



Planning & Development Information Guide


Introduction


Planning and development involves shaping communities through land use, infrastructure, and design. This guide provides essential information to help you navigate the process, whether you're proposing a new development, renovating a property, or seeking approvals.

Building a Better Future Together

Township of Wellington North

 wellington-north.com

 519-848-3620

 7490 Sideroad 7 W, PO Box 125,
Kenilworth, ON, N0G 2E0

May 2026

Key Stages of the Planning & Development Process

Pre-Consultation

- Initial discussion with planning staff
- Review of project concept and feasibility
- Formal meeting with Township staff, external consultants and applicable agencies, if required. Fee & Deposit required at this stage.
- Identification of required studies and approvals

Application Submission

- Completion of relevant forms
- Submission of required documents (e.g., site plans, surveys, studies)
- Payment of applicable fees and deposits

Review & Circulation

- Internal and external agency review
- Public consultation (if applicable)
- Revisions based on feedback

Decision-Making

- Staff recommendation report
- Council, committee or staff decision
- Appeal options (if applicable)

Post-Approval

- Finalization of conditions
- Issuance of permits
- Construction and inspections

Contact & Assistance

For help with your application or to schedule a pre-consultation:

Development Department:

development@wellington-north.com

Online Information: [Building, Planning & Development | Township of Wellington North](#)



Common Application Types

- Official Plan Amendment (OPA)
- Subdivision / Condominium Approval
- Site Plan Approval
- Zoning By-law Amendment (ZBA)
- Minor Variance / Consent
- Building Permit



Required Documentation

- Site plan and architectural drawings
- Planning justification report
- Environmental impact study
- Traffic impact study
- Servicing and grading plans
- Other studies, documents or agency approvals as identified at the pre-consultation meeting



Regulatory Framework

- [Provincial Policy Statement \(PPS\)](#)
- [Growth Management Action Plan](#)
- [Wellington County Official Plan](#)
- [Zoning By-law 66-01](#)
- [Building Code](#)
- [Sewage Allocation Policy](#)
- [Municipal Servicing Standards](#)



Resources & Support

- [Wellington County Planning & Development](#)
- [Online Applications & Guidelines](#)
- [Fees & Charges By-law](#)



Planning Applications – Where to Apply?



Depending on the type of Planning Application you may be required to work with either the County of Wellington, Township of Wellington North or both.

County of Wellington

The County of Wellington is the application authority for the following planning and development applications:

- Official Plan Amendments
- Subdivisions (Township Council is the final approval authority)
- Condominiums (Township Council is the final approval authority)
- Consent to Sever
- Entrance Permits on County Roads

For more information about these development applications please visit the County of Wellington website Wellington.ca.

Township of Wellington North

The Township of Wellington North is the application authority for the following planning and development applications:

- Minor Variances
- Site Plan Control
- Zoning By-law Amendments
- Entrance Permits on Township Roads
- Service Connection Permit
- Building Permit

Details regarding which planning applications the Township is the authority for can be found in the following pages and at [Building, Planning & Development | Township of Wellington North](#). All Township planning applications are accepted in person, by mail or email to: development@wellington-north.com.



Planning & Development Pre-Consultation

What is Pre-Consultation?

Pre-consultation is a process where planning and development applicants consult with Township staff, external consultants and applicable agencies before submitting a formal planning application. This process will provide applicants with an opportunity to identify application requirements and ask any questions regarding the process or study requirements in advance of submitting their formal application.

By participating in pre-consultation, applicants can streamline their applications, refine their proposals, and avoid potential delays at various application stages. This early interaction can help minimize the need for resubmissions and provide applicants with the opportunity to save time and reduce costs. Pre-consultation fosters good relationships with Township stakeholders and the community.

There are two pre-consultation opportunities for applicants, depending on the nature of the application:

Preliminary Planning Consultation

Preliminary Planning Consultations are used for general inquiries and will include meeting with one of our Planners and the Chief Building Official.

Comprehensive Development Consultation

Comprehensive Development Consultations will provide applicants with an opportunity to have their planning and preliminary servicing proposal reviewed by Township staff, consultants and applicable agencies to identify



Pre-Consultation Meetings

Frequently Asked Questions:

What applications are recommended to go through Pre-consultation?

