

How are Official Plan & Zoning By-law Amendments Evaluated?

The Community Planning Division staff provides a recommendation to Norfolk County Council based on various policies, provisions, studies, reports, circulation information and professional Planning Staff evaluation. Council then makes the decision at the scheduled Public Meeting.

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

- Consistency with 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. Such items as site plan approval, subdivision approval, building permits and Conservation Authority approvals may also be required.

Council Decision

Any person or public body may appeal Council's decision to the Ontario Municipal Board (OMB) within 20 days after written notice of the decision is given. Anyone wishing to appeal the decision must submit an OMB Appellant Form (A1) and a fee to the County Clerk. More information on the appeal process can be found on the OMB website.

If an appeal is received, the entire matter is forwarded to the OMB, and the OMB will arrange a hearing. The decision of the OMB is considered final.

Planning and Economic Development Services Department

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Official Plan & Zoning By-law Amendments



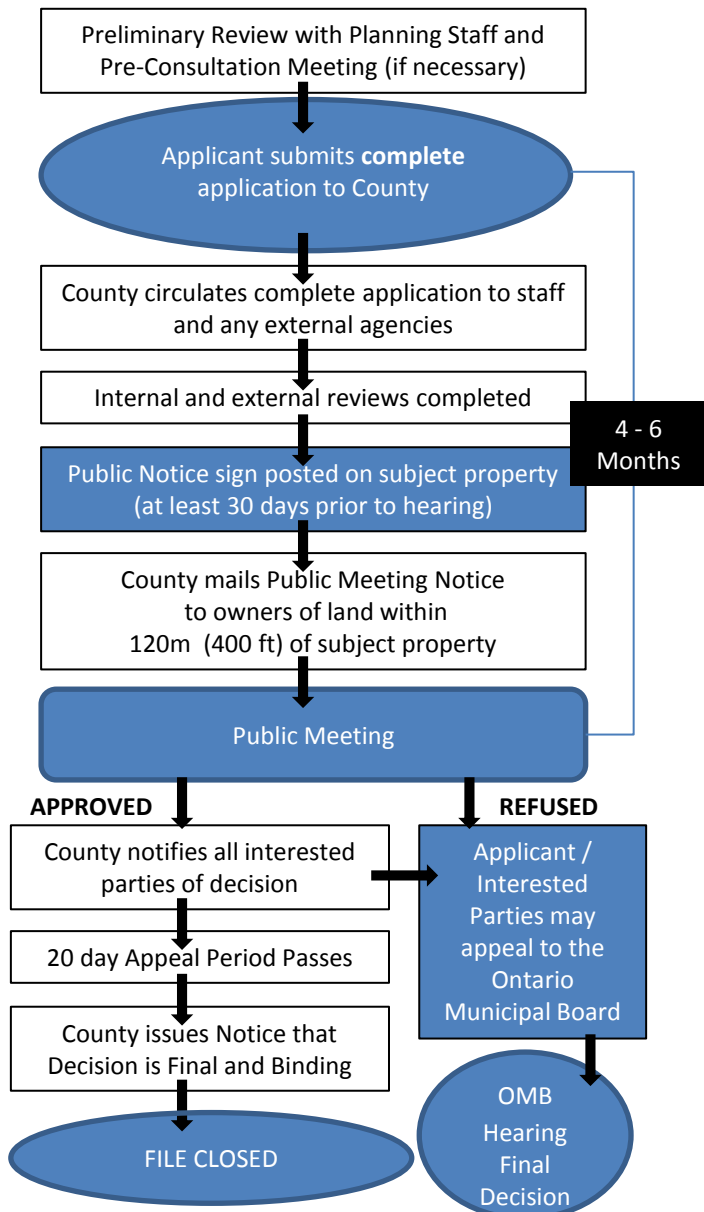
"Norfolk County strives to balance a commitment to the land and emerging opportunities for growth and development".

- Norfolk County Vision Statement, 2004

Community Planning Division

www.norfolkcounty.ca

Official Plan/ Zoning By-law Amendment Process



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 Amendment or a Minor Variance, please contact Planning Staff.

How to Start?

Before you make an application it is recommended that you consult with the Community Planning Division Staff. Staff will be able to explain the process, outline the submission requirements, and outline any other applicable permits and approvals that may be required.

To make an appointment, please contact Planning Staff at one of the two offices below:

- Simcoe Planning Office – 519 - 426-5870
- Langton Planning Office – 519 - 875-4485

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

- 1) Completed Application Form
- 2) Drawings/ Survey (8.5" x 11")
- 3) Application Fees
- 4) Additional Information outlined at the Pre-Consultation Meeting (if applicable)

The submission of an incomplete application may result in delays in the processing of your application. Usually, 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 Fees

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