Municipality of Leamington
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ADDING AN ADDITIONAL DWELLING UNIT TO YOUR PROPERTY

A guide to Additional Dwelling Units (ADUs) and Additional Residential Units (ARUs)



Start online at leamington.ca/Cloudpermit

Start Here

Thinking about adding another dwelling unit to your property? This guide explains how to get started, what you may need to provide and what to expect during the municipal review process.

Important: Start with the municipal review

A building permit application is the final step. Before applying for a building permit, your proposal must first go through the ADU/ARU review process.

Which type applies to my property?

Urban property

Your proposal is referred to as an Additional Dwelling Unit (ADU).

Rural property

Your proposal is referred to as an Additional Residential Unit (ARU).





Not sure which applies to your property? Municipal staff can help.

Before You Begin

Zoning: Additional units must meet the Municipality's Zoning By-law. Relevant sections are Section 3 (Definitions), Section 4.1.1 (Urban ADUs) and Section 4.1.2 (Rural ARUs). You do not need to interpret these requirements on your own.
Visit leamington.ca/ZoningBylaw for more information.

Fees: There is currently no fee for the Municipality's initial ADU/ARU review. Other fees may apply, including sanitary capacity review, encroachment matters or other planning applications. Municipal fees are reviewed annually and may change.

Rural septic systems: If a Rural ARU will use an existing septic system, confirm in advance that the system can support the additional unit(s).

Property ownership: You may be asked to provide confirmation of property ownership.

The Process at a Glance

Tell us about your proposal
Create a Cloudpermit workspace and complete the Pre-Submission Form.

Receive your next steps
Municipal staff review your inquiry and tell you what is required.

Submit the required information
Complete the appropriate application and upload supporting information.

Complete the municipal review
Provide any additional information, revisions or approvals requested.

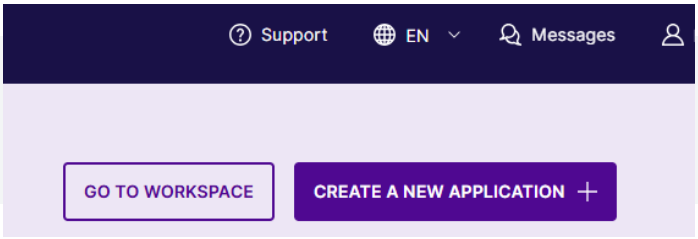
Apply for a building permit
Once the review is complete, you may proceed to the building permit stage.

Getting Started in Cloudpermit

Cloudpermit is the Municipality's online system for ADU/ARU inquiries and applications. The steps below show the key screens you will use.

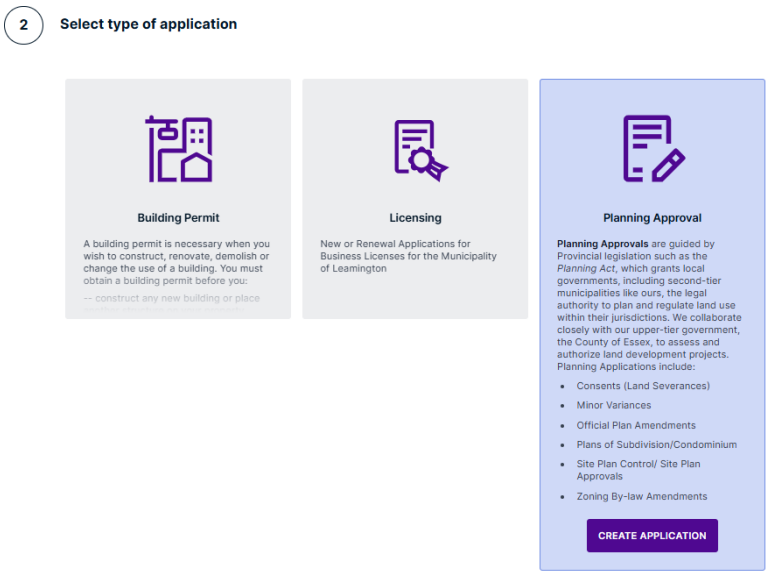
1

Create an account
Visit leamington.ca/Cloudpermit. Once signed in, choose Create a New Application.



2

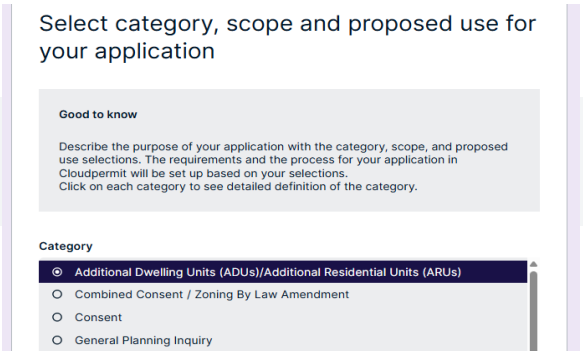
Select Planning Approval
Choose Planning Approval as the application type.



3

Select ADU/ARU

Choose Additional Dwelling Units (ADUs) / Additional Residential Units (ARUs).



