



DEVELOPMENT SERVICES AND ENGINEERING DEPARTMENT

**APPLICATION FOR ZONING CERTIFICATE**

**COMPLETENESS OF THE APPLICATION:**

*This application form must be accompanied by plans, elevations, and the required fee. Applications submitted without this information will be considered incomplete and returned to the applicant.*

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

Main Dwelling Units  
Additional Dwelling Unit in Single Detached Dwelling or ADU in Detached Accessory Structure  
Additions to Main Dwelling Units greater than 15% of Gross Floor Area  
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  
Docks  
Change of Use  
Other

***All revisions and/or resubmissions shall be subject to \$50.00 per revision***

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

Landscaped Open Space reviews  
Outdoor storage and display reviews  
Home Occupation/Home Industry reviews  
Detached Accessory Structures less than 15 sq.m. in ground floor area

*The following type of Building Permit applications ARE exempt from the Zoning Certificates:*

*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.*

## APPLICATION FOR ZONING CERTIFICATE

### HOW TO SUBMIT:

#### ONLINE:

Email - [planning@orillia.ca](mailto:planning@orillia.ca) (Subject Line: Zoning Certificate - Address)

OR

Submit Digitally through [Citywide Portal – City of Orillia](#):  
- Building Division Website - “Other Permits” Portal

#### BY MAIL:

City of Orillia  
Attn: Development Services and Engineering Department – Planning Division  
Re: Zoning Certificate  
50 Andrew Street South, Orillia, ON, L3V 7T5

#### IN PERSON:

Monday - Friday (8:30 – 4:30) 1st floor - 50 Andrew Street South,  
Orillia, ON, L3V 7T5  
Orillia City Centre - Planning Division

### HOW TO PAY:

#### ONLINE:

[Credit Card and/or Debit/Credit Card only via Citywide Portal – City of Orillia](#)  
Portal Payment links are provided by email for payment.

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

#### IN PERSON:

**Cash, Debit or Cheque**

Monday - Friday (8:30 – 4:30)  
Orillia City Centre - Planning Division (1<sup>st</sup> Floor)  
50 Andrew Street South, Orillia

Mail/Drop off – Cheque

**\*\*\* All payments need to be accompanied by an application or cover page.**

**PLEASE NOTE** that you will be contacted when the Zoning Certificate is ready.

**\*\*\* Completion of the Zoning Certificate takes on average up to 10 business days.**

**APPLICATION FOR ZONING CERTIFICATE**

**DETACH AND STAPLE TO PLANS, DRAWING AND ELEVATIONS**

**LOCATION OF THE SUBJECT LAND**

Project Address: \_\_\_\_\_

Project: \_\_\_\_\_ (Brief title – i.e. Pool/House/Deck etc.)

Brief description of the proposed project.

**APPLICANT INFORMATION**

Name of Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Telephone number: (\_\_\_\_\_) \_\_\_\_ - \_\_\_\_ Cell: (\_\_\_\_\_) \_\_\_\_ - \_\_\_\_

Email Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

**DECLARATION OF APPLICANT**

I, \_\_\_\_\_, declare:  
The information contained in this application, attached schedules, attached plans and specifications,  
and other attached documentation is true to the best of my knowledge.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

## APPLICATION FOR ZONING CERTIFICATE

**SITE PLAN DRAWING:** **MUST BE IN METRIC** showing the following:

- Legend, scale, north arrow, road and name, date, name of person or firm that prepared the plan;
- The boundaries and dimensions of the subject land; Do not include City Blvd. lands.
- Show all parking spaces, sized at 2.7m by 6.0m per space
- Driveway locations and dimensions
- The location, size (footprint), height, of all buildings or structures on the subject lands, dimensioned.
- Setbacks from all property lines or shoreline and setbacks to existing and proposed buildings or structures;
- Setbacks from any rail lines, Provincial Highways, Utility easements.
- Indicate, fencing, large trees, watercourses, waterbodies (if applicable);
- If available, include a copy of a legal survey

