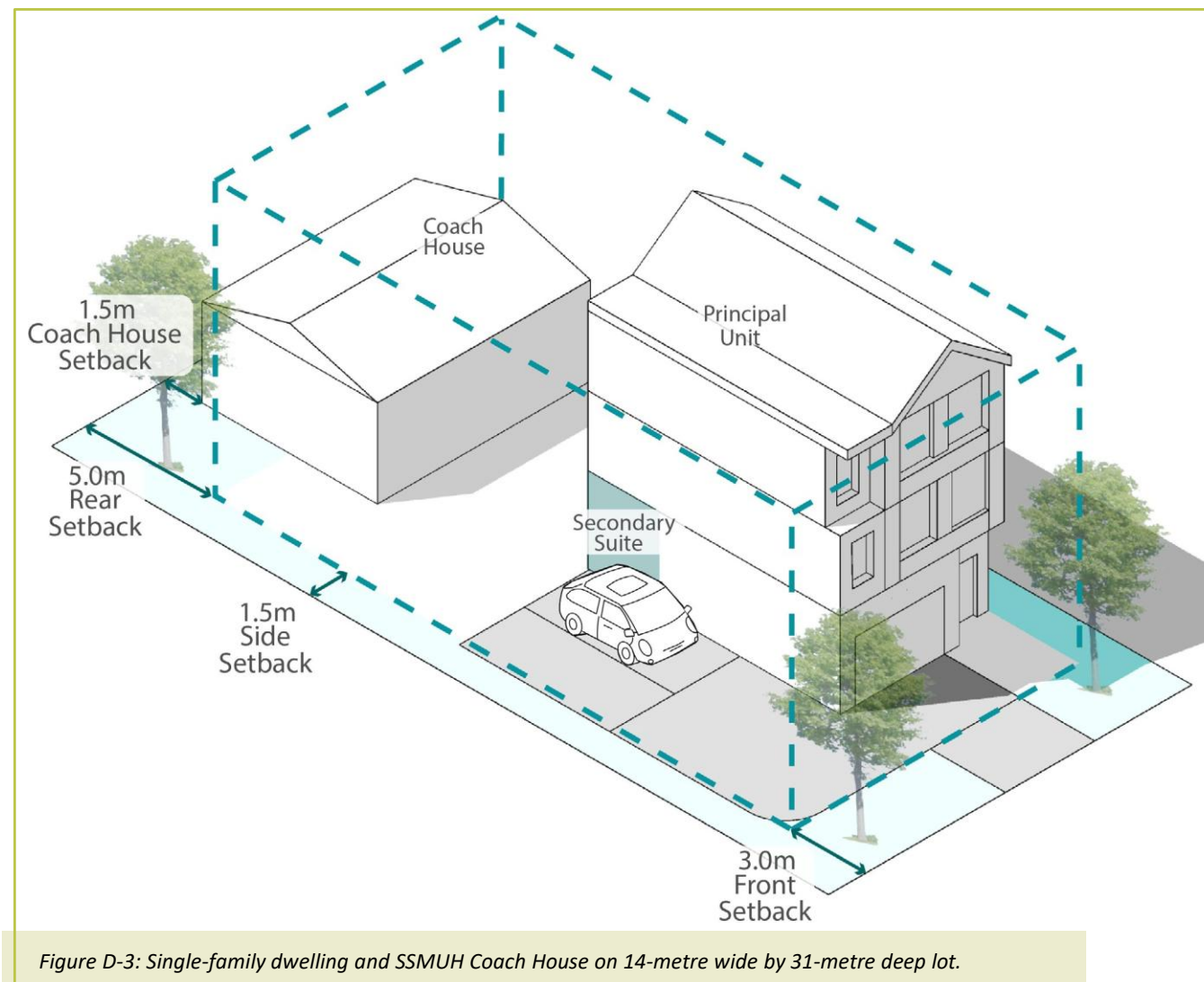
APPENDIX D: BUILDING COMBINATION EXAMPLES



Where multiple residential units are permitted, building types can be mixed and matched to total four units on a lot, or three units for lots 280 m² or smaller. Consider the examples below, which show some building type combinations on varying lot sizes.



