

Date Received:  
  
FOR INTERNAL USE ONLY



Permit #:  
  
FOR INTERNAL USE ONLY

**Town Of Bradford West Gwillimbury  
Zoning Compliance Form**

305 Barrie Street – Tel. (905) 778-2055 – Fax (905) 778-4343

Please turn to the back of this page for submission instructions. This form must be attached to a sketch/survey of the subject property identifying all existing features as well as the proposed development. All dimensions on the sketch/survey as well as this form are to be in metric. For additional information, please contact the Development & Engineering Services at (905) 778-2055.

**APPLICANT INFORMATION**

1. Name:	2. Phone Number:
	3. Email:
4. Address:	

**OWNER INFORMATION**

5. Name:	6. Phone Number:
	7. Email:
8. Address:	

**PROPERTY INFORMATION**

9. Municipal address of subject property:
10. Legal description of subject property:
11. Easements or restrictive covenants affecting the subject lands? (please circle): Y N
12. Site plan agreement executed? (please circle): Y N N/A
13. Zoning by-law amendment / minor variance file no. (if applicable):

**PROJECT DESCRIPTION**

14. Type of construction (check applicable boxes): <input type="checkbox"/> Residential <input type="checkbox"/> Industrial/Commercial <input type="checkbox"/> Institutional <input type="checkbox"/> Agricultural	<input type="checkbox"/> New Construction <input type="checkbox"/> Addition <input type="checkbox"/> Interior Alteration
15. Site Plan Control for Cannabis Producers: (as per By-law 2010-12 & By-law 2020-28)	<input type="checkbox"/> Yes, the agricultural use will include the growing of cannabis (please see item #15 on page 2 of this form) <input type="checkbox"/> No, the agricultural use will not include the growing of cannabis
16. Road Occupancy Permit:	<input type="checkbox"/> Yes, please see item #16 on page 2 of this form <input type="checkbox"/> No, public right-of-ways will not be affected
17. Existing use (please describe):	
18. Proposed use (please describe):	
19. Number of new residential units (if applicable):	
20. Description of project:	

**PROJECT DIMENSIONS (see page 2 for definitions)**

TO BE PROVIDED	OFFICE USE
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21. Lot area:		
22. Lot frontage:		
23. Lot depth:		
24. Existing footprint area:		
25. Existing total floor area:		
26. Additional footprint area:		
27. Additional total floor area:		
28. Coverage:		
29. Maximum Building height:		
30. Front yard: Garage:                      Other Portions of the Dwelling:		
31. Rear yard:		
32. Side yard:		
33. Number of parking spaces including barrier-free parking spaces:		
34. Maximum Garage Opening:		
35. Maximum Garage Projection:		
36. Driveway width: Min.:                                      Max.:		
37. Site Triangle Dimensions:		

**APPLICANT'S DECLARATION**

**FOR INTERNAL USE ONLY**

"I hereby declare the statements above and those contained in all of the exhibits submitted herewith are true and accurate."  Signature:	Zoning By-law: <input type="checkbox"/> 2010-050 <input type="checkbox"/> 2263 <input type="checkbox"/> 79B25 <input type="checkbox"/> 81-37				
	Zone:				
		yes	no	n/a	notes:
	zone compliant?:				
	water?:				
	sewer?:				
	devel. agree?:				
	Reviewer:				Date:

**THIS DOCUMENT IS NOT A BUILDING PERMIT AND DOES NOT CONSTITUTE PERMISSION TO CONSTRUCT**

**Town Of Bradford West Gwillimbury  
Zoning Compliance Form – Submission Instructions**

As per the *Building Code Act*, development proponents must demonstrate compliance with applicable zoning by-laws prior to submitting building permit applications. The Town's zoning by-laws are available on our website at [www.townofbwg.com](http://www.townofbwg.com) (select "Zoning By-law" on the Planning Division page), or at the Development & Engineering Services located at 305 Barrie Street, Unit 2, Bradford.

Based upon the submission of this form, the Development & Engineering Services will assess the proposal and advise applicants as to whether it complies with zoning, does not comply, or, that additional information is required.

This form must be attached to a sketch/survey of the subject property identifying all existing features as well as the proposed development. The plan must include:

- the full perimeter of the property (if property is greater than 0.5 hectares in size, identify the property lines in closest proximity to the proposed structure)
- the centreline of any public roads abutting the subject property
- existing buildings shown with solid lines
- new or building additions shown with dashed lines
- area of each buildings' footprint
- illustrate all parking spaces and dimensions
- all distances between existing/proposed buildings and property lines as well as the centreline of any abutting public roads (if applicable)
- north arrow and scale
- all dimensions on the sketch/survey labeled in metric

**COMPLETING THE FORM:**

The following information corresponds with each section listed on the front of this form. For additional assistance, please contact the Development & Engineering Services at (905) 778-2055.