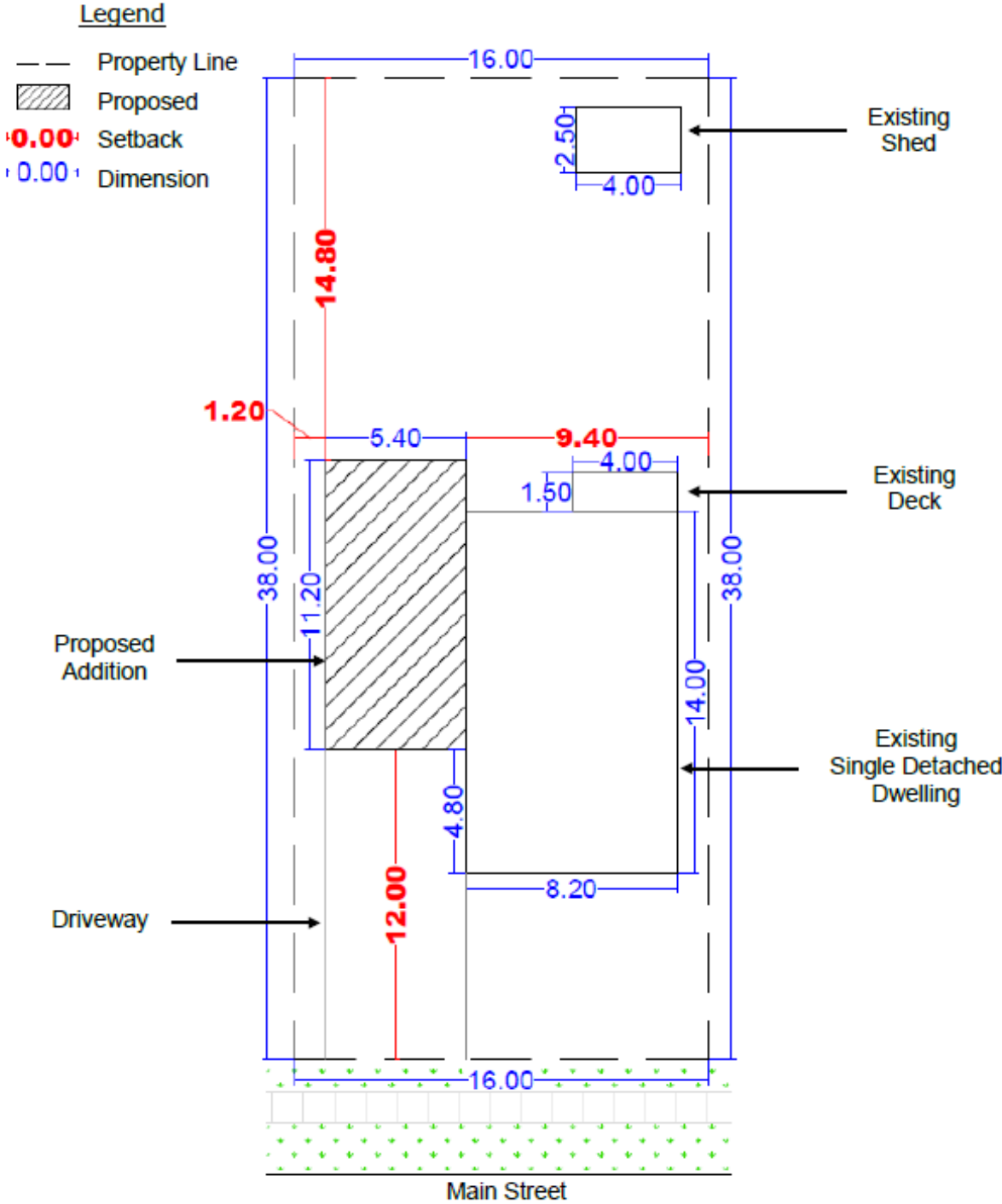
### SITE PLANS EXAMPLES:

1. **Site Plan Example: Additions to buildings**
2. **Site Plan Example: Accessory Structures**
3. **Site Plan Example: New Development**
4. **Site Plan Example – using a survey**
5. **Site Plan Example how to illustrate Parking**
6. **Elevations and Example**

