



PLANNING HANDBOOK

A Guide to the Comprehensive Zoning By-law

March 2017

Introduction:

The Planning Handbook is intended to assist in determining how the Township's Official Plan policies and Zoning By-law regulations affect the use of your property. Please share this document with your designer/professional when you are in the preliminary stages of your project. Informing these individuals of the regulations will help you to avoid unnecessary delays and costs due to the requirement of additional applications when your development does not comply with the by-laws.

This Planning Handbook **is not a legal document** and is provided solely as a general guide to understanding and using the Comprehensive Zoning By-law and certain aspects of the Official Plan. The legal rules and regulations affecting your individual property are contained in the Comprehensive Zoning By-law. This Planning Handbook does not form part of the Comprehensive Zoning By-law as passed by Council.

For ease of reference the Handbook is divided into seven main sections as set out below:

1.0 General Planning and the Official Plan	Page 1
2.0 Property Division – Direction of the Official Plan	Page 2
3.0 Planning your Built Form and Making It Fit the Environment	Page 2
4.0 Comprehensive Zoning By-law – Meaning and Purpose	Page 3
5.0 Guide to Using the Comprehensive Zoning By-law	Page 4
6.0 Illustrations and Tables of the Application of the Zoning By-law	Page 8
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If you have any questions regarding the Planning Handbook or Comprehensive Zoning By-law, the Township's Planning Department should be contacted. Contact information is in Section 7 of this Handbook.

1.0 General Planning and the Official Plan

Land use planning affects almost every aspect of life in Ontario. It helps each community to set goals about how it will grow and to develop ways of reaching those goals. Most importantly, land use planning balances the interests of individual property owners with the wider interests and objectives of the whole community.

To achieve these objectives, a municipality creates an 'Official Plan', which is prepared with the input from all property owners. This document helps to ensure that development meets the specific needs of the community and ensures that land uses meet the directions desired by its citizens.

An Official Plan reflects the interests of the community within which it was created, but it must also be aware of broader Provincial directives. Accordingly, planning must follow policies and rules of the Province of Ontario. These policies and rules are found in the Provincial Policy Statement and the Planning Act for the Province of Ontario.

The Township of The Archipelago's Official Plan can be found on the Township's website www.thearchipelago.on.ca

The Official Plan addresses issues such as:

- Where and how businesses can be developed
- Rules for protecting important environmental features
- Direction for working in and around water (i.e. dredging) and,
- Severance policies for lot creation (Section 2.0 on page 2 and Section 8.0 on page 9)

To implement the broad policy directives of the Official Plan, specific rules with respect to property development are established in the Township's Comprehensive Zoning By-law. See Section 5.0 of this Handbook for more information about using and understanding the Comprehensive Zoning By-law.

2.0 Property Division – Direction of the Official Plan

The Official Plan contains many policies or criteria which have to be satisfied in order to achieve a division of property. These policies vary from neighbourhood to neighbourhood.

The first step in determining whether a division (severance) of your property is feasible is to determine whether you have sufficient land acreage in accordance with minimum standards established in the Official Plan, for your particular neighbourhood. Refer to "*Section 10 – Neighbourhood Growth Policies*" of the Official Plan.

Table 1 of the Handbook provides a summary, by Official Plan neighbourhood, of the minimum lot size required for a property **to be considered eligible** for a severance. Once you determine that your property has sufficient size to be eligible for division, it is time to look at the Official Plan policies such as frontage, navigable water, environment etc., as to whether your severance would be appropriate.

The second step is to review "*Section 14 – Development Procedures and Standards*" of the Official Plan. This section provides criteria or policies that assist the Planning Board and Council in determining the eligibility and appropriateness of an application for lot division. If these criteria and/or policies cannot be adequately satisfied, then a property division may not be approved, regardless of its size.

Please note that other criteria, such as specific policy directives or previous divisions of your property, may apply to your particular lot which could alter the ability for you to seek a severance. For more information, please contact Township Planning Department staff.

3.0 Planning Your Built Form and Making It Fit the Environment

Planning legislation, grants municipalities the ability to set rules and laws on architectural and design controls. The Council for the Township of The Archipelago

presently feels that in a unique environment like Georgian Bay, strict regulations could be too constraining and residents are generally conscientious in their preservation of the natural environment, so that such rules are not necessary.

Further, the Township has Official Plan policies that direct land owners to protect the environment while preserving the natural landscape. This can be achieved in many different ways:

- by keeping as many trees and shrubs, on a property and around the building, as possible when designing and constructing new buildings or additions;
- by preserving the natural landscape by not changing the physical characteristics of your property through blasting and/or filling in order to fit your structure on the property.

It is important to preserve the natural surroundings, and to reduce the visual impact of development. **Reducing the visual impact of your buildings** can be achieved by:

- reducing the size of your buildings (single storey);
- keeping your buildings in a low profile (low pitched rooflines, low eaves);
- sighting structures below and behind trees;
- sighting buildings in an appropriate spot;
- conscientious lighting;
- using muted colours on structures to blend with the natural landscape for siding, roofs, doors (using greens, browns, grays, beige);
- designing and constructing a building to fit with the natural landscape rather than altering the landscape to fit a building design.

As property owners, we come to the area to enjoy the natural beauty and the scenic vistas. In order to maintain its beauty, we all need to be mindful of how our cottages and accessory structures fit in with nature and with the neighbourhood.

In summary, **‘the built form should fit the natural landscape’** without forcing the environment to change to accommodate the built form.

4.0 Comprehensive Zoning By-law – Meaning and Purpose

The purpose of the Comprehensive Zoning By-law is to implement or apply the policies of the Official Plan that affect the use of land throughout the municipality. The policies of the Official Plan specify the different uses permitted within the Township. The Comprehensive Zoning By-law is a legal document that sets out: rules and regulations that specify how land may be used; where buildings and other structures can be located; the types of buildings that are permitted; minimum lot sizes; and other details for properties within the Township. These rules and regulations are created by the Township under the direction of the Planning Act and must be followed by all property owners.

5.0 Guide to Using the Comprehensive Zoning By-law

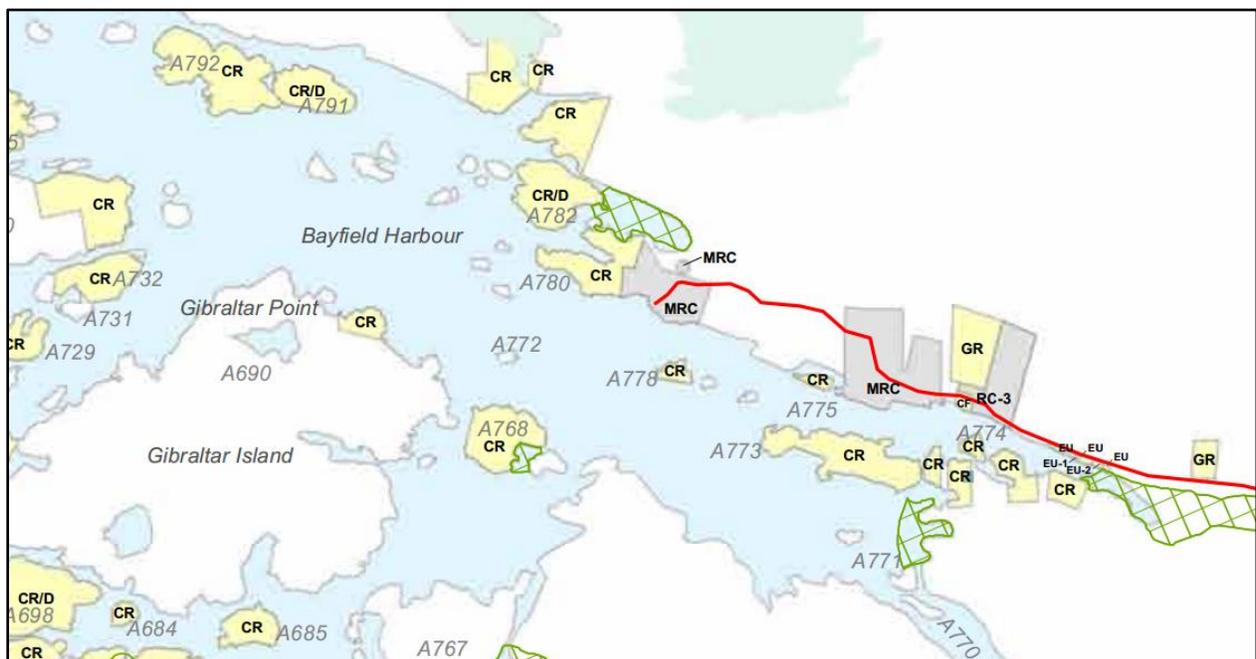
The following steps will help you find the zoning of a particular property and examine the regulations and rules that determine what is allowed on each property in that zone.

Step 1 Locate your property on the zoning map sheet

A series of zoning maps (10 in the North and 10 in the South) show the different zones for all the lands within the Township of The Archipelago. These maps are called “Sheet Extracts” and will be included with purchased copies of the Comprehensive Zoning By-law or can be viewed on-line on the Township’s website. An index map shown on each sheet can be used to find the correct zoning map associated with your particular area or property. Please note that these sheet extracts only show zone boundaries and not property boundaries. You will have to find the approximate location of your property using familiar landmarks such as channels, island names and/or island numbers. The zone boundaries may include several properties within the same zone. Only where there are changes in zoning are the zoning and property boundaries likely to coincide. Alternatively, you can utilize the **West Parry Sound Geography Network’s** mapping system to locate your property and identify it’s zoning (see “Mapping Tools Online” on page 5 for further details).

