



Zoning By-law Amendment



Steps:

- Pre-consultation
- Application
- Circulation
- Public Meeting
- Amendment
- Appeal Period

Pre-consultation

You must contact the Municipal Planning Department prior to applying for a Zoning By-law Amendment.

Submit a draft zoning amendment application, including site plan and planning justification report to the clerk for pre-consultation. Pre-consultation will depend on the nature of the application.

Depending on the scope of the proposed amendment additional parties may be required to be involved in the pre-consultation process.

Through pre-consultation, it will be determined what information and/or studies are required to support the application and evaluate the proposal.

Application

An Application for a Zoning By-law Amendment can be picked up from the Municipal Office or printed from our Municipality of Shuniah website at:

<https://www.shuniah.org/documents/planning-applications/>

A complete application submission will include:

- ONE paper and ONE electronic PDF version of the full package including Survey Plan of the property
- Complete Site Plan
- Planning Justification Report
- The applicable fees in accordance with the most recent Municipal Fees and Tariffs By-law and Lakehead Region Conservation Fees.
- Any additional information deemed to be required through pre-consultation

Circulation

Upon receipt of a complete application, a Letter of Complete Application will be given to the applicant and a Notice of Application letter will be circulated to:

- Surrounding property owners within 120 metres
- Various Municipal Departments
- Applicable Public Agencies

All comments received are public information. The Planning Department will meet with the Applicant to discuss the comments received and possibly recommend changes to the proposal or recommend having an Open House prior to the Public Meeting.

Public Meeting

The Planning Act stipulates at least one Public Meeting must be held to allow people an opportunity to comment on the application prior to a decision being made.

A Notice of Public Meeting must be circulated to those who were sent the Notice of Application, at least 20 days prior to the Public Meeting.

At the Public Meeting, Council will consider the application, comments and supporting documents and studies. Anyone present at the meeting will be invited to participate.

Council may decide to accept, alter or deny the proposed site-specific Zoning By-law Amendment.

Amendment

When Council decides to approve the site-specific Zoning By-law Amendment a draft By-law is brought before council to be passed.

A Notice of Passing of By-law letter must be circulated to those who were provided with the prior notices within 15 days of the passing of the by-law.

If no appeals are received by the Clerk of the Municipality within the appeal period, the by-law comes into effect.

Appeal Period

Within 20 days of the date on the Notice of Passing of By-law, appeals may be submitted to the Clerk of the Municipality with the prescribed fee. The Clerk will then forward the appeal to the Ontario Land Tribunal.

For applicable forms and fee information please visit:

[Ontario Land Tribunal \(gov.on.ca\)](http://www.gov.on.ca)

Get Involved!

Submit a comment, or request to be kept informed about a decision.

Municipality of Shuniah
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www.shuniah.org