# APPLICATION FOR ZONING CERTIFICATE

## 1. Site Plan Example: Addition to Building

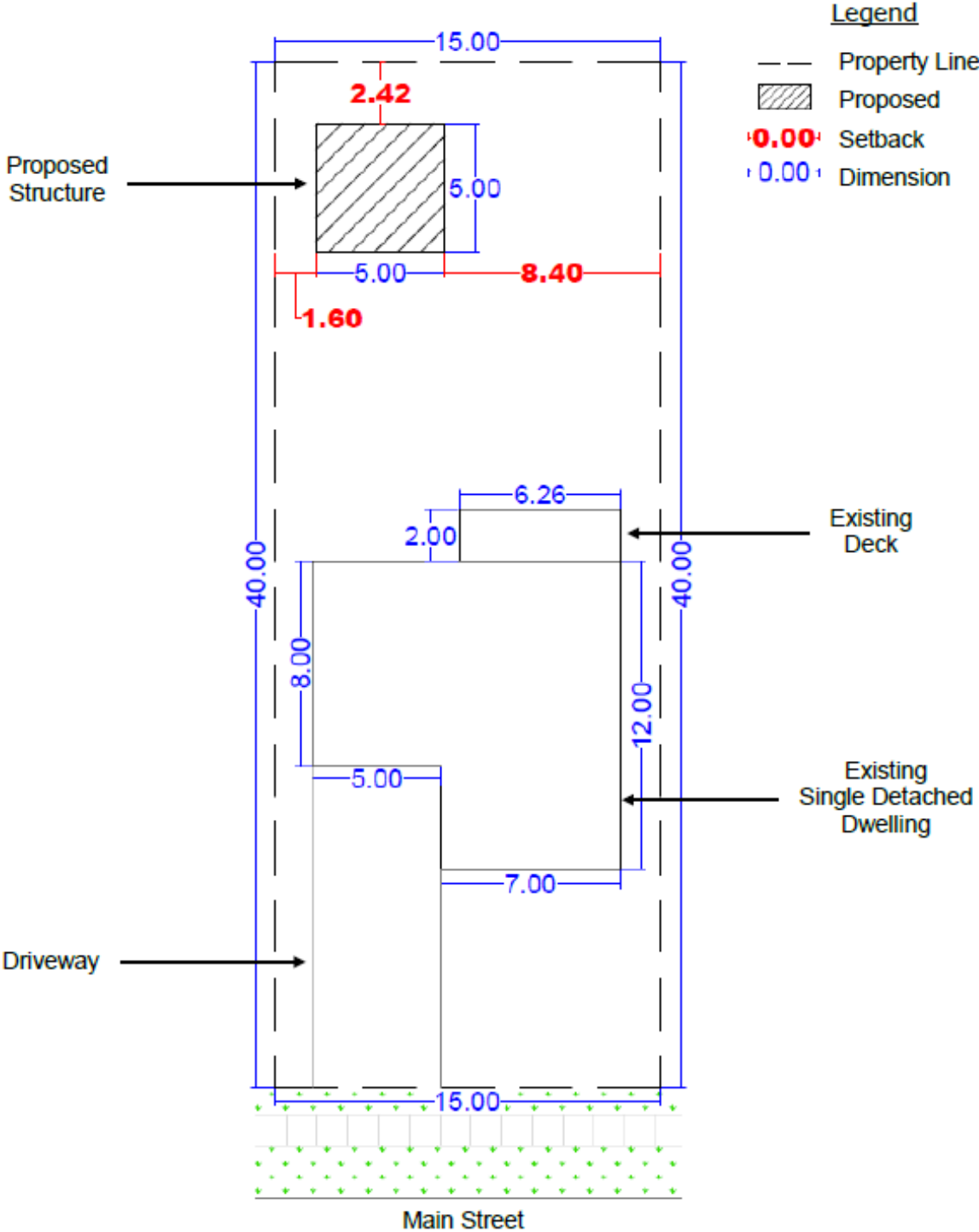
Dimensions are shown in metres (m)