Step 2 Identifying the zoning of your property

i) First find the zone symbol for your property area. Although individual property boundaries are not shown, your property will fit within a defined ‘Zone Boundary’. Within these boundaries are symbols representing zone categories. For example, you may see a symbol such as ‘CR’ within the zone boundary; this means that your property is zoned ‘Coastal/Island Residential (CR)’.



ii) What does it mean when there are extra symbols or numbers shown on your property?

‘Residential Divided (/D)’

The ‘/D’ symbol indicates that the property has previously been divided through a severance. These properties are not eligible for further division in accordance with Official Plan policies. Refer to Section 4.9 of the Comprehensive Zoning By-law for more information about ‘Residential Divided (/D)’ properties.

‘Holding (H)’

Several properties in the Township are zoned with a ‘Holding (H)’ provision. The use of the ‘Holding (H)’ provision is authorized by the Official Plan. If your property has an ‘(H)’ symbol associated with the Zone, you should check with the Planning Department regarding the approvals necessary to have the holding symbol removed. Refer to Section 4.10 of the Comprehensive Zoning By-law for more information about ‘Holding (H)’ provisions.

‘Exception (-#)’

Amendments may be made to the Comprehensive Zoning By-law to allow for an exception to the regulations of the By-law for certain properties and for a specific reason. These properties are given an ‘Exception (- #)’ zone label. For example, ‘Coastal/Island Residential Exception 5 (CR-5)’ shows that the property labelled with this extra symbol has site-specific regulations. Refer to Section 4.8 of the Comprehensive Zoning By-law for more information about ‘Exception (-#)’ provisions. For the specific wording of an exception, please refer to the “Special Exception Regulations” of the appropriate zone category found in the Comprehensive Zoning By-law.

Mapping Tools Online

The zoning maps of the Comprehensive Zoning By-law are available on the Township’s website under /Departments/Planning/O.P. and Zoning By-Law

www.thearchipelago.on.ca

Zoning information is also available on the
West Parry Sound Geography Network (WPSGN) website:

www.wpsgn.ca

To determine zoning of properties within The Archipelago, you can go to the **Interactive Mapping** application and change the view to show the property zoning.

Step 3 Find the Zone Category in the Comprehensive Zoning By-law

Once you have located the zone symbol for your property, refer to the table below to find the corresponding 'Zone Category' and go to that section of the Comprehensive Zoning By-law.

Zone Symbol	Zone Category	Section No. in CZBL
CR	Coastal/Island Residential	Section 6
IR	Inland Lakes Residential	Section 7
GR	General Residential	Section 8
MC	Marina Commercial	Section 9
RC	Resort Commercial	Section 10
MRC	Marina/Resort Commercial	Section 11
PBC	Pointe Au Baril Commercial	Section 12
EC	General Employment Commercial	Section 13
CC	Contractor Commercial	Section 14
PC	Private Club	Section 15
NS	Natural State	Section 16
NSC	Natural State Conservation	Section 17
ES	Environmentally Sensitive	Section 18

Step 4 Determine what uses are allowed on your property

The first subsection of the zone category, "Permitted Uses", lists the uses permitted on your property. There are two types of Permitted Uses: the main use; and accessory uses, or uses that are supportive of the main use.

For Example:

Coastal/Island Residential (CR) Zone

6.1.1 Permitted Uses

Main Use:

- residential use

Accessory Uses:

- accessory uses
- bed and breakfast
- home occupation

Step 5 Determine what buildings are permitted on your property

The buildings that are allowed on your property are listed for each zone category under “Permitted Buildings and Structures”. No other buildings, other than those listed, are permitted for your property.

There are different types of buildings permitted for each zone category. The main structures are associated with the main use(s), while the accessory structures must be supportive or associated with the main use.

For Example:

Coastal/Island Residential (CR) Zone

6.1.2 Permitted Buildings and Structures

- a single, detached dwelling
- accessory residential structures and buildings

Step 6 Determine what rules apply to the use and buildings on your property

Each zone category has its own ‘Zone Standards’ that apply. The zone regulations and provisions provide a range of rules relating to how and where buildings may be placed on a property.

For Example:

6.1.3 Zone Standards:

Any building or structure permitted under Section 6.1.2 shall comply with the following provisions except as otherwise provided for in “*Section 5 – General Provisions*”:

e)	Minimum Front Yard Setback	7.5 m
f)	Minimum Side Yard Setback	6 m
g)	Minimum Rear Yard Setback	6 m

Step 7 What other rules apply to your property and buildings?**Section 3 - Definitions**

“*Section 3 – Definitions*”, contains definitions of words and terms used in the By-law. Words that are defined in Section 3 are italicized within the body of the document.

Section 5 – General Provision

The “General Provisions” section of the By-law contains standards that address such matters as; the construction of accessory structures, height exemptions, non-conforming/non-complying uses, and parking/loading space requirements. These sections are related to specific structures you might want to construct on your property.

6.0 Illustrations and Tables of the Application of the Zoning By-law

Diagrams have been included to assist you in understanding some of the regulations used in the Comprehensive Zoning By-law. Specifically, the following guides have been provided:

Figure 1	Basement, Storey and First Storey Definitions	Page 10
Figure 2	Height and Final Grade Definitions	Page 11
Figure 3	Lot Line Definitions	Page 12
Figure 4	Definition of Yards	Page 13
Figure 5	Residential Lot Coverage and Frontage (Residential Zones)	Page 14
Figure 6	Residential Yard Setback Requirements (Residential Zones)	Page 15
Figure 7	Setback Requirements for Decks (Main Dwelling)	Page 16
Figure 8 A to E	Determining Permitted Docking (Residential Zones)	Page 17
Figure 9	Non-complying Buildings and Structures	Page 22
Figure 10	Determining Georgian Bay Water Setbacks	Page 23
Figure 11	Height Restrictions – Application of the 20% Rule	Page 24
Figure 12	Residential Boathouses and Boatports	Page 25

7.0 Contact Information

If you have any questions please contact the Township of The Archipelago’s Planning Department at:

Address:

Planning Department
Township of The Archipelago
9 James Street
Parry Sound, Ontario
P2A 1T4

Phone: (705) 746-4243 Extension 304

Fax: (705) 746-7301

www.thearchipelago.on.ca

Note:

The Comprehensive Zoning By-law may be amended from time to time. Although the Planning Department strives to keep the By-law up to date, an amendment may be adopted which has not been included in the copy of the Comprehensive Zoning By-law you are using. For this reason, you should confirm the zoning of your property with the Planning Department.

8.0 Determining Eligibility for Consideration of a Severance

The following table is a summary of Section 10 of the Official Plan with respect to severance eligibility. It outlines the minimum lot acreage required to be eligible for consideration for severance within each Neighbourhood. Lot size criteria from the Official Plan is only the first step in considering the ability to apply for a severance. In assessing the appropriateness of a severance, many factors are taken into consideration. These include: consistency with Provincial Policies, conformity with the Planning Act, conformity with policies and criteria of the Official Plan (especially Section 14, Development Standards), and compliance with the Township's Comprehensive Zoning By-law.

OFFICIAL PLAN NEIGHBOURHOOD	POTENTIAL NUMBER OF NEW (additional) LOTS	MINIMUM LOT SIZE REQUIRED TO BE CONSIDERED FOR SEVARANCE
Bayfield – Nares	1	2 hectares
Pointe au Baril Islands	1	2 hectares
	2	10 hectares
	3	15 hectares
	4	20 hectares
Sturgeon Bay	0	N/A
Sandy/Martyr Islands	0	N/A
Long Sault-Amanda	1	2 hectares
	2	3 hectares
	3	10 hectares
Five Mile Bay	0	N/A
Sans Souci-Copperhead	1	5 hectares
	2	10 hectares
	3	15 hectares
	4	20 hectares
North Moon Channel	0	N/A
Woods Bay	1	2 hectares
	2	5 hectares
	3	15 hectares
	4	20 hectares
Manitou	1	5 hectares
Blackstone Lake	1	2 hectares
	2	3 hectares
	3	4 hectares
Crane Lake	0	N/A
Healey Lake	0	N/A
Kapikog Lake	0	N/A
Naiscoot Lake	0	N/A
Rock Island Lake	0	N/A
Three Legged Lake	0	N/A
NOTE		
1) Skerryvore and Pointe au Baril Station Neighbourhoods do not lend themselves to this kind of a summary (see Section 8 and 9 of the Official Plan respectively)		
2) Number of new (additional) lots permitted excludes retained lot		
3) Plan of Subdivision may be used for multiple lot creation (See Section 14.2 of the Official Plan)		