APPENDIX D: BUILDING COMBINATION EXAMPLES



APPENDIX D: BUILDING COMBINATION EXAMPLES

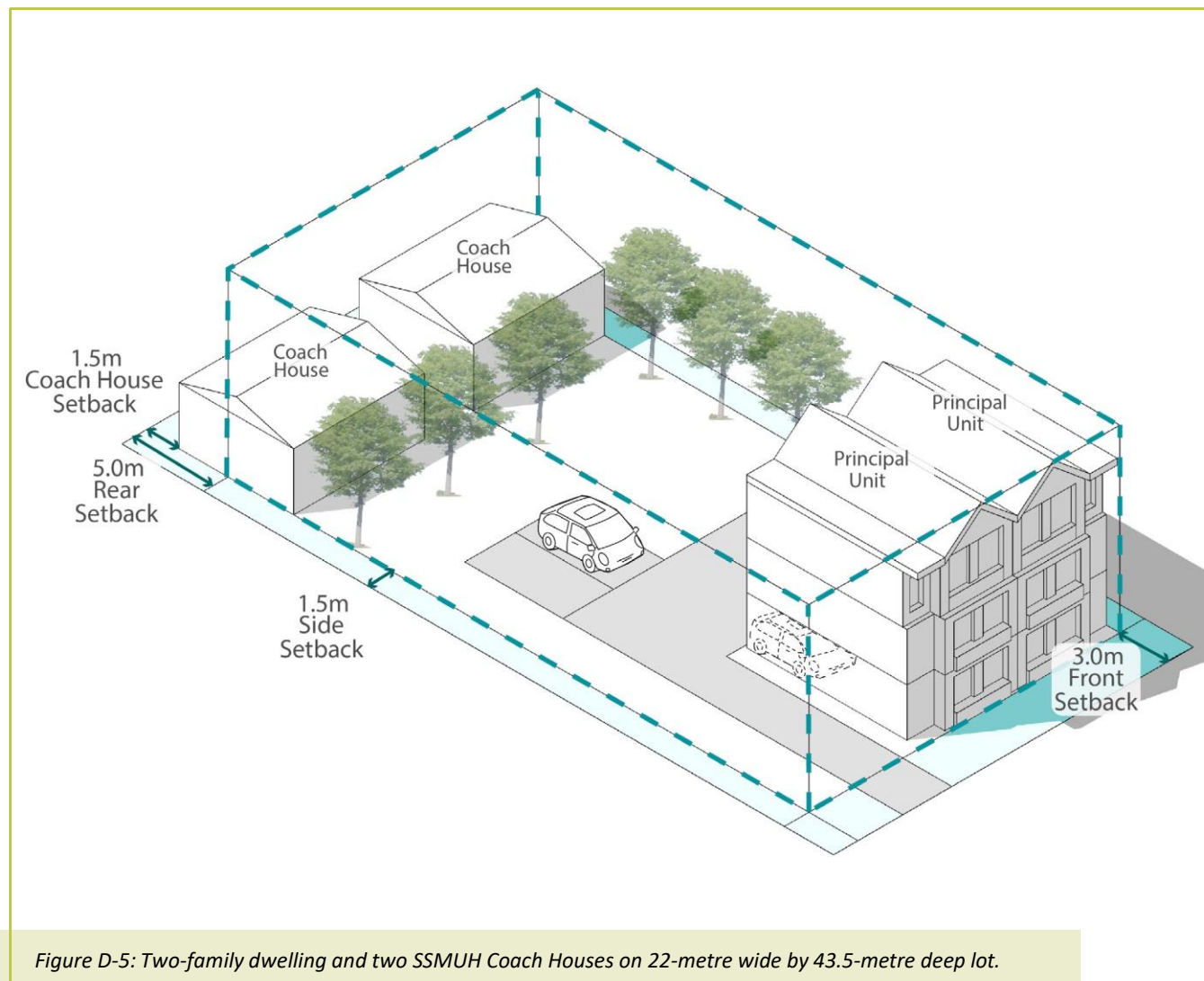


Figure D-5: Two-family dwelling and two SSMUH Coach Houses on 22-metre wide by 43.5-metre deep lot.

