

# **PLANNING FIRST FACT SHEET**



## **What is 'Planning First'?**

The philosophy of 'Planning First' speaks to the need to work with customers to ensure that they have the required planning approvals in place **before** submitting their application for a building permit. With 'Planning First', planning staff are the first contact for counter or phone enquires which ensure that projects can be reviewed for compliance with various planning documents prior to the submission of a "complete" building permit application.

## **Why is the Township doing this?**

The Township is doing this to streamline the building permit process, in compliance with current Building Code legislation. At this stage, Planning staff will flag any additional approvals that may be required, such as:

- Certified Lot Grading ( Engineering Review) if applicable
- Minor Variance or Zoning By-law Amendment
- Ontario Land Surveyor (OLS) Pinning or Topographic Elevations (waterfront)
- Entrance Permit (and associated Municipal Address Number, if required)
- Ministry of Transportation or County Roads

## **What is required as part of the submission for an Application for Zoning Certificate?**

**Two** sets of plans are required in order for Staff to review the application. Plans must be **no larger than 11" x 17"** and all measurements must be in **METRIC**.

- Complete Application for Zoning Certificate
- Site Plan of the property (see example attached)
- Lot Grading Plan prepared and stamped by the professional who prepared the plans (if required)
- Drawings including: interior floor plans and exterior building elevations.

## **How long does a zoning approval take?**

Staff commits to providing zoning comments within 4 business days, resulting in the issuance of a zoning certificate – or notice identifying deficiencies/other requirements. If the applicant requires Lot Grading approval the approval period is 7 business days.

## **Is there a fee for this service?**

- Yes, there is a \$25.00 fee associated with the Zoning Certificate. This does not include applicable building permit fees.

## **How long is a zoning certificate approval valid for?**

An approved zoning certificate is valid for 12 months from the date of issuance. An outstanding application is valid until the end of the calendar year of submission. There is no fee for minor revisions while the zoning certificate is still valid.

## **What form of approval is provided?**

Approved applications receive a Zoning Certificate. The drawings are stamped to identify they have been pre-approved for zoning regulations. These plans will be required to be submitted as part of a complete Building Permit application (refer to Permit Checklist).

It is the owner's responsibility to ensure that they are aware of their property lines and to ensure that the proposed construction occurs within their property and in compliance with the Township's Zoning By-Law. For additional information, please contact the Planner, Liam O'Toole ([lotoole@tay.ca](mailto:lotoole@tay.ca)) 705-534-7248 at ext. 238.

# **PLANNING FIRST**

## **List of Exemptions from Planning First**

- Foundation Repairs (unless there is an increase to footprint)
- 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 or secondary suites are being constructed.
- Interior Renovations unless they are related to Change of Use
- Roof Repairs unless change in size of height
- Window Replacement(unless on designated Heritage Buildings)

## **CERTIFIED LOT GRADING**

Exemptions from Certified Lot Grading can be granted by the Director of Planning and Development Steve Farquharson ([sfarquharson@tay.ca](mailto:sfarquharson@tay.ca) ) 705-534-724 ext. 225.

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 the site.



**FEE: \$25.00**

# Application for Zoning Certificate Township of Tay

## For Office Use Only

Certificate application number:

Date received:

Roll number:

### A. Property information

Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/other description	

### B. Applicant

Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> Authorized agent of owner			
Last name	First name	Corporation or partnership	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ( )	Fax ( )	Cell number ( )	

### C. Owner (if different from applicant)

Last name	First name	Corporation or partnership	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ( )	Fax ( )	Cell number ( )	

### D. Purpose of application

<input type="checkbox"/> New construction	<input type="checkbox"/> Addition to an existing building	<input type="checkbox"/> Alteration/repair	<input type="checkbox"/> Demolition
Proposed use of building		Current use of building	
Description of proposed work			

### E. Declaration of applicant

I \_\_\_\_\_ certify that:  
(print name)

1. The information contained in this application, attached plans and specifications, and other attached documentation is true to the best of my knowledge.
2. I have authority to bind the corporation or partnership (if applicable).

