



## Getting a Planning Compliance Certificate

The Planning Compliance Certificate confirms that your site plan and building plans comply with the Township's Zoning By-law, as well as other planning instruments, such as requirements from development and site plan agreements, conservation authorities, and lot grading and drainage plans. You need a Planning Compliance Certificate to get a building permit.

You can apply for a certificate when you submit your complete building permit application package. Just pay the fee, and Planning Services will review the project.

Not ready to apply for a building permit? You can still get a head start on the zoning review. Fill out the Application for Planning Compliance Certificate and drop off, mail or email it to Planning Services. You must include the following:

1. Completed application form
2. Application fee
3. Legible reference plan (survey) of the property
4. Legible site plan / plot plan
5. Legible building elevation and floor plans (the plans can be preliminary)
6. A copy of any planning approval (for example, minor variance) or agreement for the property (for example, development agreement)

### Fees

- \$110 non-refundable application fee for the original planning certificate application
- \$55 non-refundable fee for any revisions to an approved planning compliance certificate
- The fee can be paid in person, by mail or on-line

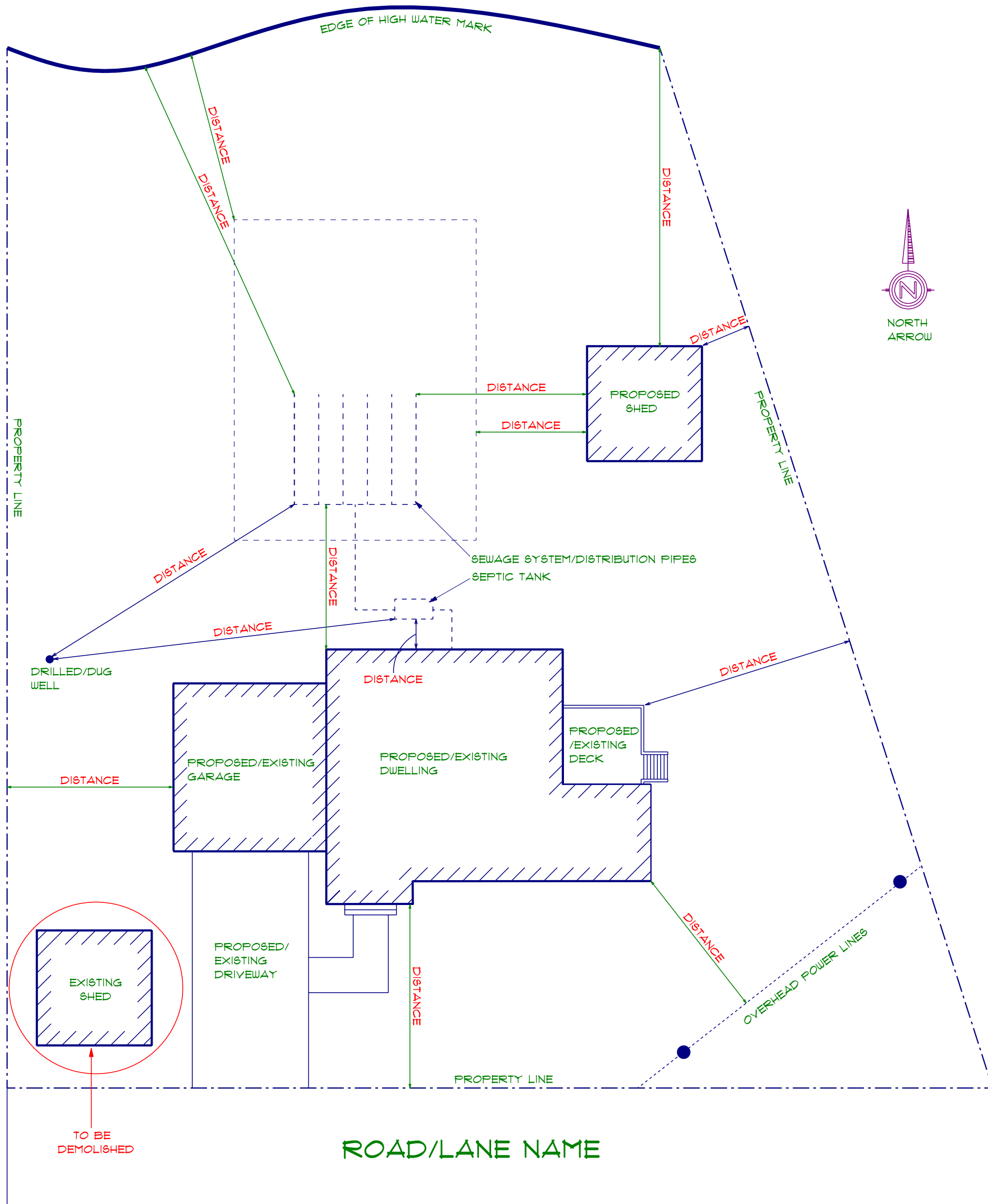
If the project does not comply, we will explain what changes or additional approvals are needed for it to become compliant.

