

The Zoning Amendment Step by Step Guide

Application Fee: \$1500.00

What is a Zoning Amendment, and when is it used?

Zoning By-laws help the Municipality **manage land use** and **future development**. If you want to use or develop a property in a way that is not permitted or does not meet the current Zoning By-laws, you can **apply for a Zoning By-law Amendment** or a rezoning.

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 3 paper copies and 1 digital copy.

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 \$1500.00

Please see next page

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Planning Department	Step 5 Notice of Application (Min. 20 days Prior to Public 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 Public Meeting	A public meeting is held, which any member of the public may attend.
	Step 7 Staff Report and Recommendation	A staff report and recommendation are brought to Council for a decision.
	Step 8 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
Applicant	Step 9 Interested Parties May Appeal the Decion to the OLT	 Only the Applicant, the Municipality, the Minister of Municipal Affairs and Housing and certain public bodies may appeal the decision to the Ontario Land Tribunal (OLT). Staff will file the appeal. The appeal fee is \$1,100.00
	Step 10 Final	If no appeal has been filed, the decision becomes final and binding.

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