Community Planning
P.O. Box 5013, 426 Brant St.
Burlington, ON L7R 3Z6
905-335-7642 burlington.ca

PRE-BUILDING APPROVAL PROCESS

For Residential Applications (10 Units or Less)

Applications for construction or renovations may be subject to review under the City's Zoning By-law, Private Tree By-law, Public Tree By-law, and Grading and Drainage Clearance Certificate By-law.

This Pre-Building Approval application will initiate the process for determining the requirements for Zoning, Engineering, and Forestry reviews and the associated approvals.

✓ You need a **Zoning Clearance Certificate** before you can apply for a Building Permit.

For more information on Zoning Clearance Certificates refer to the Zoning Web Page.

✓ You need a **Grading and Drainage Clearance Certificate** before a Building Permit can be issued.

For more information on Grading and Drainage Clearance Certificates refer to the Development Engineering Web Page.

✓ You need a **Tree Permit** before construction can begin.

For more information on Tree Permits refer to the Forestry Web Page.

Complete the applicable Zoning, Grading, and Forestry checklist and include them with your submission.

CLICK HERE to find the checklists on our webpage.

BEFORE YOU APPLY

Is approval from other agencies required? Applicants must **contact outside agencies directly** to determine whether their approval is required. If outside agency approval is required, then it must be included as part of a complete submission to the City.	
Conservation Halton (CH) approval	Select
Ministry of Transportation (MTO) approval	Select
Niagara Escarpment Commission (NEC) approval	Select
Pipeline approval (ex. TransCanada, Trans-Northern, Enbridge)	Select
Burlington Hydro approval	Select
Other: _____	Select

Is a property survey required? Select one:

- ○ An application that involves exterior work must be accompanied by a legible property survey, signed and/or stamped by an Ontario Land Surveyor, showing accurate property boundaries.
- ○ If your application does not involve exterior work contact **planning@burlington.ca** to learn if a survey is required.

What documents do I need to apply?

A complete application for Zoning, Grading and Drainage, and Forestry review may require various technical documents including but not limited to:

- Architectural Floor Plans and Elevations
- Site Plan
- Arborist Report
- Tree Protection Plan
- Grading and Drainage Plan

Review the checklists linked on Page 1 to learn what is required for your submission.

Property Owners are encouraged to hire a professional to prepare the required documents and help navigate the application process.

DOCUMENT CHECKLIST – IS MY SUBMISSION COMPLETE?

Review the checklists linked on Page 1 to learn what is required for your submission.
Include the completed checklists with your submission.

Complete Checklist of Documents for Submission	Select
Complete and sign this application form	Select
Applicable Zoning Checklist	Select
Pages 1-2 of the Grading and Drainage Checklist	Select
Pages 1-3 of the Forestry Checklist	Select
Architectural floor plans and elevations, scaled and in metric	Select
Site plan showing the proposed work and all setbacks, scaled and in metric	Select
Legal Survey	Select
Other agency sign offs (ex. NEC, MTO, etc.)	Select
Arborist Report	Select
Tree Protection Plan	Select
Tree Declaration Form	Select
Grading and Drainage Plan	Select
Stormwater Management Brief	Select
Geotechnical Investigation	Select

Attach all of the "YES" items with your submission. If you are not sure of the submission requirements, please contact planning@burlington.ca

DETAILED APPLICATION INFORMATION

Site Address:	
Detailed Project Description: (describe what you are building and which yard it is located in, e.g., front yard, side yard, etc.)	
Committee of Adjustment File Number: (if applicable)	540-02-A- _____ **OR** 545-02-B- _____

Scope of Work: (check all that apply)	
☐ New dwelling	☐ Accessory building or structure
☐ Addition to dwelling	☐ Roofed-over patio or deck
☐ Internal or external renovation	☐ Uncovered deck
☐ Additional Residential Unit(s)	☐ Other:

Applicant Information: Note that the City will only communicate with the applicant		
Applicant is: ☐ Owner ☐ Agent		
Name:		
Company Name (if applicable):		
Mailing Address:		
City:	Province:	Postal Code:
Email:	Phone number:	

Property Owner: (if different from applicant – provide at least one owner's information)		
Name:		
Mailing Address:		
City:	Province:	Postal Code:
Email:	Phone number:	

DECLARATION OF APPLICANT

I, _____, certify that:
(Print name)

1. The information contained in this application, attached documents, plans and specifications, and any other attached documentation is true to the best of my knowledge.
2. I have authority to bind the corporation or partnership (if applicable).

_____ _____
(Signature of Applicant) (Date)

Property Owner Authorization (required if Applicant is not the Property Owner)

I / We _____,
(Print name)

being the registered Property Owner(s) of the subject lands hereby authorize

_____
(Print name)

to prepare and submit this application (Zoning, Grading and Drainage, and Forestry Review as applicable) and to act on my/our behalf as the authorized Applicant.

_____ _____
(Signature of Property Owner) (Date)

Personal information contained on this form is collected under the authority of the Municipal Act, 2001, as amended, and in accordance with the Municipal Freedom of Information and Protection of Privacy Act, as amended, to process Zoning Clearance Certificate applications, Grading and Drainage Clearance Certificate applications and Tree Permit applications. Questions regarding the collection of this information may be addressed to the Manager of Development Planning, Community Planning.

SUBMISSION STANDARDS / DIGITAL SUBMISSION PROCESS

The City of Burlington is <u>not</u> accepting hard copy submissions for:

- **Zoning Clearance Certificate**
- **Grading and Drainage Clearance Certificate,**
- **Tree Permit**

Email your complete application and all documents to **zoning@burlington.ca**.

All documents must be digitally submitted in PDF format.

All documents must be attached to a single email when possible.

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

Follow the naming standards below. For any other document types not included below, name your PDFs plainly so the contents are clear.

Common Document Naming Standards (as applicable)	
Document Type:	**Abbreviation:**
Application Form	APP
Checklist	CHK
Legal OLS Survey	SVY
Site Plan	SP
Grading and Drainage Plan	GDPL
Drawing Package	DWG
Arborist Report	ARB
Tree Protection Plan	ARB TPP
Committee of Adjustment Decision	COA DEC
Conservation Halton	CH
Niagara Escarpment Commission	NEC
Halton Region	HREG
Burlington Hydro	HYD
Ministry of Transportation	MTO