



Zoning By-law Amendment A Step by Step Guide

Township of North Stormont

15 Union St., PO Box 99

Berwick, ON K0C 1G0

Community Planner: Paul Hicks

Tel: 514-503-2614

Email: hicks@republicurbanism.com

Application Fee: \$1500.00

Applicant

Step 1 Meet with Township

- The applicant meets with the Township prior to applying to discuss proposed Zoning By-law Amendment and determines if any other planning applications are necessary (i.e. Official Plan Amendment, Site Plan Control etc.)

Step 2 Fill out application

- The applicant completes the application.

Step 3 Bring completed application to Community Planner

- Bring application to Township Office (15 Union Street, Berwick)
- The Community Planner will review and make sure all of the information is provided.

Step 4 Pay Fee & Commisson Signature

- The Township will commission the signature of the registered owner(s) or authorized agent of the application. Applicant may have application commissioned elsewhere.
- Pay application fee of \$1500.00

Step 5 Preparation of Notice of Public Meeting

- The Community Planner prepares all the information necessary in order to notify neighbouring property owners within 120 metres (394 ft)
- A site visit is conducted by the Community Planner

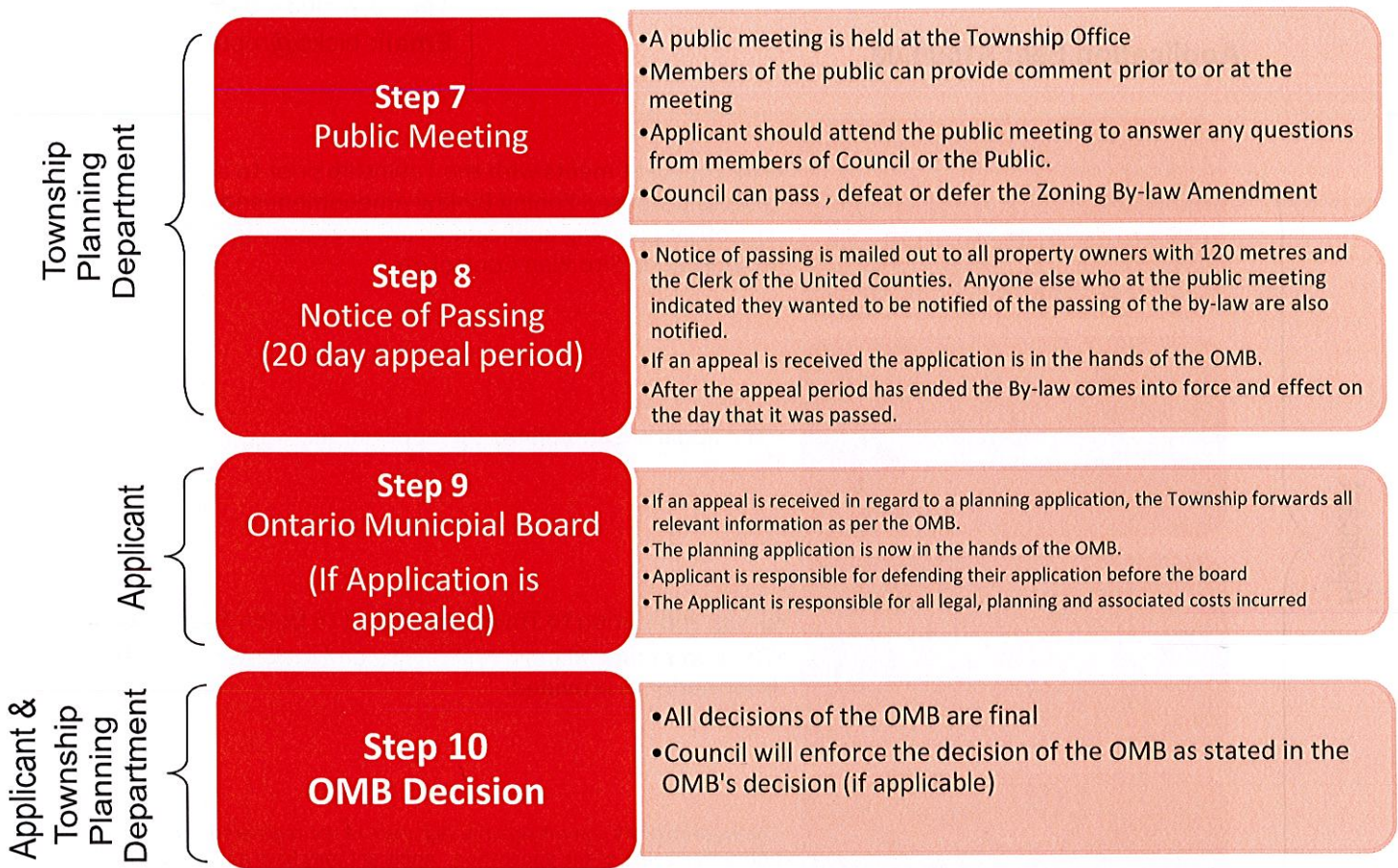
Step 6 Notice of Public Meeting (20 Day Notice Period)

- The Community Planner, 20 days prior to the public meeting, mails out the notice of public meeting to property owners and respective agencies and posts a sign on the subject property.
- Community Planner prepares report to Council, By-law and Public Meeting Presentation

Township
Planning
Department

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Application Checklist:

- ✓ Completed Application
- ✓ Site Plan of property showing setbacks of buildings to property lines (if applicable)
- ✓ Administrative fee of \$1500.00
- ✓ Additional supporting documents (i.e. proposed building drawings, conceptual renderings, reference plan)

Additional Comments/Requirements: