



Town of Erin Corporate Report

Department:	Planning & Development	Report Number:	PD2025-18
Business Unit:	Planning & Development	Meeting Date:	6/26/2025
Presented/ Prepared By:	David Waters, Manager of Planning & Development		

Subject

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

Recommendation

That Council receives report number PD2025-18 “Procedures for Zoning By-law Amendment and Site Plan Control Applications” for information.

And that the Town’s pre-consultation process for a zoning by-law amendment and site plan approval identify the requirement for a Property Information Report to be submitted as part of a complete application.

Highlights

- Staff are reporting on a Notice of Motion (Appendix A) approved at the May 22, 2025, Council meeting directing staff to amend the Town of Erin's procedures for processing Zoning By-law Amendment and Site Plan Control applications.
- Staff are proposing to amend the Town’s pre-consultation process to require that a Property Information Report be submitted as part of a complete application for a zoning by-law amendment or site plan control.

Discussion

Development proposals are subject to a pre-consultation process at the Town which includes a fee prescribed by the Planning Service Rates and Fees By-law 25-06. Typical submission requirements identified in the Town’s pre-consultation checklist for planning applications do not include a Property Information Report (PIR).

A PIR offers details on active building permits, violations, work orders, and the zoning designation that may apply to a property. A PIR is often a requirement before a property transfer can take place and is typically requested because of a possible sale or refinancing of a building or property. A fee is charged for issuing a PIR as prescribed by the aforementioned by-law.

Staff recommend adding a PIR to the pre-consultation checklist as a mandatory item for submission of a zoning by-law amendment or site plan application. The PIR fee would

not be waved or incorporated into the current pre-consultation fee. No amendment is required to By-law 25-06.

The PIR would still be available to the public as a standalone item if requested as part of a property inquiry not subject to a pre-consultation for a zoning by-law amendment or site plan application.

Strategic Priority Pillar

Good Governance and Organizational Management

Financial Impact

Applicants will have to pay the \$77.25 fee as prescribed by the Planning Service Rates and Fees By-law 25-06 for a PIR prior to submitting their rezoning or site plan application which is separate from the pre-consultation application fee.

Conclusion

That Council receives report number PD2025-18 “Procedures for Zoning By-law Amendment and Site Plan Control Applications” for information.

Attachments

Appendix A – Notice of Motion

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Manager of Planning & Development

Rob Adams

Chief Administrative Officer