

TOWN OF
GRIMSBY

ZONING VERIFICATION FORM

Revised: October 2024

The Application Process

1. Submission of Zoning Verification Form

Complete and return this Zoning Verification form, fees, and drawings to planning staff.

2. Zoning Certificate

Staff will complete the Zoning Verification based on the submitted materials and provide the Applicant with a Zoning Certificate. The Zoning Certificate should be submitted with the Building Permit application to building@grimsby.ca.

NOTE: Development Charges must be paid when the building permit is received by the applicant as per the current development charges schedule <https://www.grimsby.ca/build-and-invest/building-and-planning/development-charges-by-law-and-background-study/>

NOTE: By-law 22-54 describes the requirements for the conveyance of parkland to the Town. If the conveyance of parkland is a condition of development Staff will contact you with further information.

NOTE: The Town of Grimsby Zoning By-law is not in effect within lands within the NEC area and a separate NEC Development Permit will be required. Call 905-877-5191 or email nec@ontario.ca for more information on how to obtain a permit.

3. Additional Questions or Early Review of Materials

Applicants are encouraged to reach out to planning staff regarding any questions they may have about zoning. Should the drawings change, the applicant should contact staff as another Zoning Certificate may be required.

Zoning Verification Checklist

1. Completed Application Form

One (1) copy of the Town of Grimsby Zoning Verification Form.

2. Drawings

Digital copy/copies of the drawings to be submitted for the purposes of a Building Permit (such as Elevation Drawings, Site Plan, Plot Plan, Survey, or Site Grading Plan Drawings) inclusive of the following:

- Location of property and immediate surroundings (including property dimensions)
- Use of the property and adjoining lands
- Location of existing and proposed structures and features such as pedestrian and vehicular access, parking, septic system and water supply (if applicable), road allowances, rights of way, streets and highways, watercourses, drainage ditches, and natural features (trees and vegetation)
- Existing lot fabric (as appropriate)
- Proposed setbacks from lot lines and significant natural features
- Other relevant information, as appropriate, to assist staff in understanding the proposal

3. Application Fees

Application fees are indicated on the Rates & Fees section of the Town of Grimsby website: <https://www.grimsby.ca/en/town-hall/rates-and-fees.aspx>. The fee(s) are non-refundable.

Fees can be paid online by credit through the digital Zoning Verification Form or in person by cash, debit, or by cheque made out to the Town of Grimsby with the submission of this PDF Zoning Verification Form.

4. Electronic copies of all required items to be sent to the Town of Grimsby's Planning Department

Please contact planning@grimsby.ca for more information on how to provide electronic copies.

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1. Applicant			
The applicant is: <input type="checkbox"/> Registered Owner (as shown on deed) <input type="checkbox"/> Authorized Agent of Registered Owner (builder, designer, and/or contractor)			
If you are an Authorized Agent of the Registered Owner, do you have permission of the Registered Owner to complete the Zoning Verification Form? Yes <input type="checkbox"/> No <input type="checkbox"/>			
First Name		Last Name	
Company Name		Municipality	
Mailing Address			Unit #
			Postal Code
Province	Email		Telephone

2. Subject Property Information
Street Address
Unit No. (if applicable)
Legal Description (lot, concession, registered plan, etc.) (if applicable)
Are there any easements, restrictions, or other covenants applicable to the property? If yes, provide a description of each easement, restriction or covenant, and its effect.

Are you aware of any previous or concurrent planning applications in respect to the subject property?

Yes No Unknown

If “yes” please describe the planning application below.

Please indicate the following:

Lands identified on the Town of Grimsby Heritage Register or designated under part IV of the Heritage Act

Yes No Unknown

Lands regulated by a Conservation Authority (Hamilton Conservation Authority or Niagara Peninsula Conservation Authority)

Yes No Unknown

Lands regulated by the Ministry of Transportation (MTO) (Where construction is adjacent to a highway, or is within 800m of highway & will generate major traffic)

Yes No Unknown

Lands regulated by the Niagara Escarpment Commission (NEC)?

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Yes No Unknown