

## Zoning & Grading Review Application

**Required for residential development proposals greater than 50 square metres (538 square feet).**

Properties exempt from the Zoning & Grading Review application are lots zoned Rural (RU), or Agriculture (AG) and 1.5 acres or larger. The property must be at least 1.5 acres as well as fall under one of the above noted zone categories for exemption to apply.

### APPLICATION REQUIREMENTS

**Prior to review, all Zoning & Grading Review submissions shall be emailed to [planning@ramara.ca](mailto:planning@ramara.ca) and must include the following documents:**

1. Zoning & Grading Review application form filled out, signed and dated
2. Electronic Copy of a Detailed Site Grading Plan prepared by an Ontario Land Surveyor or Professional Engineer with all items outlined in the “Detailed Site Grading Plan Requirements”
3. Septic Design and Drawings to be submitted with Site Grading Plan
4. MDS calculation required to be submitted with this application for any new livestock buildings, or for new construction in close proximity to existing livestock buildings.
5. Application Fee Paid
6. If applicant is not the registered owner of the property, Authorization of the Current Owner (and Certificate of Incorporation where applicable) must be included in the application submission
7. Payment of application to accompany the application submission. Payment options include:
  - a) Please submit payment in person via **Cash, Debit, or Cheque** in person at 2297 Hwy 12, Brechin, ON
  - b) For **digital payment**, please **request invoice creation** to [planning@ramara.ca](mailto:planning@ramara.ca) who will prompt Finance Department to prepare an invoice – Once payment is made, **please email the digital payment confirmation # to [planning@ramara.ca](mailto:planning@ramara.ca)**

### DETAILED SITE GRADING PLAN

**All of the following information must be included on the proposal’s Detailed Site Grading Plan prepared by an Ontario Land Surveyor or Professional Engineer:**

1. Lot description including Registered Plan Number;
2. Dimensioned property limits and house outline location with all setbacks shown;
3. House type; normal, side split, back split, etc.;
4. Finished first floor elevation;
5. Finished garage floor elevation;
6. Finished and original grades over septic tile beds;
7. Finished basement floor elevation (all locations);
8. Elevation of underside of footings;
9. Top of foundation wall (all locations);
10. Existing and proposed lot grades for each of the corners of the lot and intermediate points of grade change;
11. Existing trees to be maintained;
12. Driveway locations, widths and proposed grades;

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13. Finished road grades adjacent to lot;
14. Location of house entrances;
15. Location of walkways;
16. Arrows indicating the direction of all surface drainage and swales, with swale detail (Note: The Township requires a minimum swale depth of 0.25m);
17. Location and elevation of swales;
18. Patios, decks and/or porches;
19. Terraces, retaining walls and tree wells;
20. Location of accessories (propane tanks, *a/e* unit, generators, hot tubs, pools etc.);
21. Location and dimensions of all easements;
22. All yard catch basins with rim and invert elevations;
23. Curb cut locations;
24. Hydrants, street lights, Bell and cable TV pedestals, hydro transformers;
25. Location and type of any private sewage disposal system and reserve areas and private wells (including area of influence) or water/sewer lines if applicable
26. Location of neighbouring wells and sewage disposal systems;
27. Location of all road features along frontage and flankage of lots (curb lines, Catch basins, sidewalks, etc.);
28. Lot grading certificate by Developer's Engineer in accordance with the Subdivision Agreement requirements;
29. Site benchmark as shown on approved Engineering Drawings;
30. Proposed driveway culverts with size, type, invert and slope information;
31. Number of front and rear entry step risers;
32. Engineered fill level is to be shown where applicable;
33. Minimum setback from building to Average Annual High Water (AAHW) mark of all water bodies within the Lake Simcoe watershed (where applicable);
34. Minimum naturalized buffer from the MHW (where applicable);
35. Accessory buildings.

