

The Town of Bracebridge Zoning By-law is a document, which enables the Town to control the use of land, buildings and structures. It also implements the policies of the Town's Official Plan by dividing the Town into Zones. Each Zone delineates and regulates uses and sets out the required development standards such as location, height or size.

A rezoning, or Zoning By-law Amendment may be required when a property owner wishes to establish a use that is not already permitted, or make changes to one or more of the development standards in the applicable Zone. Permission to rezone land must be obtained from the Council of the Town of Bracebridge.

### **The Town of Bracebridge Council**

The function of the Council in dealing with this application type is to review the application, staff and agency comments on applicable planning polices and regulations, information provided by the applicant, as well as the input of any neighbours. As part of their review of this information, the Council must satisfy themselves that the rezoning constitutes good planning for the proper and orderly development of the Township.

For this reason, it is not possible for any one person or agency to tell an applicant in advance if their application will be approved. The Committee does, however, strongly encourage pre-consultation in advance of making a formal submission to determine some of the requirements.

### **Application**

Application forms are available from the Development Services Department of the Town of Bracebridge, located at 1000 Taylor Court. Before submitting the application, we suggest that you talk to a planning staff member for their comments on the proposal. Since the Planning Department provides Council with a review of applications, it is best to pre-consult with them in order to alleviate any potential problems that may arise.

To make an application for rezoning, you must submit the following to the Development Services Department:

- 1) The application form completed in full.
- 2) An application fee of \$727.00, made payable to the Town of Bracebridge.
- 3) The Planning Services Agreement Deposit form completed in full, together with a minimum deposit of \$1,125.00 per proposal.
- 4) A copy of appropriate sketches, drawn to scale, of the property showing the location of all structures as well as their related setbacks to all a lot lines. (Please note that this is not a survey, but rather a preliminary sketch). Our experience has been that more professionally drawn sketches, such as those drawn by a surveyor or planner, provide more accurate information and as a result, expedite the process.

## **Costs**

### *Application Fee*

A fee in the amount of \$727.00 is required upon application, which is used to pay for the processing of the application.

### *Planning Services Agreement Deposit*

An application is required to enter into a Planning Services Agreement with the Municipality. This entails completion of the Planning Services Agreement form and the submission of a minimum deposit of \$1,125.00 made payable to the Town of Bracebridge to cover the costs of obtaining any additional technical information which may be required in order to assist Council in the processing of your file, or should the funds be required for an Ontario Municipal Board Hearing (depending on the circumstances). Should any additional costs be incurred, we will deduct said amount from your deposit and return any unused portion.

## **Rezoning Process**

- 1) Applicant submits completed application to the Town Planning Department, including forms, sketches and processing fee of \$727.00 together with a completed Planning Services Agreement form and a minimum deposit of \$1,125.00.
- 2) Staff process application and circulate notice to prescribed agencies and neighbours within 400 feet, at least twenty (20) days prior to the public meeting, as required by the *Planning Act*. Staff post the lot identification signs to assist those conducting site inspections.
- 3) Staff reports and any other agency or public comments sent to applicant prior to public meeting.
- 4) A public meeting is held and the application and related reports are reviewed by Council. The applicant and other parties may make a presentation to Council.
- 5) A draft By-law is reviewed by Council. A decision regarding the passage of the By-law is made.
- 6) A twenty (20) day period follows the decision during which appeals can be made.
- 7) If not appealed and if approval was given, the By-law amendment is binding and in effect.
- 8) If appealed, the file is sent to the Ontario Municipal Board (OMB), who will hold a new Hearing.
- 9) If you are proposing construction, you should contact applicable Hydro authority well in advance (Hydro One, Lakeland Power Distribution).

Additional information may be obtained from the Town's Planning Department.

**Town of Bracebridge**  
**1000 Taylor Court**  
**Bracebridge, ON P1L 1R6**  
**Telephone (705) 645-5264**  
**Fax (705) 645-4209**

*Note:* The information contained in this leaflet is accurate as of January 2009. It is the responsibility of the applicant to ensure that they have most current information.