



ZONING COMPLIANCE LETTER APPLICATION

FOR AGCO AGENCY APPROVAL LETTER

NOTE: FEES ARE NON-REFUNDABLE

Applicant Information		
Applicant Name:		
Mailing Address:	City:	Postal Code:
Phone Number:	Fax Number:	
Applicant Signature: _____		Date:

Business Information		
Business Name:		
Business/Property Location:	Unit #:	Community:

Current Building Information <i>(Floor Plans Required)</i>	Floor Area (m ²) – 1 st Floor:	Proposed Indoor Capacity (seats):
	Floor Area (m ²) – 2 nd Floor:	
	Floor Area (m ²) – 3 rd Floor:	Existing Indoor Capacity (seats):
	Other Floors (m ²):	
	Total Gross Floor Area (m ²):	Total Indoor Capacity (seats):

Outdoor Patio <i>(Sketch or Site Plan Required)</i> Yes <input type="checkbox"/> No <input type="checkbox"/>	Existing Outdoor Patio Location:	Front Yard <input type="checkbox"/>	Side Yard <input type="checkbox"/>	Rear Yard <input type="checkbox"/>
	Proposed Outdoor Patio Location:	Front Yard <input type="checkbox"/>	Side Yard <input type="checkbox"/>	Rear Yard <input type="checkbox"/>
	Dimensions of Proposed Outdoor Patio (m):	Existing Outdoor Patio Capacity:		
	Dimensions of Existing Outdoor Patio (m):	Proposed Outdoor Patio Capacity:		
	Total Area of all Outdoor Patios (m):	Total Outdoor Patio Capacity:		
	Existing Encroachment Agreement: Yes <input type="checkbox"/> No <input type="checkbox"/>			

FOR OFFICE USE ONLY		
Current Zoning:	Committee of Adjustment	Building Permit
NOTES:	Folder Number:	Date Received:

The personal information collected on this form will be used to contact you for the administration of performing record searches as authorized under the *Municipal Act, 2001, section 227*. If you have any questions regarding the collection of the information please contact the Senior Zoning Examiner at 77 James St N, Suite 400 or at 905.546.2720.



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Application Requirements

1. The application package must contain a copy of completed application form and a set of building plans.
2. A set of building plans must include a scaled and proper dimensioned site plan, building plans with floor layout. These plans shall be prepared by a design professional. If an outdoor patio is proposed, the site plan shall indicate the size of the patio together with the intended number of seats.
3. A completed application with the required submission information must be submitted in person and received at the Building Services front counter by a Customer Service Representative.
4. A Zoning Examiner will issue an AGCO Zoning Compliance Letter to the applicant upon completion of the review within 15 working days.

Scope of an AGCO Zoning Compliance Letter:

The intent of the AGCO Agency Approval Letter is to confirm the seating capacity for a building (restaurant) and any associated outdoor patio recognized by the City of Hamilton Zoning Bylaw.

A Zoning Examiner will review an application to determine the permitted seating capacity inside the building and outdoor patio based on zoning bylaw requirement in conjunction with the calculated seating capacity as permitted by the Ontario Building Code or an applicable Committee of Adjustment decision.

Please note that this process does not substitute the requirement of a building permit under the Building Code Act to comply with Ontario Building Code requirement. The proposal may result and be Subject to the issuance of a building permit in the normal manner.

The use and operation of a restaurant and/or outdoor patio business is subject to the issuance and maintenance of a municipal licence from the Municipal Law Enforcement section of the Parking & By-law Services Division.