

## Zoning Certificate FAQ

### What is it?

A zoning certificate application is a review process done separately from, **and prior to**, a full building permit submission. Zoning Certificate approval is a prerequisite for a building permit application.

### Requirements for all submissions:

- Completed Application Form
- Site Plan
- Elevations (front, back & sides)
- Floor Plans

**Physical submissions must have one legible copy of site plan/drawings (11' x 17" or 8.5" x 11") or one set in Adobe Acrobat.pdf format on USB.**

**FILES MUST BE UNSECURED AND NOT PASSWORD PROTECTED**

### Why is the Township doing this?

The Township is doing this to streamline the building permit process, in compliance with current Building Code legislation. At this stage, planning staff will flag any additional fees that will be collected at building permit such as Development Charges, Water or Sewer Connections, and additional approvals that may be required, such as:

- Conservation Authority (Nottawasaga Valley CA or Lake Simcoe Region CA)
- Engineered Lot Grading (Engineering Review)
- Minor Variance/Consent
- Ontario Land Surveyor Pinning
- Entrance Permit (and associated Municipal Address Number, if required)
- Ministry of Transportation or County Roads

### Is there a fee for this service?

- There is a \$100.00 non-refundable fee for the original zoning certificate application
- There is a \$50.00 non-refundable fee for any revision to an approved zoning certificate
- There is a \$15.00 911/MAS fee (if applicable)

### How long is a zoning certificate approval valid for?

An approved zoning certificate is valid for 6 months from the date of issuance.

### What form of approval is provided?

Approved applications receive a zoning certificate. The drawings are stamped to identify they have been pre-approved for zoning regulations. This is not a permit to construct. Please refer to the appropriate permit applications (refer to Building Permit Checklist, Pool/Fence Permit or Sign Permit).

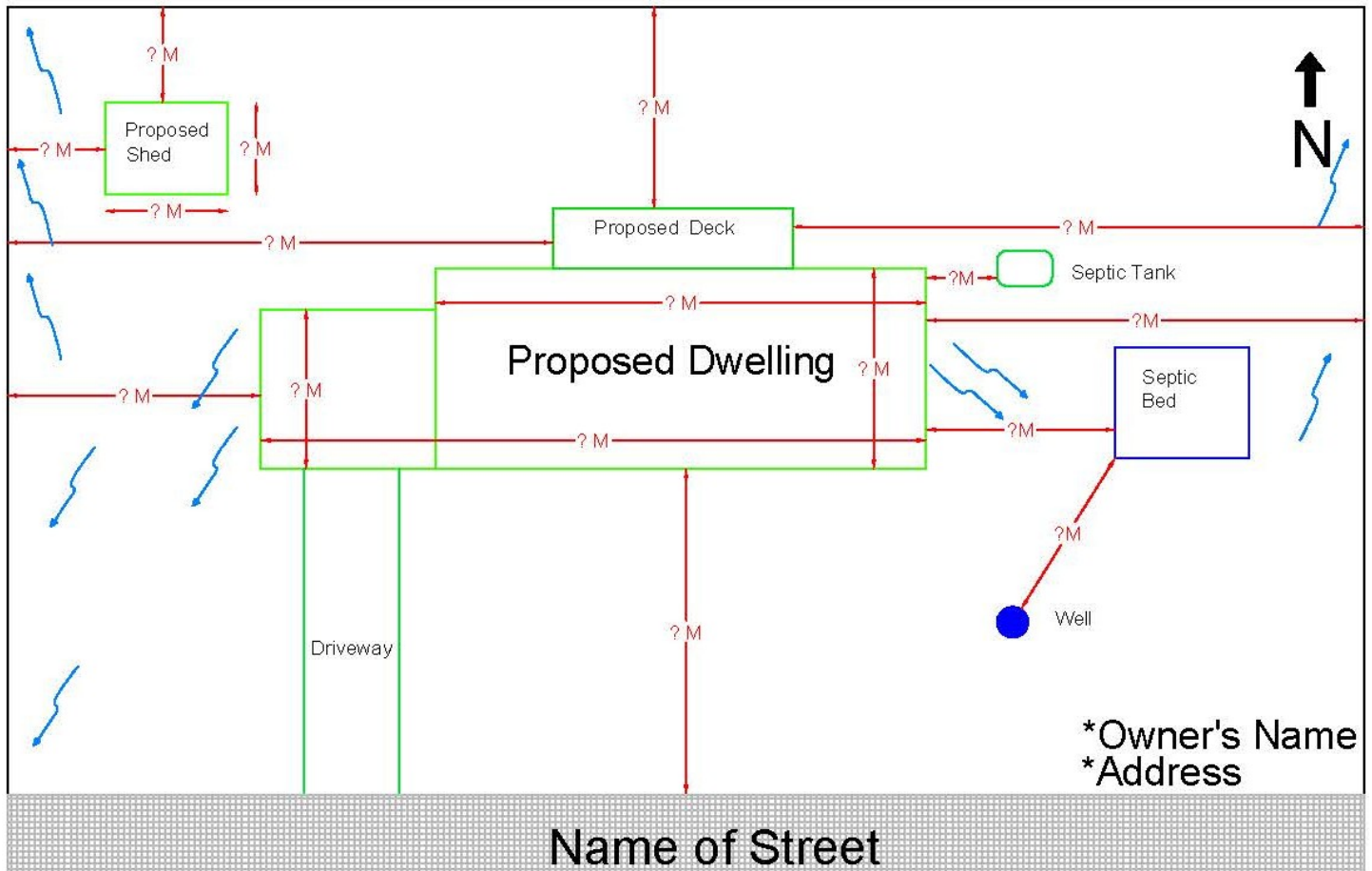
### Where do I send the application and documents?