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Applicant

**What is required to apply?**

- Completed Application Form
- Two copies (11:x17: or 8.5"x11") of:
  - Site Plan**
  - Elevations**
  - Floor Plans**
  - Certified Lot Grading Plan** (if applicable)
  - Owner Authorization Form** (if applicable)

<b>SITE PLAN REVIEW CHECKLIST</b>	YES	N/A
<i>Must be in metric</i>		
<i>Show setbacks in metres</i>		
<i>Show lot area in metres</i>		
<i>Show the width and depth of the property in metres</i>		
<i>Fill in the square metres (area) of all buildings</i>		
<i>Fill in the square metres (area) of proposed building</i>		

<b>ELEVATIONS REVIEW</b>		
Elevations, front, rear, right and left		
Must show proposed building height measured from average grade to midpoint of roof		

<b>BUILDING FLOOR PLANS – DWELLINGS ONLY</b>		
Show use of all rooms (kitchen, bedroom, bathroom and floor area per floor)		

<b>CERTIFIED LOT GRADING PLAN</b> Not Required for Decks		
Required if:		
the setbacks are not 5m from lot line		
The property has an M Plan or Plan of Subdivision		
If Lot Grading Plan received - <b>Send to Public Works First</b>		
Only the Directors of Planning and Public Works have the authority to waive the Lot Grading requirement		

**OWNER AUTHORIZATION FORM REQUIRED IF ACTING ON BEHALF OF OWNER**

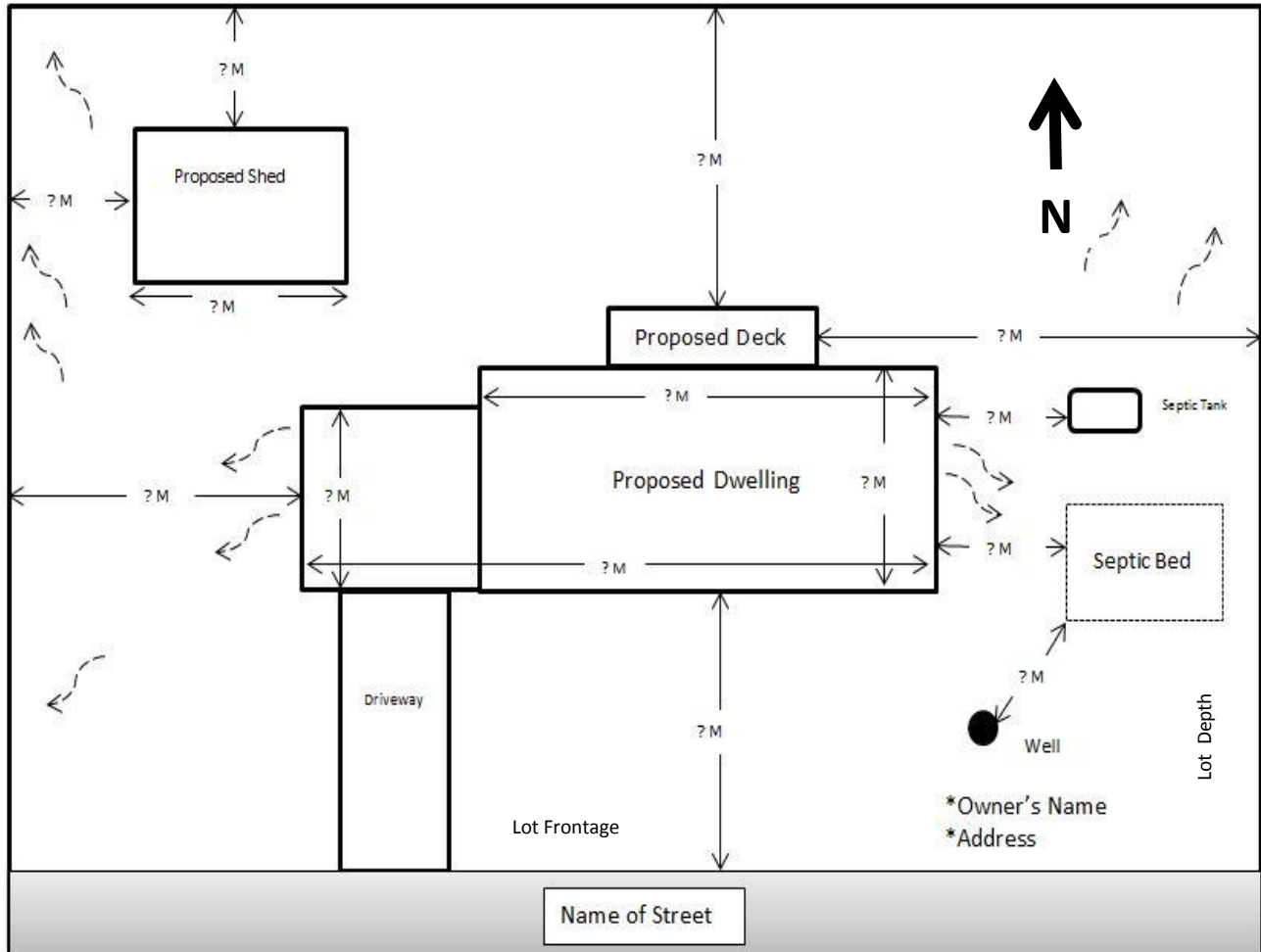
What is a Certified Lot Grading Plan?

