

Zoning By-law Amendment A Step by Step Guide

Application Fee: \$1500.00

Township of North Stormont

15 Union St., PO Box 99 Berwick, ON K0C 1G0

Community Planner: Paul Hicks

Tel: 514-503-2614

Email: hicks@republicurbanism.com

Step 1Meet with Township

•The applicant meets with the Township prior to applying to discuss proposed Zoning By-law Amendment and determines if any other planning applications are necessary (i.e. Official Plan Amendment, Site Plan Control etc.)

Step 2 Fill out application

• The applicant completes the application.

Step 3

Bring completed application to Community Planner

- Bring application to Township Office (15 Union Street, Berwick)
- •The Community Planner will review and make sure all of the information is provided.

Step 4 Pay Fee & Commisson Signature

- The Township will commission the signature of the registered owner(s) or authorized agent of the application. Applicant may have application commissioned elsewhere.
- Pay application fee of \$1500.00

Step 5 Preparation of Notice of Public Meeting

- The Community Planner prepares all the information necessary in order to notify neighbouring property owners within 120 metres (394 ft)
- · A site visit is conducted by the Community Planner

Township Planning Department

Step 6 Notice of Public Meeting (20 Day Notice Period)

- The Community Planner, 20 days prior to the public meeting, mails out the notice of public meeting to property owners and respective agencies and posts a sign on the subject property.
- Community Planner prepares report to Council, By-law and Public Meeting Presentation

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 A public meeting is held at the Township Office Members of the public can provide comment prior to or at the Step 7 meeting Planning Department Applicant should attend the public meeting to answer any questions **Public Meeting** Township from members of Council or the Public. Council can pass, defeat or defer the Zoning By-law Amendment Notice of passing is mailed out to all property owners with 120 metres and Step 8 the Clerk of the United Counties. Anyone else who at the public meeting indicated they wanted to be notified of the passing of the by-law are also **Notice of Passing** (20 day appeal period) •If an appeal is received the application is in the hands of the OMB. • After the appeal period has ended the By-law comes into force and effect on the day that it was passed. Step 9 • If an appeal is received in regard to a planning application, the Township forwards all **Ontario Municpial Board** relevant information as per the OMB. The planning application is now in the hands of the OMB. (If Application is Applicant is responsible for defending their application before the board The Applicant is responsible for all legal, planning and associated costs incurred appealed) Planning Department Applicant & • All decisions of the OMB are final Step 10 Council will enforce the decision of the OMB as stated in the OMB's decision (if applicable) **OMB Decision**

Application Checklist:

- ✓ Completed Application
- ✓ Site Plan of property showing setbacks of buildings to property lines (if applicable)
- ✓ Administrative fee of \$1500.00
- ✓ Additional supporting documents (i.e. proposed building drawings, conceptual renderings, reference plan)

Additional Comments/Requirements: