



Checklist of information required for a complete rezoning application

When applying for the rezoning of land, the applicant will be required to submit a complete application prior to the consideration of the request. A complete application will vary from project to project. We encourage applicants to schedule a pre-application meeting with a planner at the Southeast Regional Service Commission prior to submitting a rezoning application. The following is a standard checklist for a rezoning application.

1. Nature of application requested (including application fee);
2. Civic address of subject property;
3. Property Identification Number (PID) of subject property;
4. Name and address of registered property owner(s);
5. Name and address of property owner(s) or agent / applicant other than property owner(s). In the case where an agent / applicant represents the owner(s), the property owner(s) must fill and sign a Landowner Declaration form;
6. A description of the existing use and the intended use(s) of the property;
7. A Site Plan, drawn to scale, showing size and lot dimensions, footprint of existing and proposed buildings, the general location of buildings on abutting lots, easements or right-of-ways, surface drainage method, watercourses or bodies of water on or adjacent to the property, the location of driveways and parking / loading areas, location and details of all signs and exterior lighting as well as any existing vegetation and proposed landscaping;
8. Building plans need not be working drawings for construction purposes, but must be drawn to an appropriate scale to show the project concept and include floor plans and elevation drawings. Floor plans to show rooms and room sizes and the use or intended use of each room - elevation drawings to show windows, and door locations, types of materials used for cladding, roof materials, height of walls and overall height of building(s);
9. A tentative project completion date; and
10. Where applicable, any other information or material requested.

