

The Zoning Amendment Step by Step Guide

Application Fee: \$750.00 plus any additional fees

Step 1 Meet with Municipality

 By meeting with the Planning Department the applicant is able to apply for the zoning amendment with an understanding of Municipalitities requirements.

Step 2 Fill out Application

 The applicant completes the application (Municipal staff are avilable to guide you with the application, by appointment only; however you may be required to retain professional assistance as Municipal staff cannot complete the application).

Step 3

Bring Completed Application to Planning/Building Department

- Bring application to the Planning Department.
- A detailed site plan must accompany the application
- If any reports are required by the municipality, such as a planning rationale, hydrogeological and terrain analysis, geotechnical study, etc, the zoning by-law amendment application must be accompanied by 3 paper copies and 1 digital copy.
- Staff will review and make sure all questions have been answered.

Step 4

Pay Fee & Commisson Signature

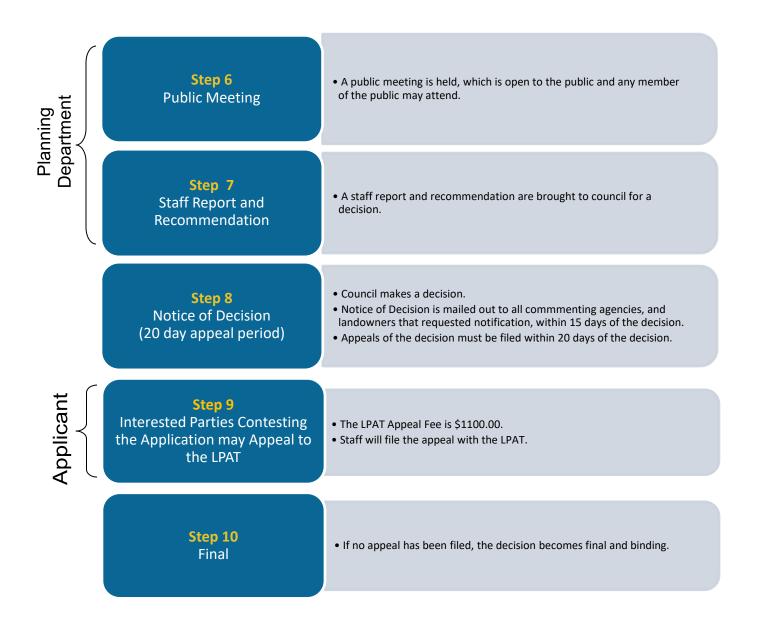
- •The Clerk or Alternate will commission the signature of the registered owner(s) or authorized agent of the applicant. Applicant may have the application commissioned elsewhere.
- Pay application fee of \$750.00*

Planning epartment

Step 5

Notice of Application (min. 20 days in adavnce of meeting)

- A Public Meeting Notice is sent to all applicable commenting agencies (ie. Raisin Region Conservation Authority, County Engineer, applicable utilities and other agencies), and all landowners abutting the subject property within 120 m (400 ft), a minimum of 20 days in advance of a public meeting.
- A Public Meeting Notice may be placed in a local newspaper.



^{*} The prescribed timelines under the Ontario Planning Act are 90 days plus a 20-day appeal period.