

## **CORPORATION OF THE TOWNSHIP OF GUELPH/ERAMOSIA ZONING BY-LAW AMENDMENT GUIDE**

### **PART 1 | KEY POINTS**

#### **1. WHAT IS A ZONING BY-LAW AMENDMENT?**

A Zoning By-law Amendment is a change to the Township's Zoning By-law to permit a use or development on a specific property that is not currently permitted.

#### **2. TIMELINE**

A Zoning By-law Amendment takes roughly 6 months, but can take longer. The best way to ensure a timely process is to have all relevant documentation prepared before the application of submission. Please see Part 2 – 5.C and Part 4 – 14 of the application to see potential requirements.

#### **3. COST**

The application cost is \$3,810.00. This is made up of a \$2,000.00 deposit that is refunded at the end of the process, and a \$1,810.00 administration fee. However, be aware that there are other costs associated with an application, such as the GRCA review fee.

The Township uses consultants for Planning, Engineering, and Legal services. The Township's planning processes operate on a user-fee basis. As such, all consulting costs incurred by the Township in processing the application will be paid by the applicant.

#### **4. WHAT DO I NEED?**

It's recommended that potential applicants contact the Township to discuss their specific circumstances prior to submitting an application. Required documents are listed in the Zoning By-law Amendment checklist, and the Zoning By-law Amendment application. Be aware that additional documents may be requested as needed/relevant to the application.

## **5. WHERE CAN I GET MORE INFORMATION?**

For information about the Township's Zoning By-law Amendment process, contact the Planning Administrator at 519-956-9596 ext. 112. For information about Zoning By-law Amendments in general, check out the "Citizens' Guides to Land-use Planning" at: <http://www.mah.gov.on.ca/Page338.aspx>

(Optional Pre-Consultation with Township Staff to discuss application - at cost to the applicant)

Application Submitted.

Planners review application to determine if all information needed has been provided.  
•If more information is needed, application is put on hold until it is provided.

Application is presented to Council. Council considers declaring the application complete.  
•Council may also request more information from the applicant.

A Notice of Complete Application is issued to relevant Agencies and the Public.

Application is circulated to relevant Agencies and Staff for their comments.  
•Comments may have to be addressed by the applicant.

A preliminary Planning Report that is brought to Council, which includes agency comments and a recommendation to move forward to a public meeting.  
•Council may request more information or that Agency comments are addressed.

Once Council has requested that a Public Meeting date be set, a Notice of Public Meeting is issued to the public and mailed to neighbours within 120m of the property.

A Public Meeting is held where the public has an opportunity to comment on the application.

A final Planning Report is prepared and brought to Council.  
•Council may request more information or steps be taken.

Council considers approval of the Amendment.  
•Council may add additional conditions to the Amendment.

If approved by Council, a Notice of Passing is issued to the public and anyone who commented.  
An Appeal Period of 20 days begins.

If no appeals are received, a Declaration is signed, and the Amendment is considered final and binding.