### APPLICABLE DEPARTMENT REVIEW, RAMARA

**Ramara Building Department** reviews this application in accordance with the Ontario Building Code and Township's Building Bylaw. Approval of this application is to be obtained **prior** submitting applicable building permit application. For more info, please email: [building@ramara.ca](mailto:building@ramara.ca)

**Ramara Infrastructure Department** reviews this application in accordance with the Township's Entrance Bylaw. Approval for entrance works to be obtained by permit through Infrastructure department for Township owned roads. For more info, please email: [infrastructure@ramara.ca](mailto:infrastructure@ramara.ca)

**Ramara Planning Department** reviews this application in accordance with the Township's Zoning Bylaw and in accordance with the *Planning Act*. For more info, please email [planning@ramara.ca](mailto:planning@ramara.ca)

**Applicable Township Bylaws** can be accessed on the Township's Frequently Request Bylaws page: <https://www.ramara.ca/en/municipal-office/bylaws.aspx>

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### FREQUENT REGULATORY AUTHORITIES/POLICIES

**County of Simcoe** setbacks applicable to properties abutting County owned roads, as well as meet their Tree Removal Bylaw. For more info, please visit their website: <https://www.simcoe.ca/>

**Lake Simcoe Region Conservation Authority (LSRCA)** development approval (including tree removal) required for properties within the LSRCA boundaries of regulation. For more info, please visit their website: <https://www.lsrca.on.ca/>

**Minimal Distance Separation (MDS) Formulae Calculation** triggered for Rural (RU) and/or Agriculture (AG) zoned properties if new construction proposal is in close proximity to a livestock building (or capable of housing livestock), or if proposing a new livestock building. The calculation is required by the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA), and required under Section 2.(19) of the Township of Ramara Zoning Bylaw. An MDS calculation can be completed through their Agrisuite software to be submitted with this application. For more info and access to the Agrisuite software, please visit the OMAFRA website: <http://omafra.gov.on.ca/english/landuse/mds.htm>

**Ministry of Transportation (MTO)** development approval required for properties within the MTO boundaries of regulation. For more info, please visit their website: <https://www.hcms.mto.gov.on.ca/>

### PLANNING FEE SCHEDULE

**Application fees shall be paid in accordance with the [Planning Fee Schedule](#).**

Please note that if revisions to the site grading plan are required, review fees are required to be paid prior to review circulation of the revised site grading plan.

### CONSTRUCTION ADVISORY NOTICE

1. Prior to a building's superstructure proceeding, the Developer's Engineer or OLS must certify that the final footing and foundation elevations conform to the site grading plans and the Building Code.
2. Prior to pouring building footings, in "Settlement Areas" and "Shoreline Residential Areas" as defined in the Official Plan, an Ontario Land Surveyor must install survey pins in order to accurately locate the foundation.



# Zoning & Grading Review Application

## ZONING & GRADING REVIEW APPLICATION FORM

### PROJECT LOCATION REGISTERED OWNER

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

**Note:** An [authorization form](#) must be signed by all registered owners (and Certificate of Incorporation where applicable), and shall accompany this application if applicant is not the registered owner of the property.

### APPLICANT/AGENT INFORMATION

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Company Name (if applicable): \_\_\_\_\_

**Communication to be Sent to:**            Owner            Applicant/Agent            All Parties

### PROJECT DETAILS

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

Legal Description or Roll  
Number: \_\_\_\_\_

Description of the Proposed Development: \_\_\_\_\_

Property's Zone Category: \_\_\_\_\_

# Zoning & Grading Review Application

## PROJECT SPECS TABLE

\* Input details for all existing and proposed buildings and structures

<b>Project Lot Size (sq. m)</b>		
<b>Number of Storeys</b>	<b>Existing</b>	<b>Proposed</b>
<b>Building Height (m)</b>	<b>Existing</b>	<b>Proposed</b>
<b>Gross Floor Area (sq.m)</b>	<b>Existing</b>	<b>Proposed</b>
<b>Number of Accessory Buildings</b>	<b>Existing</b>	<b>Proposed</b>

## SERVICING INFORMATION TABLE

(check all that apply)

<b>Sewage Disposal</b>	<b>Existing</b>	<b>Proposed</b>
Municipal Sewers		
Communal Septic System		
Private Septic System		
Privy		
Holding Tank		
<b>Water Supply</b>	<b>Existing</b>	<b>Proposed</b>
Municipal Water Supply		
Communal Well		
Private Well		
Lake/River		
Other		

## APPLICANT SIGN OFF

I \_\_\_\_\_ applicant of this Zoning and Grading Review Application

for the Project Location \_\_\_\_\_

understand that I am responsible for submitting all of the information and document requirements outlined in this application document, pages 1 through 5. I swear that the application is complete, including payment of the associated application fee, and that any further charges incurred for additional reviews shall be paid in full. I swear that I am the property owner of the project, or that I have obtained and provided the project property owner's written consent to apply on his/her/their behalf. I swear that the information provided in this application is true and accurate.

Date: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_