The following applications are recommended to go through the Township's Pre-consultation process:

- Official Plan Amendment
- Zoning By-law Amendment
- Draft Plan of Subdivision
- Draft Plan Condominium
- Site Plan Approval

Why should I hire a planner or project manager?

Submission and consideration of *Planning Act* Applications is a complex process and will require the coordination of multiple studies, reports, or assessments. A dedicated Project Manager or Professional Land Use Planner is recommended to facilitate, oversee and coordinate the process. This is to ensure the Township's comments are being adequately addressed by the sub-consultants preparing the individual reports, studies, or assessments.

In the end, an effective Project Manager or Professional Planner may save you time, money and resources to efficiently and effectively navigate your development concept through the complex planning approvals process.

Where do I apply for Pre-consultation with the Township?

Submit your Pre-consultation request and required submission materials by mail or email to development@wellington-north.com. Payments can be sent by mail or etransfer to accounting@wellington-north.com. Once these items are received an in-person or virtual meeting will be scheduled.

How much is the Pre-consultation Application Fee?

Application fees are listed in Schedule B of the Fees and Charges By-law at [By-laws | Township of Wellington North](#). Fees are updated annually on January 1st of each year.

Site Plan Control Process Guide

What is a Site Plan Control?

Site Plan Approval is a technical review and approval process used by municipalities to ensure new development on a property is functional, efficient, designed and compatible with adjacent lands.

It ensures site features including but not limited to - buildings, vehicular and pedestrian access, parking, landscaping and open spaces, servicing, grading, utilities, garbage facilities, utilities, lighting – are located and maintained in accordance with current regulations and standards. Where Site Plan Approval is required it must be obtained prior to the issuance of a Building Permit. Site plan control is regulated by the Township's Site Plan Control By-law available at

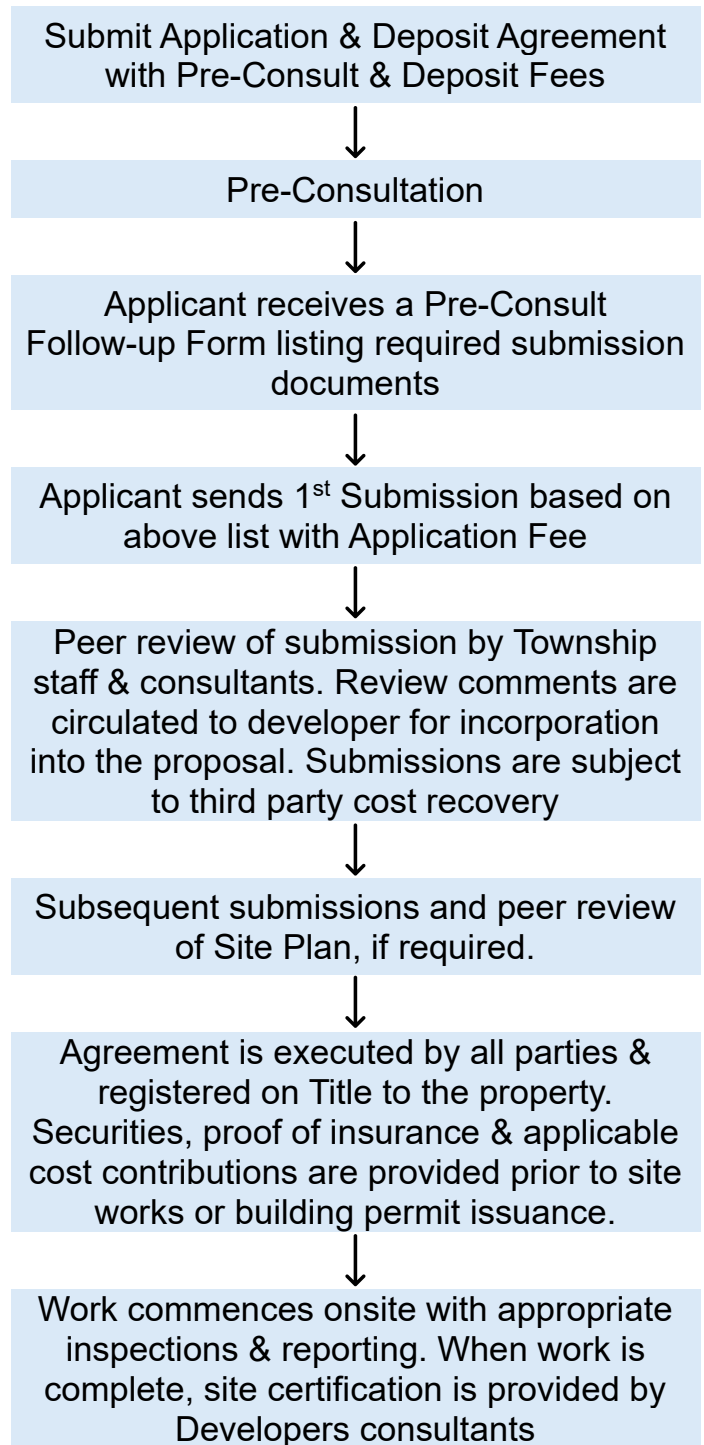
Site Plan Control Application and Agreement

