

# Additional Residential Dwelling Unit (ARDU) registration form



## A. Property information

Property address, including unit number: \_\_\_\_\_

Complete the checkboxes below as applicable for the location of the proposed Accessory Residential Dwelling Unit (ARDU):

a) Proposed ARDU is located **within the main dwelling** (check only those that apply):

- one bedroom       two bedroom  
 basement       first floor       second floor       third floor

b) Proposed ARDU is located **within a separate detached building** on the same property as the main dwelling (check only those that apply):

- one bedroom       two bedroom  
 side yard       exterior side yard       rear yard

c) Is there a previously registered additional residential dwelling unit on the property?  Yes  No

## B. Owner information

Corporation or partnership (if applicable): \_\_\_\_\_

Last name: \_\_\_\_\_ First name: \_\_\_\_\_

Primary residence, including unit number: \_\_\_\_\_

Municipality: \_\_\_\_\_ Postal code: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone number: \_\_\_\_\_

## C. Owner declaration

As the owner of the existing/proposed additional residential dwelling unit(s) at the above noted location, I hereby make this application to register the additional residential dwelling unit(s) with the City of Guelph as required under Sections 7. and 10. of City of Guelph By-law (2021)-20609, as amended.

Date: \_\_\_\_\_

Signature of owner: \_\_\_\_\_

## Collection of Personal Information

Personal information is being collected and will be used for the purposes of verifying property ownership and to communicate with the owner.

Personal information, as defined by Section 2 of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), is collected under the authority of the Municipal Act, 2001, and in accordance with the provisions of MFIPPA.

If you have questions about the collection, use or disclosure of this personal information please call 519-822-1260 extension 2349 or email [privacy@guelph.ca](mailto:privacy@guelph.ca).

Alternate formats of this document are available as per the Accessibility for Ontarians with Disabilities Act by contacting Building Services at 519-837-5615 or email [building@guelph.ca](mailto:building@guelph.ca).

## For use by Principal Authority

Folder number: \_\_\_\_\_ Fee collected: \_\_\_\_\_

### Inter-office inspections and approvals

#### A. Zoning Services approvals

Approved date: \_\_\_\_\_ Signature: \_\_\_\_\_

Not approved, reason: \_\_\_\_\_

Pending approval: \_\_\_\_\_

#### B. Building Services approvals

Folder number: \_\_\_\_\_

Approved date: \_\_\_\_\_ Signature: \_\_\_\_\_

Not approved, reason: \_\_\_\_\_

Not applicable

Electrical Safety report submitted - date of report: \_\_\_\_\_

Comments: \_\_\_\_\_

#### C. Fire Department approvals

Folder number: \_\_\_\_\_

Approved date: \_\_\_\_\_ Signature: \_\_\_\_\_

Not approved, reason: \_\_\_\_\_

Not applicable

Electrical Safety report submitted - date of report: \_\_\_\_\_

### Formal registration of additional residential dwelling unit

Date: \_\_\_\_\_

Signature of Chief Building Official or designate: \_\_\_\_\_