

ZONING CERTIFICATE REQUIREMENTS

Industrial/Commercial that does not require Site Plan Approval

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

A. Requirements for all applications

- Application form
- Two **(2)** copies of a site plan and/or key plan showing the location of the unit within the building.
- Two **(2)** copies of a detailed floor plan, in metric, accurate and drawn to scale, of the proposed layout
- Detailed Letter of use
- Zoning Fee \$ _____ (paid by credit card, cash or cheque)
- Non-residential Development Charge application, where applicable
- Note: if as part of your application you are proposing new rooftop or on-ground mechanical equipment, they are 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 building, and parking information/details are required in order to determine the viability of a use. The additional information required, is as follows:

- An up-to-date site plan, accurate and drawn to scale, showing all existing and proposed parking spaces on the property.
 - 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 16.5 m² in area
 - Vehicle (truck) movement templates, where applicable
- A listing of all existing unit owners/tenants on the property, including business name
 - 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, etc.)
 - Detailed floor plans may be required for each unit
- A parking calculation based upon the information