



## TOWN OF RICHMOND HILL PRE- ZONING APPROVAL

### **What is it?**

A pre-zoning approval is a zoning review done separately from, and prior to, a full building permit submission. As of February 13, 2006, pre-zoning approval is a prerequisite for a building permit application for tenant improvement projects. (It is not mandatory for projects subject to site plan control, or where there is no change of use **and** no increase in floor space.)

### **Why is the Town doing this?**

The Town is doing this to stream line building permit processing in compliance with new Building Code legislation. The new Building Code (effective Jan. 1, 2006) mandates that permits be reviewed within a specific time frame after the application is accepted. By providing a pre-zoning service, the Town will be more able to comply with these Building Code requirements. It will also allow applicants to apply for pre-zoning review prior to having all building permit drawings completed.

### **How long does a pre-zoning approval take?**

The Town commits to providing pre-zoning comments within 10 working days, resulting in the issuance of a pre-zoning certificate or a letter identifying the zoning deficiencies.

### **Is there a fee for this service?**

There is a \$200.00 fee for this service. The fee for a valid pre-zoning certificate is credited to the building permit application fee. If modifications are made to a submission after a pre-zoning certificate has been issued, there is a \$100.00 additional fee for each subsequent modification. This fee is not transferable to the building permit fee.

### **How long is a pre-zoning approval valid for?**

A pre-zoning approval certificate is valid, provided there are no changes to the zoning by-law, for 6 months from the date of issuance. If a permit is not received within this time, the approval lapses and a new pre-zoning approval will be required.

### **What form of approval is provided?**

Approved applications receive a pre-zoning certificate. The drawings are stamped to identify they have been pre-approved and form part of the building permit submission.

### **What is required to apply for a pre-zoning approval?**

Applications require a current key plan and 3 full sets architectural drawings identifying the tenant name and the size and use of all areas within the specified tenant space.

Any questions about this new program can be directed to the Zoning and Compliance Officers in the Building Services Division @ 905-771-8810.