



UNIVERSITY ENDOWMENT LANDS

ACCESSORY DWELLING UNIT GUIDELINES

Purpose:

The University Endowment Lands' [Land Use, Building and Community Administration Bylaw](#) (LUB) has been amended to change all Single-Family Districts SF-1 and SF-2 to Residential Infill Districts R-4 and R-6 District to allow infill housing in existing low-density residential zones (see the [Ministerial Order 292/2024](#)). This supports the development of small-scale multi-unit housing (SSMUH), such as garden suites or multi-unit housing on single-family lots per the [Local Government Act](#) (LGA). These Accessory Dwelling Unit (ADU) Guidelines provide guidance for property owners interested in building an ADU on their property.

WHAT IS AN ACCESSORY DWELLING UNIT	<ul style="list-style-type: none">An ADU is a self-contained, detached dwelling unit that is accessory and subordinate to the principal dwelling unit on the same lot containing cooking, eating, living, sleeping, and sanitary facilities. Examples of ADUs include garden suites, laneway homes, carriage houses, and detached garage suites.
TENURE	<ul style="list-style-type: none">A lot with an ADU must remain under a single title; no ADUs can be strata-titled, subdivided, or sold separately from the main home.All ADUs shall be purpose-built rentals or housing for family members. No short-term rentals will be permitted in any ADUs.The owner is not required to live on the property.
WHERE ARE ADUS PERMITTED?	<ul style="list-style-type: none">ADUs are permitted in the R-4/R-6 Residential Infill District.
GENERAL REQUIREMENTS	<p>Restrictive Covenants and Building Schemes</p> <ul style="list-style-type: none">ADUs may be permitted by the zoning bylaw in the R-4/R-6 Districts, but some properties within the UEL have restrictive covenants or building schemes on title which may restrict the construction of an ADU. Those covenants and limitations can be complicated to understand; seeking legal advice on land title is important before building an ADU on a property. <p>Development Permit</p> <ul style="list-style-type: none">A Development Permit (DP) is generally not required for the construction of an ADU, except when the lot is located within a riparian or geotechnically sensitive area (please contact the UEL Administration Office to confirm if a DP is required). When a DP is required, please refer to Schedule 11 Development Permit Applications of the University Endowment Lands Land Use, Building and Community Administration Bylaw (LUB) and the Development Application Checklist for details.

Building Permit

- All ADUs are required to meet current [BC Building Code](#) (BCBC) standards. In addition, all new residential buildings shall be designed and constructed to conform to the levels of the Step Code and carbon pollution standard of the BCBC and per the UEL [Part 9 Residential Development Requirements: BC Energy Step Code and Carbon Pollution Standard Policy](#). Please see the [Building Permit Application](#) online for information.

**ZONING
REQUIREMENTS****Development Standards**

***In addition to the development standards highlighted below, it is important to reference the Ministerial Order [Ministerial Order 292/2024](#) and Section 27 of the [LUB](#) for further details on ADUs as it is beyond the scope of this document to list all the development standards and zoning requirements.

	For All ADUs	Area A	Area B	Area C
Number of units	Maximum 2 ADUs in the rear yard of a principal building, contained within a maximum of two (2) buildings, separated by a fire wall if attached			
Minimum Unit Size	The first ADU shall contain 2 bedrooms or greater			
Max floor space		150 m ²	200 m ²	150 m ²
Building height		1.5 storeys, max of 5.8 m or max of 6.7 m depending on the roof pitch and design	1 storey, max of 3.6 m measured from a roof with a max slope of 2%	1.5 storeys, max of 5.8 m or max of 6.7 m depending on the roof pitch and design
Front Yard Setback		12 m	12 m	5 m
Side Yard Setback		1.5 m	1.5 m	1.5 m
Rear Yard Setback	1.5 m			
Main Entrance from Street Curb	Not more than 45 m			
Building Separations	1.5 m between accessory building	12 m between principal building	12 m between principal building	8 m between principal building