Figure 1

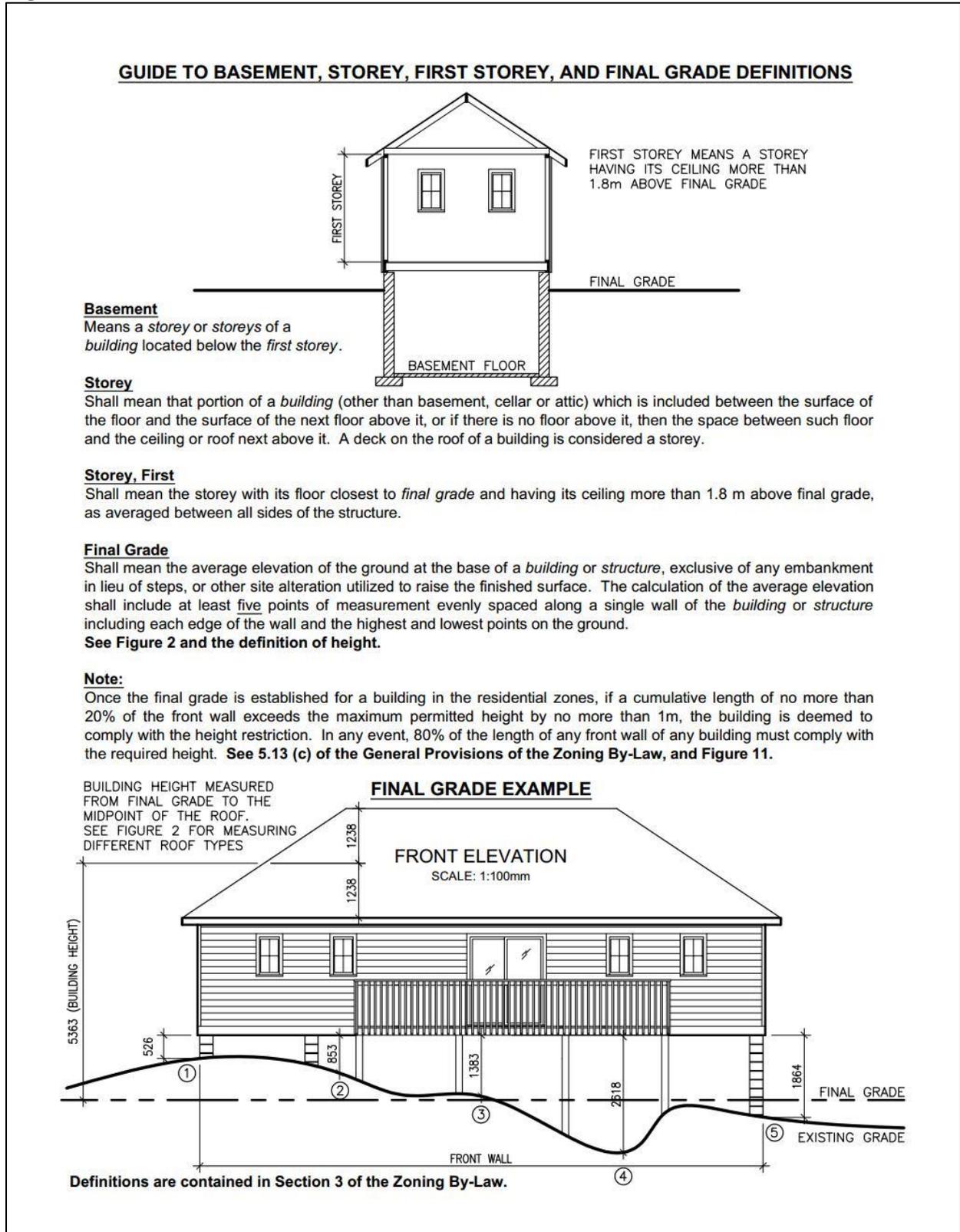


Figure 2

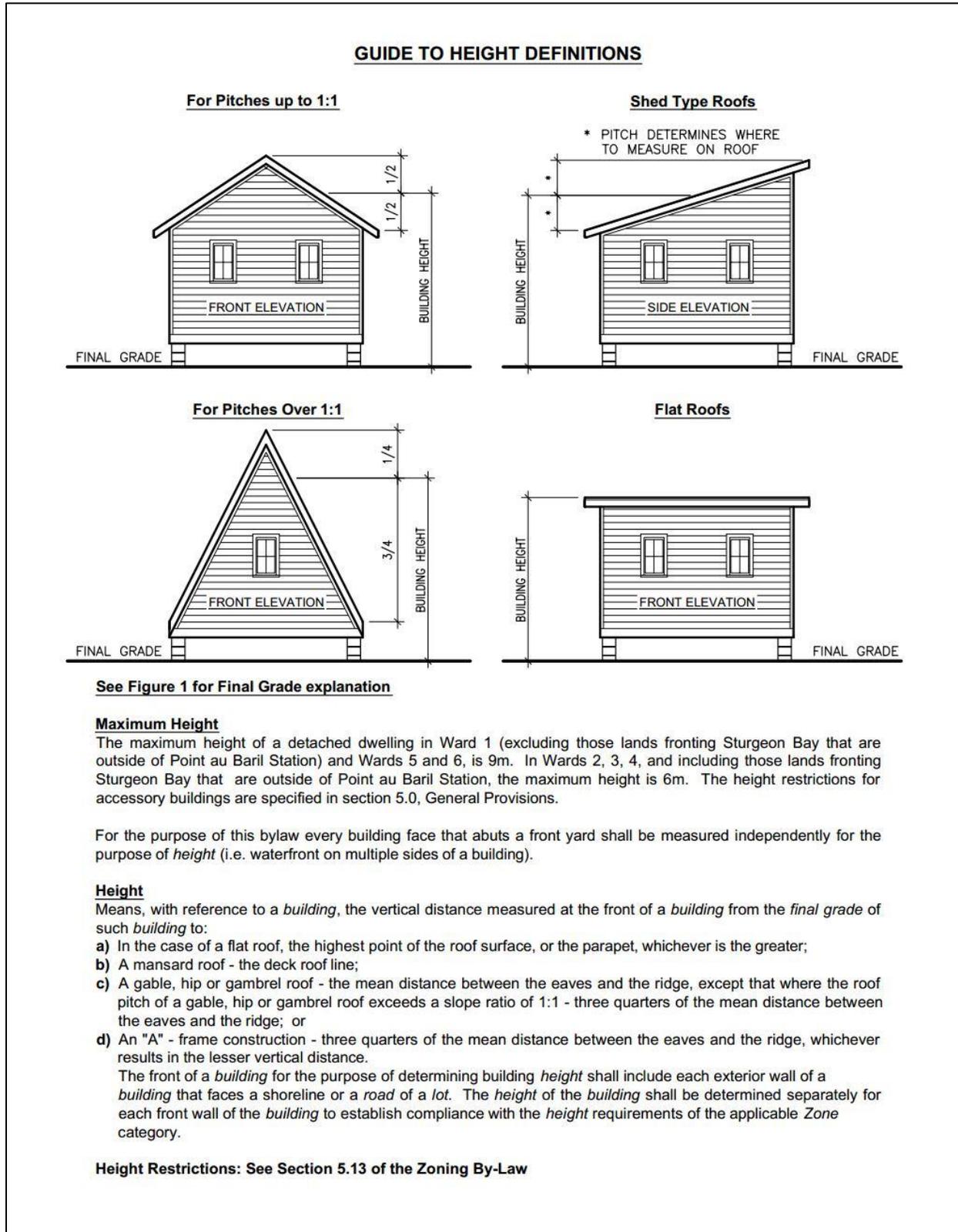


Figure 3

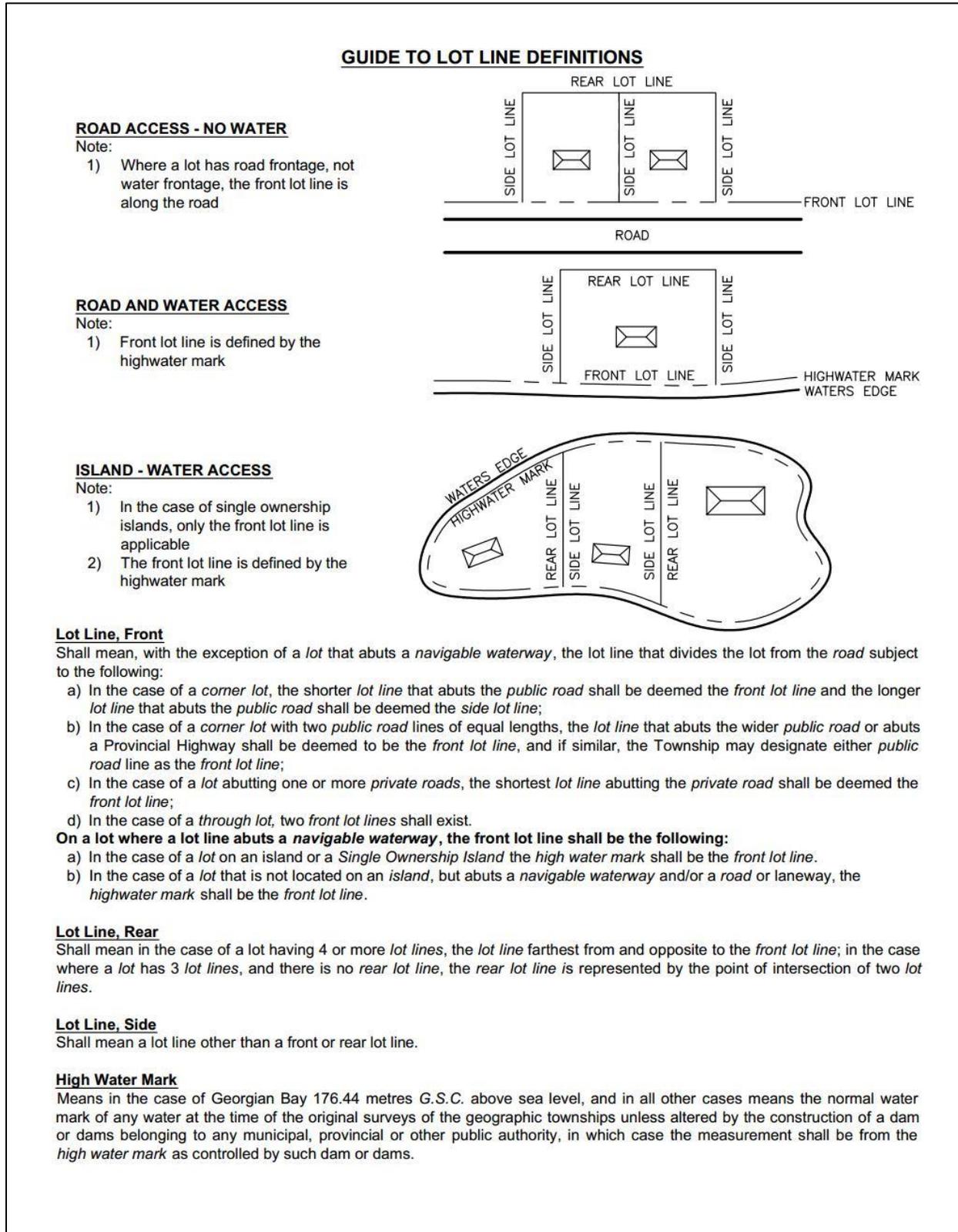


Figure 4

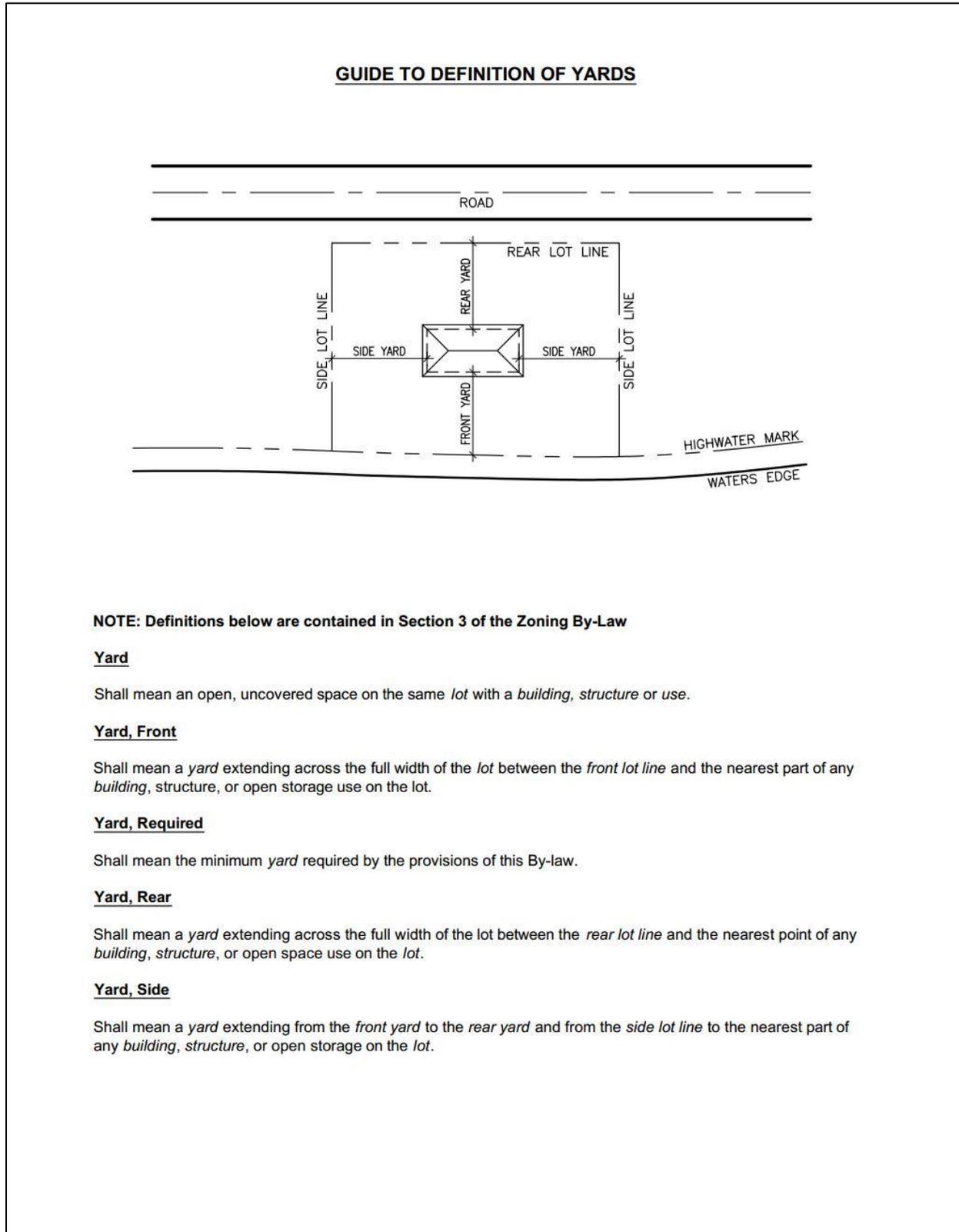


Figure 5