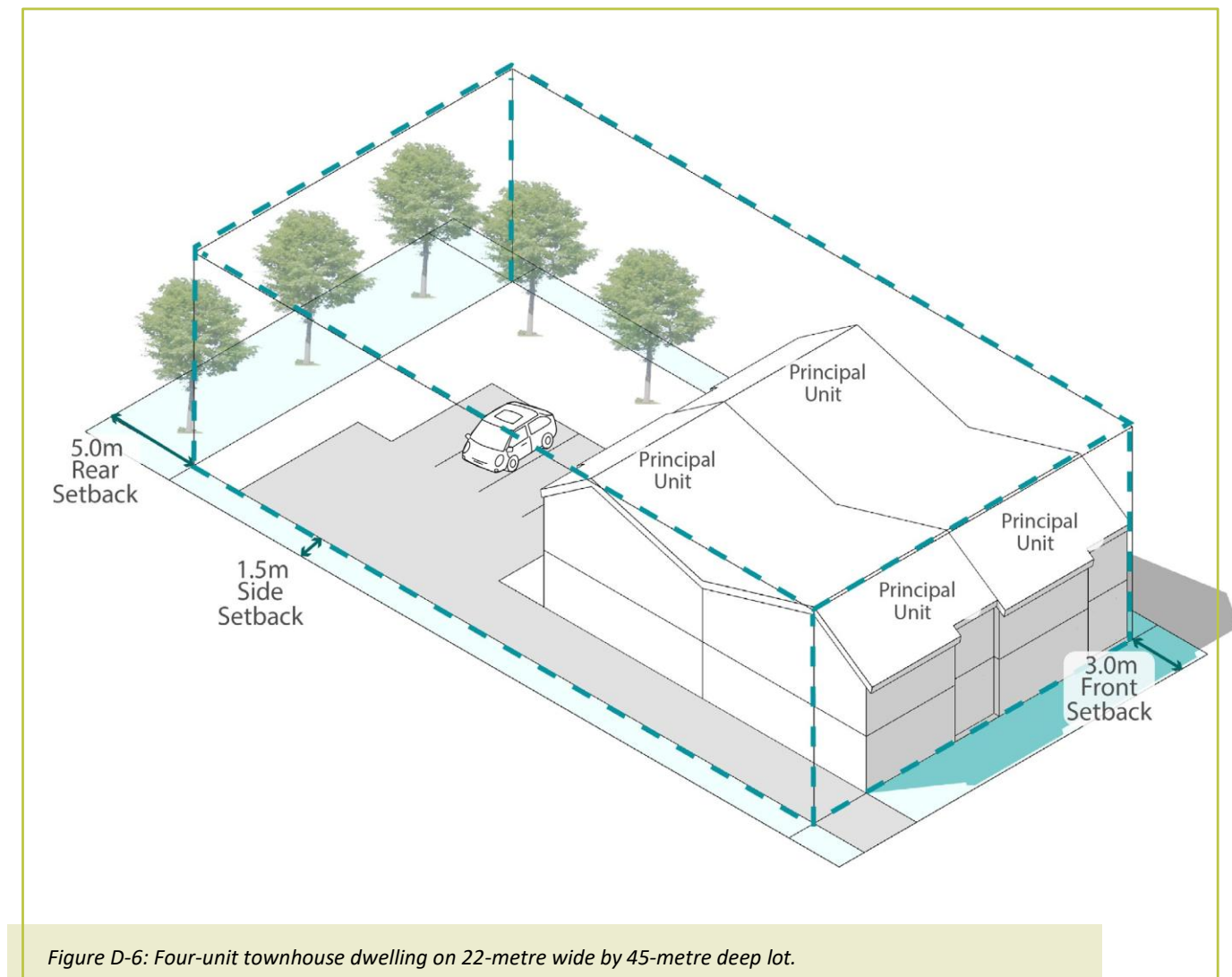


Figure D-6: Four-unit townhouse dwelling on 22-metre wide by 45-metre deep lot.

APPENDIX E: ZONING DETAILS



Appendix E provides an overview of zoning considerations to be aware of when considering building and development plans on Low Density Residential Lots. However, this is not a substitution for the Zoning Bylaw, which should be consulted in detail for all plans. If there are any conflicts between this document and the Zoning Bylaw, the Zoning Bylaw shall take precedence.

Maximum Height

Maximum height is the height measured from the lesser of the natural or finished grade to the highest point of a building or structure. Common protrusions from the roof such as chimneys are excluded. Additional details on measuring height are provided in section 5.3.1 and Figure 5-1 of the zoning bylaw.

SSMUH zones have maximum heights measured in metres and storeys. For example, even if a building could fit four storeys within 11 metres, it would not be permitted. It should be noted that any portion of a building having its ceiling 0.6 metres or less above finished grade does not count as a storey.

Applicable Zoning Bylaw Definitions

Grade, finished: means the elevation of the ground following construction or land altering activities.

Grade, natural: means the elevation of the ground surface in its natural state, prior to the commencement of any alteration or development, or on sloping sites, the plane angles prior to the commencement of any alteration or development. Where land alteration has occurred, natural grade is determined using historical records or interpolation based on surrounding natural grades.

Height: means the maximum vertical distance between the highest point of a structure or building and the lesser of natural grade or finished grade.

Storey: means the portion of a building between the top of any floor and the top of the floor next above it, and if there is no floor above it, the portion between the top of such floor and the ceiling above it. Any portion of a building having its ceiling 0.6 metres or less above finished grade will not be counted as a storey.

