

# Planning Process Guide No. 2

## What is a Zoning By-law Amendment?

Each property within Southwest Middlesex belongs to a zone (such as residential, commercial, or industrial) that determines what uses and buildings are permitted. Southwest Middlesex's Zoning By-law contains the regulations and standards for each zone (for example, permitting a residential use). If a proposed use or structure does not conform to the requirements outlined in the Zoning By-law (for example, a different proposed use), a Zoning By-law Amendment would be necessary. Applications are reviewed to determine if they are consistent with Provincial policies, if they conform to Middlesex County's Official Plan and Southwest Middlesex's Official Plan, and if the proposal is suitable for the site and compatible with adjacent land uses. The review may also consider other elements including services, access, and environmental matters. The approval of a Zoning By-law Amendment does not exempt an application from securing any other required permits or approvals.

## What is the Zoning By-law Amendment Process?

1. Schedule a **pre-consultation** discussion with the Planner.
2. Submit a **complete application**, any required documents, and the applicable fee to the Municipality.
3. A **Notice of a Public Meeting** is posted on the subject lands and circulated to the applicants, landowners within 120 meters, and any relevant agencies at least 20 days before the meeting.
4. Staff collect public and agency comments and prepare a **planning report** that includes a planning recommendation.
5. A **public meeting of Council** is held where an application will be either approved, denied, or deferred.
6. A **Notice of Passing** is mailed out to the applicants, agencies, and by request within 15 days of the Hearing.
7. A 20-day **appeal period** begins on the date of the Notice of Decision. Any appeals will be heard by the Local Planning Appeal Tribunal for a final decision.
8. Once the application has been approved and is final an application for a **building permit** or **site plan** can be submitted.

### Need More Information?

Contact a municipal planner at (519) 287-2015  
Find the Zoning By-Law at [www.southwestmiddlesex.ca](http://www.southwestmiddlesex.ca)  
Visit the Municipal Office at 153 McKellar Street, Glencoe