A Site Plan Control Application may include:

- Site works associated with the change of use of an existing building;
- Parking lot modifications, outdoor patios, landscape work and placement of accessory building and structures;
- Minor revisions or building additions to existing commercial/industrial developments/
- Requirement of technical studies (e.g. storm water management, geotechnical, hydrological, environmental impact assessment); and/or,
- New development or major additions/alterations to an existing development or site design.

This guide is intended to provide Preliminary information only.
Last updated: May 2026

Site Plan Control Process



1. Pre-consultation

It is strongly recommended that all applicants consult with the Township prior to preparing and submitting an application. Contact the Township to discuss if a pre-consultation is required.

Upon completion of a Pre-consultation meeting, the developer will receive a List of Required Applications and Support Documents to be submitted.

2. Preparing an Application

When preparing an application please provide detailed responses to all application questions. Further, ensure the application is accompanied with all required studies and supporting documents.

Site Plan Control Applications can be submitted by mail or email to development@wellington-north.com

3. Required studies and supporting documents

Please refer to Section 41(4) of the Planning Act for all general requirements, types and content of each drawing.

Further, please review the following Township Documents:

- [Site Plan Control By-law](#);
- [Municipal Servicing Standards](#);
- [Sewage Allocation Policy](#);
- [Zoning By-law 66-01](#) and
- [Community Growth Plan](#)

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4. Application and Fee

Submit the application, required studies and supporting documents, by email to development@wellington-north.com

Submit the required fees by mail or etransfer to accounting@wellington-north.com

The application fees are listed in the Fees and Charges By-law at [By-laws | Township of Wellington North](#)

5. 1st Submission

Applicant submits their first submission for township review, based on the pre-consultation list of required documents received in the previous step, along with the **applicable Application Fee**.

Planning and Development circulates the submission to relevant Township departments and outside agencies with a request for comments and conditions. Once review comments are received by the Township, they are forwarded to the Developer and their representative.

Applicants submit revised submissions addressing previous comments until the application is deemed completed.

6. Site Plan Approval

Site Plan Control Agreement will be issued to the authorized signing authorities.

Once all authorities have signed, the agreement will be registered on title to the property.

7. Security and Insurance

If applicable, all security deposits and certificates of insurance are required prior to the start of onsite works or issuance of a building permit.

Appeals

In accordance with Section 41(12) of the Planning Act, the Property Owner of the land may appeal a condition of Site Plan approval, to the Ontario Land Tribunal. No other persons may appeal the Site Plan approval.

Appeals are decided by the Ontario Land Tribunal (OLT) and must be filed with the Municipal Clerk via either the Ontario Land Tribunal e-file service (first time users will need to register for a My Ontario Account) or by mail. A payment of the appeal fee to the Minister of Finance is required. A copy of the appeal form is available from the Ontario Land Tribunal website: [Forms | Ontario Land Tribunal](#)

Applications

The Development Approval application form is available at [Building, Planning & Development | Township of Wellington North](#)

Fees

The fees are included in the Township Fees and Charges By-law which is updated annually on January 1st and is available at [By-laws | Township of Wellington North](#)

Payments can be made by cash, cheque, debit or e-transfer to accounting@wellington-north.com

Contact Township Staff

Email: development@wellington-north.com

Phone: 519-848-3620, Ext. 4435

Mail: c/o Planning

Township of Wellington North

P.O. Box 125, 7490 Sideroad 7 West

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Zoning By-law Amendment Process Guide



What is a Zoning By-law Amendment?

