



## GEORGINA

# ZONING BYLAW AMENDMENT APPLICATION GUIDE

NOTE: As per Council policy, all taxes must be paid to date before the processing of a Zoning Bylaw Amendment application.

### **PURPOSE OF APPLICATION**

This Zoning Bylaw Amendment application guide sets forth the procedure for processing all zoning bylaw amendment applications. The information required allows the Town to properly evaluate your proposal. The information you provide will assist the Town and associated public bodies in expediting this process.

### **Pre-Consultation**

The Development Planning department highly recommends that the owner/agent arrange in advance to meet with staff prior to making the formal submission to avoid delays relating to incomplete applications or lacking information requirements. Staff may recommend pre-consultation with applicable commenting public bodies or agencies which may have jurisdictional concerns with the proposal.

The pre-consultation process is key to ensure that all issues are identified, and potentially resolved, as early in the planning process as possible, and preferably before a formal application is submitted to the Town.

### **APPLICATION FEES**

The applicant must submit the appropriate fee for the processing of the application, in accordance with the Town of Georgina Fee By-law No. 2018-0074 (PL-7), as amended. A copy of the fee schedule can be found on the Town of Georgina website: [2026-planning-fees.pdf](#). The basic application fee, payable to the Town of Georgina, is required to cover normal costs incurred in processing an application.

In accordance with By-law No, 98-165 (BU-I), applications requiring review by the Town of Georgina On-Site Sewage Inspector must be accompanied by a completed On-Site Sewage Inspection form. The applicable fee, payable to the Town of Georgina, and application are then forwarded to the On-Site Sewage Inspector. The Inspector must submit comments to the Committee of Adjustment regarding your application, therefore the fee is payable, to help, in part, cover the cost of preparing such a report. You can find the current fee on the Town of Georgina website: [Building Department Fee Schedule](#) on page 25.

NOTE: You are exempt from the inspection fee, if the new lot:

- i. Is serviced by municipal sanitary sewers
- ii. Comprises a public highway
- iii. Is designated for the purpose of an easement
- iv. Is Larger than 4 hectares (10 acres)
- v. Is land on which the owner lives and from which he/she derives their chief source of income by farming, where no person other than the applicant and one or more members of their immediate family\* are parties to the transaction for which the application is made.

\*Immediate family means child, son-in-law, daughter-in-law, parent, stepchild, grandchild, grandparent or legal guardian.

In accordance with Section 1 (m.1) of the Conservation Authorities Act, the Lake Simcoe Region Conservation Authority (LSRCA) has also established [fees](#) for the review of zoning bylaw amendment applications. These fees should be paid directly to the LSRCA.

The LSRCA will be providing plan review and technical clearance services in accordance with the Provincial Policy Statement by reviewing applications in relation to various environmental features such as wetlands, wildlife habitat, fish habitat, habitats of threatened and endangered species, areas of natural and scientific interest, woodlands, valley lands, and flood and erosion control.

In accordance with Schedule A to Bylaw No. 2020-04, The Regional Municipality of York has also established [fees](#) for review of zoning bylaw amendment applications. These fees should be paid directly to The Regional Municipality of York in one of the following ways:

**(a) Cheques** - Send a cheque made payable to “The Regional Municipality of York” indicating the regional file number on both cheque and envelope.

By Mail or Courier:

**Attention: Development Services**

York Region Administrative Centre  
17250 Yonge Street  
Newmarket, ON L3Y 6Z1  
LOPA.25.K.0075

**OR**

Drop Box:

Use the Drop Box located at **17250** Yonge Street, Newmarket, ON L3Y 6Z1, near the north facing entrance doors and visitor parking lot. Please email [developmentservices@york.ca](mailto:developmentservices@york.ca) to let us know you have used the Drop Box, indicating the Regional file number for the payment.

**(b) Electronic Fund Transfers (EFTs)** - EFTs must be arranged with York Region Development

Services before processing. Please email [developmentsservices@york.ca](mailto:developmentsservices@york.ca) to inquire about and/or initiate this process. Please ensure the regional file number file is identified in the email.

This fee should not be paid until you receive a fee request from The Regional of York.

## **USING THE APPLICATION FORM**

The application must be completed through our [online application portal](#) .

It is important to note that your signature on the application forms must be witnessed by a Commissioner. Commissioners are available at the Civic Centre.

## **INFORMATION REQUIRED**

The information in this guide and in the application form that must be provided by the applicant is prescribed in accordance with Subsection 34(10.1) of the Planning Act and is identified in the Schedule to Ontario Regulation 199/96. The prescribed information must be provided along with the appropriate fee. In accordance with Subsection 34(10.3) of the Planning Act, if the prescribed information and fee are not provided, the Town will deem the application incomplete and refuse to further consider the application until the prescribed information and the fee are provided.

