

## What is a Zoning By-Law Amendment?

If a proposed use or structure on a property does not meet the requirements of the Zoning By-law, the owner may apply for a Zoning By-law amendment, also known as a 'rezoning'. A proposed zoning change must conform to the Township Official Plan, or an Official Plan amendment may also be required.

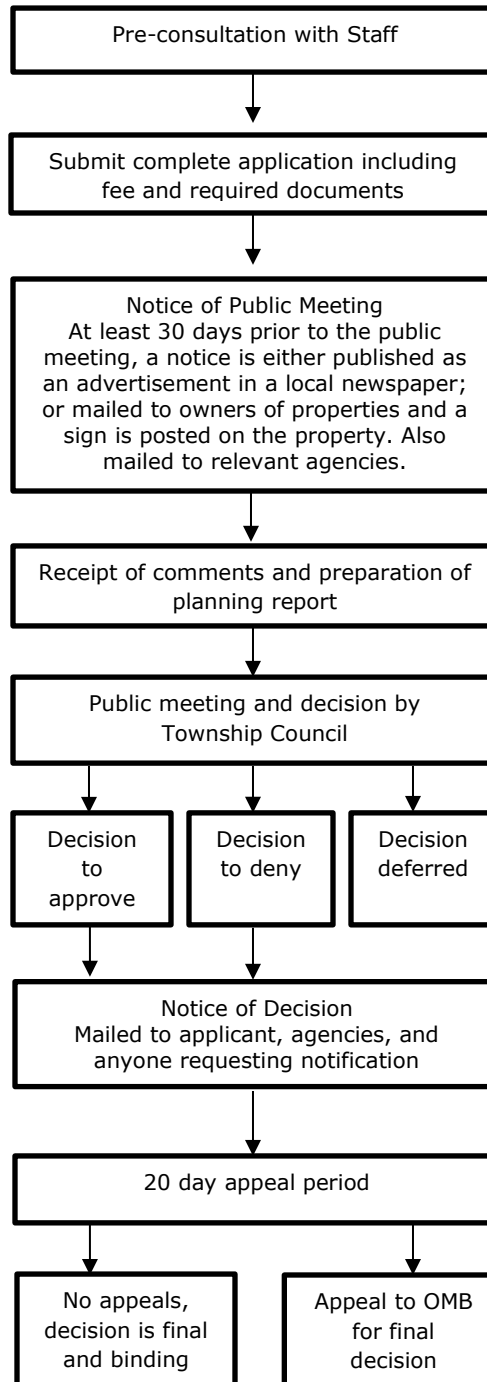
The decision to approve or deny a Zoning By-law Amendment is made by the Township Council. Section 34 of the *Planning Act* sets out the process and requirements for Zoning By-law amendment applications.

### Application

Forms are available online or at the Township office. Complete applications and required fees are submitted to the Township office.

Fee made payable to the Township (subject to change)	
Zoning By-law Amendment (Standalone)	\$1,700
Zoning By-law Amendment as a Condition of Consent	\$950
Zoning By-law removal (D – Future Dev. Zone)	\$575
Zoning By-law removal (H – Holding Zone)	\$575
Temporary Use By-law	\$575
Amendment to Application (re-circulation)	\$300

## Zoning By-law Amendment Process



## GUIDE TO THE ZONING BY-LAW AMENDMENT PROCESS



For more information, contact:  
**Township of Georgian Bay  
 Planning Department**  
 99 Lone Pine Road, Port Severn On,  
 L0K 1S0

Telephone: 705-538-2337 Ext. 263  
 1-800-567-0187  
 Email: [planning@gbtownship.ca](mailto:planning@gbtownship.ca)  
[www.gbtownship.ca](http://www.gbtownship.ca)

# ZONING BY-LAW AMENDMENT APPLICATION PROCESS

## 1. Pre-consultation

Applicants are strongly encouraged to have a pre-consultation meeting with the Planner before they submit an application. Contact the Township of Georgian Bay Planning Department at 705-538-2337 Extension 263 to arrange a meeting with a Planner. During this meeting, the details of the proposal will be discussed to determine if a Zoning By-law Amendment is the best approach and how to apply. The Planner will help you understand the process and assist in finding solutions to problems. A planner will also advise if a survey is required.

## 2. Complete an Application

Please ensure all questions in the application form are answered and detailed explanations are given. Also ensure that the application is accompanied by a sketch or copy of a survey showing the property layout including all building and structures. Applicable application fee is also required. Planning application forms are available online at or at the Township Office.

## 3. Submit Application and Required Documents

Submit the application, sketch or survey, and the fee. The Township has Commissioners on staff to sign and verify application forms and signatures.

## 4. Notice of Public Meeting

If the application is deemed complete, a public meeting date is set for the application to be heard by Township Council. Notification of the public meeting will either be published in a local newspaper at least 30 days prior to the meeting; or sent by mail to neighbouring property owners. A sign displaying details of the public meeting is also posted on the subject site if a mailed notice is used. Copies of the application may be circulated to Council, municipal staff and external agencies to obtain comments. The Planner will review the application against Provincial, District and local policies, consider all comments received, and conduct a site visit prior to preparing a planning report.

## 5. Public Meeting and Decision

At the public meeting, the Planner will present the planning report and recommendation to Township Council. The applicant and those present are given the opportunity to speak. Council may make a decision following the public meeting or at a later date.

## 6. Notice of Decision

A Notice of the decision is mailed to the applicant and agencies. It is also sent to any members of the public who provided written comments or attended the public meeting and who requested to be notified of the decision of Council. This notice will be sent out within 15 days of the public meeting. Listed on this notice is the last day for appeals, which is 20 days from the date the notice is mailed.

## 7. Decision is in Effect

If there are no appeals, the applicant will receive a "Clerk's Certificate" in the mail. If the application has been approved, the applicant will be able to apply for a building permit and be in compliance with the Zoning By-law. Ask your local Planner if you have any questions about the decision.



*A decision only becomes final and binding if there are no appeals within the twenty day appeal period*

## Appeals

The applicant or any person who spoke at the public meeting or sent a written submission to the Clerk can appeal the decision of Council within the 20-day appeal period. Appeals are decided by the Ontario Municipal Board (OMB). Those wishing to appeal must submit a completed Appellant Form to the Municipal Clerk along with the filing fee payable to the Minister of Finance. Website: [www.omb.gov.on.ca](http://www.omb.gov.on.ca)

## Further Information

For more specific information related to individual applications, or for assistance in completing applications, please call:

**705-538-2337 Extension 263**

**1-800-567-0187**