



PRELIMINARY ZONING REVIEW

REQUIRED IN ADVANCE OF A BUILDING PERMIT APPLICATION SUBMISSION

What you want to do may not be permitted, and if it's not, we want you to know that up front. We also want you to know what will be required to move forward with your proposal.

To proceed with a Preliminary Zoning Review, staff will require the following:

1. A detailed **Site Plan** of the property. This site plan should illustrate the following in order to ensure staff can perform a complete review:
 - a. The address or roll number (beginning in 2920...) of the property, and contact information of the applicant/designer;
 - b. A brief description of what is being proposed;
 - c. All property lines and surrounding streets labelled;
 - d. All existing structures labelled with their size and use indicated (for an addition to a dwelling, please include the floor plan of the existing dwelling in your submission.);
 - e. All proposed structures/changes (including size, height, use, preliminary floor plans, pool equipment, location of well/septic etc.);
 - f. Proposed setbacks from ALL legal property lines (not streetlines, sidewalks, curbs, etc.)
2. A **Lot Grading & Drainage Plan** may be required prior to a building permit application. Once the site plan has been received, the submission will be circulated to the appropriate staff members and the applicant will be informed if this information is required.

Please note that it is the responsibility of the property owner to ensure that all submitted information is accurate and up to date. Preliminary submissions can be made to Planning Staff at the Paris Customer Service Office between Monday and Friday, from the hours of 8:30am until 4:00pm for review. Please submit paper or electronic copies to Brandon Kortleve, Zoning Technician (Brandon.Kortleve@brant.ca) or Jessica Kitchen, Planner – Zoning By-Law Administrator (Jessica.Kitchen@brant.ca).

As each proposal is unique, please note that other information may be requested as required. While not necessary during a Preliminary Zoning Review, the following are examples of additional information that may be required before making a formal Building Permit Application submission. Each applicant is responsible to ensure that all required information is submitted with the Building Permit Application.

1. Written permission for the project from the regulating **Conservation Authority** on the property;
(Please contact the GRCA or LPRCA for further information)
2. A **Public Works Permit**;
(Please contact the Public Works Department at 519-449-2451 for further information)
3. An **Environment Impact Study** for works located within areas of Natural Heritage;
(Please contact the By-Law Enforcement Department at 519-449-2451 for further information)
4. **Site Plan Control** *may be required for Commercial, Institutional, Industrial, or High Density Residential proposals. Staff will determine these requirements through the preliminary zoning review.*