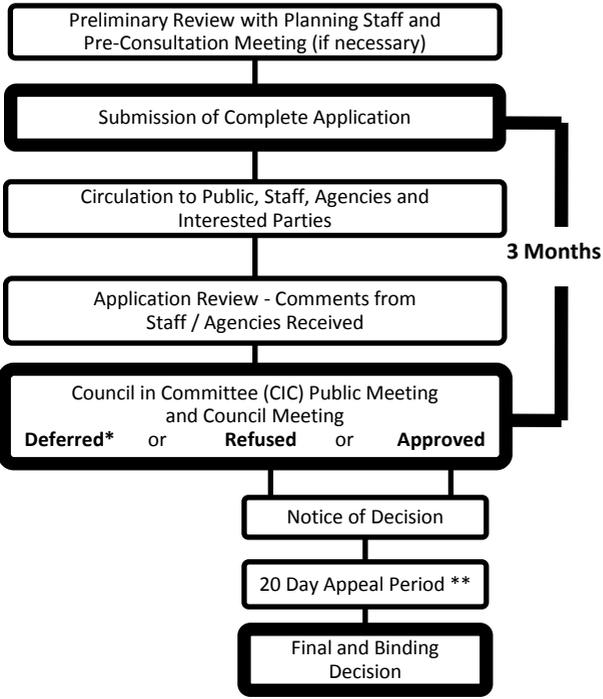


**ZONING BY-LAW
AMENDMENT PROCESS**
(TIMELINE BASED ON ROUTINE APPLICATIONS)



* Can only be appealed if no decision after 120 days

** Decision can be appealed to the Ontario Municipal Board (OMB)

This flowchart focuses on the basic process. Some steps are not shown.



Planning and Development Division

Caledonia Satellite Office
282 Argyle Street South
Caledonia, Ontario
N3W 1K7
(905) 318 5932

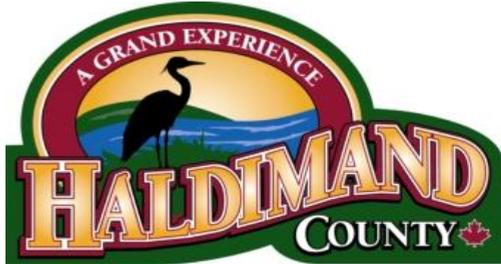
Hagersville Satellite Office
1 Main Street South
Hagersville, Ontario
N0A 1H0
(905) 318 5932

Dunnville Satellite Office
111 Broad Street East
Dunnville, Ontario
N1A 2X5
(905) 318 5932

Planner to contact:

Office:

Phone Number:



**ZONING BY-LAW
AMENDMENT
GUIDE**



Planning and Development Division

www.haldimandcounty.on.ca

planning@haldimandcounty.on.ca

This brochure is intended to provide preliminary information only

WHAT IS A ZONING BY-LAW?

A Zoning By-law is a regulatory document which implements the policy direction outlined in the Official Plan. Zoning By-laws control the use of land by stating exactly how land may be used; where buildings and structures can be located; the types of buildings permitted and how they may be used; and the lot sizes and dimensions, parking requirements, building heights, and property setbacks.

A Zoning By-law is a legally enforceable document which is designed to regulate land use and future development. If you want to use or develop your property in a way that is not permitted by the Zoning By-law, you may apply for a zoning change, which is also known as a Zoning By-law Amendment or a Rezoning. Minor technical adjustments to By-law provisions may be accommodated through a Minor Variance. If you are uncertain whether your development proposal involves a Zoning Amendment or a Minor Variance, please contact Planning Staff.

HOW ARE ZONING BY-LAW AMENDMENTS EVALUATED?

When Haldimand County Council considers a Zoning By-law Amendment, the Council will evaluate it against criteria such as:

- Consistency with Provincial Policy;
- Conformity with Official Plans;
- Compatibility with adjacent land uses;
- Suitability of the land for the proposed uses;
- Adequacy of vehicular access, water supply, sewage disposal, parking, etc.; and
- the risk of flooding.

PRE-CONSULTATION MEETING

In order to streamline the amendment process, Haldimand County Council has made it a requirement that all complex planning applications be subject to a Pre-Consultation meeting prior to application submission. The objective of a Pre-Consultation meeting is to determine the supporting documents and studies required to evaluate a proposal, to verify proposal information, and to clarify the necessary procedures to follow. Please contact Planning Staff to determine if your proposal requires a Pre-Consultation meeting.

HOW TO START THE AMENDMENT PROCESS?

Before you make an application, it is recommended that you consult with the Planning and Development Division staff. Staff will be able to explain the process, outline the submission requirements, and list any other applicable permits and approvals that may be required. Planning Staff are available at each Satellite Office between 8:30 a.m. and 12 noon for drop in inquiries. A scheduled appointment is requested for inquiries outside of the morning hours. Please contact Planning Staff at the appropriate geographic office:

- Hagersville Satellite Office – 905 318 5932
- Caledonia Satellite Office – 905 318 5932
- Dunnville Satellite Office – 905 318 5932

APPLICATION REQUIREMENTS

- 1) Completed Application Form*
- 2) Plans / Drawings (8.5" x 11")
- 3) Application Fees
- 4) Additional Information outlined at Pre-Consultation Meeting (if applicable)

*Application forms available at each County Office or online (www.haldimandcounty.on.ca).

APPLICATION FEES

The application fees are outlined on the application form and are payable at the time an application is submitted. A fee may also be required by the applicable Conservation Authority and may be submitted as part of the Zoning By-law amendment application.

SUBMISSION OF A COMPLETE APPLICATION

The County will consider your application to be 'complete' if it is accompanied by the required information. A complete application will allow a more efficient and comprehensive review of all supporting material by the County.

The submission of an incomplete application may result in delays in the processing of your application. Usually, the County will return your application and request that you submit the outstanding information. Making your submission in person is recommended as this provides an opportunity for immediate confirmation of the completeness of your submission.

COUNCIL DECISION

Any person or public body may appeal Council's decision to the Ontario Municipal Board (OMB) within 20 days after written notice of the decision is given. Anyone wishing to appeal must submit a request to appeal and a fee to the County Clerk which will be forwarded to the OMB.

If an appeal is received, the entire matter is forwarded to the OMB, and the OMB will arrange a new hearing. The decision of the OMB is considered final.

Planning and Development Division Service Areas

AREA 1 SERVED BY THE HAGERSVILLE OFFICE
AREA 2 SERVED BY THE CALEDONIA OFFICE
AREA 3 SERVED BY THE DUNNVILLE OFFICE

