
APPLICATION FOR PRELIMINARY ZONING REVIEW

About This Service

Preliminary Zoning Review is a service during which our Zoning Staff will conduct a Preliminary Review of your proposal in order to determine the areas of non-compliance with the Zoning By-law and also comment on the areas where compliance with the Zoning By-law could not be determined. This service is available for all types of proposals; however, if you are applying for a Minor Variance or Consent Application, you will be required to submit the result of Preliminary Zoning Review to the Planning and Building Services, Committee of Adjustment Section as part of your complete Minor Variance or Consent Application.

Review Time

Our goal is to complete our review and provide you with a written response within five (5) business days. Applicants who need to submit this written response to the Committee of Adjustment Section as part of their complete Minor Variance or Consent Applications, would be required to apply for Preliminary Zoning Review at least five (5) business days before the targeted submission deadline of their Planning Application.

Required Documents

Depending on the nature of the proposal, the required documents may vary. Below you will find a list of typical documents that would be required for the Preliminary Zoning Review:

- **Application Form:** Completed and signed by the Applicant;
- **Site Plan:** Fully dimensioned Site Plan referenced to a current survey of the property indicating, all property lines, easements, existing and proposed buildings and setbacks to the property lines, lot coverage, parking spaces, loading areas, width of the driveway and manoeuvring spaces and all other applicable information specified in the specific and general provisions of the Zoning By-law for the subject land. **(a draft survey certificate is required if the requested review is for the purpose of a Consent Application);**
- **Floor Plans:** Fully dimensioned floor plan showing the existing and proposed use and the amount of floor areas devoted to each use; and
- **Elevations:** Indicating the building height as defined in the Zoning By-law.

Required Fee

A Non-refundable Fee must accompany the Preliminary Zoning Review Application Form. Please see *Fees and Services By-law* or contact Building Division (365) 500-2081.

Important Note

Our comments will only be related to the information provided to us as part of this Application; therefore, in order to achieve the best result we strongly recommend that all Applicants provide us with quality drawings with sufficient information. Please note that you will need to make a new Application and pay a separate fee if you decide to revise or change your proposal or to include additional information after we have completed our review.