A Zoning By-law Amendment Application is typically required to make significant changes to zoning regulations or permitted uses, changes to the zoning category within the Township's Zoning By-law that apply to a specific property. A Zoning By-law Amendment is a by-law passed by the Township Council and is a public process.

Notice of the public meeting is circulated to applicable agencies and all property owners within a 120m radius of the subject property allowing for public input during the process.

Section 34 of the Planning Act sets out the process and requirements for Zoning By-law amendment applications.

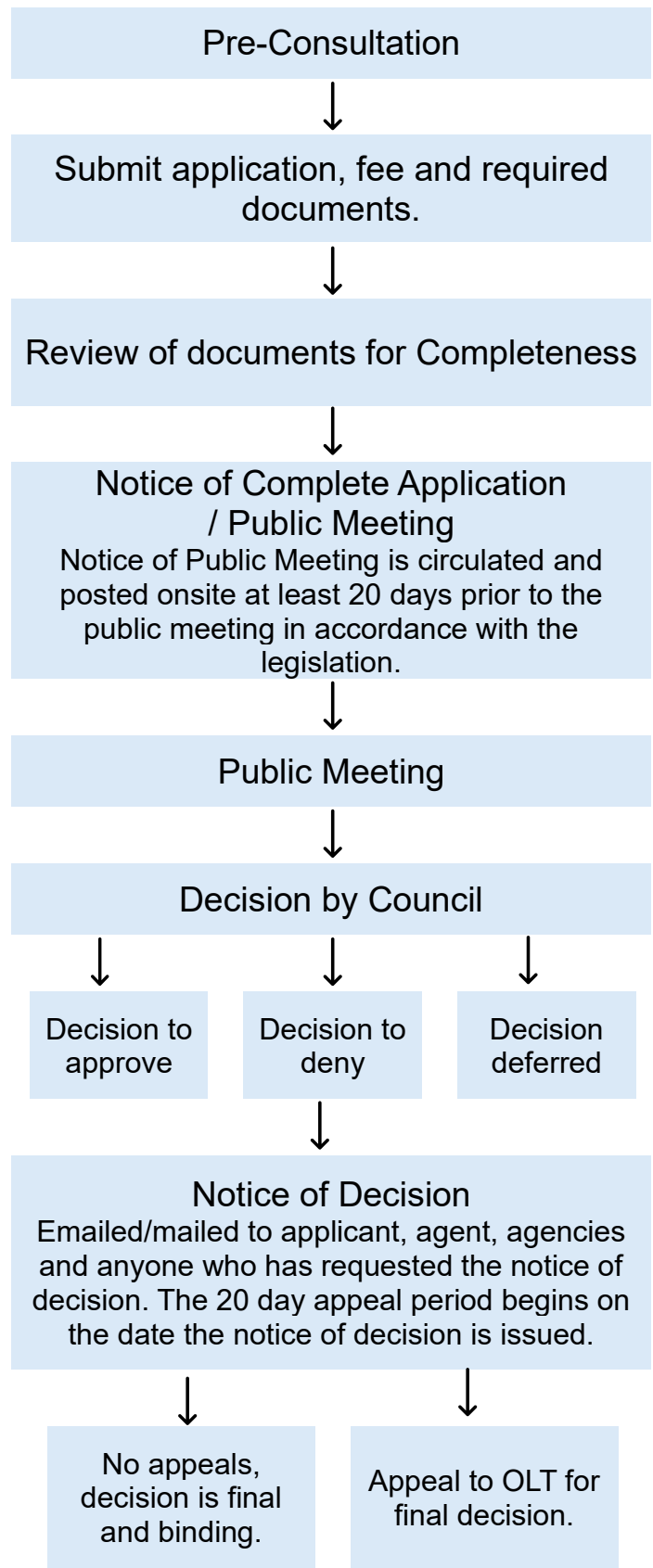
Zoning By-law Amendment Application and Fee

Applications can be submitted by mail or email to development@wellington-north.com.

Application fees are listed in the [Fees and Charges By-law](#).

