

## HOW LONG DOES THE PROCESS TAKE?

A normal application generally takes three to six months to process.

## IF I HAVE A CONCERN WITH A ZONE CHANGE APPLICATION, HOW CAN I GET INVOLVED/ EXPRESS MY CONCERNS?

You can get involved, express your concerns and find out as much as possible about the application by:

- Attending and commenting at the public meeting
- Discussing the proposal with Municipal staff, Council members and/or the applicant
- Reading the circulation notice, staff reports and supporting material/reports provided by the applicant
- Sending a letter to Municipal staff, Council and the applicant
- Attending and comments at the Planning Committee and Council meetings dealing with the applications

## IF I DISAGREE WITH COUNCIL'S DECISION, WHAT CAN I DO?

Anyone has 20 days from the day the notice was sent out to appeal the passing of the By-law to the Ontario Municipal Board. A request to appeal and a fee of \$125 is submitted to the Township Clerk and the application/fee/request is forwarded to

the Ontario Municipal Board. The Ontario Municipal Board will hold a hearing on the issue and will make a final decision.



### **Should you have any questions with respect to the Zone Change process contact:**

Township of Woolwich Planning Staff  
Phone: 519-669-1647 or 519-664-2613  
Fax: 519-669-4669

### **John Scarfone, Manager of Planning** Extension 6037

Email: [jscarfone@woolwich.ca](mailto:jscarfone@woolwich.ca)  
or

### **Jeremy Vink, Senior Planner** Extension 6038

Email: [jvink@woolwich.ca](mailto:jvink@woolwich.ca)

Township of Woolwich  
Engineering & Planning Services  
24 Church Street West  
P.O. Box 158, Elmira, Ontario  
N3B 2Z6

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Questions or comments regarding the Grand River Conservation Authority (GRCA) Fees should be directed to the GRCA at (519) 621-2763, ask for Melissa Larion, Ext. 2319  
Email: [mlarion@grandriver.ca](mailto:mlarion@grandriver.ca)

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# Quick and Easy Look

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# ZONE CHANGE PROCESS

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(e.g. setback, number of parking spaces, etc.)

## WHAT IS A ZONING BY-LAW?

It is a legal document approved by Council that regulates how people use buildings and land by:

- Providing a Zoning category for each property (Agricultural, Residential, Commercial, Industrial, etc.)
- Listing the uses permitted for each Zoning category.
- Providing such standards for development as:
  - Minimum setbacks for buildings and structures from property lines,
  - Size and height of buildings
  - Number of parking or loading spaces required

## CAN I PROPOSE A CHANGE TO THE ZONING BY-LAW?

Possibly, the Township may consider such changes to:

- The zoning category on a property (e.g. from Agricultural to Residential)
- Adding/deleting specific uses in a zoning category
- Changing the development standards of a zoning category

## WHAT IS THE ZONE CHANGE PROCESS?

The process is outlined in 10 steps.

1. SUBMISSION- The township receives a Zone Change application (including fee and site plan). A fee may also be required by the Grand River Conservation Authority.

2. CIRCULATION- The application is circulated to neighbouring property owners within 150 metres of the subject property and agencies. This provides people with an opportunity to submit comments and informs them that a public meeting will be held to discuss the proposal.

3. NOTIFICATION- Notice must be given at least 20 days prior to the public meeting in the following manner:

- By first class mail to adjacent properties
- By a zone change sign placed on the property
- Newspaper advertisement in the Community Page of the Woolwich Observer

4. PUBLIC MEETING- A public meeting is held to discuss the proposal in more detail and to obtain comments from the public and agencies. Council listens to comments and concerns and no decision is made at this meeting.

5. COMMITTEE OF THE WHOLE- After receiving and reviewing the comments, staff prepares a public information report followed later by a recommendation for Planning Committee. Planning Committee makes a recommendation to Council (which includes approving, refusing or deferring the application).

6. COUNCIL- Council can approve, refuse or defer the application.

7. DECISION/BY-LAW- a) If Council refused or defers the application the applicant may appeal the decision to the Ontario Municipal Board. A request to appeal (including a fee) is made to the Township Clerk and the application is forwarded to the Ontario Municipal Board. b) If the application is approved then Council passes a By-law once all conditions have been satisfied.

8. NOTICE OF PASSING- The Clerk sends a notice that a By-law has been passed (within 15 days of the passing) to property owners/tenants previously circulated and those requesting notification as well as concerned agencies.

9. APPEAL PERIOD- Anyone has 20 days from the day the notice was sent out to appeal the passing of the By-law to the Ontario Municipal Board. A request to appeal and a fee of \$125 is submitted to the Township Clerk and the application is forwarded to the Ontario Municipal Board. The Ontario Municipal Board will hold a hearing on the application and will make a final decision.

10. FINAL APPROVAL- If no appeal is received within the 20 day appeal period then the proposed change to the By-law is in effect.