



Zoning By-law Amendment Process Summary

How do I apply?

It is strongly recommended that you consult with Planning Department staff prior to the submission of an application. It is helpful to discuss your proposal with staff to confirm whether an Official Plan amendment and/or other planning approvals are necessary. Contact information can be located on the Township's website. Due to the complexity of some zoning applications, applicants may wish to engage the services of a planning consultant for guidance and advice.

An [application form](#) to amend the Comprehensive Zoning By-law can be downloaded, printed and completed manually. For your convenience, the application can also be completed on-line in a fillable PDF format and then printed. Please note that applicants must submit an original application form containing original signatures where indicated. In addition, the applicant must complete the Affidavit or Sworn Declaration section of the application form before a Commissioner or other person empowered to take affidavits.

An information sheet accompanies the application form and provides details with respect to the application process, the costs involved and the information and documentation required to be submitted with the application.

How will my application be processed?

Planning Department staff will conduct a preliminary review of the application upon receipt of a completed application form, together with all required documentation and the application fee.

As part of the review, the application will be examined for consistency with Township policies and the policies of the Provincial Policy Statement. This review may result in the need for the applicant to engage an environmental consultant to have a more thorough review of the potential impact to the natural heritage features on the property. The application cannot proceed to Council for consideration until such time as the environmental review has been completed.