

Zoning Certificate Requirements

Required Application Forms

- [Zoning Certificate Application Form](#)
- Additional information may be required as needed depending on the application type and individual circumstances



Required Drawings and Information

- A site plan showing:
 - the location of the proposed building, existing building(s) and setback to property lines
 - the existing driveway, parking spaces and landscaped areas
 - see sample Site Plan below
- Detailed elevations (see sample below)

Fees and Charges

A summary of the typical fees and charges are listed below. Additional fees may apply.

- [Zoning Certificate Fees](#)

Zoning Certificate Fees may be paid by cash, cheque, debit, or credit card. *Credit card payments are accepted online only. A 2.4% convenience fee applies to credit card payments.*

Before you apply for a Zoning Certificate – Plan your project

We encourage you to [visit our website](#) to review all information before you begin your Building Permit Application with the City to make your application process easy and informative.

Submit your Zoning Certificate Application

There are two ways you can submit your Zoning Certificate Application:

Online: [Public Portal](#)

Email: planning@orillia.ca



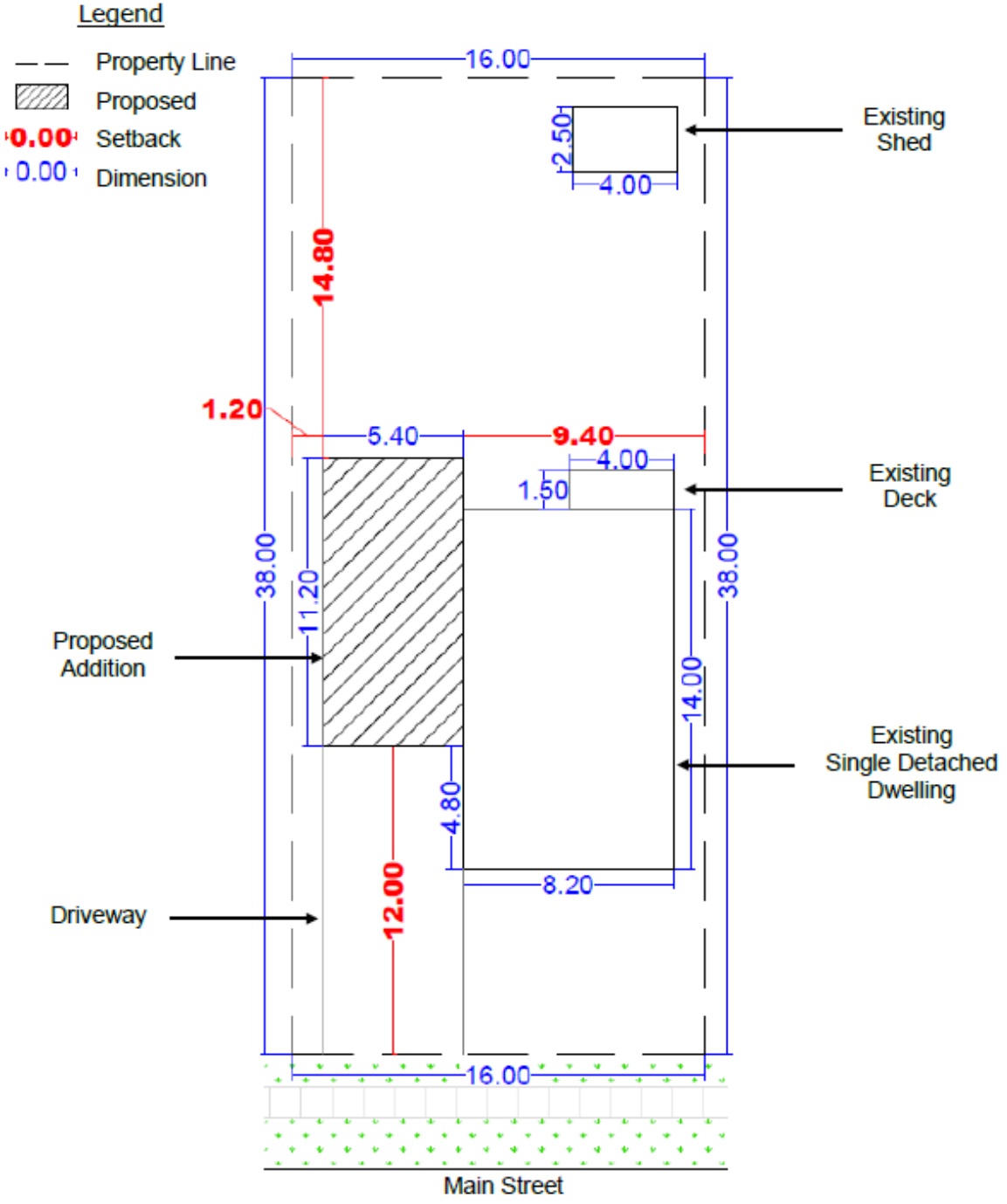
Next Steps

To learn more about what happens after you submit your Building Permit Application, please contact the [Building Division](#).

Need help? If you have any questions, please feel free to contact us and we will assist you through the process! Telephone 705-325-2622 or email us at planning@orillia.ca.

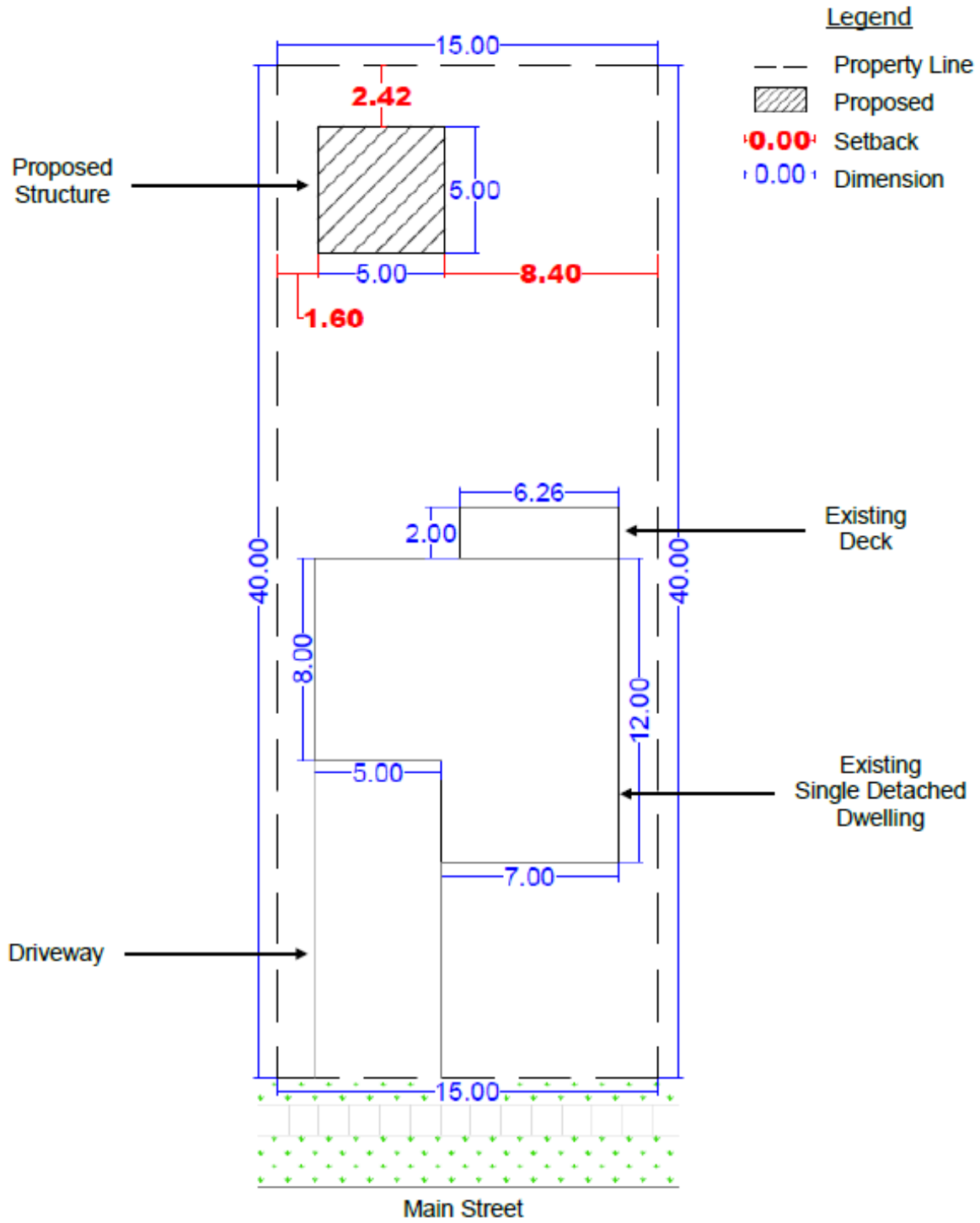
Site Plan Example: Addition to Building

Dimensions are shown in metres (m)

