



Detached Garage & Accessory Building: Project Guide

Applicable to: detached garage and accessory buildings.

The following items must be included in your application package:

Site Plan – drawing to include;

- ☐ Property lines
- ☐ Dimension & location of proposed garage/accessory building with
 - ☐ Windows location and sizes
 - ☐ Door's location and sizes
 - ☐ Direction of roof trusses
- ☐ Show north direction arrow
- ☐ Roads and any drainage/irrigation ditches
- ☐ Placement of current home and other buildings on property

Due to the irregular size and shapes of lots within the Organized Hamlet of Crystal Lake, the lot shall be legally surveyed and staked to guarantee the required setbacks. In accordance with the Municipal Zoning Bylaw, accessory structure and buildings shall be set back from the property line as follows:

- Front Yard (street side) – Lots not abutting a lake: 3 m
- Front Yard (street side) – Lots abutting a lake: 1.5 m
- Back Yard (lakeside): 1.5 m
- Side yard: 1.5 m (restrictions may apply)

Windowsills, eaves, gutters, chimneys, decks, etc may encroach 1.5 m into a setback however will not be permitted within 1 m of the lot line.

- ☐ Submission Details Form (Refer to page 2)
- ☐ Copy of the Certificate of Title
- ☐ Building Drawings

Other requirements that may need to be included in your application package:

- ☐ Engineered drawings (stamped drawings)
 - Required when design is outside Part 9 of the National Building Code (referred to as NBC throughout document).
- ☐ Structural commitment letter for field review
 - Required for a structural design completed by an engineer.
- ☐ Energy Efficiency Compliance Form
 - Required for accessory buildings constructed as amenity spaces.



SUBMISSION DETAILS FORM

Complete the form below and submit with your application.

Dimensions of Garage: W: _____ m (ft) L: _____ m (ft)

Area of Garage: _____ m² (ft²)

Height of Garage: _____ m (ft)

Wall Height: _____ m (ft)

WALLS

Wall Framing	Wall Sheathing	Exterior Finish
☐ 2" x 4" @ 16" o.c. ☐ 2" x 4" @ 24" o.c. ☐ 2" x 6" @ 16" o.c. ☐ 2" x 6" @ 24" o.c. ☐ Other – please provide details on drawings	☐ 3/8" OSB/Plywood ☐ 1/2" OSB/Plywood ☐ Fibreboard (meets CAN/ULC S706.1) ☐ Gypsum Sheathing (meets ASTM C 1177 or ASTM C 1396) ☐ Other – provide details on drawings	☐ Vinyl Siding ☐ Cement Board (e.g. hardie board) ☐ Stucco ☐ E.I.Fs ☐ Other – provide details on drawing

ROOF

Roof Framing	Roof Sheathing	Roofing Material
☐ Pre-manufactured engineered truss ☐ Other – please provide details on drawings	☐ 7/16" OSB/Plywood ☐ 1/2" OSB/Plywood ☐ Other – please provide details on drawings	☐ Asphalt Shingles ☐ Metal Roofing ☐ Other – please provide details on drawings