In accordance with Subsection 34(10.2) of the Planning Act, the application form and guide also set out additional information that will assist the Town and other public bodies in their planning evaluation of the proposed zoning bylaw amendment. To ensure the quickest and most complete review, this information should be submitted along with the prescribed information. In the absence of this additional information, it may not be possible to do a complete review and proper analysis within the legislated timeframe for making the decision. As a result, the proposed zoning bylaw amendment may be deferred or refused.

Architectural plans for proposed buildings should be attached to the application or may be required as the application proceeds through the approval process.

A deposited reference plan of the subject land may be required showing the dimensions of the property and buildings.

A preliminary landscape plan may be required where the buffering of conflicting land use is required.

If the application is for the approval of housing development, supportive documentation indicating how the proposed amendment conforms to the Housing Policies of the Provincial Policy Statement (PPS), will be required.

## **Supporting Technical Studies**

The applicant may be required to submit supporting technical studies, which may include:

- Functional servicing reports and/or master plans
- Stormwater management reports and/or master plans
- Transportation studies and/or master plans
- Environmental and biological/ecological preservation plans
- Urban design reports/plans
- Market analysis and financial impact studies
- Tree preservation plans and landscape analysis plans, and

- Floodplain mapping and analysis

In most cases, these studies will need to look beyond the boundary of the subject site and, in the case of servicing and stormwater management master plans, may need to be completed on a watershed or sub-watershed basis.

### **Peer Review of Technical Studies**

The Town may deem it desirable to have an independent, qualified professional conduct a Peer Review of technical studies in support of development applications that have been completed by the proponents. Peer Review may be required for any identified technical studies or reports.

In accordance with the Town's policy for Peer Reviews, the peer review consultants are to review the technical studies having regard to relevant Town, Regional and Provincial policies and guidelines, and provide recommendations to the Town regarding the acceptability of the methodology or approach used in the study, the completeness, and accuracy of the conclusions and findings of the study.

The cost of the peer review will be the responsibility of the proponent for the subject development application.

### **Dealing with the Application**

Upon receiving the application, the submission is reviewed by Development Planning staff for completeness. Upon deeming the application complete Planner assigned to the application will circulate the documents for review and comment by departments and agencies deemed necessary.

In accordance with Section 34(12) of the Planning Act and Ontario Regulation 199/96, all applications to amend the Zoning Bylaw must undergo a public consultation process. The Planner must ensure that the written Notice is sent out no less than 20 days prior to the date of the Public Meeting of Council.

Notice of a public meeting to inform the public of the proposal will be given by publication in the local newspaper, or by mail to every property owner of land within 120 metres of the area to which the proposal applies, and the posting of a sign or signs on the property providing notice of the proposal and public meeting. The erection of the sign(s) shall be carried out in accordance with the procedures and requirements set out in the Erection of Signs form. The notice will also be posted on the Town's [website](#).

After an evaluation of the application and of the comments from other agencies or bodies, the Development Planning department will prepare a report(s) for Council's consideration. If the application is approved by Council, and when conditions of approval are fulfilled, a bylaw will be prepared and placed before Council for their approval.

If a bylaw is passed by Council, notice of the passing may be given by publication in the local newspaper or by mail from the Clerk to the applicant, neighbouring property owners within 120 metres of the area to which the bylaw applies, and to each person, agency or public body that has given the Clerk a written request to obtain a copy of the notice of passing.

### **Development Charges**

Pursuant to Bylaw No. 91-145 (TA-1), development charges will apply to and shall be calculated and collected in accordance with the provisions of the aforementioned Bylaw on land to be developed for residential and non-residential uses, where the development of that land will increase the need for services and the development requires the passing of a zoning bylaw or amendment thereto.

The Town is also required to collect development charges on behalf of the Regional Municipality of York, the York Region Board of Education and the York Region Catholic Separate School Board.

### **Water and Sewage Allocation**

Pursuant to Section 14.5.1 j) and Section 13.8.3 k) of the Sutton and Keswick Secondary Plans, respectively, the Town of Georgina shall only approve residential and industrial development proposals which can be allocated municipal water and sewer servicing capacity. In this regard, please contact the Development Planning department to inquire whether there is service allocation available prior to applying for development approval.

### **Processing Time**

In accordance with the Planning Act, Town Council is given 90 days from the date of receipt of a complete application to decide on the application. If the timeframe imposed under the Planning Act is not met, the applicant may refer the matter to the Ontario Municipal Board. If there is an appeal to the zoning bylaw amendment and an Ontario Municipal Board hearing is required, the process may be extended by several months. Where no appeals have been filed, the Planning Act provides that the amending bylaw will come into force after the required Bylaw circulation period (20 days).