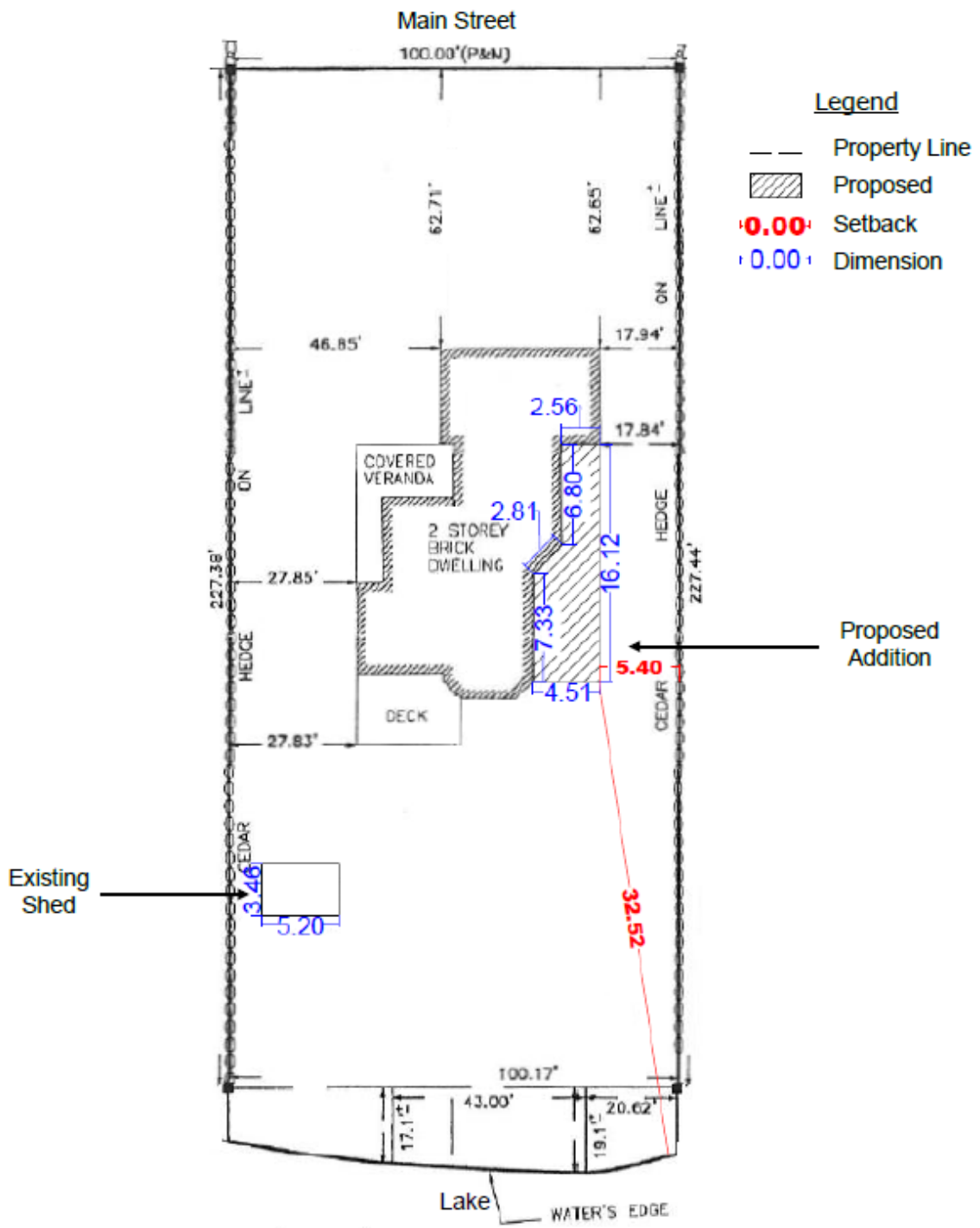


Site Plan Example: Accessory Structure

Dimensions are shown in metres (m)

