

# ZONING BY-LAW AMENDMENT

## WHAT IS A ZONING BY-LAW AMENDMENT?

Each parcel of land has a zoning classification that describes what it can and cannot be used for; where and what type of buildings or structures can be built; sizes of lots, parking areas, building heights, and setbacks.

Types of zoning can include Residential, Future Development, Agriculture, Industrial, Commercial, Parks and Recreation, and more.

If a proposed use or structure deviates from the Zoning By-law, an owner can apply for a 'ZBA'. A proposed zoning change must conform to the Official Plan.

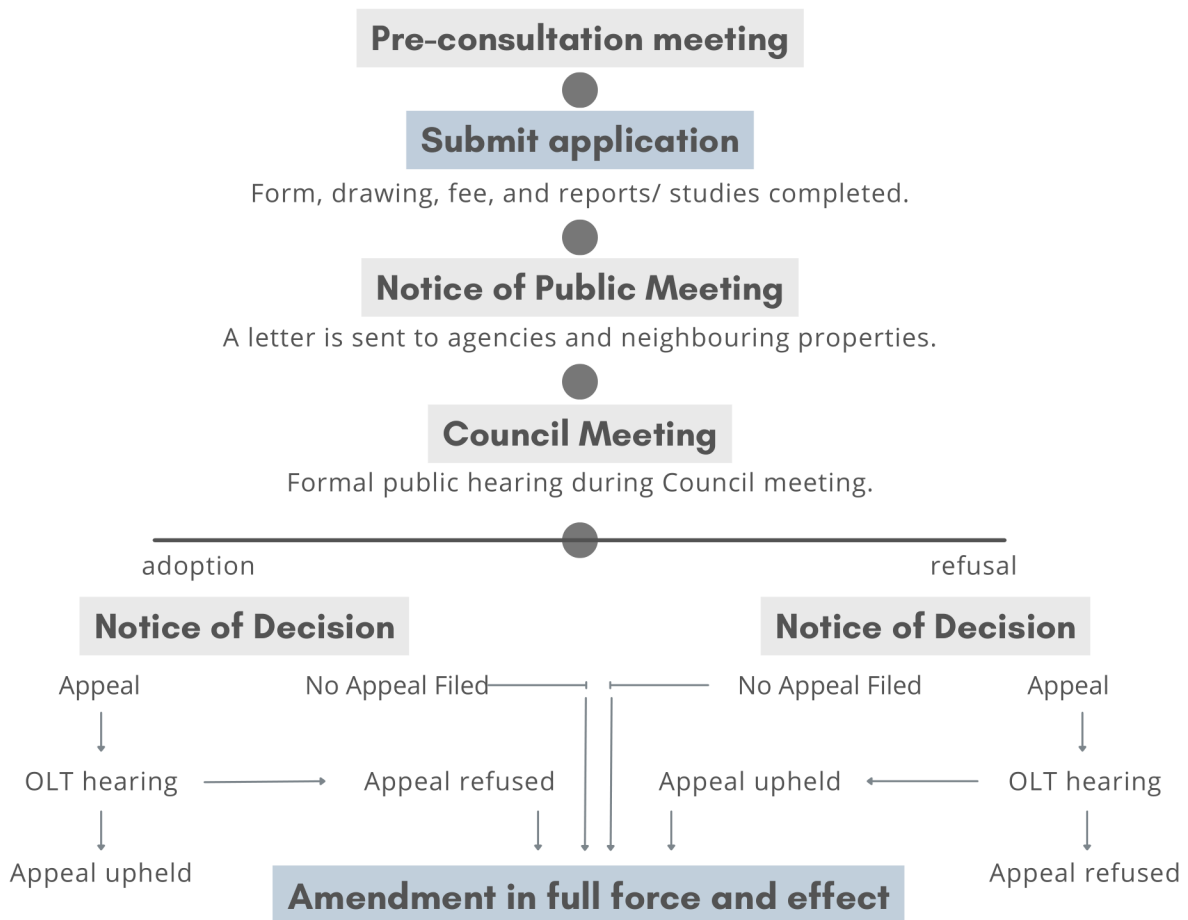
The decision to approve or deny a Zoning Bylaw Amendment is made by Municipal Council. For more information on zoning types, review the Comprehensive Zoning By-law No. 100-1998.

## APPLICATION PROCESS

- 1 Review this guide** and become familiar with the ZBA process.
- 2 Book a pre-consultation** with municipal planning staff to ensure your project falls within the scope of a ZBA.
- 3** Complete the application form, with any additional documents recommended during your pre-consultation process.
- 4 Submit the application** to the Clerk's department at the Municipality of West Perth's office with the required fee.
- 5** A Planner will be in contact with you to deem the application complete, and advise you of the steps and dates to be aware of moving forward with the application including the **Notice of Public Meeting**.
- 6** At the Public Meeting, the Planner will present your file to Council, where questions may be asked, and the **file can be approved or denied**. The Committee may impose conditions as part of the decision.

- 7 A **Notice of Decision** will be sent to the applicant and all who legally need to be notified. The notice is sent within 10 days of the date of decision.
- 8 There is a **20 day period for appeals** to the Ontario Land Tribunal. If no appeals are filed, the applicant will **receive a Declaration** stating no appeals were received. A decision to approve your ZBA only becomes final and binding if there are no appeals and if all conditions (if any) are met.

### ZONING BY-LAW AMENDMENT PROCESS FLOW DIAGRAM



Each Zoning By-law Amendment is unique. If you have questions, please reach out to the Municipal Planner or the Building Department using the contact information on our website [www.westperth.com/Planning](http://www.westperth.com/Planning)