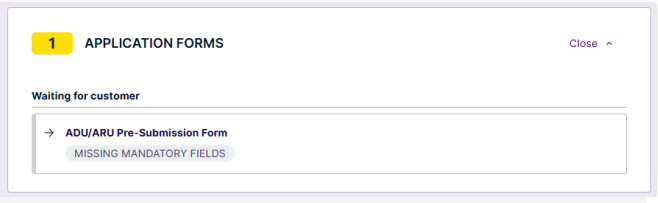
Not ready to apply yet? That is okay - the Pre-Submission Form is also for early inquiries and guidance.

Submitting Your Proposal

1

Complete the Pre-Submission Form

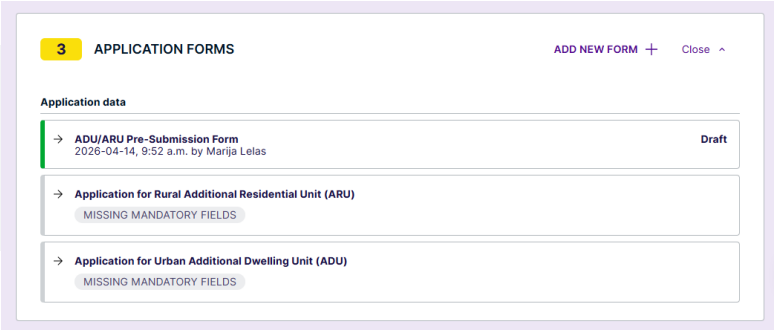
Complete the required fields in your ADU/ARU workspace. Municipal staff will review your inquiry and provide next steps.



2

Complete the application

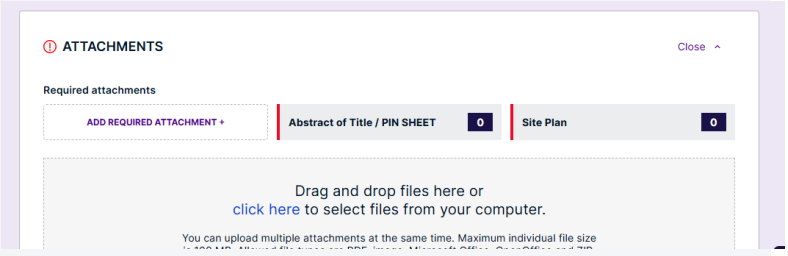
If you are ready to proceed, the appropriate Urban ADU or Rural ARU application form will be added to your workspace.



3

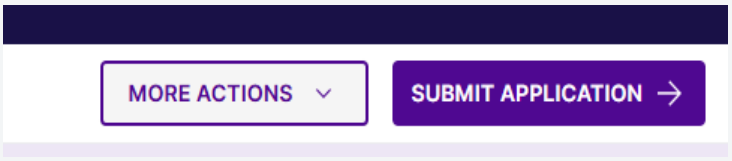
Upload supporting information

Complete the application and provide a site plan or sketch and any other information requested. Required documents will appear under Attachments.



4

Submit
When all required sections are complete and the requested information has been uploaded, select Submit Application.



What Happens After You Submit?

Municipal staff will review your submission to confirm whether an additional unit is permitted on your property and identify any information or requirements needed to move your proposal forward.

Urban ADU

If your proposal is for a permitted Urban ADU, you must complete a Sanitary Capacity Assessment at leamington.ca/ADU. This step is mandatory for Urban ADUs, and the review cannot move forward until sanitary capacity approval has been issued.

If sanitary capacity is available, upload the confirmation letter to your Cloudpermit workspace.

Rural ARU

Provide the information requested for your proposal, including a site plan and any other supporting information required.

If you plan to use an existing septic system, confirm that it can support the additional unit(s).

During the Municipal Review

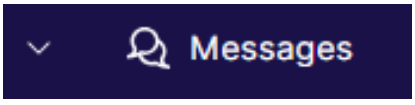
Every property and proposal is different. Depending on your proposal, you may be asked to:

- revise your plans;
- provide additional information, plans, surveys or drawings;
- complete additional reviews; or
- obtain another approval, such as a Minor Variance.
- Staff will let you know what is required as your proposal moves through the review process.

Final Step: Building permit

Once your proposal meets the applicable requirements and the municipal review is complete, you will be advised that you may proceed with your building permit application. Please note that a set of drawings will be required to be completed by a certified designer. This can be through a BCIN or Architect.

Stay Connected Through Cloudpermit



Once your workspace has been created, use the Messages feature in Cloudpermit for communication about your proposal. This keeps your application information and correspondence together and makes it easier to track questions and next steps.

Your ADU/ARU Process

Use this page as a quick reference as you move through the process.

1	Create a Cloudpermit account and start an ADU/ARU workspace
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2	Complete the ADU/ARU Pre-Submission Form
↓	
3	Municipal staff review your inquiry and provide next steps
↓	
4	Complete the appropriate application and submit required information
↓	
5	For an Urban ADU, complete the required Sanitary Capacity Assessment
↓	
6	Municipal staff review your proposal
↓	
7	Provide additional information, revisions or approvals, if required
↓	
8	Municipal review is complete
↓	
9	Proceed to your building permit application

Questions or not sure where to start?

Begin with the ADU/ARU Pre-Submission Form in Cloudpermit. Municipal staff will review your inquiry and provide the appropriate next steps.

Contact **Planning and Development Services** at 519-326-5761 ext. 1407 or at planning@leamington.ca