

Zoning & Grading Review Application

Required for construction proposals greater than 50 m²; or as required by the Chief Building Official under [Ramara's Building Bylaw](#)

How to Apply: Prior to review, all Zoning & Grading Review submissions shall be emailed to planning@ramara.ca and must include the following required documents:

1. Zoning & Grading Review application form filled out, signed and dated
2. Electronic Copy of a Detailed Site Grading Plan prepared by an Ontario Land Surveyor, Professional Engineer or Certified Engineering Technician with all items outlined in the "Detailed Site Grading Plan Requirements"
3. If applicant is not the registered owner of the property, Authorization of the Current Owner (and Certificate of Incorporation where applicable) must be included in the application submission
4. Payment of application to accompany the application submission. Payment options include:
 - a) Please submit payment in person via **Cash, Debit, or Cheque** in person at 2297 Hwy 12, Brechin, ON
 - b) For **digital payment**, please **request invoice creation** to planning@ramara.ca who will prompt Finance Department to prepare an invoice – Once payment is made, **please email the digital payment confirmation #** to planning@ramara.ca
5. Minimal Distance Separation (MDS) calculation required to accompany this application for any proposed new livestock buildings, or new construction with habitable living space in close proximity to existing livestock buildings.

Detailed Site Grading Plan Requirements:

All of the following information must be included on the proposal's Detailed Site Grading Plan prepared by an Ontario Land Surveyor Professional Engineer, or Certified Engineering Technician:

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| 1. Lot description including Registered Plan Number; |
| 2. Dimensioned property limits and house outline location with all setbacks shown; |
| 3. House type; normal, side split, back split, etc.; |
| 4. Finished first floor elevation; |
| 5. Finished garage floor elevation; |
| 6. Finished and original grades over septic tile beds; |
| 7. Finished basement floor elevation (all locations); |
| 8. Elevation of underside of footings; |
| 9. Top of foundation wall (all locations); |
| 10. Existing and proposed lot grades for each of the corners of the lot and intermediate points of grade change; |
| 11. Existing trees to be maintained; |
| 12. Driveway locations, widths and proposed grades; |
| 13. Finished road grades adjacent to lot; |
| 14. Location of house entrances; |
| 15. Location of walkways; |

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| 16. Arrows indicating the direction of all surface drainage and swales, with swale detail (Note: The Township requires a minimum swale depth of 0.25m); |
| 17. Location and elevation of swales; |
| 18. Patios, decks and/or porches; |
| 19. Terraces, retaining walls and tree wells; |
| 20. Location of accessories (propane tanks, <i>a/e</i> unit, generators, hot tubs, pools etc.); |
| 21. Location and dimensions of all easements; |
| 22. All yard catch basins with rim and invert elevations; |
| 23. Curb cut locations; |
| 24. Hydrants, street lights, bell and cable TV pedestals, hydro transformers; |
| 25. Location and type of any private sewage disposal system and reserve areas and private wells (including area of influence) or water/sewer lines if applicable |
| 26. Location of neighbouring wells and sewage disposal systems; |
| 27. Location of all road features along frontage and flankage of lots (curb lines, catch basins, sidewalks, etc.); |
| 28. Lot grading certificate by Developer's Engineer in accordance with the Subdivision Agreement requirements; |
| 29. Site benchmark as shown on approved Engineering Drawings; |
| 30. Proposed driveway culverts with size, type, invert and slope information; |
| 31. Number of front and rear entry step risers; |
| 32. Engineered fill level is to be shown where applicable; |
| 33. Minimum setback from building to Average Annual High Water (AAHW) mark of all water bodies (where applicable); |
| 34. Minimum naturalized buffer from the MHW (where applicable); |
| 35. Accessory buildings; |
| 36. Septic Design and Drawings to be submitted with Site Grading Plan. |

Application General Information:

Departments Circulated for Review

- **Ramara Building Department** reviews this application in accordance with the Ontario Building Code and Township's Building Bylaw. Approval of this application is to be obtained **prior** submitting applicable building permit application. For more info, please email: building@ramara.ca
- **Ramara Infrastructure Department** reviews this application in accordance with the Township's Entrance Bylaw. Approval for entrance works to be obtained by permit through Infrastructure department for Township owned roads. For more info, please email: infrastructure@ramara.ca

