



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: Owner or 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

New construction Addition to an existing building Alteration/repair Demolition

Proposed use of building	Current use of building
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Description of proposed work

E. Declaration of applicant

I _____ certify that:
(print name)

- The information contained in this application, attached plans and specifications, and other attached documentation is true to the best of my knowledge.
- 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**

SITE PLAN REVIEW CHECKLIST	YES	N/A
<i>Must be in metric</i>		
<i>Show set backs 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>		

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

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

CERTIFIED LOT GRADING PLAN Not Required for Decks		
Required if:		
the set backs are not 5m from lot line		
The property has an M Plan or Plan of Subdivision		
If Lot Grading Plan received - Send to Public Works First		
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.