

Guide to Creating a Boarding, Lodging or Rooming House

Boarding Lodging or Rooming House means a Building in which lodging with or without meals is supplied for gain to more than four Persons other than the lessee, tenant or owner of said Building, but does not mean or include a Motel, Hotel, short term accommodation, Bed and Breakfast Establishment, group home, Hospital, similar commercial or institutional use or Apartment Dwelling.

Planning Requirements

The creation of a Boarding, Lodging or Rooming House will be subject to [Site Plan Approval](#) in addition to the following provisions:

- ✓ Zoned Residential Four (R4) under Zoning By-law 2014-44.
- ✓ Complies with the Residential Four (R4) Zone building envelope regulations.
- ✓ Parkland Dedication fees will apply at a per bed rate.
- ✓ Off-street parking shall be provided and calculated at a rate of 1 space per room. Tandem parking is not permitted.
- ✓ Parking spaces shall meet the minimum size requirement of 2.7m in width and 6.0m in length and shall be clearly defined with the layout of spaces appropriately marked on the ground.
- ✓ The minimum width of an aisle providing access to a parking space shall be 6.0m.
- ✓ Parking areas and driveways shall have a surface of cement or asphaltic binder or any other permanent type of surfacing and

shall include a poured concrete barrier curb.

- ✓ The parking area and driveway shall not cover more than 50% of the Front or Rear Yard in a Residential Zone.
- ✓ On a Corner Lot, no driveway shall be located closer than 15m to the intersection of a local road, or 20m to the intersection of a collector road, arterial road or provincial highway. Where lot size or topographical limitations prevent the required setback distances, the driveway shall be located as far away from the corner as possible and the location shall be subject to approval by the City.
- ✓ A snow storage area that is 2% of parking areas and driveways shall be provided.
- ✓ When abutting a Residential or Open Space Zone or Use a minimum width of 2.0m of Landscaped Buffer Area is required.

Visit the City of Orillia's Website for our Guide to Site Plan Control:
https://www.orillia.ca/en/city-hall/resources/Site_Plan_Control_Application_Guide.pdf



- ✓ When abutting a Residential or Open Space Zone or Use a minimum height of 2.0m is required for a Landscaped Screening Strip.
- ✓ When abutting any other Zone or Use a minimum width of 1.0m of Landscaped Buffer Area is required.

Building Requirements

The creation of a Boarding, Lodging or Rooming House will require a Building Permit. If you are creating a Boarding, Lodging or Rooming House within an existing building, a Change of Use Permit will also need to be obtained. The following is required to be submitted with the Building Permit Application:

- ✓ Architectural Drawings
 - Elevations
 - Foundation Plan
 - Floor Plan
 - Cross-Section
- ✓ Site Plan

We recommend that you consult with a designer with a BCIN in small buildings. A list of local, qualified designers and consultants is available to you on the City's website and at the Building Division counter in the municipal office. Building Permit fees will be calculated as per Municipal Code Chapter 830. Development Charges may apply. Other permits and approvals may also be required. A Site Plan shall be made in

Visit the City of Orillia's Website for our Guide and Checklist for a Building Permit Application:

<https://www.orillia.ca/en/living-here/resources/Guide-and-Checklist-for-Building-Permit-Applications.pdf>

accordance with the Planning Division's requirements.



Zoning By-law Amendment

If the property is not zoned Residential Four (R4), a complete Zoning By-law Amendment application must be prepared, submitted, reviewed and approved by the City in order to permit a Boarding, Lodging or Rooming House on the property. The Zoning By-law Amendment process takes approximately 3-6 months. Expenses include the City's application and engineering review fees, in addition to the costs incurred by the applicant to prepare and revise plans, post signs, attend public meetings, and retain consultants. The decision to approve or deny a Zoning By-law Amendment is made by City Council.

Contact Information

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Building Division

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