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Zoning By-law Amendment Process



1. Pre-consultation

It is strongly recommended that all applications consult with the Township prior to preparing and applying. Contact the Township to discuss if a pre-consultation is required.

2. Preparing an Application

When preparing an application please provide detailed responses to all application questions in the application, especially the questions “2. Purpose and Reasons for Proposed Amendment” and “14. Proposed use of the land”. Also ensure the application is accompanied with a sketch or copy of a survey showing the property and building layout. Planning application forms are available online at [Building, Planning & Development | Township of Wellington North](#)

3. Application, Required Studies / Supporting Documents & Fees

Submit the application, required studies/supporting materials and fee by mail or email to development@wellington-north.com

The application fees are listed in the [Fees & Charges By-law](#) under Schedule B.

You may wish to call the municipal office in advance to ensure a commissioner is available to sign the application form.

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4. Notice of Application and Notice of Public Meeting

Once your application has been submitted, planning staff and Township Consultants will review the submission for completeness. The application will not be processed unless the submission is complete and all prescribed or required information is provided.

Once all prescribed information has been received staff will begin to process the submission and prepare a “Notice of Public Meeting”, which will be sent to all property owners within 120 metres of the subject property.

The Township will post notice on the property.

The application will be circulated to staff, Township Consultants, external agencies and public bodies who may have an interest in the proposal for review and comment.

It is important to consider that commenting agencies have their own requirements and may require separate review fees and/or additional reports or studies in order to process the application. The pre-consultation process with the Township will help to determine if these requirements will apply.

The Notice of Public Meeting will be posted to the Township’s [Public Meeting / Hearing Notices](#) webpage.

The Public Meeting will be held no earlier than 20 days after the “Notice of Public Meeting” has been issued. Applicants, agents, and members of the public are invited to make representations with respect to the proposal at the Public Meeting.

5. Decision

Based on the comments received at the Public Meeting from staff, Township consultants, external Agencies and the Public, staff may prepare a recommendation report for consideration of Township Council for a final decision at a future meeting.

Following the Public Meeting (or future meeting) Council will consider any information presented at the Public Meeting, as well as the recommendations contained in the report prepared by Planning Staff to make one of the following decisions with respect to the application:

1. To approve the application;
2. To approve the application with modifications;
3. To refuse the application; or
4. To defer the application pending further review or action.

Where Council makes a decision on an application, the amending Zoning By-law is presented to Council for enactment, and a Notice of Passing of the By-law is issued by the Municipal Clerk.

The decision of Council is subject to a 20-day appeal period measured from the date of the Notice of Decision of the By-law.

Provided no appeals are filed with the Municipal Clerk within the appeal period, the decision of Council on the By-law comes into force and effect retroactive to the date of enactment.

Where an appeal is filed with the Municipal Clerk, the matter is forwarded to the Ontario Land Tribunal.

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Appeals

No person or public body shall be added as a party to the hearing of the appeal unless, before the by-law was passed, the person or public body made oral submissions at a public meeting or written submissions to the council or, in the opinion of the Ontario Land Tribunal (OLT), there are reasonable grounds to add the person or public body as a party.

Appeals are decided by the OLT. Appeals must be filed with the Municipal Clerk via either the Ontario Land Tribunal e-file service (first time users will need to register for a My Ontario Account) or by mail. A payment of the appeal fee to the Minister of Finance is required. A copy of the appeal form is available from the Ontario Land Tribunal website: [Forms | Ontario Land Tribunal](#)

Applications

Zoning By-law amendment application forms are available at [Building, Planning & Development | Township of Wellington North](#)

Fees

The fees are included in the Township Fees and Charges By-law which is updated annually on January 1st and is available at [By-laws | Township of Wellington North](#)

Payments can be made by cash, cheque, debit or e-transfer to accounting@wellington-north.com

Contact Township Staff

Email: development@wellington-north.com

Phone: 519-848-3620, Ext. 4435

Mail: Township of Wellington North, Planning
P.O. Box 125, 7490 Sideroad 7 West
Kenilworth, ON, N0G 2E0

Minor Variance Application Process Guide



What is a Minor Variance?

A Minor Variance Application allows the property owner to obtain relief from the Township's Zoning By-law to permit a building or structure which does not comply with the provisions of the Zoning By-law and meets the four tests for a Minor Variance in accordance with the Planning Act.

