

**Zoning Clearance Certificate Requirements**  
**NEW DETACHED AND SEMI-DETACHED DWELLINGS**  
(Including a Residential Re-construction)

**Checklist to be submitted with Consolidated Pre-Building Permit Application**

<b>Site Plan/Survey Requirements</b> (Plans must be prepared in metric)	<b>Applicant's initials or n/a</b>	<b>Staff review (√ or n/a)</b>
<p><b>A new survey is required</b> in metric and printed to scale with legible dimensions; recommended scales are 1:100, 1:200, 1:250 and 1:300</p> <ul style="list-style-type: none"> <li>• Survey must be signed and stamped by an Ontario Land Surveyor (OLS) or Professional Engineer</li> <li>• Survey to show proposed new dwelling; do not include existing dwelling to be removed or grading information on plan submitted for zoning review</li> <li>• Survey to show fixed grade measured from the deemed street width, top of roof elevation and total height</li> </ul>		
<p>Show all property lines</p> <ul style="list-style-type: none"> <li>• If the City's right-of-way is not at the deemed width, an OLS will need to determine the required right-of-way widening and show the deemed right-of-way on the plan.</li> <li>• Note zoning regulations are generally taken from the deemed width (See Part 1, Section 2.27 of Zoning By-law 2020)</li> </ul>		
Show all easements		
Provide dimension for lot width (measured 9.1 m back from and parallel to the chord of the front lot line)		
Show location of fixed grade elevation (midpoint of front lot line)		
Indicate proposed dwelling height measured from fixed grade		
Dimension setbacks perpendicular from property lines to the closest point of all proposed buildings and structures		
<p>Dimension all encroachments, second storey projections, bay windows, chimneys, balconies, walkouts, etc.</p> <ul style="list-style-type: none"> <li>• See Part 1, Section 2.13 of Zoning By-law 2020 for encroachment information</li> </ul>		
Dimension setbacks to porch, steps and overhangs		
Dimension setbacks to decks, steps and overhangs if applicable		
<p>Calculate lot coverage</p> <ul style="list-style-type: none"> <li>• The percentage of the lot area covered by buildings measured to the outside of the exterior walls, including all buildings and projections (cantilevered floor space, window projections, etc.). Carports, porches and decks may be excluded from the lot coverage calculation provided there is no floor area above them.</li> </ul>		
<p>Calculate floor area ratio if the property is within the designated area for lot coverage</p> <ul style="list-style-type: none"> <li>• The mathematical relationship between the floor area of a dwelling and</li> </ul>		

its lot area determined by dividing the floor area of a building (including attached garage and stair case) by the net area of that lot.		
Dimension dwelling depth (from outside wall closest to front lot line to outside wall closest to rear lot line)		
Provide the size and height of all accessory buildings and structures		
Driveways and Walkways: <ul style="list-style-type: none"> <li>• Dimension driveway length and width (width is measured at the widest point and perpendicular to the direction of travel)</li> <li>• Dimension walkway widths at the widest point and perpendicular to the direction of travel</li> </ul>		
<b>Floor Plan Requirements</b> (metric dimensions must be included)	<b>Applicant's initials or n/a</b>	<b>Staff review (✓ or n/a)</b>
Provide floor plan for each floor, including basements or cellars		
Label all rooms, decks, porches, balconies		
Provide all outside dimensions for each floor including overall dwelling width and depth, outside garage width along front elevation, garage projection if applicable, and dimensions of all projections or changes in walls		
Provide internal garage dimensions (width and depth measured from inside wall to inside wall)		
Provide a roof plan with roof slopes. If the roof is partially peaked and partially flat, highlight the different areas and identify the percentage of roof that is flat vs. peaked.		
<b>Elevation Drawing Requirements</b> (metric dimensions must be included)	<b>Applicant's initials or n/a</b>	<b>Staff review (✓ or n/a)</b>
Provide all elevations (front, rear, right, and left)		
Dimension building height (indicate that it was measured from fixed grade)		
Provide overhang dimensions (measured from wall to outside edge of roof overhang excluding eaves or gutter)		
Dimension the height of any decks above grade		

**Additional Information & Notes:**

1. Provide the deed to the property if subject lands were created by a land severance (land division), as well as the land severance approval (final consent)
2. If applicable, Committee of Adjustment File No. \_\_\_\_\_ Date of decision: \_\_\_\_\_

**Note: Variance must clear appeal period and be final approved prior to issuance of Zoning Clearance Certificate**

3. Demolition permit may be required prior to issuance of Zoning Clearance Certificate
4. Region, City and School Board development charges may be applicable prior to issuance of a building permit