

Zoning By-law Amendment Process Guide



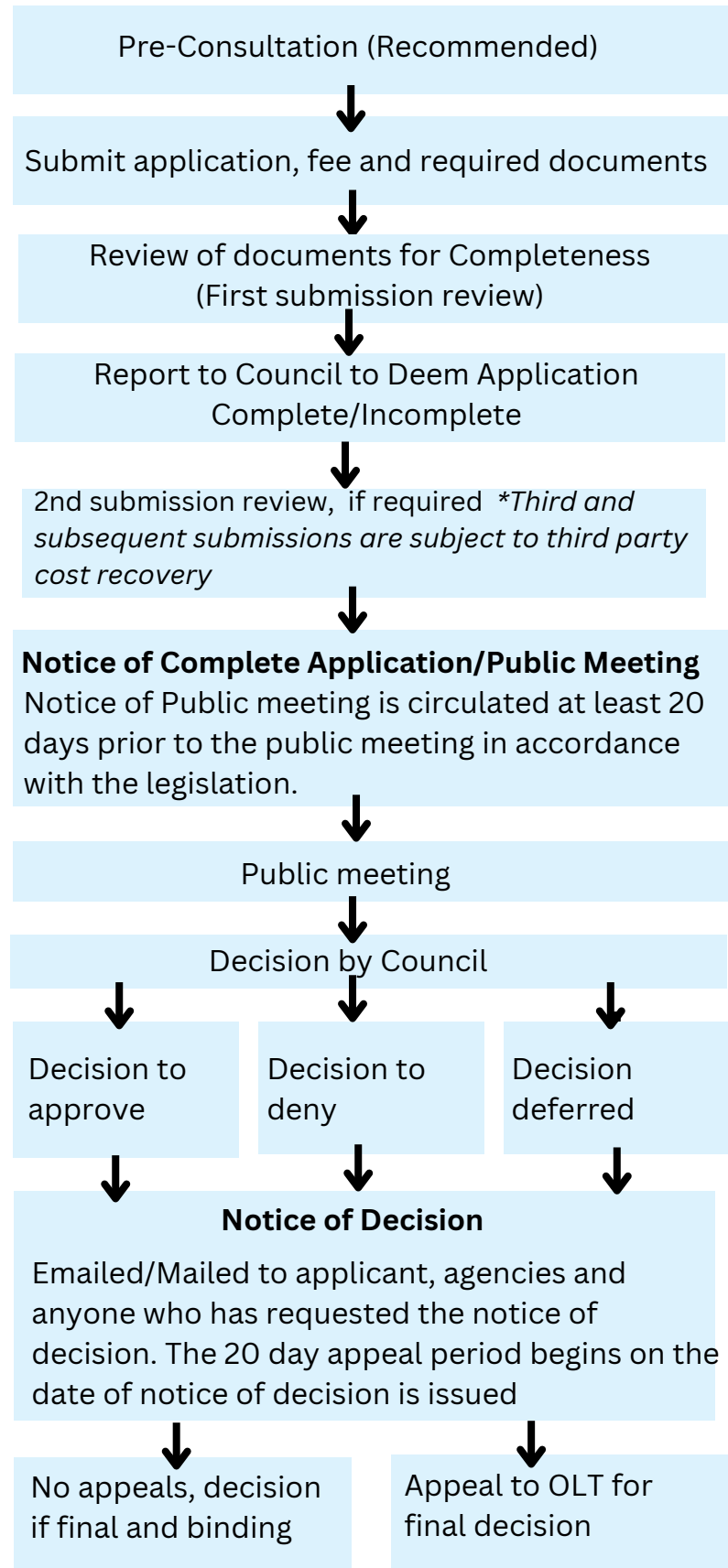
What is a Zoning By-law Amendment?

A Zoning By-law Amendment Application is typically required to make significant changes to zoning regulations or permitted uses, changes to the zoning category, or removal of holding provisions, within the Township's Zoning By-law that apply to a specific property. A Zoning By-law Amendment is a by-law passed by the Township and is a public process.

The decision to deem an application complete or incomplete, approve or deny a Zoning By-law Amendment is made by Township Council. Section 34 of the Planning Act sets out the process and requirements for Zoning By-law amendment applications.

