



PLEASE USE CLOUDPERMIT TO SUBMIT A ZONING CERTIFICATE

Zoning Certificate Application

Zoning Certificate FAQ

What is it?

A zoning certificate application is a review process done **prior to** a full Building Permit submission. Zoning Certificate approval is a prerequisite for a Building Permit application.

Requirements for all submissions:

- ☐ Completed Application on Cloudpermit
- ☐ Site Plan
- ☐ Elevations (front, back & sides)
- ☐ Floor Plans

**FILES MUST BE UNSECURED AND NOT PASSWORD
PROTECTED IN ADOBE.PDF FORMAT**

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 (OLS), Professional Engineer (P.Eng.) or Certified Engineering Technologist (C.E.T.) 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 fee for the review of the Zoning Certificate application, see the Township's Fees and Charges By-law available on the Township's website.

A revision fee will also be charged if there are any changes to the approved drawings that require a Zoning Certificate revision.

How long is a Zoning Certificate approval valid for?

An approved Zoning Certificate is valid for 1 year 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 (see the Building Permit Checklist).

Where do I submit the application and documents?

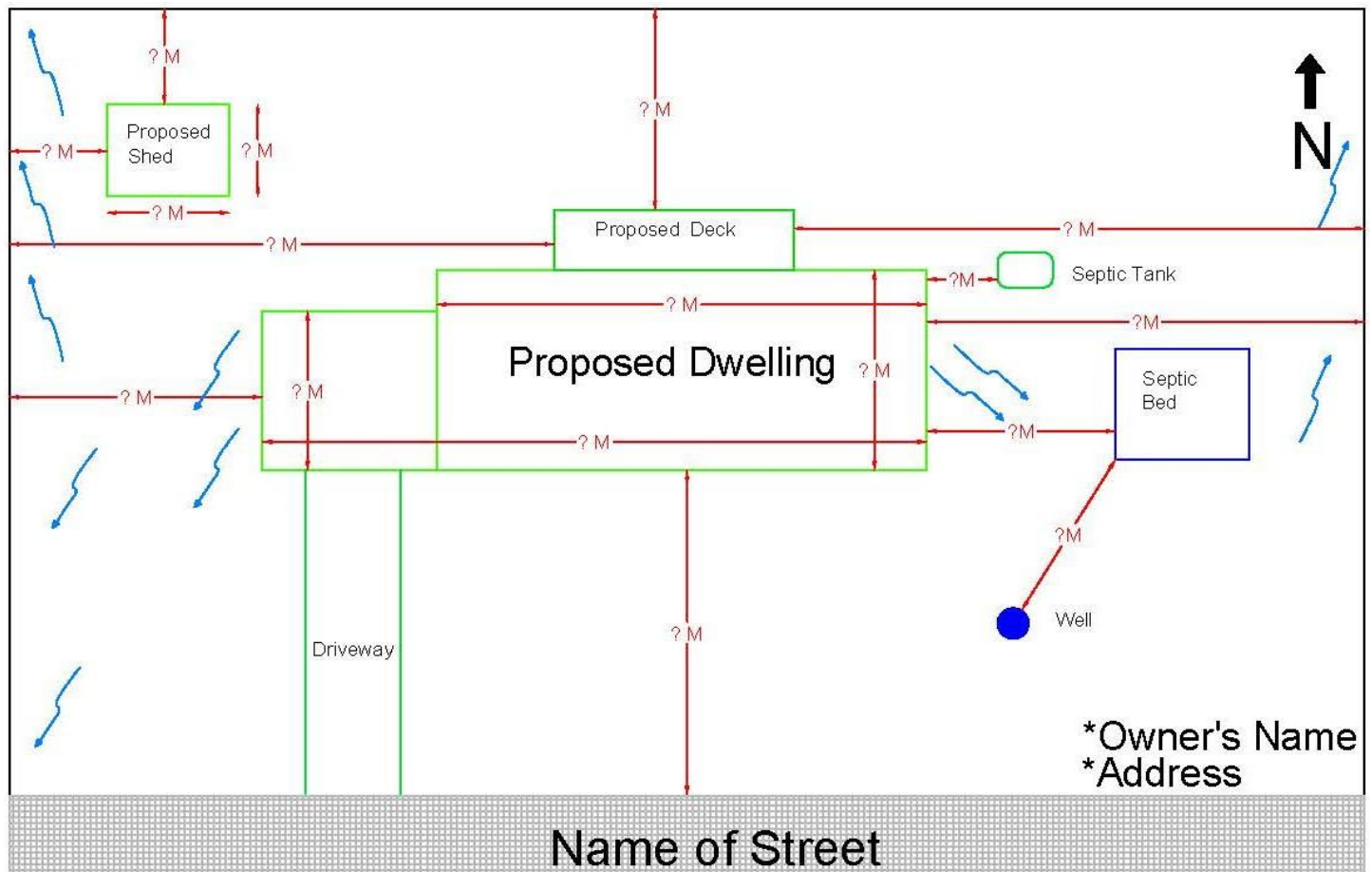
Applications are to be submitted digitally on Cloudpermit (<https://ca.cloudpermit.com/gov/login>).

