



DEVELOPMENT SERVICES AND ENGINEERING DEPARTMENT
APPLICATION FOR ZONING CERTIFICATE

COMPLETENESS OF THE APPLICATION:

This application form sets out the information that must be provided by the applicant/owner or authorized agents. It also sets out other information that will assist the City and others in their evaluation of the proposed project. All required information (plans, elevations and the required fee payments) should be submitted alongside this application form. In the absence of this information, this application will be deemed incomplete. The City will return the application or refuse to further consider the application until the all of the required information, plans, elevations and fee have been provided.

One Zoning Certificate application form is required for each proposed project, along with the applicable fee as indicated by the City's Tariff of Fees By-law shown below.

DATE OF APPLICATION: _____

PROJECT: _____ (Brief title – i.e. Pool/House/Deck etc.)

FEE SUBMITTED: \$ _____

All revisions and/or resubmissions shall be subject to \$50.00 per revision unless the revision/resubmission has been deemed to be minor at the discretion of the City.

All fees paid by credit card will be subject to a service charge.

APPLICATION FOR:

• **STANDARD ZONING CERTIFICATE (\$200.00)**

- Main Dwelling Units
- Detached Additional Dwelling Units
- Additions to Main Dwelling Units greater than 15% of Gross Floor Area, including adding dwelling units
- Expansions to Industrial, Commercial or Institutional Buildings
- New or alterations to existing Boathouses
- Signs

• **MINOR ZONING CERTIFICATES (\$100.00)**

- Additions to Main Dwelling Units less than 15% of Gross Floor Area
- Additional Dwelling Units within an existing structure with additions less than 15% of Gross Floor Area
- Accessory Structures greater than 15 sq.m. in ground floor area
- Carports greater than 15 sq.m.
- Shoreline Structures greater than 15 sq.m. in ground floor area

• **MINOR ZONING CERTIFICATES** (\$50.00)

- Decks
- Pools
- Enlargements to Driveways

• **VOLUNTARY ZONING CERTIFICATES** (\$50.00)

- Fence Installations
- Docks
- Landscaped Open Space reviews
- Outdoor storage and display reviews
- Home Occupation/Home Industry reviews
- Legal Non-Conforming or Legal Non-Complying reviews
- Detached Accessory Structures less than 15 sq.m. in ground floor area

The following type of Building Permit applications shall be exempt from the Zoning Certificate requirement:

Change of Use, Foundation Repairs, Solid Fuel Burning Woodstoves and Fireplaces including chimney repairs, Septic System Tank Replacement, Retaining Walls, Plumbing, Electrical, Back Flow Prevention Devices, Roof Top Solar Panels, Interior Renovations unless to Accessory Apartment, Fire/Smoke Alarms, Roof Repairs unless there is a change in building height, Window Replacement, Water Meter Installation, and Hen Coops.

IT IS MANDATORY THAT ALL INFORMATION & MATERIAL REQUESTED BE SUBMITTED AS STATED UNDER THE PLANNING ACT AS AMENDED

APPLICANT'S CHECKLIST

Completed application form	Yes
Section 8 and 9 – Applicants Authorizations	Yes
Site Plan(s) and Elevations (<i>All Measurements are to be in metric units</i>)	Yes
Location of existing easement(s) (if applicable)	Yes
Supporting documentation if applicable (ex. floor plans, other approvals)	Yes
Payment of the applicable FEE(S) in accordance with Instructions for Digital Submission (as indicated by the City's Tariffs & Fees By-law)	Yes

Email to: planning@orillia.ca (Identified as Zoning Certificate)

Submit Digitally through: Building Division Website - Zoning Certificate Portal

Mail to: Development Services and Engineering Department
Planning Division, Re: Zoning Certificate
Orillia City Centre
50 Andrew Street South, Orillia, ON, L3V 7T5

In person: Monday - Friday (8:30 - 4:30) 3rd Floor
50 Andrew Street South, Orillia City Centre
Development Services and Engineering Department
Planning Division

SITE PLAN DRAWING REQUIREMENTS:

The application must be accompanied by a site plan or plans drawn **IN METRIC** showing the following:

- Legend, scale, north arrow, date, revision date(s), name of person or firm that prepared the plan;
- The boundaries and dimensions of the subject land;
- The location, size (footprint), height, of any buildings or structures on the subject lands, dimensioned;
- Setbacks from all property lines (or highwater mark of a shoreline) to existing and proposed buildings or structures;
- Setbacks from any rail lines, Provincial Highways, Utility easements;
- Natural features such as: trees, watercourses, shorelines (if applicable);
- A copy of a legal survey (if applicable);
- The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way.

