Holding Zone Removal Guide

Application Fee: \$750.00

What is a Holding Zone, and when is it used?

Within a Zoning By-law, a Holding Zone ("H") may be applied to property that Council has approved for future development once certain conditions are met. One example is to allow development once roads or other services are in place. All future development must comply with the Zoning By-law. You can remove the holding symbol from all or part of a property through a Zoning By-law Amendment.

Step 1

Meet with Township

• By meeting with the Planning Department you will learn the requirements and supporting documentation needed to apply for a bylaw amendment to remove the Holding Zone from your property. These details are vital to avoid delays.

Step 2

Fill out Application

• The applicant completes the application. Township staff are available to guide you, by appointment only. They cannot complete the application or provide measurements. You may need to retain professional assistance to complete your application.

Step 3

Bring Completed Application to Planning Department

- Planning staff will review your application for completeness.
- Applications must include: A detailed site plan, any reports required, such as planning rationale, hydrogeological and terrain analysis, geotechnical study, etc.
- •Ensure you submit 1 paper copy and 1 digital copy

Step 4

Pay Fee and Commission Signature

- Township staff will commission the signature of the regis tered owner(s) or authorized agent of the applicant. The applicant may have the application commisssioned elsewhere.
- Pay application fee of \$750.00

Please see next page

6 Oak Street Lancaster, ON KOC 1NO

Ontario's Celtic Heartland

Tel: 613-347-1166

Fax: 613-347-3411 info@southglengarry.com

Township of South Glengarry

www.southglengarry.com

Planning Department

Step 5

Notice of Application
(Minimum 20 Days Prior to
Council Meeting)

- A Notice of Public Meeting is sent to all applicable commenting agencies (e.g. Townships, Raisin Region Conservation Authority, SDG Counties' Engineer, applicable utilities, etc.), and landowners abutting the subject property within 120 m (400 ft).
- •A Notice of Application may be placed in a local newspaper.

Step 6

Staff Report and Recommendation

• A staff report and recommendation are brought to Council for a decision.

Step 7

Notice of Decision (20-Day Appeal Period)

- Council makes a decision.
- A Notice of Decision is mailed out to all commenting agencies, and landowners that requested notification, within 15 days of the decision.
- •The decision is subject to a 20-day appeal period

Step 8

Interested Parties May Appeal the decision to the OLT

- •If the amendment to remove the Holding Zone is refused or Council neglects to decide within 90 days of receiving the application, only the applicant may appeal to the OLT
- •The OLT Appeal fee is \$1,100.00
- •Staff will file the Appeal with the OLT.

Step 9Final Decision

•If no appeal has been filed, the decision becomes final and binding. The Holding Zone will be removed and development will be permitted.

20-Days to Council Meeting

20-Day Appeal Period

Application Received

Council Meeting

Final Approval

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