



## PLANNING AHEAD: CUSTOMER SHEET

### PLANNING AHEAD AT A GLANCE

**Planning Ahead** is the concept developed by Planning Department of the Township to serve the customers/ citizens by ensuring that they have met all the planning requirements and obtained planning approvals **before** submitting their application for a building permit.

**Planning Ahead** puts planning staff at the front counter or on phone enquiries as first contact to ensure that the projects can be reviewed for compliance with various planning documents including official plan and zoning by-law prior to the submission of a “complete” building permit application.

**Planning Ahead** is brought forward by the Township with the expectation to reduce the time for application processing and timely issuance of building permit. This process is also expected to provide feedback from the Planning Department on proposed development and will flag any additional information/ approvals that may be required in the areas listed below:

- Zoning Compliance
- Certified Lot Grading (Engineering Review) if applicable
- Minor Variance, Zoning By-law Amendments and Official Plan Amendment
- Ontario Land Surveyor (OLS) Pinning or Topographic Elevations (Waterfront)
- Entrance Permit (and associated Municipal Address Number, if required)
- Ministry of Transportation or Country Roads
- Approvals from Conservation Authorities/ County

### ZONING COMPLIANCE THROUGH ZONING CERTIFICATE

Planning Department will work on the application for zoning compliance and issue a zoning certificate. This certificate would be issued after careful investigation of the following documents as part of the application:

- Two sets of plans (Size-11”X17”)
  - Site plan of the property (see example attached)
  - Floor plans
  - Cross-section (s)
  - Building elevations (all sides)

- Lot Grading Plan prepared and stamped by the professional who prepared the plans (if required)
- Completed Application Form for Zoning Compliance

### **Timeline**

Planning Department is committing zoning comments within 5 business days upon the receipt of complete application, resulting in the issuance of a zoning certificate- or notice identifying deficiencies/ other requirements. If the applicant requires Lot Grading Approval (LGA), the approval period would be 10 business days.

Customers can obtain the certificate within 3 business days without LGA or can obtain it within 7 days including LGA with an additional fee as a rush service.

### **Fees**

A \$25.00 fee is applicable for zoning certificate for regular service. For rush service, the fee of \$75.00 would be applicable.

### **Validity of Zoning Certificate**

An approved zoning certificate is valid for 12 months from the date of issuance. This certificate could not be renewed but could be applied for new certificate for the site.

The previously issued zoning certificate would be valid after 12 months only if the Building Permit application or a Zoning By-law Amendment is under review.

### **Contents of Zoning Certificate Package**

The approved zoning certificate will comprise with a letter signed by Township representative and stamped drawings (those submitted for compliance verification). Applicants are required to submit exact same drawings as part of a complete building permit application. (Please refer to Permit Checklist).

*Note: Owners are responsible ensuring their awareness of their property lines and conformity to the proposed development within it. Additionally, it is owner's responsibility for compliance with the all applicable regulations including the Township's Zoning By-law. For further information, please contact Planning supervisor at [pmarahatta@aditos.ca](mailto:pmarahatta@aditos.ca) or 705.434.5055 Ext: 232.*

## **PLANNING AHEAD**

### **List of exemptions:**

- Minor repairs
  - sub-structure/ foundation- if no increment in footprint
  - superstructure – if no structural alteration is required
  - roof- in no increment in height
- Solid Fuel Burning Woodstoves and Fireplaces including chimney repairs
- Septic System
- Repair to Retaining Walls
- Back Flow Prevention Devices
- Roof Top Solar Panels
- Finishing of Basements provided no accessory dwelling units/ secondary suites are proposed
- Interior renovation for the enhancement of continued use
- Window Replacement

## **CERTIFIED LOT GRADING**

Exemptions from Certified Lot Grading can be granted by the concerned department of the Township.

To request an exemption, the applicant must provide a site plan showing the proposed development with the existing and proposed setbacks of structures with existing drainage patterns of site.

FOR OFFICE USE ONLY:

Application No.: .....

Date received: .....

Assigned to: .....

**THE CORPORATION OF  
THE TOWNSHIP OF ADJALA-TOSORONTIO**  
**APPLICATION FOR ZONING COMPLIANCE**  
**(Zoning Certificate)**

**FEES (Please pick one):**  Regular (\$25.00)/  Rush (\$75.00)

**TYPE (Please pick one):**  with Lot Grading Approval/  Without Lot Grading Approval

Enclosed herewith is our fee in the amount of \$\_\_\_\_\_ made payable to the Township of Adjala-Tosorontio for the cost of processing this application for the review of Site Plans. It is hereby understood and agreed that the aforementioned fees are not refundable and shall apply to this Application. Also enclosed herewith are two copies of plans as required by the Township.

