

## The Rezoning Process

Pre-consultation with Planning Staff

Submission of application

Application reviewed by Planning Department for completeness

Notice of complete application

Circulation to Town departments and external agencies (if required)

Consolidated comments provided to Applicant to be addressed.

Public meeting scheduled. Notice required at least 20 days prior.

Referral to Committee of Adjustment for recommendation.

Public Meeting

Planning Report & recommendation to Executive Committee

By-Law and recommendations to Council for consideration

If By-Law is enacted, Notice of Passing published as notification of appeal period.

If By-Law is not enacted, applicant is notified of refusal with reasons.

By-Law can be appealed to Ontario Municipal Board.

## How long does the application process take?

Staff does their best to ensure that applications are dealt with in a timely manner. The average application takes approximately 3 to 4 months to proceed through the evaluation and approval process. More complex applications may take up to 6 months or longer.

Additional information may be requested at any time during the process and the application cannot proceed before that information is provided. An applicant can considerably reduce any delays by supplying prompt replies with complete information.

### For More Information:

You should always refer to the official copies of the Official Plan, Zoning Bylaw, and any other Town of Fort Frances documents if you are unsure of any procedure or requirement. Staff will be pleased to be of assistance.

For more information, please contact the Municipal Planner in the Planning Department 807-274-5323. We will be pleased to help you and answer any questions that you might have.



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Planning Department**

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**Town of Fort Frances  
Planning Department**

## Applicant Guide To Zoning Amendments

*A guide to rezoning property*



### This Guide Explains:

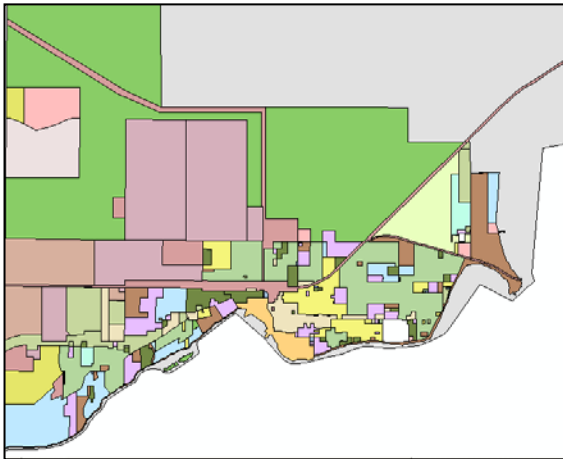
- The purpose of the Zoning Bylaw
- Zoning amendment applications
- The amendment process
- Commonly asked questions

This Applicant Guide has been developed for the convenience of property owners to assist in gaining a better understanding of planning tools available under the Planning Act. It is intentionally general in nature, and should not be construed as a legal document.

## What is the Zoning Bylaw?

The Town of Fort Frances Zoning Bylaw No 3/14 divides the Town into designated land use categories or zones. Each zone lists uses that are permitted as well as regulations relative to each use and zone.

The zoning bylaw is comprised of maps and text. The mapping outlines the zone on all properties in Town and the text provides a list of permitted uses for each zone (such as residential, commercial, industrial, etc.). Each zone also has a set of regulations (such as the number of residential units permitted, building height, lot coverage, or setbacks).



## When is a Zoning Amendment required?

If a development proposal is not permitted or the regulations pertaining to the zone cannot be adhered to, a zoning amendment may be required.

## Are there any options to an amendment?

Based on your proposal discussed with staff, the Municipal Planner will determine whether the proposal complies with zoning. If the proposal complies with the intent of the Zoning By-Law, you may be able to proceed by minor variance.

## How is a zone changed?

An application for rezoning is necessary when a proposal for a use or density that is not permitted in a particular zone in which the land is situated.

## How do I apply for a zoning amendment?

The Planning Department has application packages that outline the required information, drawings and fees. It is important to make an appointment with staff before submitting a formal application.

Staff will be pleased to review requirements and provide information that will ensure a complete application and prevent unnecessary delays.



## What is the amendment process?

The process for a zoning amendment is legislated by the Planning Act and includes a complete application, public notice and public meeting.

In addition, zoning amendments are often referred to the Committee of Adjustment for planning consideration and recommendation.

## What affect does the Official Plan have on a zoning amendment?

An Official Plan (OP) is a bylaw of policies providing a framework for making land use decisions. The policies of the CP are used in evaluating applications and reviewing proposed changes in land use. All development must conform to the applicable policies of the OP. If the requested zoning amendment does not conform to the CP, an amendment to the OP will also be required. Both applications may proceed simultaneously.

It is important to remember that the OP reflects the objectives of the community and is the result of a

long process involving considerable public input. An application to change a designation in the OP will be carefully considered in light of the overall policies and objectives of the OP.

## What are the application costs?

The cost of an application can vary depending on the complexity of the proposal.

Some typical costs include:

- The application fee is set out annually in accordance with the Town of Fort Frances User Fee by-Law.
- Any documents/plans necessary to complete the application requirements such as legal surveys, site plans, etc.
- Any professional reports, information or supporting documentation required by Town departments, external agencies or Council.
- Assessment of off-site requirements such as road improvements, drainage issues, etc.