

OVERVIEW OF ZONING CERTIFICATE AND BUILDING PERMIT PROCESSES

Zoning Certificate Submission

- Contact Planning Division to submit Application for a Zoning Certificate with applicable fee and technical requirements (refer to Zoning Certificate and Guidelines document available on Township website).
- Planning Division reviews information to ensure compliance with Official Plan and Zoning By-law and advises of other approvals required for building permit submission and additional fees to be collected at building permit.
- Planning Division approves Zoning Certificate for issuance to applicant

- Applicant/Owner to obtain all required permit approvals from agencies (Ministry of Transportation, County of Simcoe, Township of Oro-Medonte, Conservation Authorities, Ministry of the Environment and Climate Change)

Building Permit Submission

- Applicant/Owner to submit a complete Building Permit application with all permit fees (refer to Permit Application and Guidelines document available on the Township website) including approved Zoning Certificate and all approvals from outside agencies
- Applicant/Owner to submit Engineering Lot Grading Plan and deposit when required with Building Permit application (Refer to Technical Bulletin Engineering Lot Grading Requirements)
- Incomplete building permit applications will not be accepted

For more details regarding the Zoning Certificate or Building Permit process please refer to the attached flow charts

PLANNING DIVISION

ZONING CERTIFICATE PROCESS FLOW CHART

Step 1: Planning First/Zoning Certificate

- Initial contact with the Planning Division staff offers an opportunity to obtain the necessary information to plan and prepare for the proposed project.
- Staff will require the municipal address and project description (i.e. residential dwelling, detached accessory building, swimming pool etc.).
- Staff will provide the appropriate provisions from the Zoning By-law or Subdivision Agreement and determine if the property is regulated by either the Nottawasaga Valley or Lake Simcoe Region Conservation Authority.

Step 2: Submission

- The applicant shall meet with staff to submit the application.
- Staff will verify the documentation with the appropriate Guideline and deem if the application is complete .

Step 2a: Notification of Refusal

- Applications deemed incomplete by staff will not be accepted.
- All documentation will be returned to the applicant with the appropriate Guideline indicating the missing items.
- The applicant shall collect the outstanding items and resubmit the application.

Step 3: Complete Application

- Complete applications will be accepted , the applicant will be directed to the cashier for payment and the application will be placed in queue for review.

Step 4: Review

- The Planner will review the documentation for compliance with the Official Plan and Zoning By-law.
- Staff will collect comments from other Departments to add to the Zoning Certificate if necessary (i.e. water connection, entrance permit, etc.).

Step 4a: Notification of Refusal

- Applicants will be contacted if the proposal does not comply or if further items are required.
 - The application is placed on hold until **ALL** outstanding items have been received or processes complete.
- Note:** Properties or proposals subject to a Minor Variance, Site Plan Control Agreement ,or Removal of the Hold Symbol requires such approvals/processes to be complete before the Zoning Certificate can be issued.

Step 5: Issuance

- The applicant will be notified that the Zoning Certificate is ready for issuance. Proceed to obtain required approvals and complete building permit application submission.

BUILDING DIVISION

PERMIT PROCESS FLOW CHART

REMEMBER!
Planning First,
Obtain a Zoning
Certificate