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

Alternate formats available upon request.

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Site Plan Example



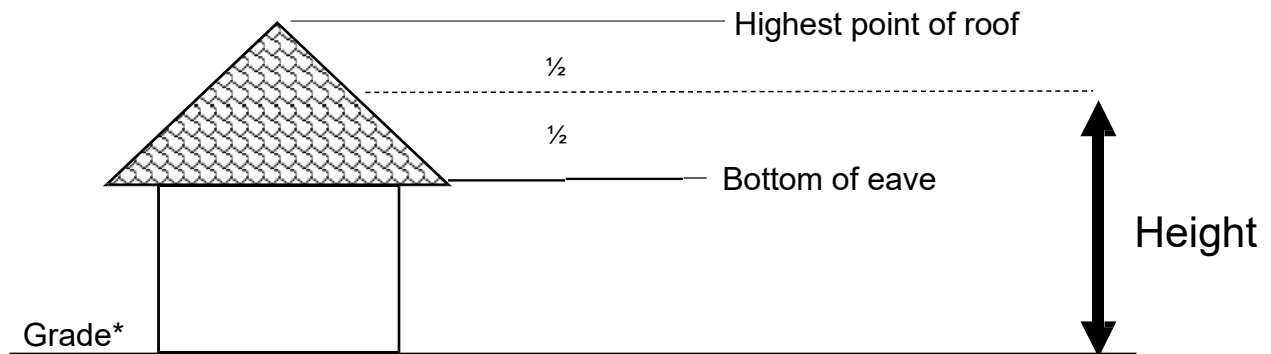
Site Plan must display:

- ✓ 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

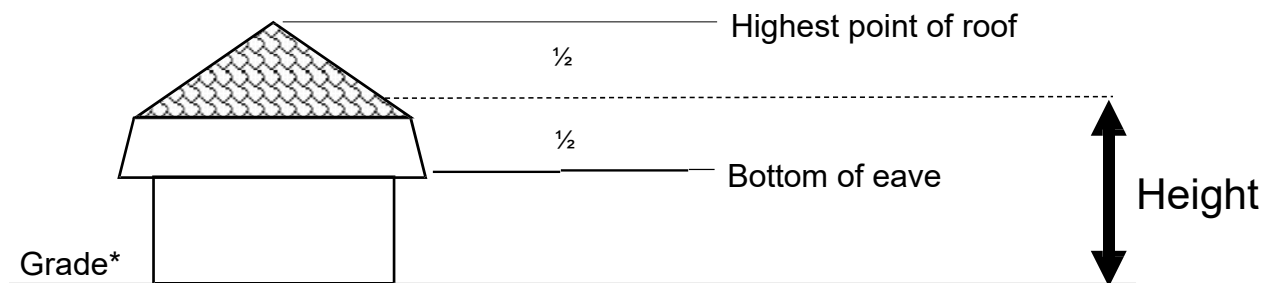
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Sample of Height

Gable Roof:



Mansard Roof:



Flat Roof:



*Measured from established grade, except for boathouses