PARKING REQUIREMENTS	<ul style="list-style-type: none"> The maximum allowable parking spaces on an R4 lot are four (4) spaces. The maximum allowable parking spaces on an R6 lot (which are lots near rapid transit areas) are three (3) spaces. There is no minimum parking space requirement for any ADUs. <table border="1" data-bbox="522 403 1318 636"> <tr> <th colspan="2">R-4/R-6: RESIDENTIAL INFILL DISTRICT</th></tr> <tr> <td>Single-Family (with or without a secondary suite)</td><td>Maximum 2 spaces</td></tr> <tr> <td>R-4 lot (with 3 or more ADUs)</td><td>Maximum 1 space per dwelling unit</td></tr> <tr> <td>R-6 lot (with 3 or more ADUs)</td><td>Maximum 0.5 spaces per dwelling unit</td></tr> </table> <ul style="list-style-type: none"> Parking spaces are required to be surfaced with permanent asphalt, concrete, permeable pavers, or paving stones. Only one driveway is permitted per lot with standards per Schedule 3 of the LUB and compliance with the Stormwater Management Policy. Costs for any approved driveway adjustments, including widening or curb letdowns, must be borne by the property owners. Driveway adjustments are subject to the approval of the UEL. 	R-4/R-6: RESIDENTIAL INFILL DISTRICT		Single-Family (with or without a secondary suite)	Maximum 2 spaces	R-4 lot (with 3 or more ADUs)	Maximum 1 space per dwelling unit	R-6 lot (with 3 or more ADUs)	Maximum 0.5 spaces per dwelling unit
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WATER, SEWER & UTILITY SERVICES	<ul style="list-style-type: none"> Water and sewer connections are to be inside the property, installed and maintained by the property owner. Only one water and sewer service connection per lot is allowed; the ADU must be connected to the existing servicing on the property. Note there will likely be additional costs on the utility bills for each ADU (e.g., additional garbage and recycling fees, hydro, water, insurance fees, and repairs and maintenance). There will be service connection fees for sewer, gas, and stormwater. Depending on the age and servicing of a home, an upgrade to the services may be required to serve the ADU. Please see the UEL Works and Services Bylaw. Any site restrictions (e.g. easements, geotechnical considerations, site constraints) may trigger additional permissions or studies. 								
STORMWATER MANAGEMENT	<p>The site design must incorporate stormwater management to reduce runoff and conserve water for the new ADU. This includes reducing impermeable surfaces wherever possible and selecting landscape design that incorporates rainwater retention.</p> <p>Consider the following:</p> <ul style="list-style-type: none"> Permeable surfaces, or porous or pervious surfaces, are hard surfaces designed to allow water to infiltrate through the ground surface, either into underlying layers (soils and aquifers) or be stored below ground and released at a controlled rate to surface water. Permeable surfaces may include permeable pavers or porous asphalt, which reduce rainwater runoff to mitigate flood impacts and help to restore groundwater levels. Permeable surfaces are highly recommended on pathways and patios so long as they do not impede access for disabled persons. Landscape design incorporating rainwater retention, infiltration, and harvesting (such as rain gardens, permeable surfaces, rain barrels, and 								

	swales) is strongly encouraged (please refer to A Homeowner's Guide to Stormwater Management and Stormwater Management Policy).
BUILDING DESIGN	<ul style="list-style-type: none"> The architectural features and building materials of the ADU should complement the principal dwelling. Consider incorporating landscape material, decks and patios, outdoor lighting, and pathways that promote the livability of the ADU (see grade exclusions in the Ministerial Order M292-2024.pdf for exposed patios)
TREE PROTECTION & LANDSCAPING	<ul style="list-style-type: none"> A comprehensive landscape plan that contains all plantings including trees will be part of the permitting approval process to demonstrate compliance with the UEL Tree Management, Protection and Removal Policy. Any tree removal within a Riparian Area, Slope Stability and Geotechnical Assessment area, or lots adjacent to Pacific Spirit Park may be subject to additional requirements. Any tree removed should be replaced at a minimum 1:1 ratio. To minimize ecological impacts, the least invasive should be considered, or choose those within Schedule C Section 1.7 of the UEL's Works and Services Bylaw or the Metro Vancouver's Urban Tree List. Consider tree removal only when a tree is unsafe or unhealthy. When replacing or planting new trees consider species that are native (e.g. Western Red Cedar) or Western Yew in non-drought-prone areas among deciduous trees. When replacing or planting new trees, consider species that enhance biodiversity, are climate resilient, or contribute to food security.
FIRE SMART	<ul style="list-style-type: none"> The ground within 1.5 metres of the home should be made of non-combustible materials like gravel, brick, concrete, or rocks. Consider planting fire-resistant vegetation in the intermediate zone, 1.5 - 10 metres from the ADU. Where more than one ADU is proposed on a lot, the ADUs may be in the form of a single building with appropriate fire separations between the ADUs.
SCREENING & PRIVACY	<ul style="list-style-type: none"> To protect the privacy of the existing neighbours and the new residents, consider installing landscaping, fences, or hedges on side property lines. Vegetative screening not only maximizes privacy but also helps to mitigate noise. Incorporate materials that are attractive and durable while maintaining existing neighbourhood design characteristics. Design the siting of any outdoor amenity space in a location that helps to maximize privacy. Windows should be placed on parts of the building that do not overlook neighbouring properties. Consider translucent glazing (glass) in upper floor windows that are oriented toward adjacent residential properties.
OUTDOOR LIGHTING	<ul style="list-style-type: none"> Lighting should be considered along the pathway leading to the entrance to the ADU. Consider outdoor lighting at entrances and parking areas. Low-level pedestrian bollard lighting is encouraged for pathway lighting