This guide is intended to provide preliminary information only.
Last updated: January 2025

Zoning By-law Amendment Process



1. Preconsultation

It is strongly recommended that all applicants consult with the Township prior to preparing and submitting an application. The Township offers a Preliminary Planning Consultation and a Comprehensive Development Consultation. The Comprehensive Development Consultation provides an opportunity to discuss the proposal with Township staff and consultants to determine specific application requirements including any additional reports/studies that may be required. The Township's Comprehensive Development Consultation meeting dates and submission deadline is available at [Puslinch.ca/Development](https://puslinch.ca/Development).

2. Preparing an Application

When preparing an application please provide detailed responses to all application questions in the application especially the questions regarding especially for questions purpose and reasons for proposed amendment and proposed use of the land. Also ensure the application is accompanied with a sketch or copy of a survey showing the property and building layout. Planning application forms are available online via [CloudPermit](#)

3. Application, Required Studies/Supporting Documents & Fees

Submit the application, required studies/supporting materials and fee through our online platform [CloudPermit](#) which can be accessed through the Township's website at [Puslinch.ca/Development](https://puslinch.ca/Development). The application fees are listed in the User Fees and Charges By-law at [Puslinch.ca/By-laws](https://puslinch.ca/By-laws). You may wish to call the municipal office in advance to ensure a Commissioner is available to sign the application form.

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4. Notice of Application and Notice of Public meeting

Once your application has been submitted, planning staff and Township Consultants will review the submission for completeness. The application will not be processed unless the submission is complete and all prescribed or required information is provided. Once all prescribed information has been received staff will prepare a report to Council to deem the application complete/in-complete. When the application is deemed "complete" staff will begin to process the submission and prepare a "Notice of Application" and/or "Notice of Public Meeting", which will be sent to all property owners within 120 metres of the subject property.

The application will be circulated to staff, Township Consultants, external agencies, and public bodies who may have an interest in the proposal for review and comment. It is important to consider that commenting agencies have their own requirements and may require separate planning review fees and/or additional reports or studies in order to process the application. The pre-consultation process with the Township will help to determine if these requirements will apply.

The Notice of Complete Application and/or Public Meeting and the complete application and supporting documents will be posted to the Township's Active Planning and Development Application webpage at [Puslinch.ca/ActiveApplications](https://puslinch.ca/ActiveApplications).

The Public Meeting will be held no earlier than 20 days after the "Notice of Public Meeting" has been issued. Applicants, agents, and members of the public are invited to make representations with respect to the proposal at the Public Meeting.

5. Decision

Based on the comments received at the Public Meeting from staff, Township consultants, external Agencies, and the Public, staff will prepare a recommendation report for consideration of Township Council for a final decision.

Following consideration of any information presented at the Public Meeting, as well as the recommendations contained in the report prepared by Planning Staff, Council may make one of the following decisions with respect to the application:

1. To approve the application;
2. To approve the application with modifications;
3. To refuse the application; or
4. To defer the application pending further review or action.

Where Council approves an application, the amending Zoning By-law is presented to Council for enactment and a Notice of Passing of the By-law is issued by the Director of Corporate Services/Municipal Clerk.

A decision of Council is subject to a 20-day appeal period measured from the date of the Notice of Passing of the By-law. Provided no appeals are filed with the Municipal Clerk within the appeal period, the decision of Council on the By-law comes into force and effect retroactive to the date of enactment. Where an appeal is filed with the Municipal Clerk, the matter is forwarded to the Ontario Land Tribunal.

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Appeals

Members of the public do not have the right to appeal the decision; only the applicant, the Minister of Municipal Affairs and Housing, a specified person under the Planning Act or public body that has an interest in the matter, may appeal the decision.

Appeals are decided by the Ontario Land Tribunal (OLT). Appeals must be filed with the Municipal Clerk via either the Ontario Land Tribunal e-file service (first time users will need to register for a My Ontario Account) or by mail. A payment of the appeal fee to the Minister of Finance is required. A copy of the appeal form is available from the Ontario Land Tribunal website:

<https://olt.gov.on.ca/appeals-process/>

Applications

Forms are available online via CloudPermit at [Puslinch.ca/Development](https://puslinch.ca/Development).

Fees

The fees are included in the Township User Fees and Charges By-law which is updated annually on January 1st and is available at [Puslinch.ca/by-laws](https://puslinch.ca/by-laws).

Contact Township Staff

Email: Planning@puslinch.ca

Phone: 519-763-1226 Ext. 4

Mail: C/O Planning

Township of Puslinch

7404 Wellington Road 34,

Puslinch, ON N02 J00

The application will be assigned a file number when it is received; please refer to this file number for all correspondence with the Township.