Zoning Compliance Review

PURPOSE:

This document provides guidance for the completion of a Zoning Compliance Review which may be required for the submission of an application under the *Planning Act*. All Zoning Compliance Review applications shall follow the guidelines referenced in this document.

A Zoning Compliance Review provides information confirming the zoning of a property, permitted uses, and other applicable regulations for a property.

A Zoning Compliance Review will be required for all Zoning By-law Amendment and Site Plan Control applications, unless otherwise determined by the City, to assess if a proposal conforms to the regulations of the applicable Zoning By-law(s). Zoning Compliance Reviews may also be required for a Draft Plan of Subdivision application. A Zoning Compliance Review letter reflecting a proposed development will identify any non-compliance issues that may require either revisions to the proposal, an approval from the Committee of Adjustment, or a Zoning By-law Amendment. For a Zoning By-law Amendment application, this review will assist applicants with drafting a site specific Zoning By-law, which is also a requirement for a complete application.

PREPARED BY:

Zoning Compliance Review applications may be submitted by the applicant, registered owner, or agent.

CONTENTS:

Applications for Zoning Compliance Review must be submitted to the Zoning Review Section of the Planning Division, along with the applicable fee, a survey of the subject lands and a copy of the scaled and detailed concept plan (for Zoning By-law

Amendment Applications – in accordance with the City's guidelines for Concept Plans) or site plan (for Site Plan applications – in accordance with the City's Site Plan Guidelines) showing the proposed development. Zoning Review staff will complete the review and issue a Zoning Compliance Review letter to the applicant, typically within fifteen (15) business days.

No approvals are required prior to submitting an application for a Zoning Compliance Review.

As part of a complete *Planning Act* application submission, the applicant is required to submit a copy of the Zoning Compliance Review letter and a copy of the original concept plan or site plan that was submitted with the request for Zoning Compliance Review. If applicable, a summary list of changes that were made to address zoning non-compliance issues must also be submitted certifying that the plan included with the Zoning By-law Amendment or Site Plan Control application has not been altered except to address any non-conformities from the plan that was reviewed through the Zoning Compliance Review process.

OTHER INFORMATION:

Zoning Compliance Review Information:

Zoning Compliance Review | City of Hamilton

REVIEWED AND APPROVED BY:

Zoning Review Section, Planning and Economic Development Department.

CONTACT:

Zoning Review Section, Planning and Economic Development Department

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