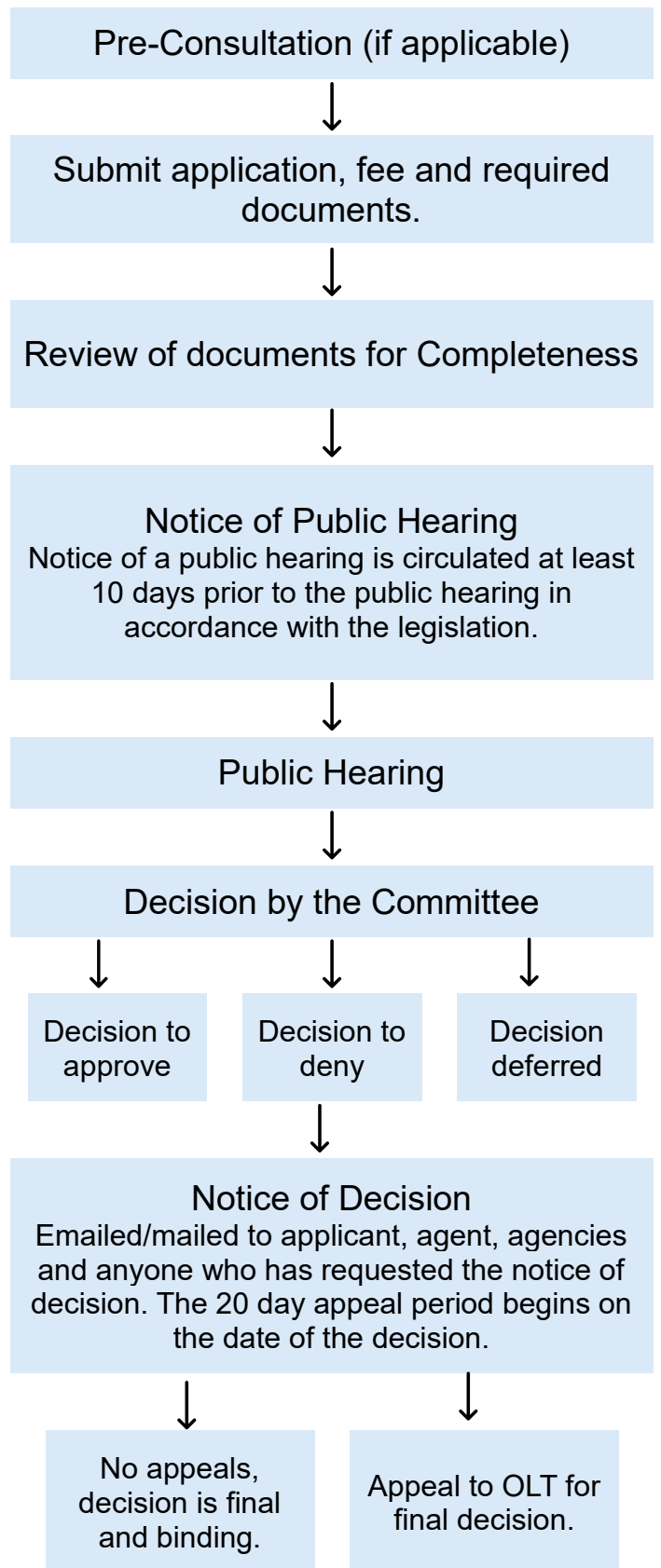
Examples:

- Building height exceeds maximum height requirement.
- Proposed house addition does not meet the side yard setback requirements.

The application will be assigned a file number when it is received. Please refer to this number for all correspondence with the Township

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Minor Variance Process



1. Pre-consultation

It is strongly recommended that all applications consult with the Township prior to preparing and applying. Contact the Township to discuss if a pre-consultation is required.

2. Preparing an Application

When preparing an application please provide detailed responses to all applicable application questions. Also ensure the application is accompanied with a sketch or copy of a survey showing the property and building layout. Planning application forms are available online at [Building, Planning & Development | Township of Wellington North](#)

3. Application, Required Supporting Documents & Fees

Submit the application, required supporting materials and fee by mail or email to development@wellington-north.com

The application fees are listed in the [Fees & Charges By-law](#) under Schedule B.

