



ZONING CERTIFICATE REQUIREMENTS

Industrial / Commercial / Institutional that does not require Site Plan Approval

Internal Renovations, Mezzanines, Partitioning, Internal Conversion of Floor Area,
Change of Use

A. Requirements for all applications

- ❑ Zoning Clearance E-Form
- ❑ Site Plan showing the location of the unit within the building
- ❑ Detailed floor plan, in metric, accurate and drawn to scale, of the proposed layout
- ❑ Detailed letter of use
- ❑ Zoning Fee (payment methods to be confirmed when application submitted)
- ❑ Non-Residential Development Charge application (if applicable)

Note: If new rooftop or on-ground mechanical equipment is proposed, it is required to be shown on the plans. Additional approvals may also be required from:

- ❖ Capital Works Site Engineering section
- ❖ Community Planning Site Plan section

B. Additional Requirements for applications where detailed parking analysis is required

Where the application is within a multi-unit industrial or commercial building, and parking information / details are required, the following additional information required:

- ❑ An up-to-date Site Plan, accurate and drawn to scale, showing all existing and proposed parking spaces on the property, including:
 - All parking stalls and drive aisles to be dimensioned; parking spaces must comply with the zoning by-law minimums of 2.75 m wide and 16.5m² in area
 - Vehicle (truck) movement templates, where applicable
- ❑ A listing of all existing unit owners / tenants on the property, including business names
 - Listing should also include the use of each unit
- ❑ Floor area of each unit, including any mezzanines
 - The unit floor area should also be broken down for each defined area of a unit (e.g. office, warehouse, retail, etc.)
 - Detailed floor plans may be required for each unit
- ❑ A parking calculation based upon the information provided above and the current applicable parking rates in the Zoning By-law