1. NAME OF OWNER(S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NO. (W) \_\_\_\_\_ (H) \_\_\_\_\_

2. NAME OF APPLICANT(S)/AGENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NO. (W) \_\_\_\_\_ (H) \_\_\_\_\_

Please specify to whom all communications should be sent:

Owner

Applicant

Agent

3. **PARTICULARS OF SUBJECT PROPERTY**

(a) Location of Property: \_\_\_\_\_

Lot: \_\_\_\_\_ Concession: \_\_\_\_\_ Reg. Plan: \_\_\_\_\_

Name of Fronting Street: \_\_\_\_\_

Former Township of:

Adjala

Tosorontio

**4. PURPOSE OF APPLICATION/ PROPOSED DEVELOPMENT**

**(a) Development type**

Please pick one of the following:

New construction    Addition to existing building    alteration/ Repair

Demolition

**(b) Use**

Existing: .....

Proposed: .....

**5. SUPPLEMENTARY INFORMATION (If any)**

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

**6. STATUTORY DECLARATION**

I, \_\_\_\_\_ of \_\_\_\_\_

Solemnly declare that:

1. All above statements and the information contained in all the plans/ documents transmitted herewith are true to the best of my knowledge.
2. I have authority to bind the corporation or partnership (if applicable).

Signature of Applicant:

Date:

# ZONING CERTIFICATE APPLICATION CHECK LIST

**(a) Document checklist**

Details	Yes	N/A
Completed Application Form		
Two copies of:		
Site Plan		
Floor Plans		
Cross- section		
Elevations		
Certified Lot Grading Plan (if applicable)		
Owner Authorization Form (if applicable)		

**(b) Site Plan Review checklist**

Details	Yes	N/A
Unit of measurement		
Setbacks shown		
Lot area shown		
Lot dimensions shown		
Fill in area of all buildings shown		
Fill in area of proposed building shown		

**(c) Floor Plan Review checklist (Residential only)**

Details	Yes	N/A
Use of the room (Kitchen, bed, bath, living, dining) and floor area per floor		

**(d) Elevations/ Cross-section Checklist**

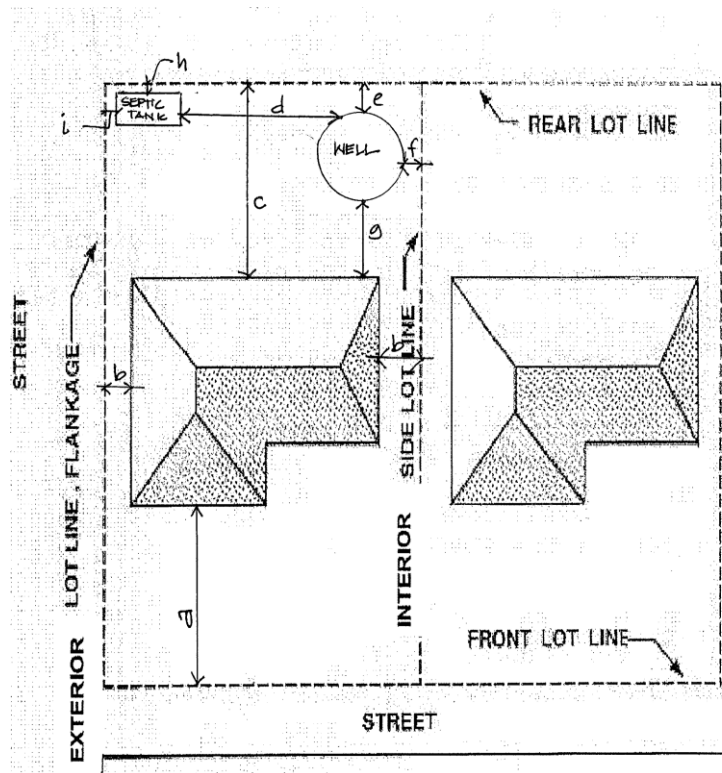
Details	Yes	N/A
Elevations (Front, rear, right and left)		
Cross section showing proposed building height measured from average grade (please refer attached Sample Height Sheet)		

**(e) Certified Lot Grading Plan\***

- a. Not required for decks unless:
  - i. The setbacks are not 5m from lot line;
  - ii. The property has an M Plan or Plan of Subdivision;
  
- b. If received, administration to send it to concerned department to review and decide if Lot Grading Requirement be waived.

*\* A certified Lot Grading Plan shows how water drains from your property and is prepared by a Certified Engineer or Ontario Land Surveyor. The plan must include elevations of the dwelling and the land including the swales which carry the water off the property. The Plans are required for all registered plans of subdivision, or infill lots where the structure/ building is proposed within 5m of property line.*