APPENDIX E: ZONING DETAILS



Lot Coverage

Lot coverage refers to the proportion of a lot that is built upon. Section 5.4.2 of the Zoning Bylaw includes additional details on how lot coverage is calculated, noting the built features that are excluded from lot coverage. In general, uncovered features such as stairs and porches, projecting architectural features such as eaves and gutters, and landscaping features such as pergolas, are excluded from lot coverage. In other words, the building footprints are the main determinant of lot coverage

SSMUH zones include maximum lot coverages including impervious surfaces, which prevent water from penetrating into the ground, such as concrete, asphalt, and pavers. Impervious surface regulations serve to minimize urban heat island effects and manage stormwater runoff to prevent flooding and overburdening Town stormwater management infrastructure.

Applicable Zoning Bylaw Definitions/Sections

Lot area: Lot Area means the total horizontal area within the lot line of a lot. In the case of a panhandle lot, the access strip shall be excluded from the calculation of total lot area for the purpose of determining compliance with a minimum lot area requirement of this Bylaw.

Lot coverage: Means the total horizontal area of a lot that is built upon, expressed as a percentage of lot area.

Impervious Surface: means a surface which either prevents or impedes the entry of water into the soil mantle or causes water to run off the surface in greater quantities or at a rate of flow greater than the rate of flow present under natural conditions prior to development. Such surfaces include but are not limited to concrete, asphalt, and pavers.

5.4.2 Lot Coverage

- (1) The following shall be excluded from the calculation of lot coverage:
- (a) one accessory building having less than 10.0 square metres of floor area;
 - (b) arbours, trellises, pergolas, and other such landscaping features;
 - (c) awnings, bay windows, canopies, cornices, eaves, gutters, pilasters, sills, sunshades, and other such architectural features;
 - (d) fences, retaining walls, and landscape screens;
 - (e) uncovered and/or unenclosed balconies, decks, porches, and verandas;
 - (f) uncovered courtyards, patios, sidewalks, driveways, parking areas, and other such hard surfacing;
 - (g) uncovered stairs and ramps; and
 - (h) uncovered swimming pools.

APPENDIX E: ZONING DETAILS



Setbacks

Setbacks are minimum distances that buildings and structures must be located from lot lines. They maintain privacy between neighbours, provide adequate space for emergency services to access rear yards, and achieve consistency from the street view. Each zone outlines specific setbacks from the front, side, rear, and corner cut-off lot lines.

Setbacks can be different for different types of buildings. For example, coach houses have different rear yard setbacks than principal dwelling units because they are smaller and have less effect on rear yards of neighbouring properties. Further, 1-storey coach houses have smaller setbacks than 2-storey coach houses for the same reason.

Setbacks can also differ for parts of a building. The zoning bylaw includes larger minimum setbacks for garages where visible from the street.

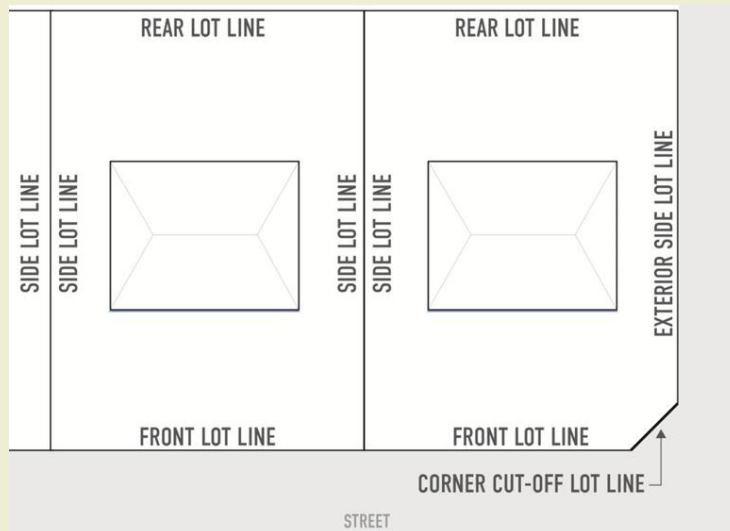
Though each zone lists the specific required setback for that zone, Zoning Bylaw section 5.3.2 lists the allowable projections into setbacks.

APPENDIX E: ZONING DETAILS



Applicable Zoning Bylaw Definitions/Sections

Lot Line: means any line that forms the legally defined boundary of a lot.



Setback: means the shortest horizontal distance between a building or structure and a lot line.

APPENDIX E: ZONING DETAILS



Parking

Section 8 of the Zoning Bylaw includes regulations for parking stall number, size and siting. **1 parking stall per dwelling unit must be provided on Low Density Residential Zone lots.** Tandem parking spaces (one in front of the other) cannot count toward the minimum required number of parking spaces.