A digital copy of the certificate will be sent to you and the Building Inspector if the project complies with the Zoning By-law and any agreements that apply to your property (for example, a subdivision agreement). You can request a paper copy.

The certificate will include stamped approved drawings. The certificate is valid for **12 months from the date of issue** unless your proposal changes or the Township passes a new Zoning By-law.

INCLUDE DIMENSIONS/AREA OF ALL EXISTING STRUCTURES

WATERBODY  
EX. DOG LAKE



SAMPLE PLOT PLAN

PROPOSED NEW DWELLING/SHED

SCALE - 1/8"=1'-0"

1234 SOUTH FRONTENAC ROAD



**For Office Use Only:** Date Received: \_\_\_\_\_ File Number: \_\_\_\_\_

**1. Property Information**

Street Address \_\_\_\_\_

Assessment Roll Number 1029 \_\_\_\_\_

**2. Owner**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Business Name (if applicable) \_\_\_\_\_

Full Mailing Address \_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

**3. Agent (If applicable)**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Business Name (if applicable) \_\_\_\_\_

Full Mailing Address \_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

**4. Use of Property/Building**

Existing \_\_\_\_\_ Proposed \_\_\_\_\_

**5. Purpose of the Future Building Permit Application**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Accessory Building  | <input type="checkbox"/> Addition          | <input type="checkbox"/> Covered Porch         |
| <input type="checkbox"/> Deck (Uncovered)    | <input type="checkbox"/> Renovation/Repair | <input type="checkbox"/> New Multi-Residential |
| <input type="checkbox"/> New Single Dwelling | <input type="checkbox"/> Seasonal Dwelling | <input type="checkbox"/> New Non-Residential   |
| <input type="checkbox"/> Sewage System       | <input type="checkbox"/> Other             |  |

**6. Description of the Proposed Work**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**7. Additional Information**

Use this checklist to verify you have everything you need to submit:

- Application fee
- Reference plan (survey) of the property
- Site plan (plot plan)
- Building elevation and floor plans (preliminary)
- A copy of any planning approval (for example, minor variance) or agreement for the property (for example, development agreement)

**8. Declaration of Applicant**

I (print name) \_\_\_\_\_ certify that I am the owner of the property or have authority to bind the corporation (if applicable). The information contained in this application, and in attached plans, specifications and other submitted documentation is true to the best of my knowledge. I authorize the person or business identified in Section 3 as an agent to act on my behalf for the purpose of this application. I agree that representatives of the Municipality may enter onto the subject property for the purpose of determining the appropriateness of the site for the proposed development. I will reimburse and indemnify the Municipality for all fees and expenses incurred by the Municipality to process the application. For example, fees and expenses related to the peer review of reports, and legal reviews.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

**Notice of Collection**

Personal Information is collected on this form in accordance the Municipal Freedom of Information and Protection of Privacy Act. Your personal information will be used by Development Services staff to process your request for a zoning compliance certificate, and to contact you if required. Questions about the collection, use, or disclosure of your personal information should be directed to the Township Clerk, [jthompson@southfrontenac.net](mailto:jthompson@southfrontenac.net) or by phone at 613-376-3027.