Certified lot grading plans show how water drains from your property and is prepared by an Engineer or Ontario Land Surveyor. The plan must include elevations of the dwelling and the land around it 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 five (5) meters of a property line.



# Zoning Certificate FAQ

## Site Plan Example



Site Plan must display:

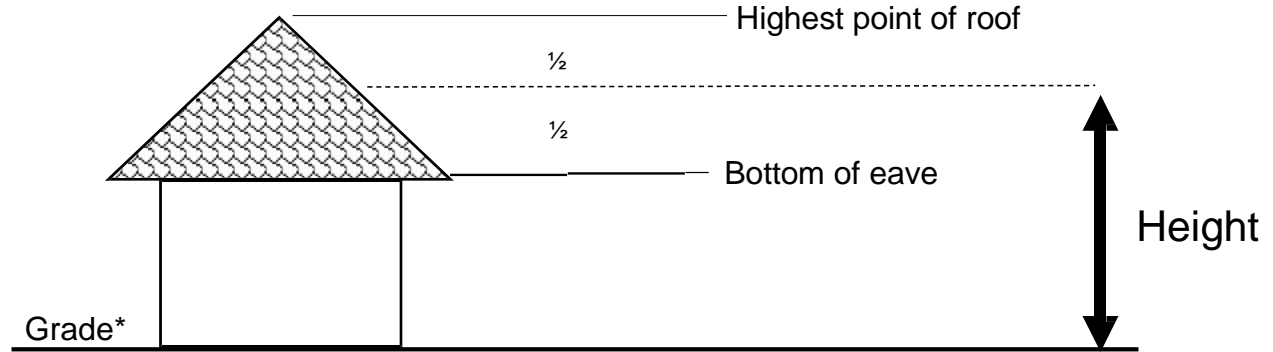
- ✓ All **existing and proposed structure(s)**
- ✓ **Setbacks** from property boundaries to current and/or proposed structure(s); shown in metres (represented as solid arrows)
- ✓ **Dimensions** of structures (represented as solid lines)
- ✓ **Septic system** and **well** (specify if dug or drilled)
  - Setbacks from: septic to well, and; septic to structures
- ✓ Direction of surface **drainage** (represented as dotted arrows)
- ✓ Driveway
- ✓ Lot Frontage
- ✓ Lot Depth
- ✓ North Arrow
- ✓ Road



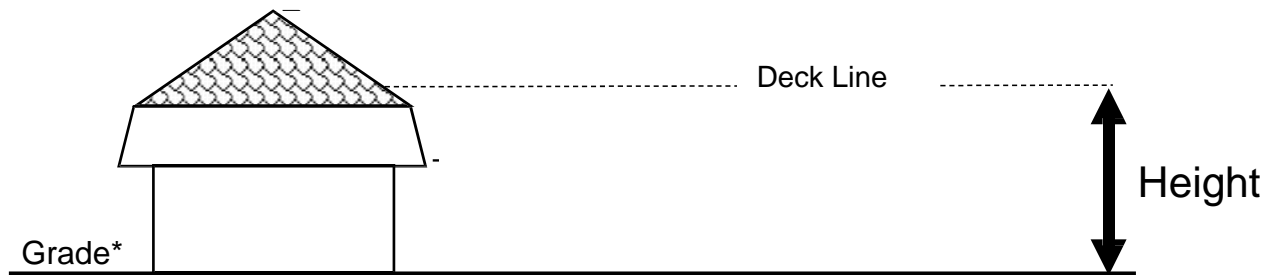
# Zoning Certificate FAQ

## Sample of Height

**Gable Roof:**



**Mansard Roof:**



**Flat Roof:**



\*Measured from *average grade*.



# **AUTHORIZATION FOR AN APPLICATION**

## **FOR A BUILDING PERMIT/ZONING CERTIFICATE**

### **BY A PERSON OTHER THAN THE LEGAL OWNER**

I \_\_\_\_\_, being the legal owner of the subject property located at \_\_\_\_\_ in the Township of Tay, hereby authorize \_\_\_\_\_ to apply for a Zoning Certificate and/or Building Permit for work to be done on this property.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Legal Owner

*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. Questions about this collection or its disclosure should be directed to the Clerk of the Township of Tay.*