A development variance permit would be required for a second driveway to access parking spaces, which is not currently permitted by the [Highway Use Bylaw](#). Under the [Highway Use Bylaw](#), a driveway is only the portion of a driveway as described in the Zoning Bylaw, that crosses a public boulevard, and can be a maximum of 5.5 metres wide.

APPENDIX E: ZONING DETAILS



Landscaping and Screening

Required Trees

Section 7 of the Zoning Bylaw includes landscaping requirements where one or more new dwelling units are being added to a lot. This includes the demolition and replacement of one or more existing dwelling units.

Table 7.2(2) of the Zoning Bylaw includes minimum tree requirements. The required number of trees includes existing trees on a lot that are retained post-development, and many lots will already meet the minimum requirements where existing trees are retained.

For lots with three or fewer dwelling units, one tree per dwelling unit is required. Table 7.2(2) includes minimum ratios for small, medium and large trees with 50% large trees, 25% medium trees, and the remaining trees being small trees, which are further defined in the Zoning Bylaw.

On lots with four or more dwelling units, the number of trees is determined by frontage width, with 1 tree required for every 15 metres of frontage. Parcel frontage is the width of the front lot line between the side lot lines as defined in the Zoning Bylaw, included below. There are nuances to determining the frontage width for corner lots and those fronting a cul-de-sac outlined in the Zoning Bylaw definition and figures 3-6 and 3-7 below.

Table 1 below provides an example calculation for a lot with three dwelling units.

Table 1: Example calculation of minimum tree requirements on a lot in a Low Density Residential Zone with 3 dwelling units. Table 7.2(2) in the Zoning Bylaw includes the regulations and has additional details on minimum soil capacity and other related regulations.

Total Units on Lot	3
Required Tree Ratio	1 per dwelling unit
Total Trees	3
Large Tree Ratio	50%
Medium Tree Ratio	25%
Small Tree Ratio	Total trees minus large trees and medium trees
Large Trees Required	2 (3 x 50% = 1.5, rounded to 2)
Medium Trees Required	1 (3 x 25% = 0.5, rounded to 1)
Small Trees Required	0 (3 - 2 - 1 = 0)

Large Tree	Expected mature canopy dimension of > 10.0 metres
Medium Tree	Expected mature canopy dimension 6.0-10.0 metres
Small Tree	Mature canopy dimension < 6.0 metres

APPENDIX E: ZONING DETAILS



Landscape Areas

Landscape areas are portions of a lot next to roads, lanes, trails, and any other public thoroughfare within the Zoning Bylaw definition of “Highway”, that must be landscaped. For Low Density Residential Zones without rear lane access, landscape areas must extend a minimum of three metres into the lot from the front lot line, and the exterior side lot line on corner lots. On lots with rear lane access, the landscape area also must extent 3.0 metres in from the rear lot line, except where there is a 1-storey coach house, the landscape area would only need to extend 1.5 metres into the lot (the minimum rear lot line setback for 1-storey coach houses).

At least 75% of required landscape areas must be comprised of soil-based landscape elements such as natural grass varieties, ground covers such as perennials and natural turf, shrubs, and trees.

Where retaining walls are built, the tiered areas between retaining walls must be comprised of soil based landscape elements.

The Zoning Bylaw requires permanent, full automatic, low-water requirement irrigation systems for required landscape areas. However, irrigation systems would not be required for contiguous areas of 100.0 square metres or larger comprised of native vegetation, nor for areas specifically designed as xeriscape or with drought resistant native species.

Applicable Zoning Bylaw Definitions

Highway: Highway means a highway under the Land Title Act that affords the principal access to abutting properties, including a thoroughfare, street, lane, trail, avenue, parkway, highway, road, viaduct, alley, bridge, trestle way, or other public right of way which is ordinarily used for vehicular traffic, parking, and pedestrians, and is located on publicly owned lands.

Landscape Area means the horizontal area of any yard abutting a highway that must be landscaped.

Soil-Based Landscape Elements means any combination of horticultural elements requiring growing medium, including natural grasses, ground covers such as perennials and natural turf, shrubs, and trees. Soil-based landscape elements do not include landscaped areas without growing medium and plant materials or which are predominately comprised of rock, artificial turf, rubberized surfacing, or other such hard surface treatments.

APPENDIX E: ZONING DETAILS



Fencing

The Zoning Bylaw includes maximum fence height regulations in Low Density Residential and Multi-Unit Residential zones. The maximum fence height is 1.2 metres in front and exterior side yards, and 2.4 metres in all other yards.

