

Draft Zoning By-law Amendment

Terms of Reference

PREAMBLE

A draft zoning by-law amendment is a document that directs how lands, buildings or structures are used for specific purposes. The draft amendment describes the lands to which the amendment applies, lists recitals of the Ontario Planning Act, specifies additions or changes to the zoning map or overlay maps, lists site specific regulations, and specifies prevailing by-laws and sections.

REQUIRED BY LEGISLATION

- Planning Act, R.S.O. 1990, c. P.13
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WHO SHOULD PREPARE THIS BY-LAW?

The Draft Zoning By-law should be signed by Registered Professional Planner (RPP) with the Ontario Professional Planners Institute (RPP) and/or a full member of the Canadian Institute of Planners (MCIP).

WHEN DO WE NEED THIS REPORT?

To support the following applications:

- Zoning By-law Amendment
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HOW SHOULD THIS REPORT BE PREPARED?

The Town has prepared Zoning By-law Amendment templates and guides to assist applicants in preparing the proposed Zoning By-law Amendment text.

- Regular (Permanent Zoning By-law Amendment)
- Temporary Use By-law
- Zoning By-law Amendment to Remove a Holding ("H") Symbol

Templates can be requested by contacting the Office of Community Planning.

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WHAT ELSE SHOULD WE KNOW?

The proposed Zoning By-law Amendment Schedules (maps) are to follow the following requirements:

Zoning Amendment Mapping and Legend Requirements

Map Format and Content

- Must be digitally produced (no hand-drawn maps).
- Submit maps in PDF (if other GIS compatible formats such as shapefiles are available please provide those as well)
- Minimum resolution: 300 dpi.
- Maps must be provided in a standard legible scale (e.g. 1:1000 or 1:2000 depending on size) and include a north arrow, scale bar and municipal street names
- Proposed zoning/subject lands must be outlined with a bold solid line. Adjacent properties should be shown for context.

Colour and Pattern Guidelines

- Use distinct, high-contrast visually accessible palettes for different zones. Avoid relying solely on patterns; combine with colour or labeling.
- When using patterns or colours, ensure they are not overly detailed or repetitive and have enough contrast to remain legible when printed in black and white
- Limit the number of colours/patterns per map to avoid confusion

Legend Requirements

- Include a legend that matches all colours and patterns used on the map.
- Clearly indicate proposed zones.
- Include zone codes (e.g., “R1”, “EP”, etc.) and full zone names.

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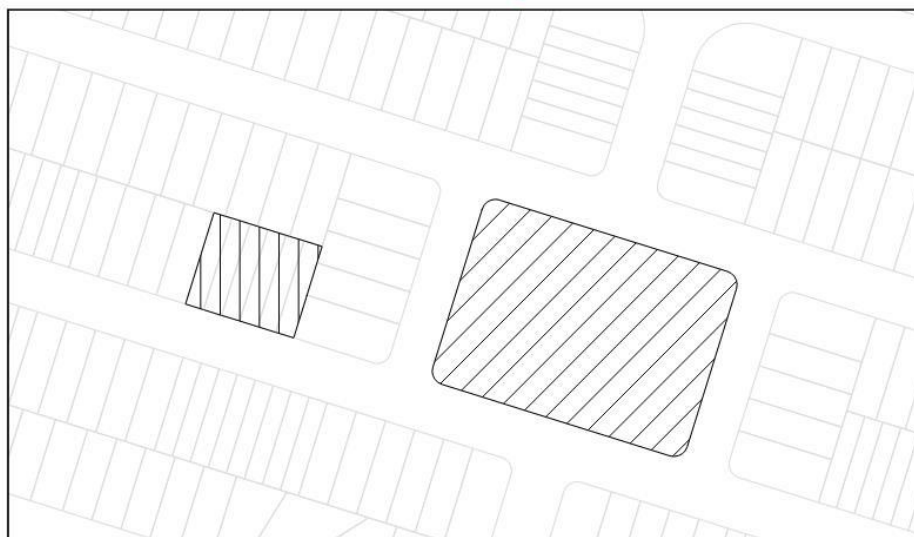
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Do ✓



Residential One: R1-4 Open Space: OS

Don't ✗



R1-4 OS

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SUBMISSION INSTRUCTIONS

- Follows the Digital File Naming Convention
- Follow Accessible Document Standards

WHAT OTHER RESOURCES ARE THERE?

- To hire a Registered Professional Planner (RPP), please review the Hire a Planner section of the [Ontario Professional Planners Institute \(OPPI\)](#)
 - To view the Town's current comprehensive Zoning By-law, please visit [BWG Zoning Website](#).
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About these Terms of Reference:

These Terms of Reference were developed by the Town of Bradford West Gwillimbury.

Notes:

If the proposed development is revised, the study/report shall reflect the revisions by an updated report or letter from the author indicating the changes and whether the recommendations and conclusions are the same (Note: this is subject to the extent of the revisions).

A peer review may be required.

If the submitted study is incomplete, is authored by an unqualified individual or does not contain adequate analysis, the applications will be considered incomplete and may be returned to the applicant.