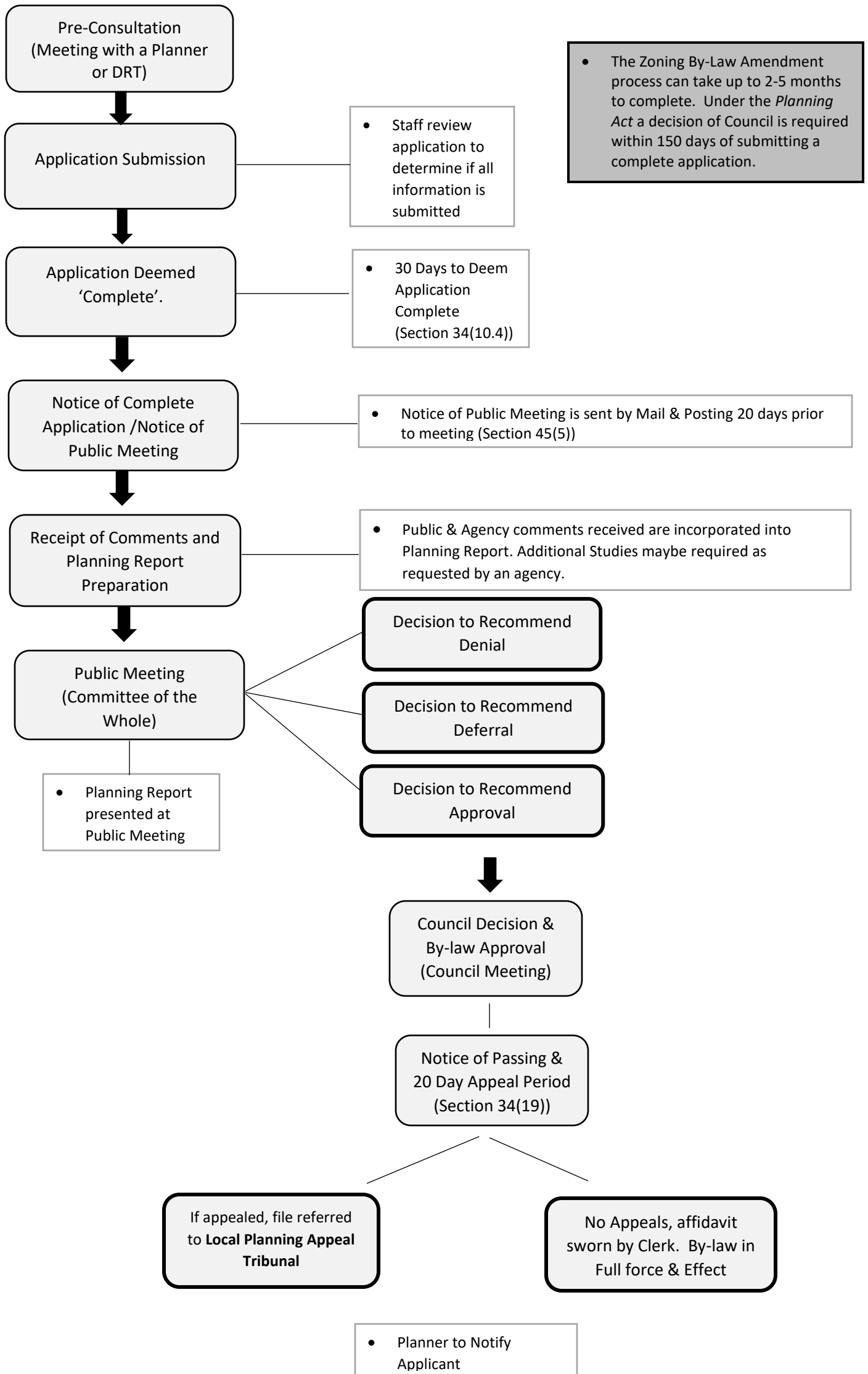


Zoning By-law Amendment Process



What is a zoning by-law amendment?

A zoning by-law regulates land use (residential, commercial, industrial, agriculture) as well as the location, size and height of buildings or structures, parking and loading space requirements and other site specific requirements.

A zoning by-law amendment is a process established in the *Planning Act* to make a change to a zoning by-law. The change can be for either a change in one zone category to another, adding a new use or changing a zone provision requirement.

The decision to approve a zoning amendment comes from elected Council and a decision can be appealed to the Local Planning Appeal Tribunal (LPAT).

Zoning Amendment Process

1. Pre-consultation Meeting

Prior to completing an application it is recommended that a consultation takes place with a member of North Grenville's Planning Department to discuss the provisions of the Zoning By-law with regards to your development proposal. This can assist in determining if a zoning amendment is required. There is no cost for pre-consultation and planning staff can assist in letting you know what other documents may be needed to support your application. Supporting documents may include a planning rationale prepared by a private consultant, site servicing report, traffic impact statement and/or a neighborhood character statement. The ability to request these documents comes from policies in North Grenville's Official Plan.

Pre-consultation does not imply or suggest any decision whatsoever on behalf of Municipal staff or the Municipality of North Grenville to either support or refuse an application. Decisions on zoning amendments are made by Council.

2. Application Submission

Submit a zoning amendment application to the Planning Department. A member of the Planning Department will be assigned to the file and will review to determine if the application is complete under the requirements of the Planning Act. The Planner will also inform the applicant of an anticipated date for the public meeting, as it is required that the applicant attends. This ensures the meeting is scheduled at a time the applicant is available.

3. Public Notification

The Planner then prepares notice of an application and a public meeting regarding the proposed amendment in accordance with the *Planning Act*. Notice of an application and hearing are sent out at least 20 days prior to the hearing date by mail and a notice is also posted on the subject property.

Property owners within 120 meters of the subject property are notified as well as commenting agencies including the health unit and the conservation authority.

Depending on the nature of a zoning amendment notice may be posted in a local newspaper. This is the process for municipally initiated zoning by-law amendments.

4. Public Hearing

Public meetings are held during Committee of Whole and are typically scheduled for 7:00 pm. Planning Staff prepare and present a Staff report as well their professional recommendation to Council. Recommendations are based on whether the application is consistent with the Provincial Policy Statement and conforms to policies in North Grenville's Official Plan. Applicants are required to attend this meeting to explain their request and to answer any questions the public or the Committee may have.

The public hearing also provides an opportunity for members of the public to speak either against or in support of the application. Everyone who attends the meeting is given the opportunity to speak or to provide written comments to the Planner/Clerk for Council to consider in their decision.

At the Committee of Whole, Council can decide to approve or deny a zoning amendment request. Their recommendation on the proposed amendment is then brought forward to a future Council meeting for Council's final decision.

5. Council Decision and Appeal Period

Once the by-law has been passed by Council, notice of passing or denial is sent to the applicant and prescribed agencies as well as to those who filed a request to be notified. The notice will contain the last day for filing an appeal with the Clerk's office to the Local Planning Appeal Tribunal (LPAT).

How long does the process take?

The zoning amendment process is outlined within the *Planning Act*. Council has 150 days to make a decision on a zoning amendment application from the date an application is deemed complete. Typically, the amendment process takes two to four months to complete.