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- **Ramara Planning Department** reviews this application in accordance with the Township's Zoning Bylaw and in accordance with the Planning Act. For more info, please email planning@ramara.ca

Township Bylaws & Other Applicable Law

- **Applicable Township Bylaws** can be accessed on the Township's Frequently Request Bylaws page: <https://www.ramara.ca/en/municipal-office/bylaws.aspx>
- **County of Simcoe** setbacks applicable to properties abutting County owned roads, as well as meet their Tree Removal Bylaw. For more info, please visit their website: <https://www.simcoe.ca/>
- **Lake Simcoe Region Conservation Authority (LSRCA)** development approval (including tree removal) required for properties within the LSRCA boundaries of regulation. For more info, please visit their website: <https://www.lsrca.on.ca/>
- **Minimal Distance Separation (MDS) Formulae Calculation** triggered for Rural (RU) and/or Agriculture (AG) zoned properties if new construction proposal is in close proximity to a livestock building (or capable of housing livestock), or if proposing a new livestock building. The calculation is required by the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA), and required under Section 2.(19) of the Township of Ramara Zoning Bylaw. An MDS calculation can be completed through their Agrisuite software to be submitted with this application. For more info and access to the Agrisuite software, please visit the OMAFRA website: <http://omafra.gov.on.ca/english/landuse/mds.htm>
- **Ministry of Transportation (MTO)** development approval required for properties within the MTO boundaries of regulation. For more info, please visit their website: <https://www.hcms.mto.gov.on.ca/>

Planning Fee Schedule

- Application fees shall be paid in accordance with the [Planning Fee Schedule](#).
Note: If revisions to the site grading plan are required, review fees are required to be paid prior to review circulation of the revised site grading plan.

Construction Advisory Notice:

1. Prior to a building's superstructure proceeding, the Developer's Engineer or OLS must certify that the final footing and foundation elevations conform to the site grading plans and the Building Code.
2. Prior to pouring building footings, in "Settlement Areas" and "Shoreline Residential Areas" as defined in the Official Plan, an Ontario Land Surveyor must install survey pins in order to accurately locate the foundation.



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Zoning & Grading Review Application Form

PROJECT LOCATION REGISTERED OWNER

Name: _____

Phone: _____ Email: _____

Mailing Address: _____

Note: An [authorization form](#) must be signed by all registered owners (and Certificate of Incorporation where applicable), and shall accompany this application if applicant is not the registered owner of the property.

APPLICANT/AGENT INFORMATION

Name: _____

Phone: _____ Email: _____

Mailing Address: _____

Company Name (if applicable): _____

Communication to be sent to: Owner Applicant/Agent All Parties

PROJECT DETAILS

Project Street Address: _____

Legal Description or Roll
Number: _____

Description of the Proposed Development: _____

Property's Zone Category: _____

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PROJECT SPECS TABLE

* Input details for all existing and proposed buildings and structures.

| Project Lot Size (sq. m) | | |
|-------------------------------|----------|----------|
| Number of Storeys | Existing | Proposed |
| | | |
| Building Height (m) | Existing | Proposed |
| | | |
| Gross Floor Area (sq.m) | Existing | Proposed |
| | | |
| Number of Accessory Buildings | Existing | Proposed |
| | | |

SERVICING INFORMATION TABLE

*Check all that apply.

| Sewage Disposal | Existing | Proposed |
|------------------------|----------|----------|
| Municipal Sewers | | |
| Communal Septic System | | |
| Private Septic System | | |
| Privy | | |
| Holding Tank | | |
| Water Supply | Existing | Proposed |
| Municipal Water Supply | | |
| Communal Well | | |
| Private Well | | |
| Lake/River | | |
| Other | | |



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APPLICANT SIGN OFF

I _____ applicant of this Zoning and Grading Review Application

for the Project Location _____

understand that I am responsible for submitting all of the information and documents outlined in this application document. I swear that the application is complete, including payment of the associated application fee, and that any further charges incurred for additional reviews shall be paid in full. I swear that I am the property owner of the project, or that I have obtained and provided the project property owner's written authorization to apply on his/her/their behalf. I swear that the information provided in this application is true and accurate.

Date: _____ Applicant Signature: _____