



Town of Caledon Application for Zoning Certificate

The Town of Caledon Planning and Development Department provides applicants and owners the opportunity to obtain a zoning review of a property (including uses and buildings/structures) in order to determine compliance with the standards of the applicable Zoning By-law.

In order to receive a Zoning Certificate the applicant/owner must complete this form and submit it, along with required documentation, to the attention of:

Sandra Morrison
Zoning Administrator
Planning and Development Department
Town Hall
6311 Old Church Road
Caledon, ON
L7C 1J6

In order to ensure that the information received is scalable, accurate and legible, please note that requests for a Zoning Certificate will not be accepted via email or fax. Submissions will be received via mail or in person at the Planning and Development counter.

Once the applicant has submitted the required documentation, the Zoning Administrator will complete a full review of the property and issue the Certificate within five (5) business days. After the review is complete, staff will provide the applicant with a copy of the Certificate via mail or pick-up at the Planning and Development counter, as indicated by the applicant/owner on the back of this form.

NOTE: The Zoning Certificate provided through this application process is based on the information provided to staff. Further review may be required should the proposal/information change or additional information be required.

1. Applicant Information

Applicant Name: _____ (please print)

Full Mailing Address: _____

Email: _____

Tel #: _____

Fax #: _____

2. Owner Information (if the owner differs from the applicant)

Owner Name: _____ (please print)

Full Mailing Address: _____

Email: _____

Tel #: _____

Fax #: _____

3. Property Information

Municipal Address: _____

Legal Description: _____

Tax Roll No. _____

Property Size: _____

' hectares

' acres

Lot Frontage: _____

' metres

' feet

Note: Lot Frontage is considered to be the shortest lot line adjacent to a road or road allowance.

Site Servicing: _____

' Septic

' Sanitary Sewer

' Well

' Municipal Water

Existing Uses

Existing Uses on Property: _____ Length of time use in existence: _____

Detailed Description of Proposal: _____

4. Existing and Proposed Buildings/Structures

<u>Buildings/Structures</u> (List all existing and proposed including decks)	<u>Ground Floor Area</u> (footprint)	<u>Height</u>	<u>Total Floor Area</u> (all floors)
1.	m ²	m	m ²
2.	m ²	m	m ²
3.	m ²	m	m ²
4.	m ²	m	m ²
5.	m ²	m	m ²
6.	m ²	m	m ²

Note: Attach additional sheet if required.

6. Mandatory Accompanying Documents

- Two (2) copies of a scalable Site Plan Drawing which includes the following :
- driveway width, location & distance to the lot lines
 - all buildings & structures including decks
 - septic system & well locations
 - pool location
 - distance between closest point of each building or structure and the lot lines
 - distance between buildings or structures
- Fee (\$200 Non-refundable):
- Draft Application Form (where applicable):
- Explanatory Covering Letter (optional):
- Property Survey (optional):
- Other (please specify): _____

Requested Method of Delivery: Regular Mail Pickup

7. Applicant Signature

I, _____, hereby declare that the statements herein are to the best of my knowledge a true and complete representation of the purpose and intent of this application.

 (Signature) (Date)

8. Owner's Authorization

I, _____, owner of the subject lands, hereby authorize _____ to act as agent(s) for the purpose of all matters with respect to processing this application.

 (Signature) (Date)

FOR OFFICE USE ONLY

Received by: _____

 (Staff member receiving application) (Date)

Note to Staff: All applicable information fields on this application must be completed prior to acceptance of submission.