# APPLICATION FOR ZONING CERTIFICATE

## 2. Site Plan Example: Accessory Structure

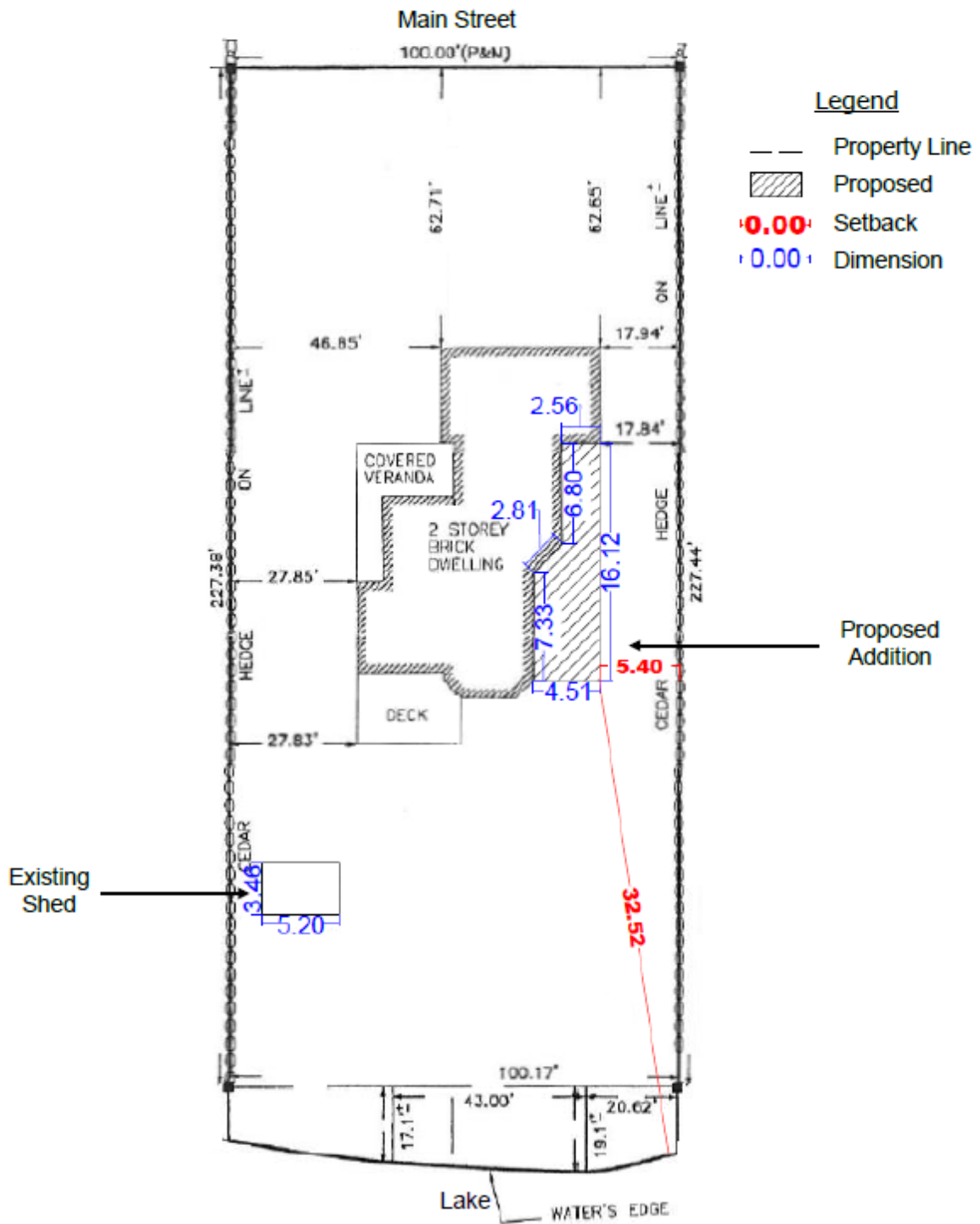
Dimensions are shown in metres (m)





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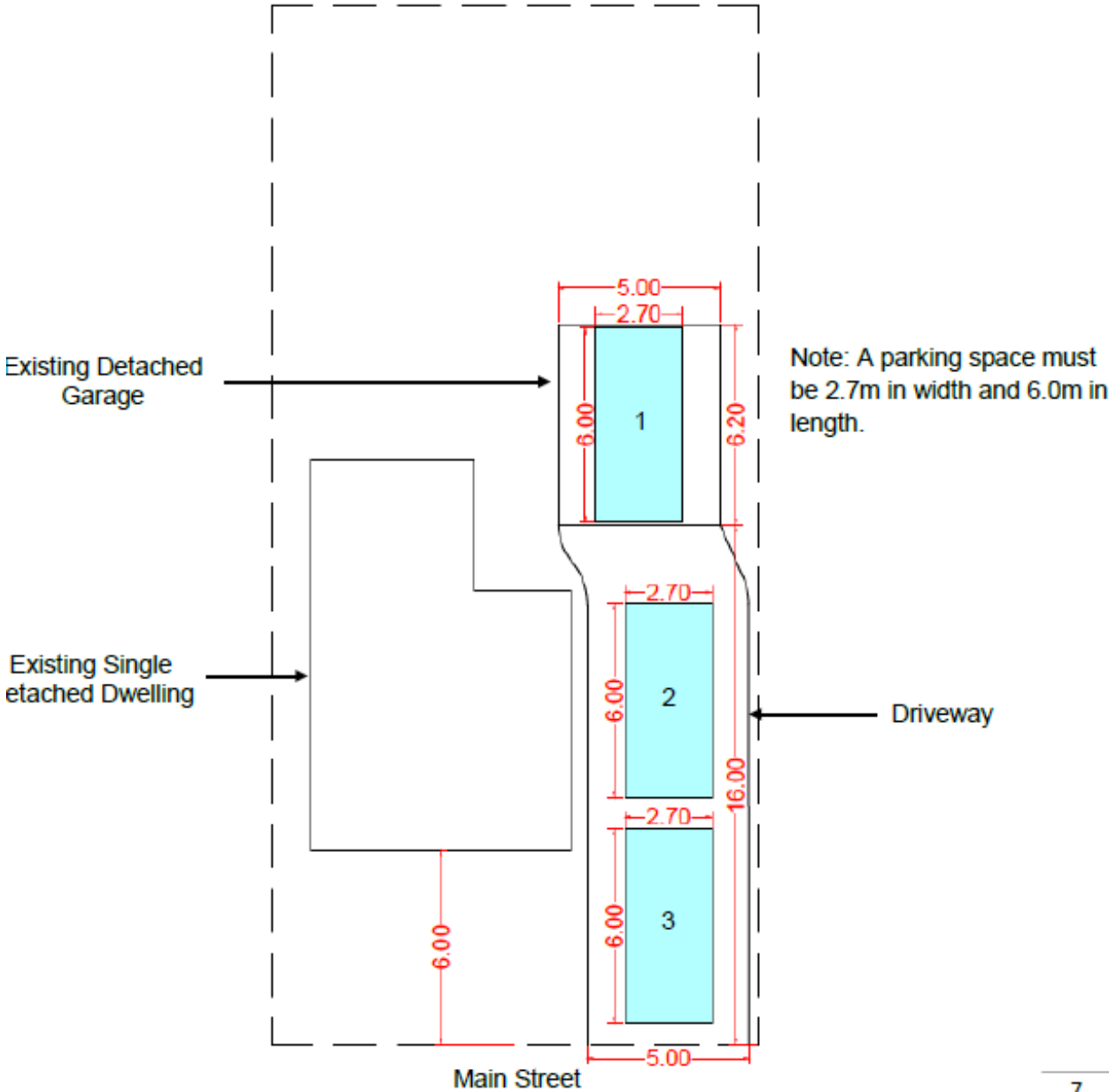
## 4. Site Plan Example: Using a Survey