Applications may be submitted physically to the Township's Administration Building, or digitally to: [planning@oro-medonte.ca](mailto:planning@oro-medonte.ca)

**It is the owner's responsibility to ensure that they are aware of their property lines and to ensure that the proposed construction occurs within their property and in compliance with the Township's Zoning By-Law.**



## Site Plan Example



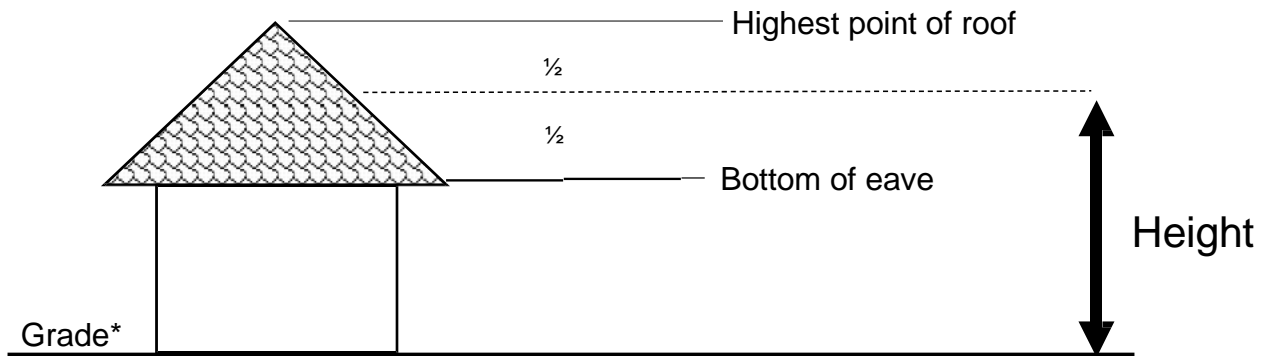
Site Plan must display:

- ✓ All **existing and proposed structure(s)**
- ✓ **Setbacks** from property boundaries to current and/or proposed structure(s); shown in metres (shown in red)
- ✓ **Dimensions** of structures (shown in green)
- ✓ **Septic system** and **well** (specify if dug or drilled)
  - Setbacks from: septic to well, and; septic to structures
- ✓ Direction of surface **drainage** (shown in blue)
- ✓ Driveway
- ✓ North Arrow
- ✓ Road

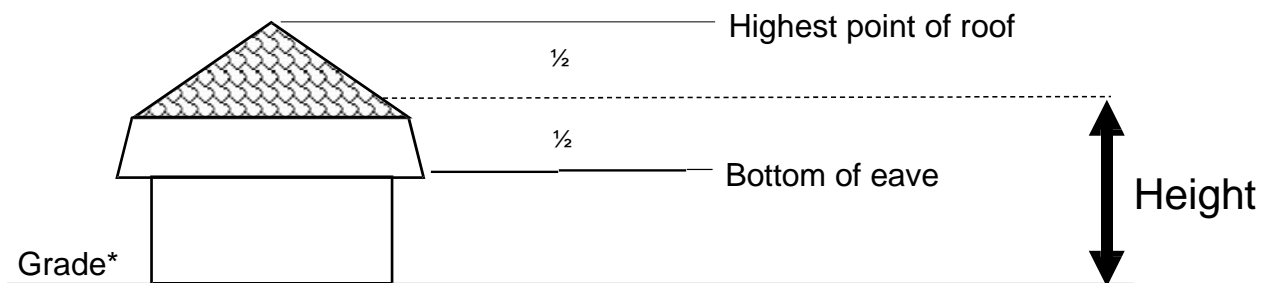
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### Sample of Height

#### Gable Roof:



#### Mansard Roof:



#### Flat Roof:



\*Measured from established grade, except for boathouses