You may wish to call the municipal office in advance to ensure a commissioner is available to sign the application form.

4. Notice of Application and Notice of Public Hearing

Once your application has been submitted, planning staff and Township Consultants will review the submission for completeness. The application will not be processed unless the submission is complete and all prescribed or required information is provided.

Once all prescribed information has been received staff will begin to process the submission and prepare a “Committee of Adjustment Notice of Public Hearing”, which will be sent to all property owners within 60 metres of the subject property.

The Township will post notice on the property.

The application will be circulated to staff, Township Consultants, external agencies and public bodies who may have an interest in the proposal for review and comment.

It is important to consider that commenting agencies have their own requirements and may require separate review fees and/or additional reports or studies in order to process the application. The pre-consultation process with the Township will help to determine if these requirements will apply.

The Notice of Public Hearing will be posted to the Township’s [Public Meeting / Hearing Notices](#) webpage.

The Public Hearing will be held no earlier than 10 days after the “Notice of Public Hearing” has been issued. Applicants, agents, and members of the public are invited to make representations with respect to the proposal at the Public Hearing.

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5. Decision

Based on the comments received at the Public Hearing from staff, Township consultants, external Agencies and the Public, the Committee of Adjustment will make a decision.

The Committee may make one of the following decisions with respect to the application:

1. To approve the application;
2. To approve the application with conditions;
3. To deny the application; or
4. To defer the application pending further review or action.

Once the Committee makes a decision on an application the Notice of Decision is authorized, and a Notice of Decision is issued by the Secretary-Treasurer of the Committee.

The decision of the Committee is subject to a 20-day appeal period measured from the date of the hearing.

Provided no appeals are filed with the Municipal Clerk within the appeal period, the decision of the Committee comes into force and effect retroactive to the date of enactment.

Where an appeal is filed with the Municipal Clerk, the matter is forwarded to the Ontario Land Tribunal.

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Appeals

Members of the public do not have the right to appeal the decision; only the applicant, the Minister of Municipal Affairs and Housing, a specified person or public body that has an interest in the matter, may appeal the decision.

Appeals are decided by the Ontario Land Tribunal (OLT). Appeals must be filed with the Municipal Clerk via either the Ontario Land Tribunal e-file service (first time users will need to register for a My Ontario Account) or by mail. A payment of the appeal fee to the Minister of Finance is required. A copy of the appeal form is available from the Ontario Land Tribunal website: [Forms | Ontario Land Tribunal](#)

Applications

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Phone: 519-848-3620, Ext. 4435

Mail: Township of Wellington North, Planning
P.O. Box 125, 7490 Sideroad 7 West
Kenilworth, ON, N0G 2E0

The application will be assigned a file number when it is received. Please refer to this number for all correspondence with the Township.



Building Permits

What is a Building Permit?

A building permit is generally required for most renovation and construction projects. Building permits are necessary to ensure the Ontario Building Code, zoning requirements and other building standards are met.

Building permits are important to ensure that you, or the person you have hired, builds a product that meets the minimum standards as set out in the Ontario Building Code and other applicable legislation.

Whether you do the work yourself or hire a contractor, it is the property owner's responsibility to ensure a building permit is obtained, the required inspections are requested and any infractions are corrected.

When is a building permit required?

To determine if your building or renovation project requires a permit, contact staff at: building@wellington-north.com. A list of some common projects which require a building permit:

Exterior Projects

- Deck, Porch or Balcony
- Addition and Sunrooms
- Garage or carport
- Shed (> 15m²)
- Gazebo (> 10m²)
- Pergola (> 10m²)
- Altering foundation

Interior Projects

- Finishing Basement
- Structural Alterations
- Additional Residential Unit
- Adding or removing walls
- Adding or moving kitchen
- Adding or moving bathroom
- Changing the use of a building

Plumbing/Heating

- Installing new septic system
- Repairs to existing septic system
- Installation of irrigation systems
- Installing new plumbing fixtures or relocating existing plumbing fixtures

Demolition

- Demolition of a building or a portion of a building
- Demolition of any structure greater than 10 m²

Building Permit Application

Building Permit Applications are submitted online Through [CloudPermit](#) accessed through the Township's website at:

[Building Permits | Township of Wellington North](#)

