



Hamilton

## DEVELOPMENT APPLICATION GUIDELINES

# Zoning Compliance Review

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### **PURPOSE:**

This document explains the guidelines for the completion of a Zoning Compliance Review which may be required for the submission of an application under the *Planning Act*. All Zoning Compliance Review applications shall follow the guidelines referenced in this document. Failure to adhere to the guidelines may result in a submission being considered unsatisfactory and a submitted application being deemed incomplete.

A Zoning Compliance Review confirms the zoning of a property, permitted uses, and other applicable regulations for a property.

A Zoning Compliance Review will be required for all Zoning By-law Amendment and Site Plan Control applications, unless otherwise determined by the City, to assess if a proposal conforms to the regulations of the applicable Zoning By-law(s). Zoning Compliance Reviews may also be required for an Official Plan Amendment or draft Plan of Subdivision application. A Zoning Compliance Review letter reflecting a proposed development will identify any non-compliance issues that may require either revisions to the proposal, an approval from the Committee of Adjustment, or a Zoning By-law Amendment. For a Zoning By-law Amendment application, this review will assist applicants with drafting a site specific Zoning By-law, which is also a requirement for a complete application.

### **PREPARED BY:**

Applications for Zoning Compliance Review may be submitted by the applicant, registered owner, or agent.

### **CONTENTS:**

Applications for Zoning Compliance Review must be submitted to the Zoning Review Section of the Planning Division, along with the applicable fee, a survey of the subject lands and a copy of the scaled and detailed concept plan (for Zoning By-law Amendment Applications – in accordance with the City's guidelines for Concept Plans) or site plan (for Site Plan applications – in accordance with the City's Site Plan Guidelines) showing the proposed development. Zoning Review Staff will complete the review and issue a Zoning Compliance Review letter to the applicant.

## Zoning Compliance Review – Development Application Guidelines

As part of a complete *Planning Act* application submission, the applicant is required to submit a copy of the Zoning Compliance Review letter and a copy of the original concept plan or site plan that was submitted with the request for Zoning Compliance Review. If applicable, a summary list of changes that were made to address zoning non-compliance issues must also be submitted certifying that the plan included with the Zoning By-law Amendment or Site Plan Control application has not been altered except to address any non-conformities from the plan that was reviewed through the Zoning Compliance Review process.

### **OTHER INFORMATION:**

Zoning Verification and Property Report Information:

<https://www.hamilton.ca/build-invest-grow/starting-small-business/one-stop-business/zoning-verification-and-property-report>

Zoning Compliance Application Form:

<https://www.hamilton.ca/sites/default/files/2023-01/zoning-compliance-review-form.pdf>

### **REVIEWED and APPROVED BY:**

Zoning Compliance Reviews are completed by the Zoning Review Section, Planning and Economic Development Department. No approvals are required prior to submitting an application for a Zoning Compliance Review.

**CONTACT:** [zoninginquiry@hamilton.ca](mailto:zoninginquiry@hamilton.ca)