



**Township of Puslinch**  
7404 Wellington Road 34  
Puslinch, ON, N0B 2J0  
T: (519) 763 – 1226  
F: (519) 763 – 5846  
[www.puslinch.ca](http://www.puslinch.ca)

## **Zoning By-Law Amendment Guidelines**

### **Introduction:**

The submission of an application to the municipality for a zoning by-law amendment is provided for in the Ontario Planning Act. As such, this form must be completed and accompanied with the required fee prior to consideration by Council or a committee of Council. The purpose of these guidelines is to assist persons in completing the Application for a Zoning By-law Amendment.

### **Fees:**

Each application must be accompanied with a cheque payable to the Township of Puslinch in the amount as prescribed by the Township's User Fees and Charges By-law.

### **Authorization:**

If the applicant (agent or solicitor) is not the owner of the subject land, a written statement by the owner should accompany the application which authorizes the applicant to act on behalf of the owner as it relates to the subject application.

### **Drawing:**

All applications for zoning by-law amendments must include an accurate scaled drawing, preferably prepared by a qualified professional, showing the items listed below:

1. The land subject to the application including its boundaries and dimensions; and the location and nature of any easements or restrictive covenants which affect the subject land;
2. The uses of adjacent and abutting land (e.g. residential, agricultural, extractive, commercial, industrial, recreational, institutional);
3. All abutting lands owned by the owner (if any) and its boundaries and dimensions;
4. The location of all existing as well as proposed buildings, their uses, widths, lengths, numbers of storeys, and setbacks from front, side and rear lot lines;

## **Drawing (Continued):**

5. The location of all natural and man-made features on the land (e.g. buildings, structures, fencing, parking areas, road allowances, railways, wells, septic tanks, wooded areas, watercourses, ditches) and the location of any of these features on adjacent or abutting land that may affect this application.

## **Supporting Information:**

Additional information may be required by the Township, County, and/or local and provincial agencies in order to evaluate the proposed zoning by-law amendment. This information is often a requirement of the County Official Plan, Provincial policies and/or applicable regulations. The required information may include studies or reports to deal with matters such as the natural environment, land use compatibility, traffic, water supply, sewage disposal and storm water management of the proposed zoning by-law amendment.

In addition, the applicant may be required to submit a more detailed site plan, under site plan control, prepared by a qualified professional, showing the proposed development including all new buildings and structures, parking areas, landscaping and other site information as required by the municipality.

Ontario Regulation 545/06 for zoning by-law amendments outlines "prescribed" information which is identified by the "red underline or \*" beside the question number in the Application for a Zoning By-law Amendment.

## **Approval Process:**

Upon receipt of an application, the required fee and other information as may be required, Council will determine whether there is sufficient merit in processing the application further (i.e. the circulation of notice and the holding of at least one public meeting as required by the Ontario Planning Act). The applicant will be requested to attend various meetings, including a public meeting, to present the proposal. The applicant will be provided notice of any decision made by Council concerning the application. Zoning by-law amendments are approved by Council. Official Plan amendments are adopted by Council and then forwarded to the County of Wellington for approval, which involves circulation to various agencies for their comments. These agencies may require additional information to evaluate the proposal.

**Copies:** 10 copies of this application, including the drawing and other information as may be specified, shall be required.

**The Township of Puslinch is committed to providing accessible formats and communication supports for people with a disability. If another format would work better for you, please contact the Township Clerk's office for assistance.**