



PLANNING FIRST

What is 'Planning First'?

The philosophy of 'Planning First' speaks to the need to work with customers to ensure that they have the required planning approvals in place before submitting their application for a building permit. With 'Planning First', Planning staff are the first contact for counter or phone enquiries, which ensure that projects can be reviewed for compliance with various planning documents prior to the submission of a "complete" building permit application. The purpose is to ensure that customer service is improved for contractors and residents in the Town, by providing them with guidance regarding items they need to provide and meet with respect of the Town's Zoning By-law, and any other planning related regulations and policies.

How does it Work?

When considering a construction project, an application for Zoning Certificate will confirm that the proposed construction meets the regulations of the Zoning By-law or identify concerns with the proposed work. Planning and Building Services staff will review the application to determine if the construction is exempt from the requirement of a Zoning Certificate or whether additional approvals are required from other departments or agencies.

What is required as part of the submission for an Application for Zoning Certificate?

The following information is required in order for Staff to review the application:

- Complete Application for Zoning Certificate.
- Site Survey (from a Ontario Land Survey) or a Sketch of the property (see Example Sketch)
- Construction drawings including: interior and exterior building changes and building elevations

If the proposed construction is listed as being exempt from a Zoning Certificate, the applicant is required to identify the work on the application. Planning and Building staff will sign and date the application as being exempt and return the application to the applicant for inclusion as part of the Building Permit application.

How long does Zoning Certificate Approval Take?

Staff commit to providing zoning comments within 2 working days, resulting in the issuance of a Zoning Certificate or notice identifying deficiencies/other requirements.

Is there a fee for this service?

No.

How long is a Zoning Certificate valid?

A Zoning Certificate is valid for 6 months from the date of issuance.

Who do I contact for more information?

Please contact the Planning and Building Services Department at 705-526-4275 ext. 2215 or at

planning@midland.ca

In order to submit a Building Permit application, an approved Zoning Certificate or Signed Application noting the construction is exempt from a Zoning Certificate must be attached for the application to be considered complete. The Building Department *will not accept* an application, drawings, or other information without an approved Zoning Certificate/Exemption.



PLANNING FIRST

List of Exemptions from Planning First

- Foundation Repairs
- Solid Fuel Burning Woodstoves and Fireplaces including chimney repairs
- Septic System Tank Replacement
- Repair to Retaining Walls
- Plumbing
- Electrical
- Back Flow Prevention Devices
- Roof Top Solar Panels
- Finishing of Basements unless they are related to Duplexes or Secondary Suites
- Interior Renovations unless they are related to Change of Use
- Fire/Smoke Alarms
- Roof Repairs unless change in size or height
- Window Replacement
- Water Meter Installation