

Zoning Confirmation Report

Terms of Reference

1. Description

The purpose of the Zoning Confirmation Report (ZCR) is to identify all zoning compliance issues, if any, at the outset of a *Planning Act* application.

2. When Required

- All zoning by-law amendment applications; and
- All site plan control applications.

3. Contents

The Zoning Confirmation Report comprises two components depending on the type of application submitted:

Component 1 – Zoning Confirmation Report Checklist

Is required for all Site Plan Control applications and all Zoning By-law amendment applications. The intent of the ZCR Checklist is to determine whether a proposal meets the requirements of the Zoning By-law or whether relief is required before the application can be deemed complete. The applicant is required to fill out the ZCR Checklist that forms part of this Terms of Reference.

- ZCR Checklist - Refer to Annex 1

Component 2 – Zoning Confirmation Report Draft List of Requested Relief

Is required for all Zoning By-law amendment applications only and consists of a draft list of requested relief from the Zoning By-law. The intent is for the applicant to ensure that the requested relief is comprehensive, specific and consistent with the rest of the Zoning By-law.

- ZCR Draft List of Requested Relief - Refer to Annex 2

NOTE: The requirements of the two ZCR components may be modified by staff on a case-by-case basis to suit the development.

4. Roles and Responsibilities / Qualifications

A Zoning Confirmation Report must be signed by the applicant or an authorized representative of the applicant.



5. Annex 1 - Zoning Confirmation Report Checklist

A. Project Information			
Review Date:	February 12, 2026	Official Plan designation:	Village
Municipal Address(es):	391 Hilversum Way	Legal Description:	Part Lot 18, Concession 2 Geographic Township of Huntley Block 13 on Plan 4M-XXXX
Scope of Work:	Proposed 3 storey, 39 unit apartment dwelling with 1 level of below grade parking.		
Existing Zoning Code:	V3I[932r]-h	By-law Number:	2008-250
Schedule 1 / 1A Area:	Area D, Rural	Overlays Applicable ¹ :	n/a

¹ Mature Neighbourhoods Overlay, Floodplain Overlay, and/or Heritage Overlay.

B. Zoning Review			
For Zoning By-law Amendments, please use the proposed zone and subzone requirements, if different than existing.			
Proposed Zone/Subzone (Zoning By-law Amendments only):	n/a		
Zoning Provisions ¹	By-law Requirement or Applicable Section, Exception or Schedule Reference	Proposal	Compliant (Y/N)
Principal Land Use(s)	235 (3) Apartment Dwelling, Low Rise	Apartment Dwelling, Low Rise	YES
Lot Width	236 (i) (i) (III) 30m	>30m	YES
Lot Area	Exception 932r (5) 63m ² /unit = 2,457m ²	3,086m ²	YES
Front Yard Set Back ²	Exception 932r (1) 6.0m	6.0m	YES
Corner Side Yard Setback	Exception 932r (3) 6.0m	6.0m	YES
Interior Side Yard Setback	Exception 932r (2) 1.8m	4.5m	YES
Rear Yard Setback	Exception 932r (4) 6.0m	6.0m	YES
Lot Coverage Floor Space Index (F.S.I.)	Exception 932r (6) 50%	42.9%	YES
Building Height ³	236 (i) (i) (X) 11.0m	11.61m	NO
Accessory Buildings Section 55	Minimum Setback (Front) 6.0m Minimum Setback (Corner) 1.2m Minimum Setback (Rear) 6.0m	>6.0m 4.5m 6.0m	YES YES YES
	Minimum Distance from Other Building 1.2m	>1.2m	YES
	Maximum Height 4.5m	3.65m	YES
	Maximum Lot Coverage in Yard Where Located 50%	30.2%	YES
	Maximum Cumulative Floor Area 55m ²	68m ²	NO