	<ul style="list-style-type: none"> Consider using energy-efficient LED lighting. Consider shielding outdoor lighting to prevent light pollution. Include down-lit features for lights higher than 2.4 metres (8 feet).
ACCESS & PATHS	<ul style="list-style-type: none"> Provide well-constructed unobstructed minimum 1.2m wide pathways to the entrance and the rear yard to increase overall accessibility to the ADU for the tenants, visitors, and emergency response teams. Provide the street address at the street entrance of the access route to identify the ADU.
SUSTAINABLE FEATURES	<ul style="list-style-type: none"> In addition to complying with Step 3 of the BC Energy Step Code, a ADU design that complies with the BC Energy Step Code 5 or BC Zero Carbon Step Code buildings ahead of the Part 9 Building Code compliance timeline in 2030 is strongly encouraged. For more on Step Code requirements, visit www.energystepcode.ca Consider the use of clean energy, water conservation design, and building materials to help reduce greenhouse gas emissions. Consider building orientation that minimizes heating in the winter months, cooling in the summer months, and landscaping for natural cooling. Consider electric vehicle charging capabilities. Consider solar-ready technical components to facilitate the use of solar panels.
ACCESSIBILITY	<ul style="list-style-type: none"> Incorporate barrier-free universal design principles into site and building designs. Step-free access and SAFERhome standards are encouraged. Accessible travel routes shall be of a hard, slip-resistant surface with a minimum width as per requirements of the most current edition of the British Columbia Building Code (BCBC) or the latest requirements of Vancouver Fire and Rescue, whichever is greater.
APPLICATION PROCESS	<pre> graph LR A[Research on Titles, zoning and code requirements (seek legal & licensed consultants advice)] --> B[Understanding all additional fees and project costs] B --> C[Building, landscape, and site design] C --> D[Apply for a Development Permit, if applicable] D --> E[Obtain a Building Permit] E --> F[Develop the site and build the ADU] F --> G[Complete all inspections] G --> H[List the rental unit and sign tenancy agreement] </pre>
FREQUENTLY ASKED QUESTIONS	<p>Can I legalize my existing ADU? Yes, but a building permit will be required to legalize the existing structure. The structure may require improvements to comply with the Building Code.</p> <p>Can I build an ADU for my Home Business? No. Home Occupation is not permitted within ADUs. ADUs are for residential purposes only. Home Occupation is only permitted in a principal dwelling and is required to comply with section 23 of the <i>LUB</i>.</p>

Can I convert my existing detached garage into an ADU?

An existing detached garage may be converted into an ADU, but the entire converted structure must be upgraded to the current Building Code and zoning requirements.

Does an ADU get a separate address?

Yes. A separate address will be designated once a building permit is approved. In addition to being posted on the ADU, the address needs to be posted along the street frontage beside the path accessing the ADU(s) so that fire department personnel will know from where on the street they can best gain access to the ADU(s).

Please contact the UEL Administration Office if you have any questions regarding any items in this Guideline.