



# Holding Zone Removal Guide

**Application Fee: \$500.00**

## What is a Holding Zone, and when is it used?

Within a Zoning By-law, a holding zone (“H”) may be applied to properties that Council has approved to be used for future development, in compliance with the zoning by-law. The holding zone shall restrict development on designated lands until certain conditions are met that would warrant development. The holding symbol can be removed from all or part of a property through a zoning by-law amendment.

Applicant

**Step 1**  
Meet with Township

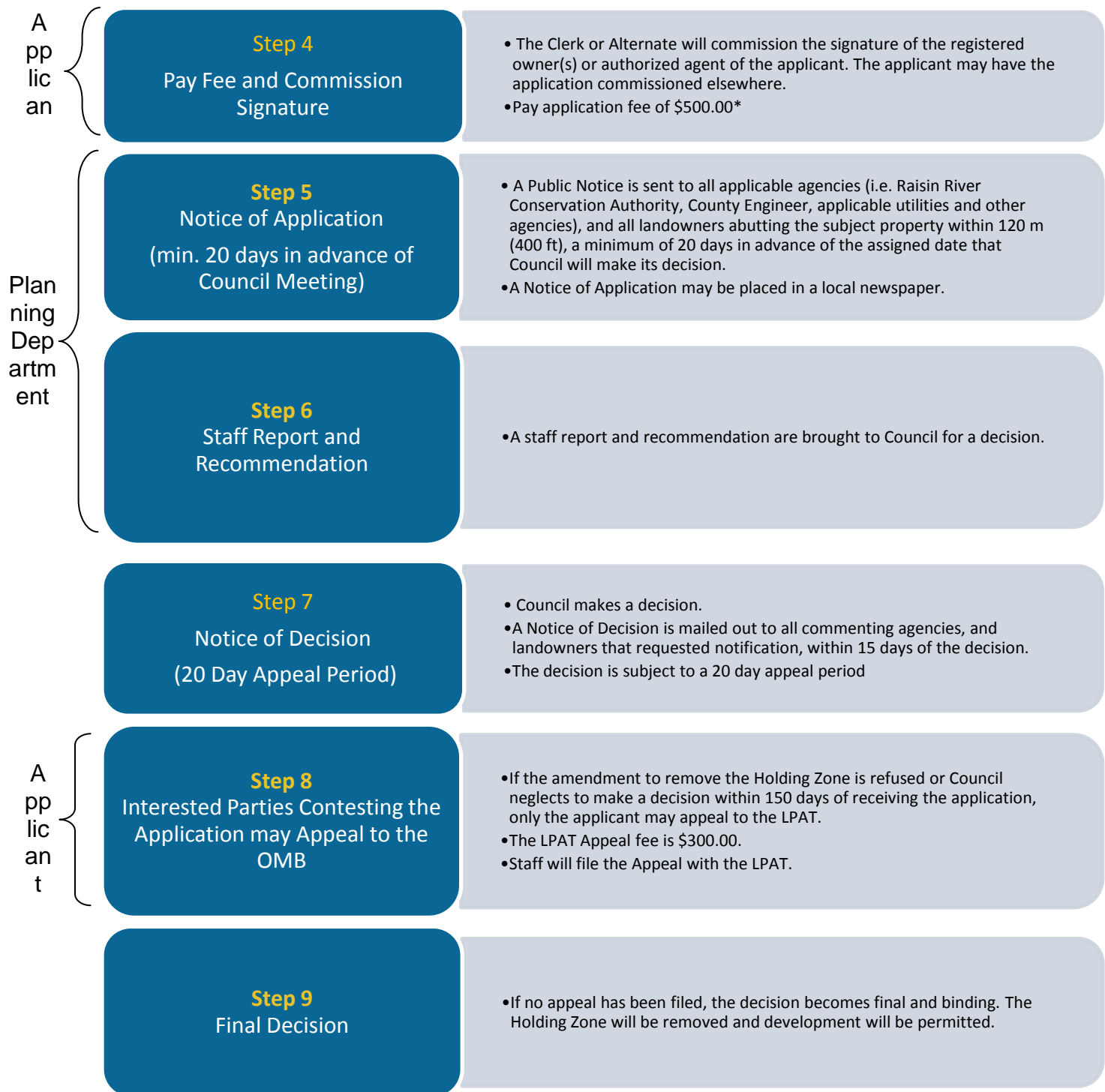
- By meeting with the Planning Department the applicant is able to apply for the zoning amendment to remove the Holding Zone with an understanding of Township requirements.

**Step 2**  
Fill out Application

- The applicant completes the application (Township staff are available to guide you with the application, by appointment only; however you may be required to retain professional assistance as Township staff cannot complete the application).

**Step 3**  
Bring Completed Application to Planning/Building Department

- Bring application to the Planning Department.
- A detailed site plan must accompany the application.
- If any reports are required by the municipality, such as a planning rationale, hydrogeological and terrain analysis, geotechnical study, etc, the holding zone amendment application must be accompanied by 3 paper copies and 1 digital copy.
- Staff will review and ensure all questions have been answered and there are no concerns with the application.




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\* The prescribed timelines under the Ontario Planning Act are 150 days plus a 20-day appeal period.