



New Business

Submitted By: Mayor Dehn

Submission Date: May 8, 2025

Subject Matter: Procedures for Zoning By-law Amendment and Site Plan Control Applications

Consideration Date: May 22, 2025

Whereas the Town of Erin processes applications for amendments to the Zoning By-law and Site Plan Approval under the *Planning Act*;

And whereas ensuring compliance with existing Town by-laws, including the Building Code Act, site alteration by-laws, and current zoning regulations, is crucial for orderly development and the protection of community standards;

And whereas applications for zoning changes often relate to properties where existing compliance issues may be present or arise during the development process;

And whereas requiring confirmation of compliance prior to considering a zoning change application would streamline the review process, ensure existing regulations are respected, and prevent the legitimization of non-compliant situations through rezoning;

Therefore, be it resolved that Council direct Staff to amend the Town of Erin's procedures for processing Zoning By-law Amendment and Site Plan Control applications to require that, as part of a complete application submission, all applicants must provide:

1. A current Clearance Certificate and a current Property Information Report be identified as mandatory item on the pre-consultation checklist issued by the Planning and Building Departments; and

2. Written confirmation from the Town of Erin Planning and Building Departments certifying that the subject property is, at the time of application, in compliance with all applicable Building Permits, Site Alteration By-laws, and the existing Zoning By-law regulations applicable to the property.

And that Staff be directed to prepare any necessary amendments to the Town's Fees and Charges By-law or Application Forms to reflect this new requirement and report back to Council.