

Zoning Clearance Certificate Requirements

ADDITIONS to DETACHED AND SEMI-DETACHED DWELLINGS

Checklist to be submitted with Consolidated Pre-Building Permit Application
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Site Plan/Survey Requirements (Plans must be prepared in metric)	Applicant's initials or n/a	Staff review (✓ or n/a)
Copy of an existing survey issued by an Ontario Land Surveyor (OLS) <ul style="list-style-type: none"> • The survey is used for reference purposes and must include legible property dimensions • If you are required to provide a Grading and Drainage Plan certified by an OLS or Professional Engineer to meet the GDCC requirements, this up-to-date plan should also be used to prepare the site plan for the Zoning Certificate Application 		
Site plan prepared in metric and printed to scale with legible dimensions; recommended scales are 1:100, 1:200, 1:250 and 1:300 <ul style="list-style-type: none"> • Do not include grading information on the site plan • Clearly distinguish between existing development to remain and new development 		
Show all property lines <ul style="list-style-type: none"> • 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 • Note zoning regulations are generally taken from the deemed width (See Part 1, Section 2.27 of Zoning By-law 2020) 		
Show all easements		
Provide dimension for lot width (measured 9.1 m back from and parallel to the chord of the front lot line)		
Dimension setbacks perpendicular from property lines to the closest point of all proposed buildings or structures		
Dimension all encroachments, second storey projections, bay windows, chimneys, balconies, walkouts, etc. <ul style="list-style-type: none"> • See Zoning By-law 2020, Part 1, Section 2.13 for encroachment information 		
Dimension setbacks to porch, steps and overhangs <ul style="list-style-type: none"> • indicate if existing or proposed 		
Dimension setbacks to deck, steps and overhangs if applicable <ul style="list-style-type: none"> • indicate if existing or proposed 		
Calculate lot coverage using lot area from deemed street width <ul style="list-style-type: none"> • 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. 		
Calculate floor area ratio if the property is within the designated area for lot coverage <ul style="list-style-type: none"> • The mathematical relationship between the floor area of a dwelling and 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 <ul style="list-style-type: none"> Indicate if existing or proposed 		
Driveways and Walkways: <ul style="list-style-type: none"> Dimension driveway length and width (width is measured at the widest point and perpendicular to the direction of travel) Dimension walkway widths at the widest point and perpendicular to the direction of travel Indicate if existing or proposed 		
Floor Plan Requirements (metric dimensions must be included)	Applicant's initials or n/a	Staff review (✓ or n/a)
Provide existing and proposed floor plans for each floor, including basements or cellars. <ul style="list-style-type: none"> Proposed plans must clearly indicate existing walls to remain 		
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)		
Elevation Drawing Requirements (metric dimensions must be included)	Applicant's initials or n/a	Staff verify (✓ or n/a)
Provide all elevations (front, rear, right, and left)		
Dimension height of addition (measured from the ceiling of the existing first floor to top of the proposed highest roof)		
Provide overhang dimensions (measured to the roof overhang excluding eaves and gutters)		
Dimension the height of any decks above grade		

Additional Information & Notes:

1. 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

2. Provide the information listed below:

Floor Area of the existing dwelling:	
Floor Area with the proposed additions:	
Lot Area:	
Lot Coverage (house foot print ÷ lot area):	
Number of Storeys of existing dwelling:	1 _____ 1½ _____ 2 _____ 2½ _____ storeys
Does the existing dwelling have?	An attached garage/carport _____ A detached garage/carport _____ No garage/carport _____