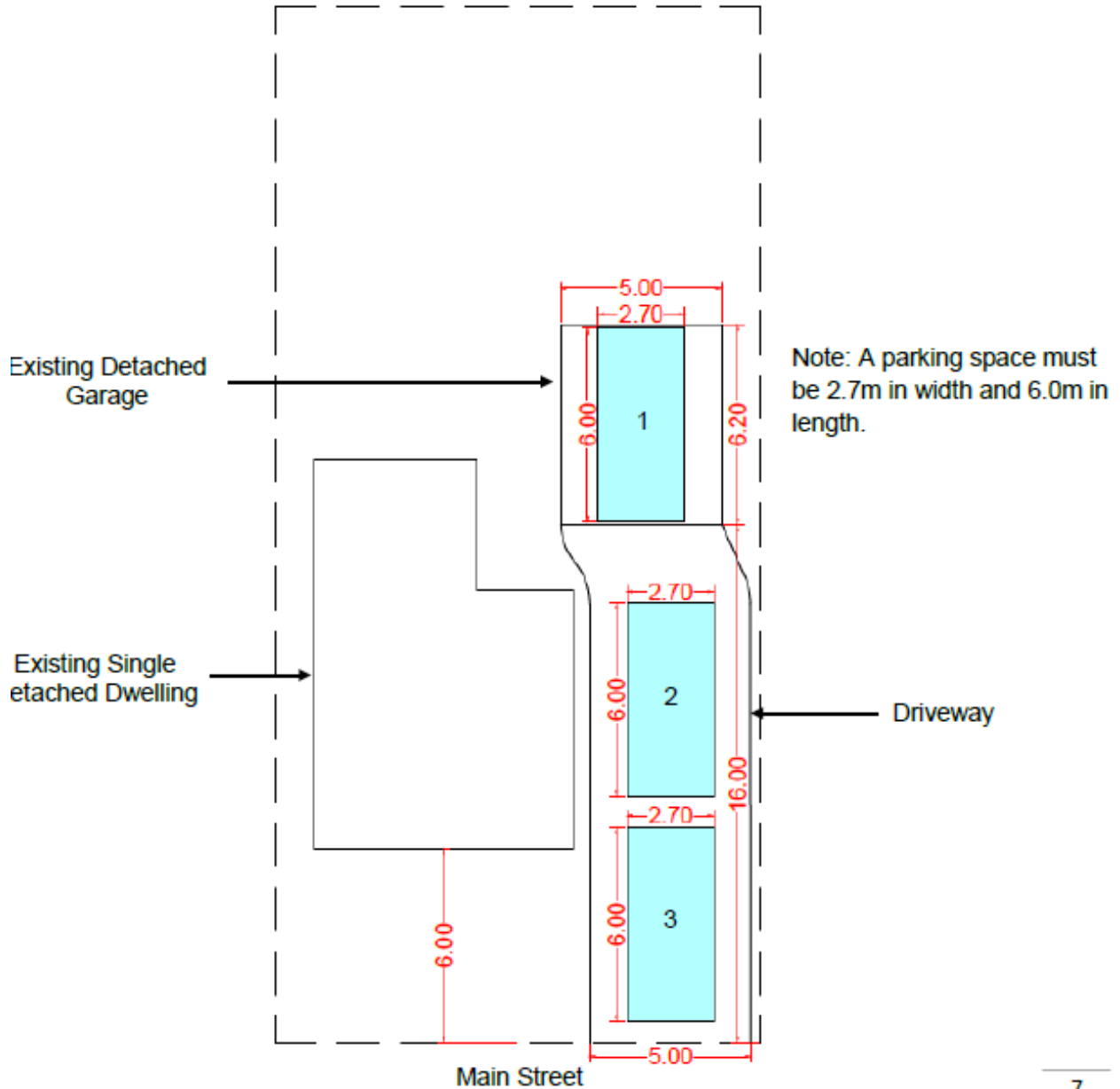


Site Plan Example: Using a Survey



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



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



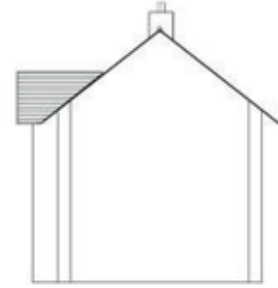
LEFT ELEVATION



FRONT ELEVATION



REAR ELEVATION



RIGHT ELEVATION