

Temporary Use By-Law Guide

Application Fee: \$1500.00

What is a temporary use By-Law, and when is it used?

If you want to develop your property in a way that is not allowed by the Zoning-By-law for a set period, you can apply for a Temporary Zoning By-law amendment, also known as a Temporary Use By-law. Temporary Use Bylaws zone land or buildings to allow specific uses for a maximum of three years, with future extensions possible.

Step 1

Meet with the Planning Department

• Meet with the Planning Department to ensure your eligibility for a Minor Variance, and the information beinformation you will need to include with your application. These details are vital to avoid delays.

Step 2

Complete the 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 and/or a survey to support your application.

Step 3

Bring Complete Application to Planning Department

- •Submit your application form, with a detailed site plan and any reports required by the municipality to the Planning Department.
- Staff will review for completeness.

Step 4

Pay Fee & Commission of Signature

- Township staff will commission the signature of the registered owner(s) or authorized agent of the application. The applicant may have an application commissioned elsewhere.
- Pay application fee of \$1500.00

Please see next page

Township of South Glengarry 6 Oak Street Lancaster, ON KOC 1NO

Applicant

info@southglengarry.com www.southglengarry.com

Planning Department

Step 5

Notice of Application 20 Day Notice of Public Meeting

- •A Notice of Public Meeting is sent to all applicable commenting agencies (e.g. Townships, Raisin Region Conservation Authority, County Engineer, applicable utilities, etc.), and landowners abutting the subject property within 60 m (200 ft).
- A Public Notice sign is posted on the subject property.

Applicant & Planning Department

Step 6 Public Meeting

- •A public meeting is held. Any member of the public may attend.
- •A staff report and recommendation are brought to Council for a decision. Council will need to be satisfied that the proprosed use is compatible with and will not adversely effect the surrounding area before making a decision on the application.

Step 7

Notice of Decision 20 Day Appeal Period

- Council makes a decision.
- A Notice of Decision is mailed out to the applicant, neighbouring property owners, and all commenting agencies within 15 days of the decision.
- •Appeals can be filed within 20 days of the decision.

Step 8

Interested Parties May Appeal the Decision 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
- •The appeal fee is \$300.00

Step 9 Final Approval

- •If no appeal has been filed the decision becomes final and binding.
- •The applicant/property owner is responsible to renew the Temporary Use By-Law prior to its expiry.

20-Day Notice to Meeting

20-Day Appeal Period

Application Received

KOC 1NO

Public Meeting

Final Approval

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

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