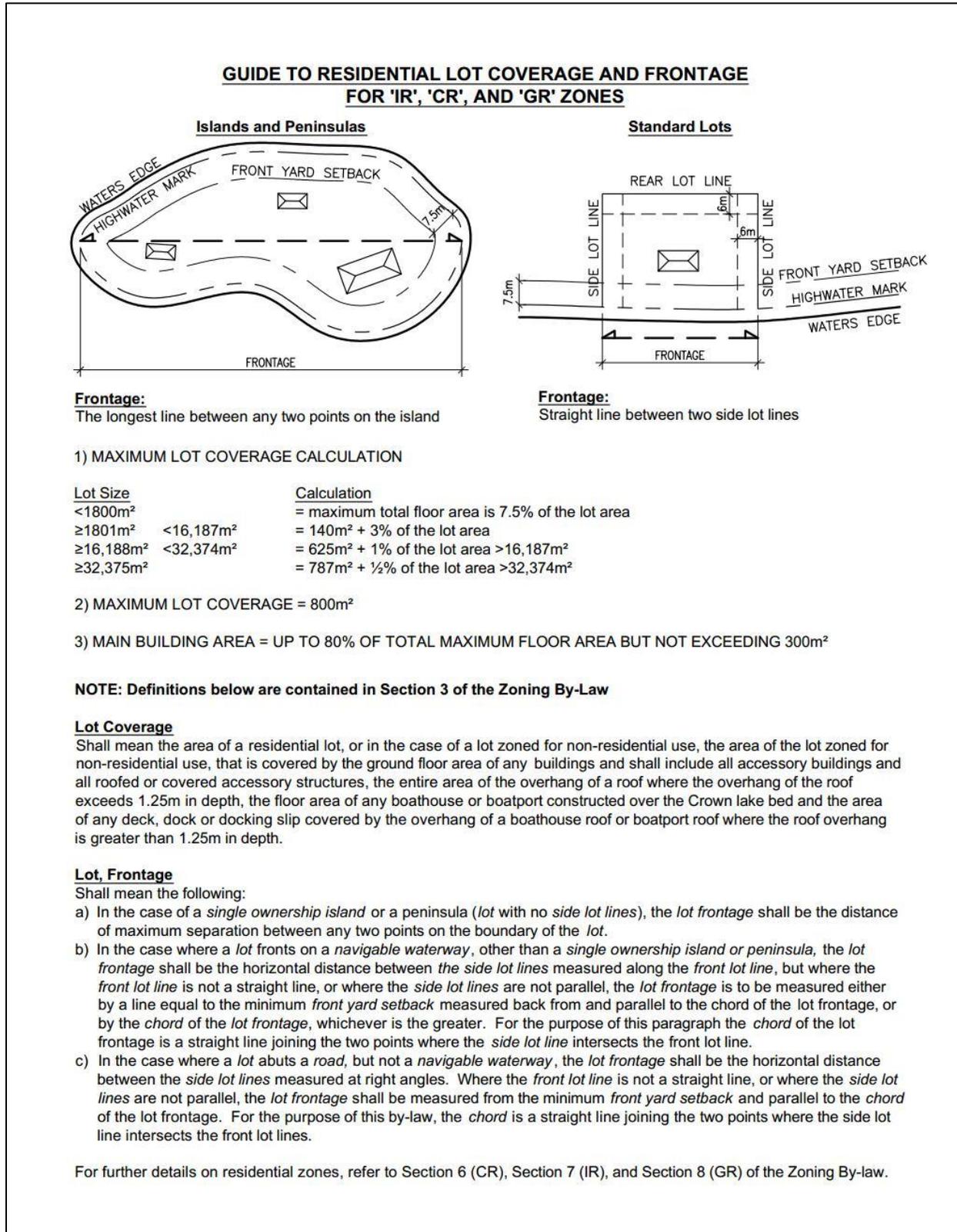


Figure 6

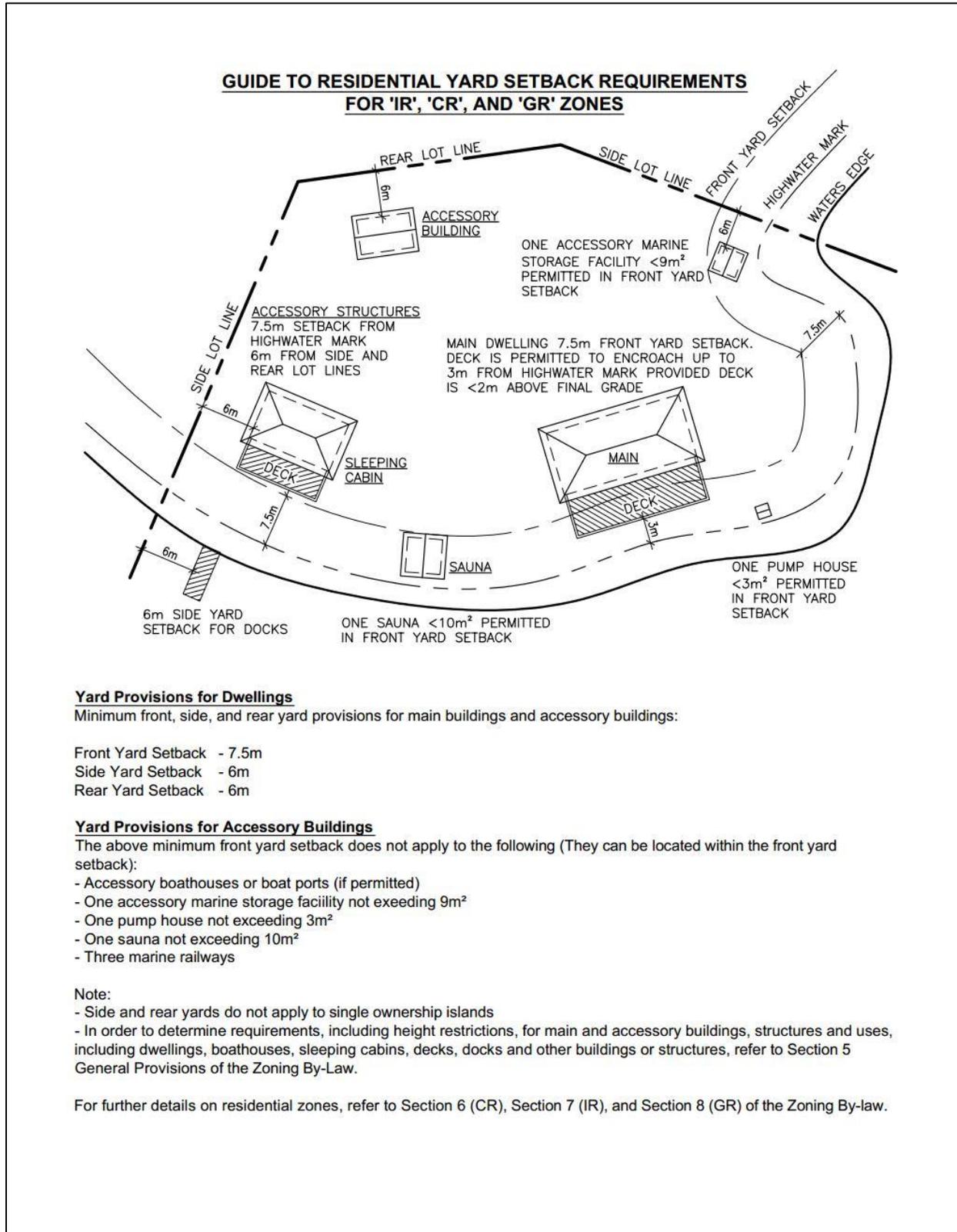


Figure 7

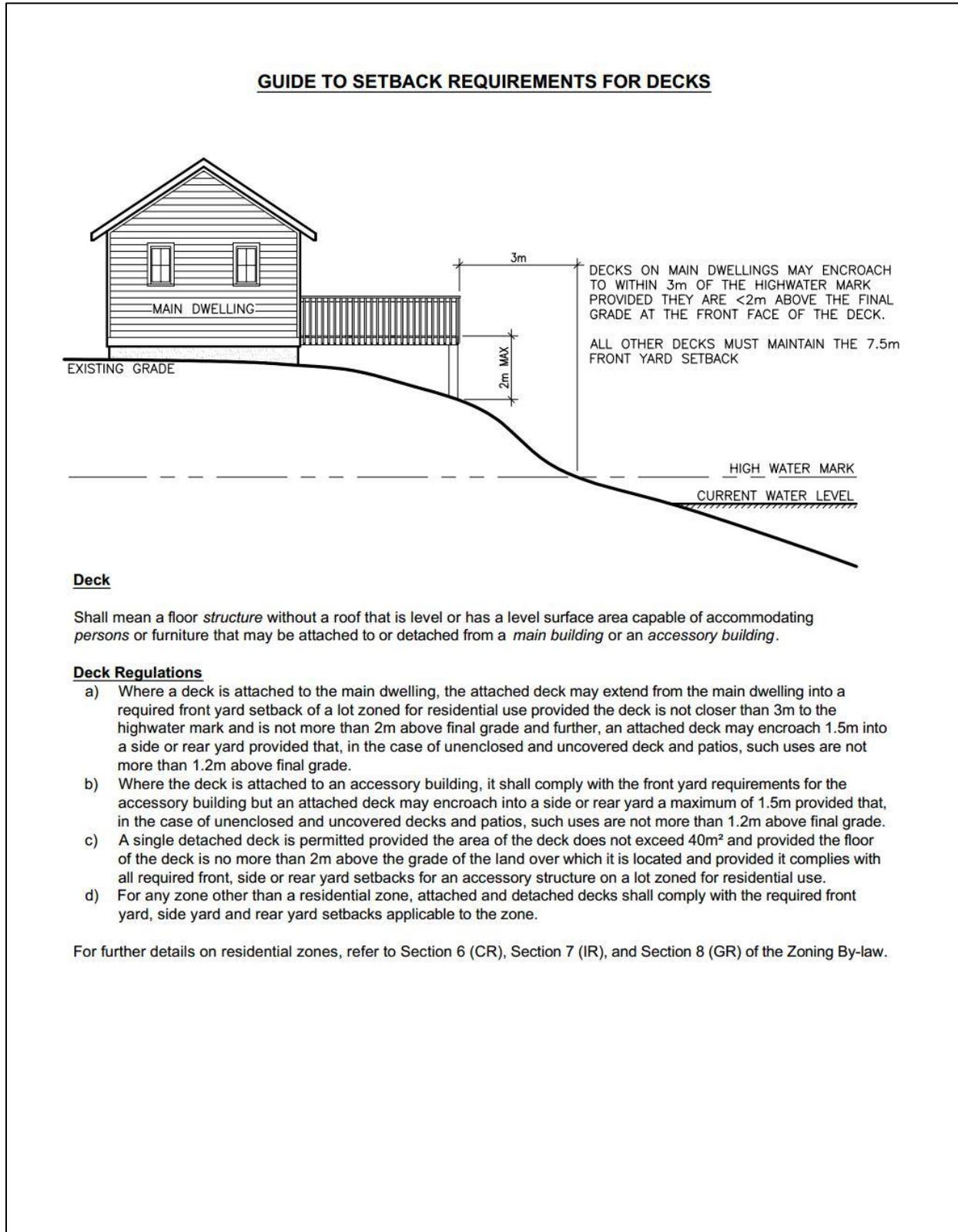


Figure 8A

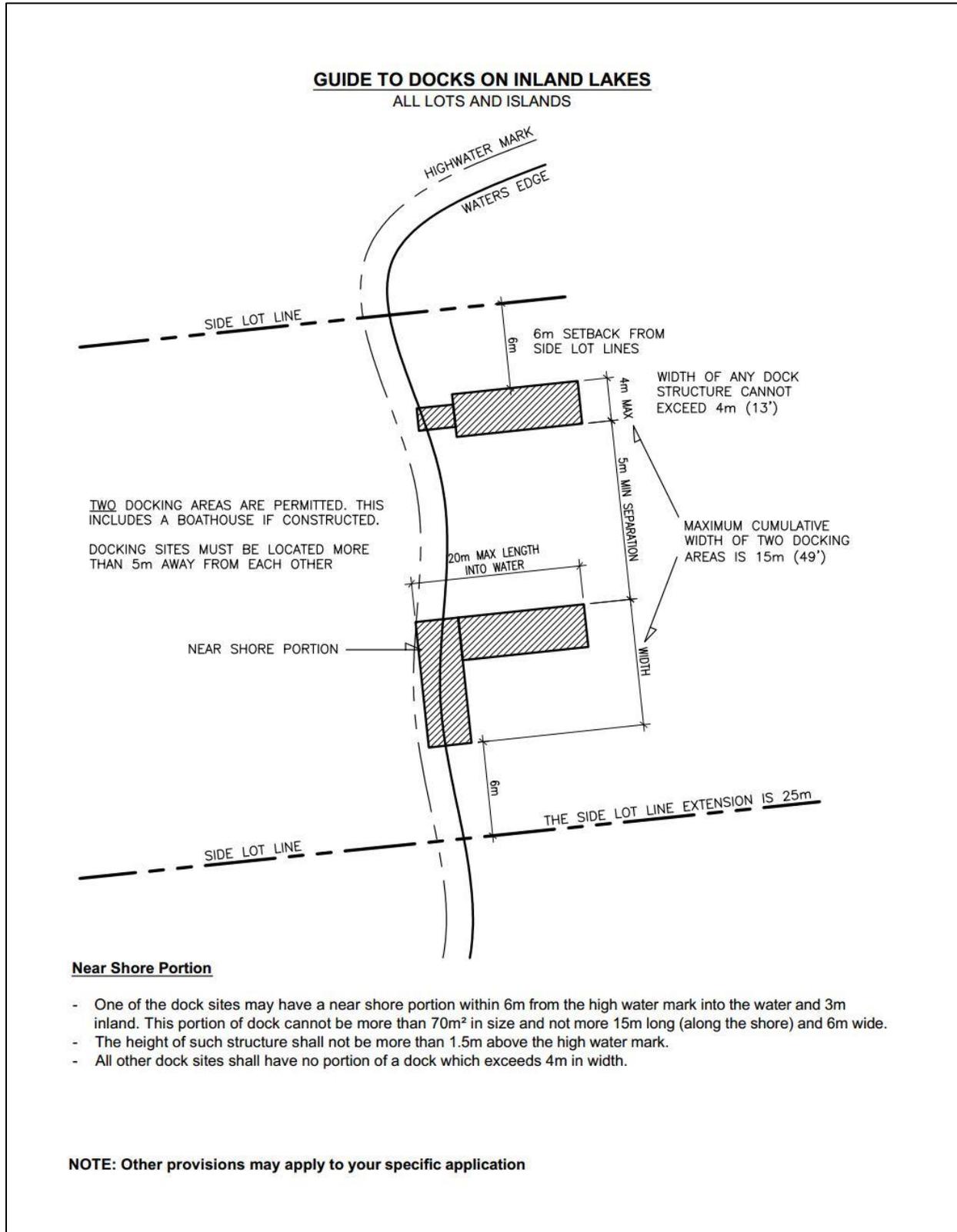


Figure 8B

