

Zoning Bylaw Amendment Guide

Purpose of Application

A Zoning By-law Amendment (ZBA) is required when a proposed use or development does not meet the provisions of the Township of Ramara Zoning By-law. An amendment is needed to change the zoning or adjust specific provisions to allow the proposal to move forward.

All ZBA applications must follow the requirements of the *Planning Act* and are reviewed against applicable provincial, County of Simcoe, and Township policies.

Before submitting a formal ZBA application, applicants are strongly encouraged to complete a Pre-Consultation Application.

Pre-Consultation helps:

- Identify required studies and supporting information
- Confirm any additional or concurrent applications
- Highlight potential issues or conditions early in the process
- Ensure the formal application is complete and ready for review

Completing Pre-Consultation typically results in a smoother, more efficient amendment process.

Zoning Bylaw Amendment Application Submission Requirements

Applicants must provide:

- A completed Zoning Bylaw Amendment Application form, including Owner Authorization and Declaration;
- The Planning Application Supplementary Form
- Required fees in accordance with the Township's Tariff of Fees for processing Planning Applications;
- Draft Zoning Bylaw Amendment
- A Site Plan Sketch and Subject Lands Key Map drawn to metric scale (see below)
- Any supporting technical studies identified through Pre-Consultation (e.g., Natural Heritage Evaluation/Environmental Impact Study, Hydrogeological Study, Servicing Options Report, Traffic Brief, MDS calculations, etc.);
- Any additional materials requested by Planning staff specifically to the proposal.

Lake Simcoe Region Conservation Authority (LSRCA) Review (if applicable)

If the property subject to the application is within an area regulated by the LSRCA, or is considered *major development* under the Lake Simcoe Protection Plan, your application will be circulated to the LSRCA for review:

- Check whether the property is regulated by using the mapping tools on the LSRCA website: www.lsrca.on.ca
- Have questions about the regulated area? The LSRCA will confirm whether the subject lands are regulated under *Ontario Regulation 179/06*.
- Please note that all Planning Applications reviewed by the LSRCA are subject to review fees in accordance with their current Planning and Development Fee Schedule.

Sketch & Mapping Requirements

- Boundaries and dimensions of subject lands (and any abutting lands in the same ownership);
- Distance to the nearest Township lot line or landmark (e.g., bridge or railway);
- Location and dimensions of existing and proposed buildings/structures with setbacks, heights, and floor areas;
- Location of natural and artificial features (buildings, roads, watercourses, drainage ditches, wetlands, wooded areas, wells, septic tanks/beds);
- Current uses of adjacent lands;
- Roads abutting or within the subject lands, with indication of unopened road allowance, public travelled road, private road, or right-of-way;
- If access is by water only, the location of parking and docking facilities to be used;
- Location and nature of easements affecting the subject lands;
- Key map showing the location of the subject lands.

Public Notice & Meeting Process

The application is reviewed for completeness within 30 days following the payment of the application fees. Owners are notified if the application is considered a complete application.

Once an application is deemed complete, the Township circulates notice to prescribed persons and public bodies and a sign is posted on the property within 15 days. A Public Meeting of Council is scheduled, and notice is provided. Often the Complete Application and Public meeting notice are circulated concurrently, however in some cases, the public meeting scheduling is delayed until the review of the application has progressed to an appropriate stage. The Public Meeting sign will be ordered by Township staff and provided to the applicant; it must be posted in a visible location on the subject property a minimum of 20 days prior to the meeting.

Staff collect and consider comments from departments, agencies, and the public, and work with the applicant through the technical review of the application. Following the meeting and conclusion of the technical review, staff will bring forward a recommendation for Council's consideration of the proposed amendment to the Zoning Bylaw.

Notice of Passing & Appeals (OLT)

If Council passes the Zoning Bylaw Amendment, a Notice of Passing is issued no later than 15 days after the Bylaw is passed. An appeal to the Ontario Land Tribunal (OLT) may be filed within 20 days of when the Notice of Passing is given by eligible parties, setting out the objection and reasons and accompanied by the prescribed fee. If no appeal is received within 20 days, the Bylaw comes into force on the day passed, unless otherwise stated.

Resources:

www.ramara.ca | planning@ramara.ca | 705-484-5374 | 2297 Hwy 12, Brechin, ON L0K 1G0