**APPLICANT AND PROPERTY INFORMATION**

1. **Name of applicant:** person submitting the zoning compliance form
2. **Phone number:** contact number to reach the applicant
3. **Email:** email address of applicant
4. **Address:** mailing address of applicant
5. **Name of Property Owner:** person who owns the subject property
6. **Phone number:** contact number to reach the property owner
7. **Email:** email address of the property owner
8. **Address:** mailing address of property owner
9. **Municipal address of subject property:** street name and number
10. **Legal description of subject property:** list the lot and concession or lot/block number and reference/registered plan number; this information is available from tax bills, surveys, deeds, mortgage documents
11. **Easements or restrictive covenants affecting the subject lands:** easement or restrictive covenants registered on the subject property; contact the Land Registry Office if you are uncertain
12. **Site plan agreement executed:** most non-residential and non-farm development is subject to site plan control; permits cannot be issued until site plan approval is granted and an agreement is executed; contact the Planning Department if you are uncertain if site plan approval is required for your project
13. **Zoning by-law amendment / minor variance file no.:** if a zoning by-law amendment or minor variance has been granted for the property within the past five years, list the file or by-law number if known

**PROJECT DESCRIPTION**

14. **Type of construction (check applicable boxes):** identify whether the project is for residential, industrial/commercial, institutional or agricultural development, and whether the project is for an entirely new structure, an addition, or interior renovation
15. **Site plan control for cannabis producers:** site plan control approval is required (as per By-law 2020-28 and By-law 2010-12) for all agricultural uses that include the growing of cannabis which is authorized by a license issued by the Federal Minister of Health under the *Cannabis Act* (Canada) and its Regulations, as amended from time to time. For more information, please contact the Planning Division at 905-775-5366 ext. 1400.
16. **Road occupancy permit:** for any excavations, placement of material, fixtures or objects on public right-of-ways on a temporary or permanent basis, a road occupancy permit is required. For more information, please contact Transportation Services at 905-778-2055 ext. 2200.
17. **Existing use (please describe):** identify the use of any existing structures; otherwise state "vacant" if the property is clear of structures
18. **Proposed use (please describe):** what will the proposed structure be used for? i.e. detached dwelling, bank, tool shed, etc.
19. **Number of new residential units (if applicable):** if a residential project includes multiple units (i.e. apartment), list the number of units; otherwise state "N/A"
20. **Description of project:** provide a detailed description of the project; for example – "two-storey addition to an existing detached house consisting of a family room on the first floor and master bedroom on the second floor"

**PROJECT DIMENSIONS**

21. **Lot area:** the total horizontal area within the lot lines
22. **Lot frontage:** the horizontal distance between the side lot lines
23. **Lot Depth:** the horizontal distance between the front and rear lot lines
24. **Existing footprint area:** the total area of the first floor of all existing buildings on the property
25. **Existing total floor area:** the total area of all floors of all existing buildings on the property (excluding basements)
26. **Additional footprint area:** the total area of the first floor of all proposed buildings and building additions
27. **Additional total floor area:** the total area of all floors of all proposed buildings and building additions (excluding basements)
28. **Coverage:** add the existing (Box 22) and additional (Box 24) footprint areas and divide the sum by the total area of the subject property (Box 19)
29. **Building height:** for a flat roof, measure from the ground to the roofline; for a peaked roof, measure from the ground to the midpoint between the eaves and the peak of the roof
30. **Front yard:** list the closest dimension between the proposed structure and the front property line; for corner lots, the front yard is deemed to be the shortest of the yards adjacent to the streets
31. **Rear yard:** list the closest dimension between the proposed structure and the rear property line; the rear yard is deemed to be that opposite of the front yard
32. **Side yard:** list the closest dimension between the proposed structure and each side property line
33. **Number of parking spaces:** list the number of parking spaces provided that meet the minimum dimensions as per the sketch discussed above that you attach to this form
34. **Maximum Garage Opening:** the measurement between the outside walls facing the applicable lot line
35. **Maximum Garage Projection:** the measurement of the garage wall that projects beyond the façade of the dwelling
36. **Driveway Width:** the width of the driveway at the garage
37. **Site Triangle Dimensions:** distance from lot line point of intersection

**APPLICANT'S DECLARATION**

By signing this section of the form, the applicant is confirming that all information provided is accurate to the best of their knowledge.

**NOTE:** All personal information on this form is collected pursuant to the *Municipal Freedom of Information and Protection of Privacy Act* and the *Planning Act, R.S.O. 1990, c. P.13, as amended*, and will be used for the purposes of reviewing this application only. Questions regarding this collection may be directed to the Manager of Community Planning, 305 Barrie Street, Unit 2, Bradford, Ontario, L3Z 2A9, Telephone: 905-778-2055 ext. 1401, Fax: 905-778-4343.