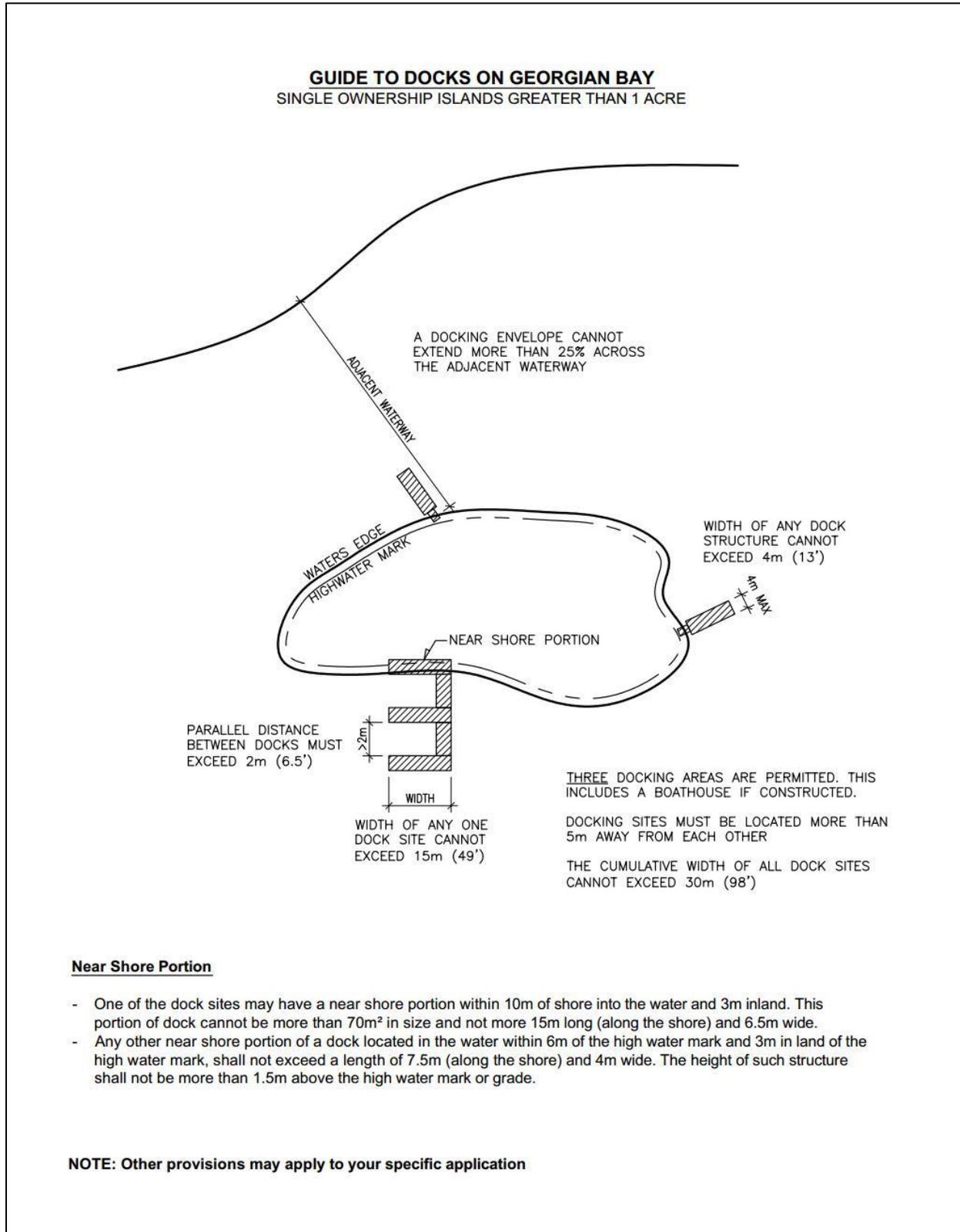


Figure 8C

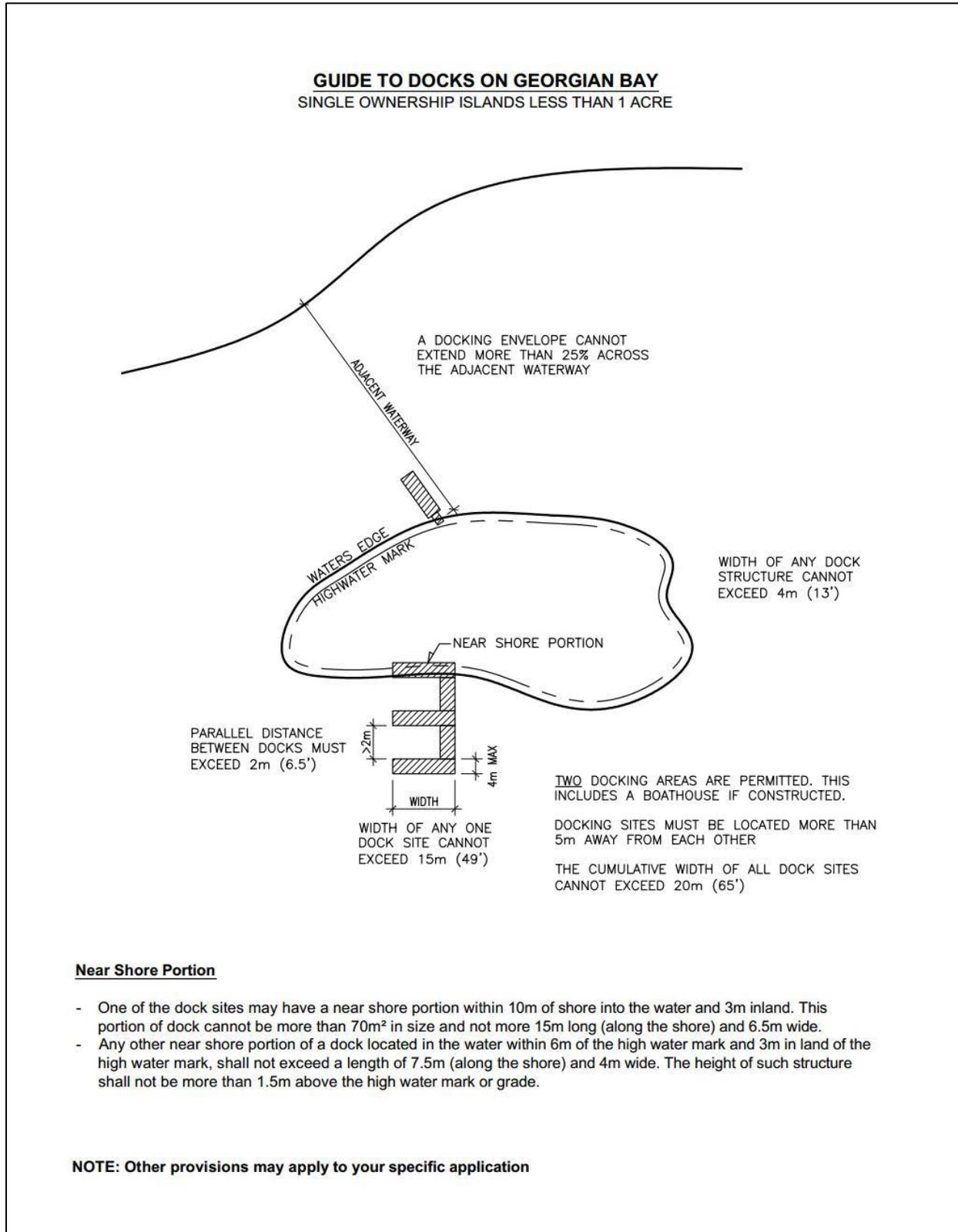


Figure 8D

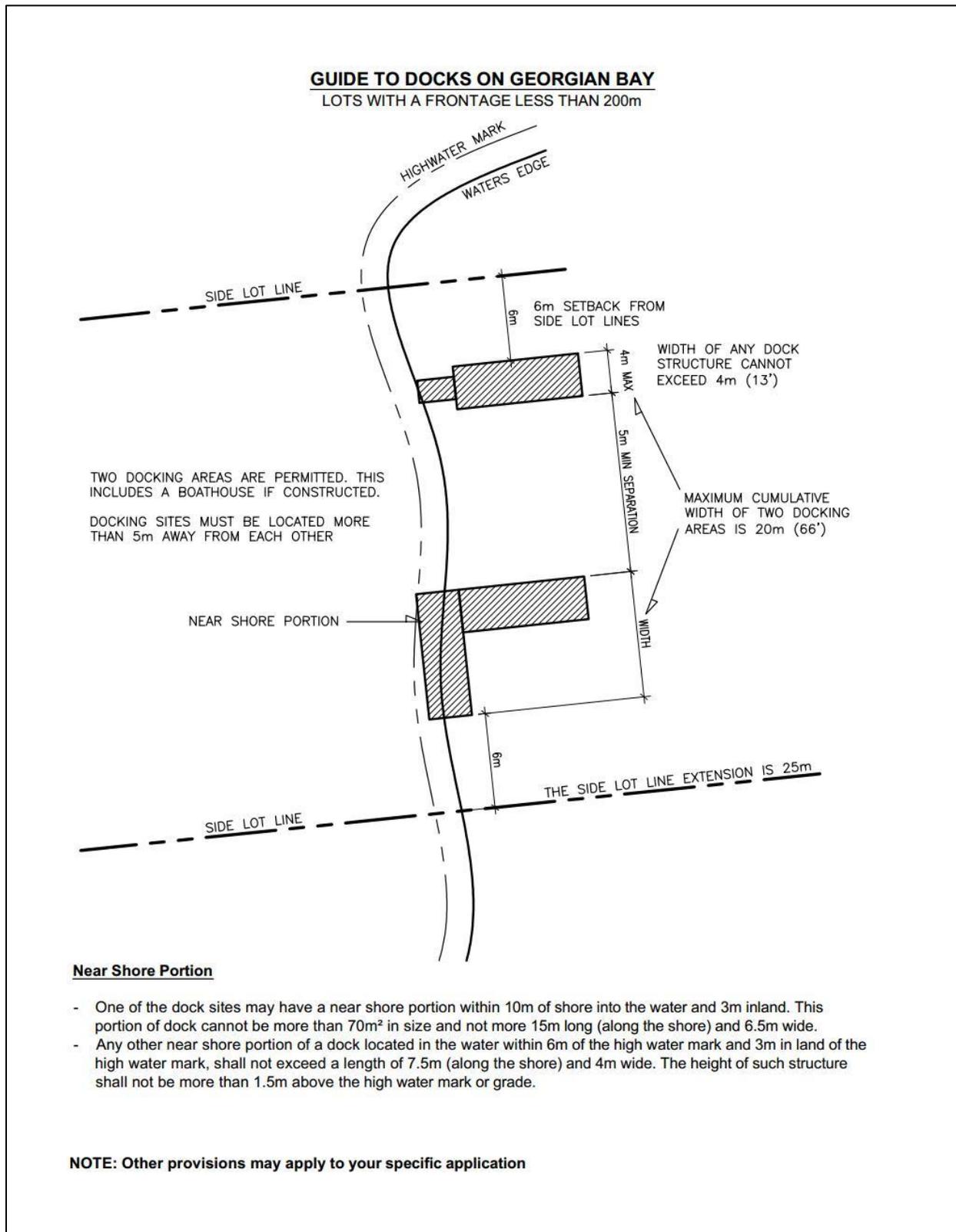


Figure 8E

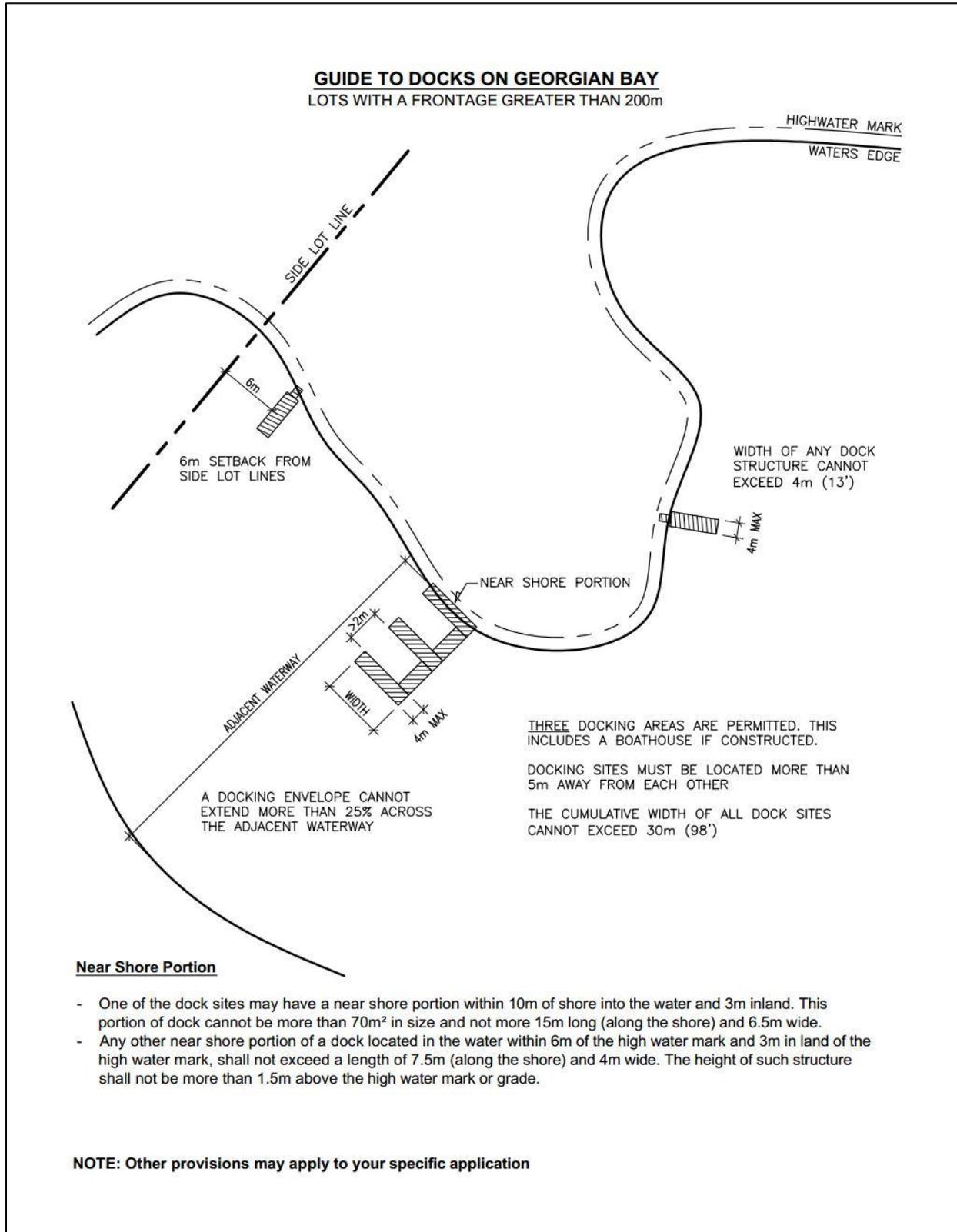


Figure 9

GUIDE TO NON-COMPLYING BUILDINGS AND STRUCTURES

Non-complying Building

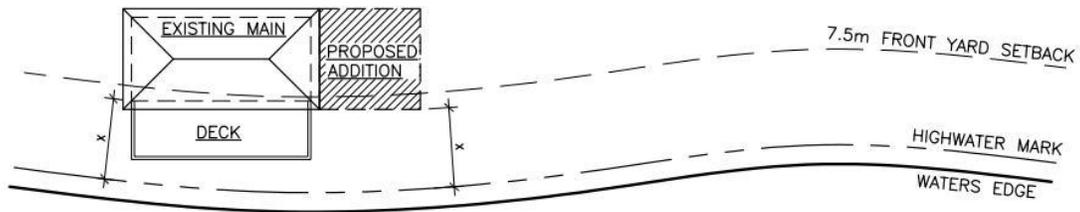
A non-complying building is a structure that legally exists but does not meet one or more of the requirements of the comprehensive zoning by-law (i.e. proximity to a lot line)

Regulations

- 1) Non-complying accessory structures are not permitted to expand
- 2) Non-complying main buildings can expand as per the following:

