

DEPARTMENT OF COMMUNITY PLANNING ZONING CERTIFICATE SUBMISSION STANDARDS

Complete Applications can be emailed to zoning@burlington.ca. Hard copy submissions are not being accepted at this time.

Email subject line must state: “New ZC application_ applicant name_ property address”

All documents must be submitted in PDF format.

All submission documents must be attached to a single email when possible. Links to filesharing sites are not accepted.

Do **not** separate drawing packages into individual pages. Architectural drawing packages (ex. floor plans, elevations, sections) should be combined into a single document.

Common Document Naming Standards	
Document Type:	Abbreviation:
Application form	ZC APP
Legal OLS survey	SVY
Site plan	SP
Grading and drainage plan	GDPL
Drawing Package	DWG
Committee of Adjustment decision	COA DEC
Conservation Halton	CH
Niagara Escarpment Commission	NEC
Halton Region	HREG
Burlington Hydro	HYD
Ministry of Transportation	MTO
For any other documents not indicated above, please name documents plainly so that the contents are clear. Do not use obscure abbreviations. Do not separate drawing packages into individual pages.	