

Official Plan / Zoning By-Law

Amendment Process

Preliminary review with Planning staff and pre-consultation meeting (if required)

Applicant submits **complete** application to County

County circulates complete application to staff and any external agencies

Internal and external reviews completed

Public Notice sign posted on subject property (at least 30 days prior to hearing)

County mails Public Meeting Notice to owners of land within 120m (400ft) of subject property

Public Meeting

APPROVED

OR

REFUSED

County notifies all interested parties of decision

20 day appeal period passes

County issues Notice that Decision is Final and Binding

File Closed

Applicant / Interested Parties may appeal to the Local Planning Appeal Tribunal (LPAT)

LPAT Hearing and Final Decision



Official Plan and Zoning By-Law Amendments



NORFOLK COUNTY
PLANNING
DEPARTMENT
DEVELOPMENT AND CULTURAL SERVICES

**Development and Cultural Services
Division**

Planning Department

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What is an Official Plan & Zoning By-Law?

An **Official Plan** is a policy document which establishes a long range plan for a municipality's land use and resource management. The land uses in an Official Plan are identified by designations, under which certain policy direction is given to deal with such matters as type of use, density, community design and development criteria. In addition, policies relating to health, transportation, servicing, and implementation are outlined within an Official Plan.

A **Zoning By-Law** is a regulatory document which implements the policy direction outlined in the Official Plan. Zoning By-laws control the use of land by stating exactly how land may be used, where buildings and structures can be located, the types of buildings permitted, lot sizes and dimensions, parking requirements, building heights, and property setbacks. A Zoning By-Law is a legally enforceable document which is designed to regulate land use and future development of a property.

If you want to use or develop your property in a way that is not permitted or does not conform to the Official Plan and/or Zoning By-Law, an Official Plan Amendment and/or a Zoning By-Law amendment is required. Official Plan and Zoning By-Law amendments are subject to a public process in which Council makes a decision.

Minor technical adjustments to By-Law provisions may be accommodated through a minor variance. If you are uncertain whether your development proposal involves a Zoning By-Law amendment or a minor variance, please contact Planning staff.

Official Plan & Zoning By-Law Amendment Process

The statutory public meeting is held at Public Hearings Committee to obtain feedback from the public. Planning staff provides a recommendation to Norfolk County Council at a later meeting based on various policies, provisions, studies, reports, circulation comments and professional planning evaluation.

Norfolk County Council considers the following in making decisions of an Official Plan and/or Zoning By-law Amendment:

- Consistency with the Provincial Policy;
- Conformity with the Official Plan & Zoning By-law;
- Compatibility with adjacent land uses;
- Suitability of the land for the proposed uses;
- Adequacy of vehicular access, water supply, sewage disposal, parking, etc. ; and
- Various environmental aspects such as flooding etc.

The approval of an Official Plan and/or Zoning By-Law Amendment is not an exemption from other required approvals or permits. Items such as site plan approval, subdivision approval, building permits and Conservation Authority approvals may also be required.

Any person or public body may appeal Council's decision to the Local Planning Appeals Tribunal (LPAT) within 20 days after written notice of the decision is given. Anyone wishing to appeal the decision must submit an LPAT appeal form and a fee to the County Clerk. More information on the appeal process can be found on the LPAT website. If an appeal is received, the entire matter is forwarded to the LPAT, and the LPAT will arrange a hearing. The decision of the LPAT is final.

How to Start?

Before you make an application, it is recommended that you consult with Planning staff. Staff will be able to explain the process, outline the submission requirements, and list any other applicable permits and approvals that may be required. A pre-consultation meeting may be required. To make an appointment, please contact Planning Staff at the Robinson Administration Building by calling 519-426-5870.

The County will consider your application to be 'complete' if it is accompanied by the compulsory information.

- Completed application form
- Drawings / survey (8.5" x 11")
- Application fees
- Additional information outlined at the pre-consultation meeting (if applicable)

The submission of an incomplete application will result in delays in the processing of your application. The County will return your application and request that you submit the outstanding information. Making your submission in person is recommended as this provides an opportunity for immediate confirmation of the completeness of your submission.

Application Fee

The application fees are outlined on the application form and are payable at the time an application is submitted. A fee may also be required by the applicable Conservation Authority.