APPLICATION FOR ZONING CERTIFICATE

5. Site Plan Requirements: Parking

- 1. Length and width of the driveway
- 2. Length and width of the parking space(s)
- 3. Number of parking spaces you are providing
- 4. Where the parking will be located (front yard, side yard, rear yard or garage)
- 5. Dimensions of the garage (if that is where a parking space or spaces are to be located)
- 6. Property lines
- 7. Street name (or names if a corner lot)
- 8. Location of building situated on the property

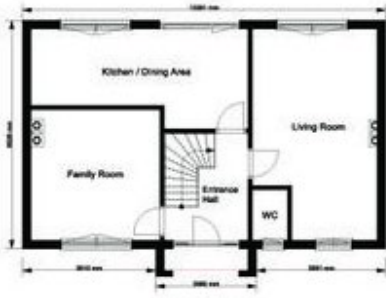


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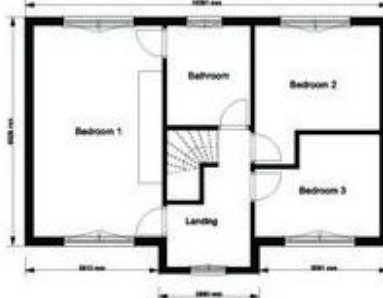
### 6. ELEVATION DRAWING REQUIREMENTS:

**MUST BE IN METRIC** showing the following:

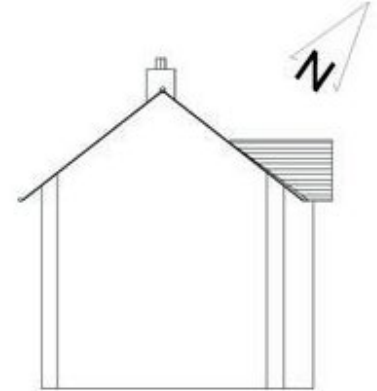
- \* Elevations must be depicted across all facades of the proposed project.
- \* Elevations must show roof pitches as **Heights** are measured in accordance with the definition of Height in Zoning By-law 2014-44, as amended
- \* Elevations must show all window, doors, garage and any other openings



GROUND FLOOR PLAN



FIRST FLOOR PLAN



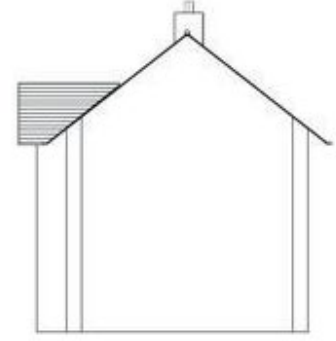
LEFT ELEVATION



FRONT ELEVATION



REAR ELEVATION



RIGHT ELEVATION