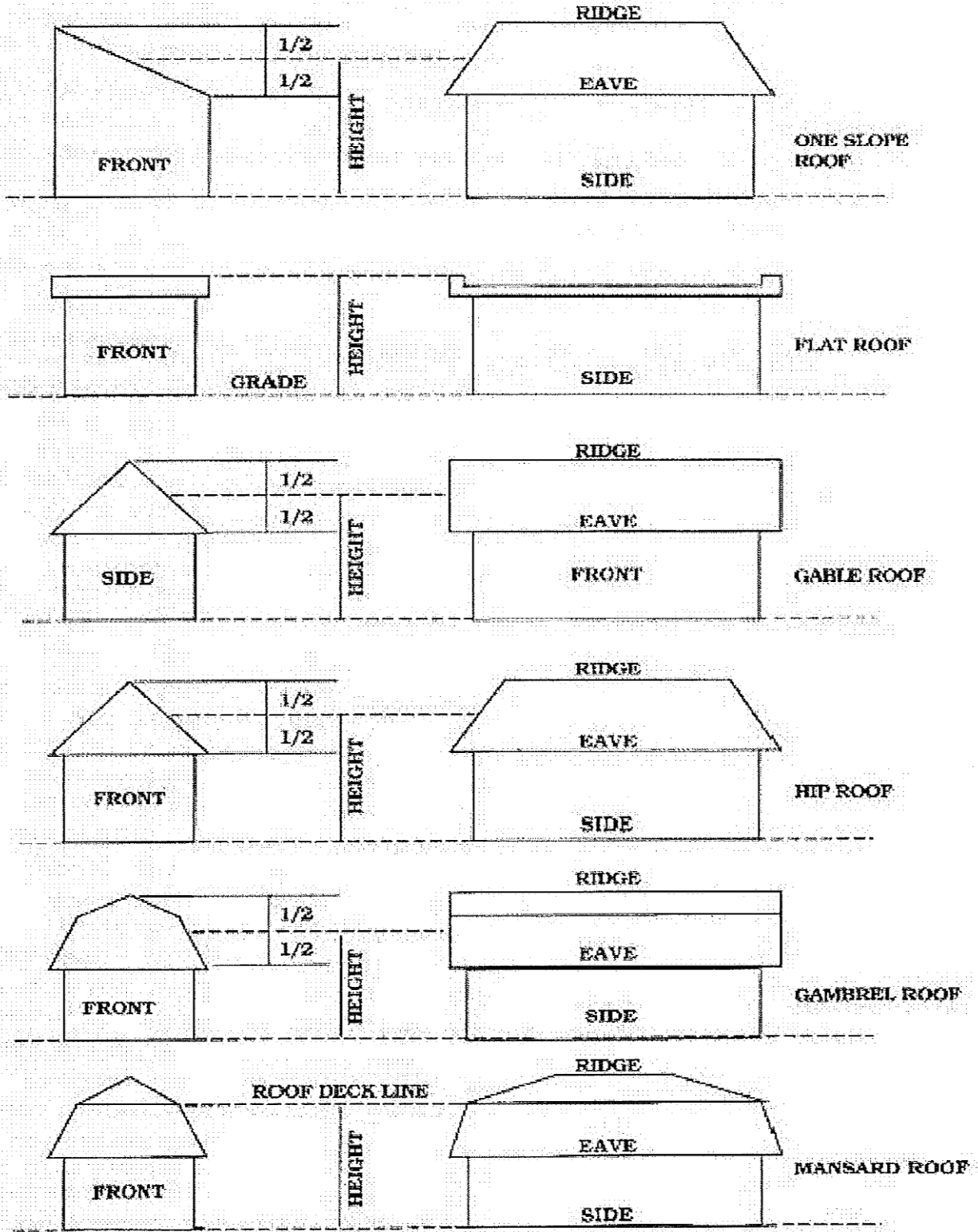
## SITE PLAN EXAMPLE



### Minimum requirements for submission of the proposed site plan are as follows:

- All structures (existing and proposed both)
- Setbacks for property lines (to current and proposed structures) shown in metres
  - a. Front yard setback (from property line to the front wall of building/ structure)
  - b. Side yard setback (from property line to the side wall of the building)
  - c. Rear yard setback (from property line to the rear wall of the building)
  - d. Distance between well and the septic tank
  - e. Setback for the well from rear property line
  - f. Setback for the well from side property line
  - g. Distance between structure and well
  - h. Setback for septic tank from rear property line
  - i. Setback for septic tank from side property line
- Dimension of structures
- Septic System and Well (specify if dug or drilled)
  - a. Setbacks from septic to well, and septic to structures
- Direction of surface drainage
- Driveway
- Lot frontage
- Lot depth
- North arrow
- Road

# SAMPLE OF HEIGHT







**AUTHORIZATION FOR AN APPLICATION  
FOR  
A BUILDING PERMIT/ ZONING CERTIFICATE**

I, \_\_\_\_\_ being the legal owner of the subject property located  
at \_\_\_\_\_ the Township of Adjala- Tosorontio,  
hereby authorize \_\_\_\_\_ (signed below) to apply for a Zoning  
Certificate and/ or Building Permit for work to be done on this property.

Signature of Authorized person:

Signature of Legal Owner:

Date:

Date:

*Personal information contained on this application is collected pursuant to the planning Act legislation and will be used for the purpose for which it was collected.*