Projections into Height Limit Section 64	n/a	n/a	n/a
Projections into Required Yards Section 65	65 (6) (c) Covered/Uncovered Balcony, Deck 2m, No Closer than 1m to Any Lot Line	≤2m, 1m+ to Lot Lines	YES
Required Parking Spaces Section 101 and 103	Table 101, Row 11 (V) 1 space/unit = 39 spaces	39 spaces	YES
Visitor Parking spaces Section 102	Table 102 (III) 0.2 spaces/unit = 8 spaces	8 spaces	YES
Size of Space Section 105 and 106	106 (1) Standard, 2.6m x 5.2m 106 (3) Compact, 2.4m x 4.6m 106 (3) Obstructed, 2.6m x 4.6m	2.6m x 5.2m 2.4m x 4.6m 2.6m x 4.6m	YES
Driveway Width Section 107	107 (1) (a) (iii), Minimum 6.0m 107 (1) (aa) (ii), Maximum 6.7m	6.0m	YES
Aisle Width Section 107	107 (1) (c) (ii), Minimum 6.0m	6.0m	YES
Location of Parking Section 109	109 (3) (a) (i) & (ii), Prohibited in Front or Corner Side Yard	Below grade.	YES
Refuse Collection Section 110	n/a	Indoors.	YES
Bicycle Parking Rates Section 111	Table 111A (b) (i) 0.5 spaces/unit = 20 spaces	20 spaces.	YES
Amenity Space Section 137	Table 137 (12) 6m ² /unit = 234m ²	>234m ²	YES
Other applicable relevant Provision(s)			
Minimum Landscaped Area	Table 236 (i) (i) (VIII), 30%	54.3%	YES
Minimum Setback from Watercourse	69 (3), 15m from Top of Bank	>15m	YES
Projections into Required Yard	Table 65 (4) (b) (i) 1/2 Distance of Rear Yard (3m), Not Closer than 0.6m to Lot Line	<3m, 0.6m+ to Lot Line	YES

¹ This template represents a small selection of applicable provisions. Please consider the lot's geography (i.e. corner/through lot, proximity to water, inside/outside Greenbelt) and proposed land use (i.e. drive through operation, outdoor commercial patio, Planned Unit Development, long semi) and consult the by-law to determine which other sections of the By-law must be met. This can be attached in a separate document.

² Note that different performance standards apply to low-rise residential development inside the Greenbelt. Please reference Section 144 for these standards, where applicable.

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³ This includes maximum building height, minimum building height and setback provisions, where they exist

E. Comments / Calculations

6. Annex 2 - Zoning Confirmation Report Draft List of Requested Relief from Zoning

As part of a Zoning By-law Amendment application, the applicant is required to identify all required relief from the Zoning By-law for the development that is the subject of the application. Below is an example of how the applicant should structure this component of the submission requirements for the Zoning Confirmation Report Draft List of Requested Relief.

- **The Draft List of Requested Relief from Zoning is a list of those items indicated as “not compliant” as identified through Component 1: Zoning Confirmation Report Checklist.** A template list is provided below, with examples.
- The list is required so that City staff can review the requested relief and determine if the application is complete and consistent. The onus is placed on the applicant to identify all needed relief for the proposed development.
- **A draft zoning schedule is required to be provided with Annex 2, if it is anticipated to be required.** A zoning schedule may be required when specific relief such as for height, setbacks, stepbacks or land uses need to be isolated to certain locations on the lot.

Draft List of Requested Relief from Zoning		
By-law Requirement or Applicable Section	Requirement	Proposed
Ex. Permitted land uses in GM2 (s. 188)	N/A	Museum ¹
Ex. Front yard setback (Table 187)	3 m	2.5 m
Ex. Parking Rate (s. 101)	20 spaces	12 spaces
Maximum Permitted Height 236(i) (i) (X)	11.0m	11.61m
Maximum Cumulative Size of Accessory Buildings, Table 55(6)	55m ²	68m ²

¹ Only the non-compliant land use(s) needs to be listed in this column.