

# Zoning Certificate Application Form

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Planning and Development staff provide applicants and owners the opportunity to obtain a zoning review of a property (including uses, buildings and structures) to determine compliance with the standards of the applicable Zoning By-law.

To request a Zoning Certificate, the applicant must submit this application form and submit it together with the following information to Planning staff:

A Site Plan of the subject property showing the following items based on property use:

Residential Uses	Non-Residential Uses
<ul style="list-style-type: none"> <li>• Entire property, labelling the lot area and lot frontage;</li> <li>• All buildings and structures including sheds, decks, porches, gazebos, etc.;</li> <li>• The distance between the closest point of each building or structure and the lot lines;</li> <li>• The distance between buildings and/or structures;</li> <li>• Driveways, driveway width, location and setbacks to the lot lines;</li> <li>• Location of any pools and cabanas; and,</li> <li>• Septic system and well locations;</li> </ul>	<ul style="list-style-type: none"> <li>• Entire property, labelling the lot area and lot frontage;</li> <li>• All buildings and structures including sheds, decks, porches, gazebos, etc.;</li> <li>• The distance between the closest point of each building or structure and the lot lines;</li> <li>• The distance between buildings and/or structures;</li> <li>• Parking area, size of parking spaces, amount of parking spaces dedicated to each use</li> <li>• Gross Floor Area* and Net Floor Area* of the proposed use</li> </ul>

\*Refer to the definitions in the Town's Zoning By-law, [www.caledon.ca/zoning](http://www.caledon.ca/zoning)

Owner Authorization permitting the applicant to act on the Owner's behalf to submit the application;

(Optional) A Cover Letter describing the reason for the zoning request and any proposed development or use of the property;

(Optional) A Draft Application Form where a Zoning Certificate is being requested as a pre-review of a proposed application;

(Optional) A Property Survey

Application fee payment in accordance with the applicable Town of Caledon Fee By-law; and,

Any other information that may be pertinent.

List the Supporting Material:

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Please note that the above-noted documents are to be submitted electronically (preferably in pdf format) and they must be readable/scalable when printed on maximum 11 x 17 format.



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**Please identify the Purpose of the Zoning Certificate.**

Zoning Pre-Review in Advance of Application

Motor Vehicle Sales (OMVIC)

Propane Distribution

Day Nursery

Other, Please Explain: \_\_\_\_\_

**Please Explain the Reason for the Request, Any Proposed Development or Any Other Details Which May Affect the Zoning Review of the Property.**



6311 Old Church Road  
Caledon, ON L7C 1J6  
[www.caledon.ca](http://www.caledon.ca)  
T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4325

# Zoning Certificate Application Form

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## APPLICANT CONTACT INFORMATION

Organization/Corporation Name

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Contact First Name

Contact Middle Name  
(Optional)

Contact Last Name

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First Name

Middle Name (Optional)

Last Name

---

Address Prefix (Optional)

---

Street Number

Street Name

Street Type

Street  
Direction

---

Unit Type

Unit Number

---

City/Town

Province

---

Country

Postal Code

---

Email Address

---

Phone Number and Extension

Phone Type

Primary Phone

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Phone Number and Extension

Phone Type

---

Phone Number and Extension

Phone Type

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Phone Number and Extension

Phone Type

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Phone Number and Extension

Phone Type

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**OWNER CONTACT INFORMATION**

**SAME AS APPLICANT**

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**Organization/Corporation Name**

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**Contact First Name**

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**Contact Middle Name (Optional)**

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**Contact Last Name**

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**First Name**

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**Middle Name (Optional)**

---

**Last Name**

---

**Address Prefix (Optional)**

---

**Street Number**

---

**Street Name**

---

**Street Type**

---

**Street Direction**

---

**Unit Type**

---

**Unit Number**

---

**City/Town**

---

**Province**

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**Country**

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**Postal Code**

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**Email Address**

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**Phone Number and Extension**