ELEVATION DRAWING REQUIREMENTS:

The application must be accompanied by a site plan or plans drawn **IN METRIC** showing the following:

- Measurements should be taken at **Average Grade**; (See Definition in Zoning By-law 2014-44, as amended)
- Elevations should be depicted across all facades of the proposed project.
- Elevations should show roof pitches and **Heights** shall be measured in accordance with Zoning By-law 2014-44, as amended - **Height** definitions.
- Elevations should show all window, doors, garage and any other openings.
- If project is in a **Flood Plain Hazard Zone**, all habitual openings must show a minimum opening elevation of 220.5m. (See Zoning By-law 2014-44, as amended for Zoning and reference to Flood Plain Hazard Zone regulations)

1. LOCATION OF THE SUBJECT LAND

1.1 Address: _____

1.2 Are there any easements or restrictive covenants affecting the subject land?

YES

NO

UNKNOWN

If **YES**, describe the easement or covenant and its effect (provide copy if available)

2. APPLICANT / AGENT INFORMATION

(if the applicant is not the owner, owner's authorization is required, section 8.)

2.1 Name of Applicant: _____

Address: _____

Postal Code: _____

Telephone number: (_____) ____ - ____ Cell: (_____) ____ - ____

Email Address: _____

Email Address: _____

2.2 Name of Owner(s) : _____

(if different from the applicant)

Address: _____

Postal Code: _____

Telephone number: (_____) ____ - ____ Cell: (_____) ____ - ____

Email Address: _____

Email Address: _____

3. DESCRIPTION OF THE SUBJECT LAND

A Site Plan **MUST BE** included showing the number, type, use(s), height, floor area and distances from all lot lines for all buildings/structures currently on and proposed to be placed on the Subject Land.

Description of property as shown on sketch:

	SUBJECT PROPERTY
Frontage (m)	
Depth (m)	
Area (ha)	
Existing Use	
Proposed Use	

Date existing buildings/structures were constructed: _____ Unknown:

4. SERVICES

4.1 Access: *(check appropriate space)*

- provincial highway
- municipal road, maintained all year
- municipal road, seasonally maintained
- other public road
- right-of-way
- water access

(If access to the subject land is to be by water only, describe and sketch the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road).

4.2 Water Supply: *(check appropriate space)*

- publicly owned and operated system
- private well
- private communal well
- other *(specify)* _____

4.3 Sewage disposal: *(check appropriate space)*

- publicly owned and operated system
- private individual septic tank **
- private communal septic system **
- privy **
- other *(specify)* _____

4.4 Storm Water Drainage: *(check appropriate space)*

- publicly owned and operated sewers
- ditches
- swales
- other *(specify)* _____

5. PROJECT REQUEST

6.1 Brief description of the proposed project.

6. OTHER APPROVALS/PERMITS/NOTICES

Please indicate if there are any additional Approvals associated with this project:

	FILE NO.	DATE	STATUS
Consent to Sever			
Minor Variance			
Building Permits			
Order to Comply			
Entrance Permits			
Pervious Zone Certs			

7. APPLICANT'S AUTHORIZATIONS:

AUTHORIZATION FOR SITE INSPECTION BY CITY STAFF

I acknowledge City staff may conduct site inspections of my lands. By submitting this application, I am hereby authorizing City staff to access my lands for the purposes of conducting a site inspection (if necessary) for the limited purpose of evaluating this application.

Date

Signature of Owner/Agent

AGENT AUTHORIZATIONS

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included or the authorization set out below must be completed by the owner.

I, _____, am the owner of the land that is the subject of this application, and I authorize _____ to make this application on my behalf and to provide any of my personal information that will be included in this application or collected during the processing of the application.

Date

Signature of Owner

DECLARATION OF OWNER/APPLICANT

I, _____, declare:
(print name)

1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.
2. If the owner is a corporation or partnership, I have the authorization to bind the corporation or partnership.

Date

Signature of Owner/Applicant