MAIN BUILDINGS THAT DO NOT MEET A SIDE OR FRONT YARD REQUIREMENT

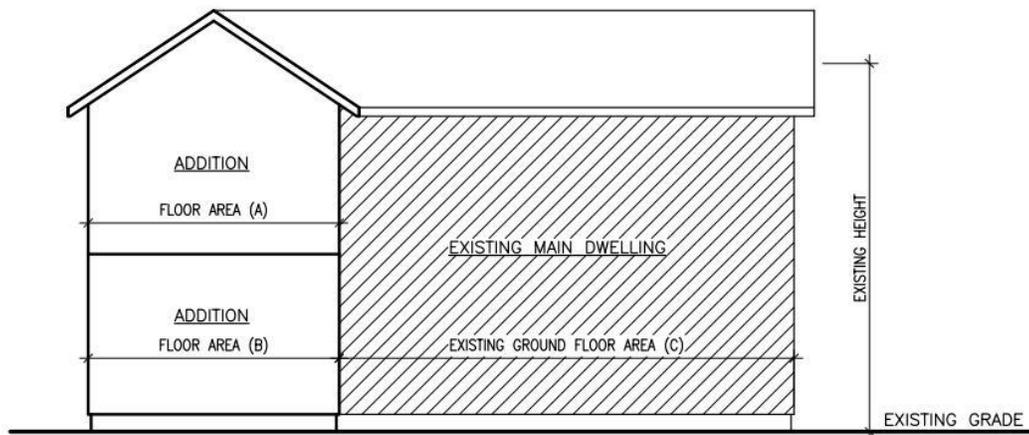
- Proposed addition cannot exceed 50% of the ground floor area of main dwelling
- Proposed length of front wall of addition cannot exceed 50% of the front wall length of the existing main dwelling
- Proposed addition cannot come closer to the highwater mark than the closest point of the existing main



MAIN BUILDINGS THAT DO NOT MEET THE HEIGHT REQUIREMENTS

- Height of addition cannot exceed height of existing main or 9m whichever is lesser
- Total floor area of addition cannot exceed the ground floor area of original main dwelling

FLOOR AREA A + B CANNOT EXCEED C



NOTE: Other regulations exist pertaining to non-complying lots, buildings and structures in Section 5.22 of the Comprehensive Zoning By-Law

Figure 10

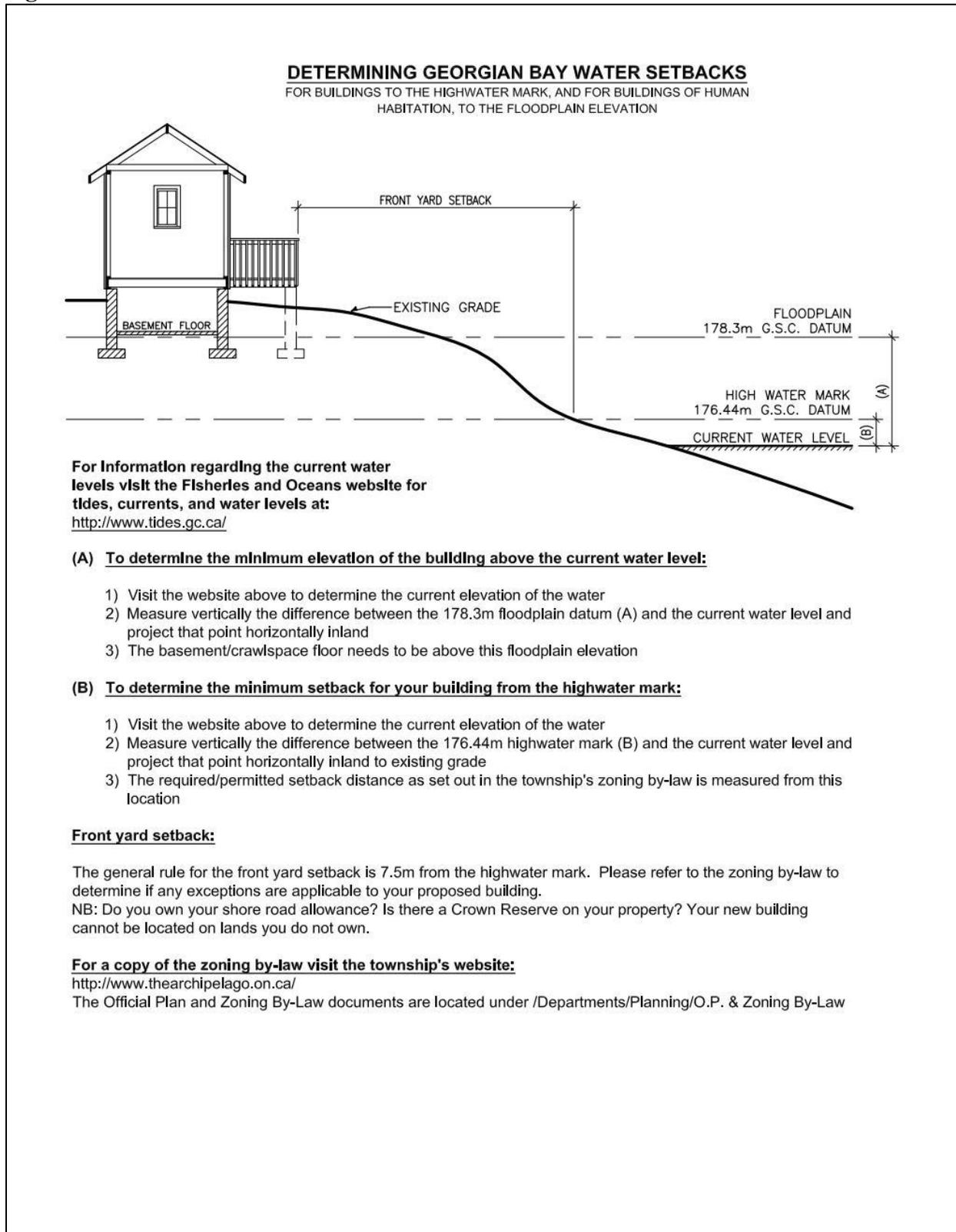


Figure 11

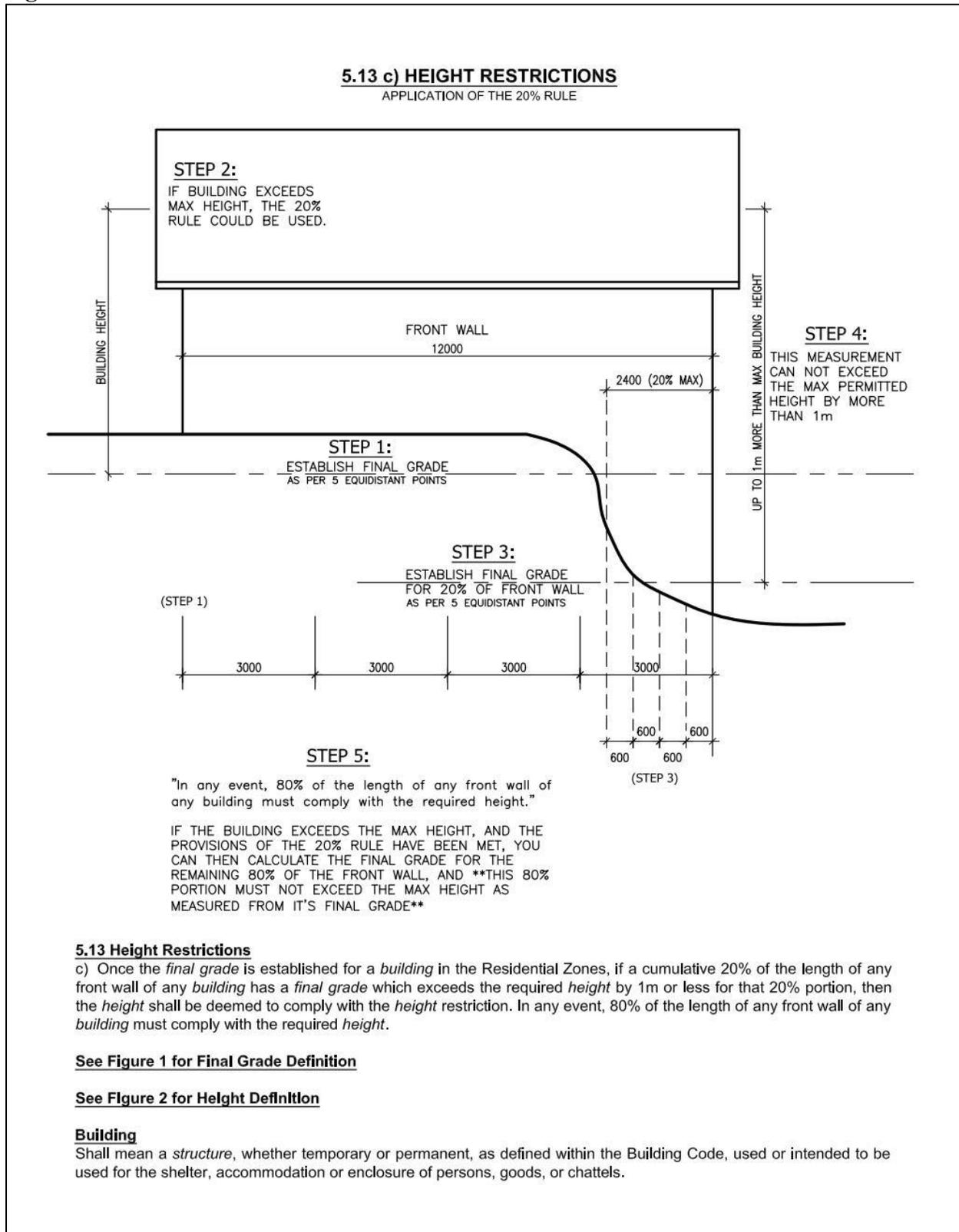


Figure 12