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**Phone Type**

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**Primary Phone**

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**Phone Number and Extension**

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**Phone Type**

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**Phone Number and Extension**

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**Phone Type**

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**Phone Number and Extension**

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**Phone Type**

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**Phone Number and Extension**

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**Phone Type**



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## PROPERTY INFORMATION

Street Number      Street Name      Street Type      Street Direction

Unit Type      Unit Number

Roll Number

Legal Description

Site Area (hectare or square metres)      Frontage (metres)      Depth (metres)

Existing Water Services on the Subject Property are: *(check those that apply)*

Municipal Water (Piped)

Individual Private Well

Communal Well

A Lake or Other Water Body

Other: \_\_\_\_\_

Existing Sewage Disposal Services on the Subject Property are: *(check those that apply)*

Municipal Sanitary Sewers

Private Individual Septic System

Private Communal Septic System

A Privy

Other: \_\_\_\_\_



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Please Identify All Existing Uses and Buildings/Structures on the Property. (Where there are more uses, buildings or structures existing, attach further details in supporting documentation.)

Existing Use (i.e. Residential – House)	Year Established (i.e. 2008)	Was the Use Established Without Permissions (Yes, No, Unknown)

Is the Property Vacant?                      Yes                      No

Building/Structure Type	Date Constructed
Front Lot Line Setback (metric units)	Height (metric units)
Rear Lot Line Setback (metric units)	Dimensions (metric units)
Side Lot Line Setback (metric units)	Total Floor Area (metric units)
Side Lot Line Setback (metric units)	

Building/Structure Type	Date Constructed
Front Lot Line Setback (metric units)	Height (metric units)
Rear Lot Line Setback (metric units)	Dimensions (metric units)
Side Lot Line Setback (metric units)	Total Floor Area (metric units)
Side Lot Line Setback (metric units)	



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Please Identify All Proposed Uses on the Property. *(Where there are more uses, buildings or structures existing, attach further details in supporting documentation.)*

<b>Proposed Use (i.e. Residential – House)</b>

Is a Building/Structure Proposed to be Constructed on the Property as Part of This Application?

Yes                      No

<b>Building/Structure Type</b>	<b>Height (metric units)</b>
<b>Front Lot Line Setback (metric units)</b>	<b>Dimensions (metric units)</b>
<b>Rear Lot Line Setback (metric units)</b>	<b>Total Floor Area (metric units)</b>
<b>Side Lot Line Setback (metric units)</b>	
<b>Side Lot Line Setback (metric units)</b>	

<b>Building/Structure Type</b>	<b>Height (metric units)</b>
<b>Front Lot Line Setback (metric units)</b>	<b>Dimensions (metric units)</b>
<b>Rear Lot Line Setback (metric units)</b>	<b>Total Floor Area (metric units)</b>
<b>Side Lot Line Setback (metric units)</b>	
<b>Side Lot Line Setback (metric units)</b>	



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I declare that the information entered on this form and all the attached documents are true and correct to the best of my knowledge.

Personal information contained on this form is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act*, and will be used for the purpose of submitting a Zoning Certificate application. Questions about this collection should be directed to the Municipal Freedom of Information Co-ordinator, Town of Caledon, 6311 Old Church Road, Caledon, Ontario, L7C 1J6, 905.584.2272

## SUBMISSION OF THE APPLICATION FORM

Please use the Town's online request form, or print, scan and submit the completed Zoning Certificate Application Form and required information in person or by e-mail to:

Planning and Development  
Community Services Department  
Town of Caledon  
T.: 905-584-2272 x. 7338  
Email: [planning@caledon.ca](mailto:planning@caledon.ca)

## ZONING CERTIFICATE PROCESS OVERVIEW

Once the applicant has submitted the application form, site plan and required fee, Zoning staff will complete a zoning review of the property. A Zoning Certificate will be forwarded to the applicant by email within 10 business days.

Please note that all comments offered by staff is preliminary and based solely on the information available at the time of the application.



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