BEAMS/LINTELS

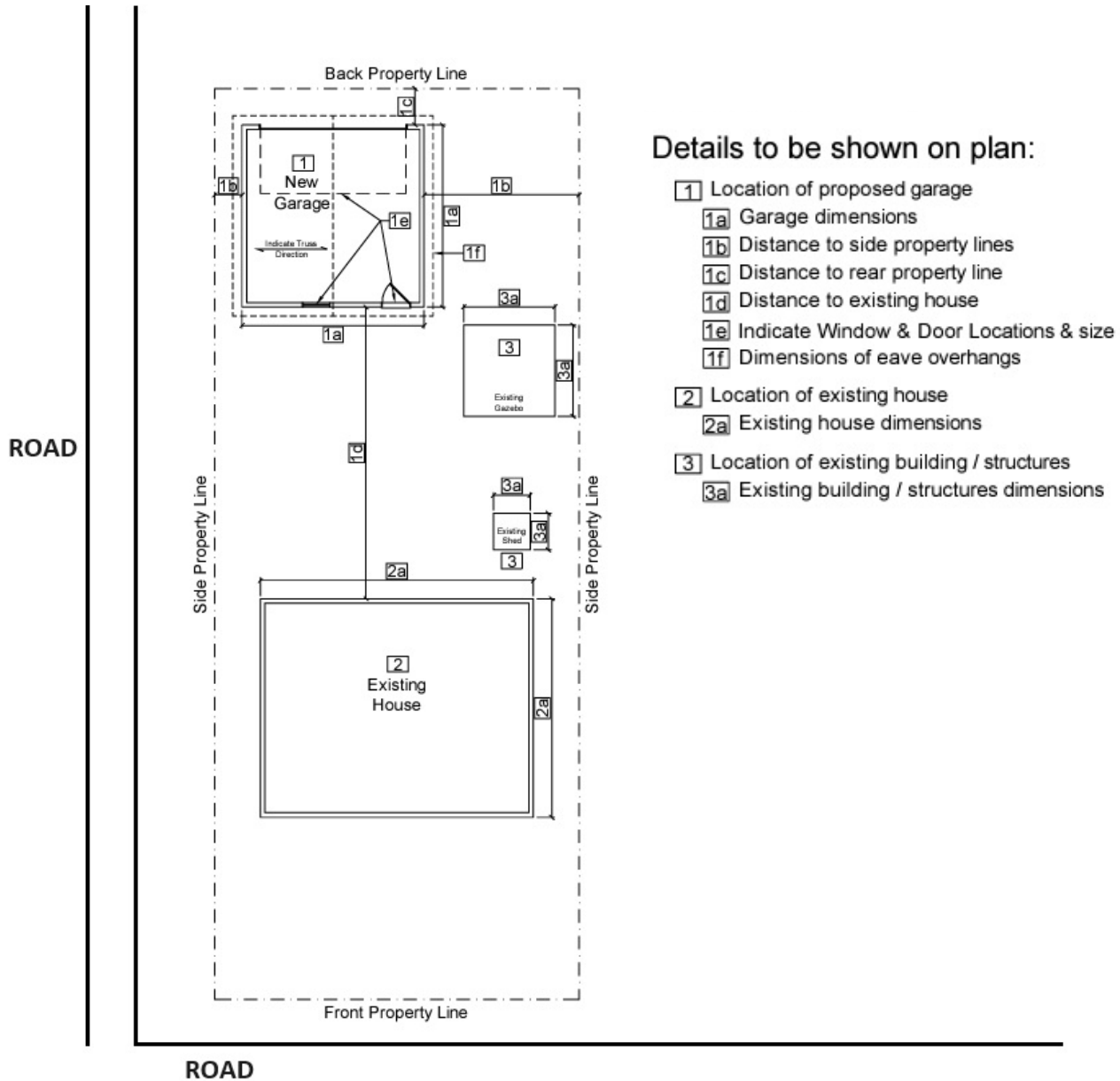
Garage Door Beam	Lintel Over Window/Doors
☐ Engineered Beam *provide shop drawings on site. ☐ Built-up-beam. Lumber ☐ 2" x 6" ☐ 2" x 8" ☐ 2" x 10" ☐ 2" x 12" # of plys: _____ Length: _____	☐ Engineered Beam *provide shop drawings on site. ☐ Built-up-beam. Lumber ☐ 2" x 6" ☐ 2" x 8" ☐ 2" x 10" ☐ 2" x 12" # of plys: _____ Length: _____



INFORMATION PACKAGE

To assist you in assembling your application, we have created sample site plan to reference.

SAMPLE FLOOR PLAN



This project guide has no legal status and cannot be used as an official interpretation of the various codes and regulations currently in effect. Users are advised to contact the Municipal Office for assistance, as the Rural Municipality of Keys No. 303 accepts no responsibility for persons relying solely on this information.

CREATED AUGUST 2025