



Zoning By-law Amendment (Rezoning) Information Guide

A Zoning By-law Amendment is often referred to as a Rezoning. A Rezoning is a public planning process to make a change to the City's Zoning By-law that is not considered minor¹. Further to an analysis of relevant policies, staff will make a recommendation to Council on whether or not a Rezoning should be approved. The Rezoning process typically takes 3 to 4 months to complete and Pre-consultation with City staff is required. This brochure outlines the steps in the Rezoning process.

Please note that new uses or a change in use will only be supported by staff if the use is permitted in the City's Official Plan. If the use is not permitted in the City's Official Plan, then you will also be required to apply for an Official Plan Amendment.

Step 1

Pre-consultation

Pre-consultation with City staff is mandatory if you are planning to submit a Rezoning application. The purpose of the Pre-consultation process is to determine the list of plans and studies required to deem the application complete. Through the Pre-consultation process, staff will also provide a preliminary planning recommendation on whether or not they can support the application. However, no assurances can be given by staff with respect to whether your application will be approved by Council.

Generally, you will need to hire a [Professional Planning Consultant](#) to prepare and represent your application. Your planning consultant will initiate the Pre-consultation process. There is a fee for the City's Pre-consultation services. Please consult our [Planning Fee Schedule](#).

Step 2

Prepare the Application

The [Rezoning Application](#) form is available at the City Centre or on the City's website. It will take your Planning Consultant and other Consultants (if required) time to prepare the application, Site Plan, and additional required plans and studies. It is critical that the application form and Site Plan be thoroughly prepared with all of the information required by the *Planning Act* included otherwise your application will be deemed incomplete which will delay the processing time.

¹ Minor changes to a Zoning By-law are referred to as a Minor Variance, which is generally a quicker and less costly process. For more information about the Minor Variance process, review our Information Guide.

Step 3

Submit the Application

The completed application must be submitted at the City Centre with the appropriate fee paid. The fee is non-refundable if the application is denied by Council. City staff has 30 days under the *Planning Act* to review the application for completeness. Within 30 days from receipt of an application (including the fee), staff will either deem the application complete or incomplete. An incomplete submission will not be further processed until the missing information is provided to the City's satisfaction. As soon as an application has been deemed complete, all information contained in the application (except for the mailing address, phone number and email of the owner/applicant) can be shared with the public.

Step 4

Consultation

For an application that has been deemed complete, your Planning Consultant will receive a Letter of Complete Application together with [instructions on posting Public Notice Signs](#) on the property. These Public Notice Signs must be posted within 10 business days of receiving the City's Letter of Complete Application. The purpose for the Public Notice Signs, which provide information about the proposal, is to serve as a notice to the public that the property is going through the Rezoning process.

Once a Rezoning application has been deemed complete, the City is required by the *Planning Act* to issue a Notice of Complete Application. This Notice is circulated to the applicant/owner; prescribed agencies and a body set out in the Planning Act, and is advertised in the City Hall Bulletin which is published in the Orillia Today newspaper.

If your Rezoning application is for a large-scale or infill development, your Planning Consultant will be required to organize a Public Open House. Your Planning Consultant will prepare a Notice of Public Open House and provide the City with the notices, in stamped envelopes, to circulate to all property owners within 120m (400ft) of the property.

If your Rezoning application is one that is not required to host a Public Open House, than your Planning Consultant will still be required to undertake some form of Public Consultation as required by the *Planning Act*. You might choose to knock on doors in the neighbourhood, post more signs, or take out an ad in the newspaper. Your Planning Consultant must submit a Consultation Report detailing on the outcome of your consultations prior to the City's scheduling of the Public Meeting of Council. The City's [Consultation Strategy and Consultation Report Requirements](#) provides you with the guidance to undertake your own consultation.

Once you've submitted your Consultation Strategy, the City will schedule the Public Meeting of Council. Generally, Council meets once a month (although its schedule is variable). A Notice of the Public Meeting is required to be circulated by the City to the applicant/owner; the prescribed agencies and bodies set out in the *Planning Act*, advertised in the City Hall Bulletin in the Orillia Today newspaper, and circulated to all property owners within 120m (400ft) of the property. The Notice of Public Meeting provides the date and time of the Public Meeting of Council together with information about the Rezoning application. The Notice of Public Meeting must be circulated a minimum of 20 days prior to the Public Meeting.

During this consultation period, staff will also circulate other departments and agencies to garner comments about your Rezoning application. All of the input received during this consultation period is included in the staff report which is prepared and presented at the Public Meeting of Council.

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Step 5

Public Meeting of Council

The Public Meeting of Council is open to every member of the public. As the applicant you and/or your Professional Planning Consultant will be provided with the opportunity to present your application to Council. Members of the public who wish to provide comments or ask questions about the application are able to address Council. This is followed by members of Council providing comments and asking questions. No decisions are made at the Public Meeting.

Step 6

Decision and Appeal Period

Council makes a decision on whether or not to approve the Rezoning application a minimum of 14 days following the Public Meeting. Staff will provide Council with a memo containing staff's recommendation on the application together with the Zoning By-law Amendment to help inform their decision making process.

Once Council has made a decision, the City is required to issue a Notice of Passing to notify the applicant/owner, agencies, and anybody who requested they receive notice of the decision on the Rezoning application. The *Planning Act* provides for a 20-day appeal period following the issuance of the Notice of Passing. An appeal may be filed to the Local Planning Appeal Tribunal by the applicant or any member of the public or agency that provided oral or written comments prior to Council's decision. This appeal along with the associated fee must be filed with the City prior to the expiry of the appeal period.

If no appeals are filed, then Council's decision is final and binding. If an appeal is filed, then the matter is referred to the Local Planning Appeal Tribunal for resolution and the City's jurisdiction on the matter is at an end.

Step 7

Next Steps

After a Rezoning has been approved, then either the property needs to receive Site Plan Approval from the City or Building Permits are applied for. Most large-scale developments are required to obtain [Site Plan Approval](#) from the City. Building Permits cannot be issued until the Rezoning is final and binding and Site Plan Approval (if required) has been issued by the City.

