

## REQUEST FOR A PROPANE ZONING LETTER

1. All requests for a Propane Zoning Letter must be on company letterhead or in standard letter format, dated and signed by the requestor
2. When requesting confirmation that the sale of propane is permitted on the property, the request must give complete, detailed information on the nature of the propane sales:
  - Is it a SWAP program?
  - If so: what is the size of cylinders and how many cylinders will there be? Where on the property will the SWAP cage(s) be located?
  - Is it a larger propane tank?
  - If so: what is the size of tank and how many tanks will there be? Is the tank(s) accessory to an existing use on the property? Describe in detail the nature of that existing use and how the propane tank is accessory. The existing use on the property must be legally existing.
3. A Propane tank Zoning Letter (not a SWAP letter) must be accompanied by a site plan showing the proposed located of the propane tank.
  - The tank cannot be located on required parking spaces or required landscape buffers
  - The tank must provide the required setbacks to property lines as required by the zone in which it is located
  - The tank must comply with line **13.0, Table 2.1.2.1.1 and Table 2.1.2.2.3** of Zoning By-law 225-2007, as amended (see back)
4. The Propane Zoning Letter request must state the legal municipal address and legal description of the property you are inquiring about
5. The Propane Zoning Letter request must indicate who the Zoning Letter should be addressed to and the mailing address
6. The Propane Zoning Letter request must indicate the name and phone number of the contact person initiating the request
7. The Propane Zoning Letter request must be accompanied by the required fee of \$229.18 (2019) (subject to change based on amendments to the Fees and Charges By-law). Payment will be accepted by cash, cheque, credit or debit
8. All Zoning Letters will be mailed unless the request states that you wish to pick up the letter in person at the Building Division Customer Services Counter, 3rd floor, Civic Centre, 300 City Centre Drive

## Part 2 - General Provisions

### 2.1.2 Minimum Separation Distances From Residential Zones and Other Restrictions

#### 2.1.2.1 Minimum Separation Distances (0028-2013/OMB Order 2014 July 16)

2.1.2.1.1 All **buildings** and **structures** containing a **use** in Table 2.1.2.1.1 - Minimum Separation Distance, shall comply with the applicable minimum separation distance required.

**Table 2.1.2.1.1 - Minimum Separation Distance**

Column A		B
Line	Use	Minimum Separation Distance
13.0	<b>Propane storage tank</b> with an aggregate capacity in excess of 7 571 litres	120.0 m
14.0	<b>Motor Vehicle Body Repair Facility</b> (Accessory)	15.0 m
15.0	<b>Crematorium</b> (0028-2013/OMB Order 2014 July 16)	300.0 m

2.1.2.1.2 The minimum separation distance contained in Table 2.1.2.1.1 - Minimum Separation Distance, shall be measured in a straight line from the nearest part of the **building** or **structure** or portion of the **building** or **structure** containing the **use**, to the closest **lot line** of a Residential Zone.

**Table 2.1.2.2.3 - Propane Storage Tank**

Column A		B
Line		
1.0	A <b>propane storage tank</b> shall comply with the following:	
1.1	Maximum aggregate capacity per <b>lot</b>	15 142 litres
1.2	No <b>propane storage tank</b> shall be located in a required <b>yard</b>	✓
1.3	No <b>propane storage tank</b> shall be located within 120.0 m of an Institutional Zone	✓
1.4	No <b>propane storage tank</b> shall be located on a <b>lot</b> abutting a Residential, City Centre or C4 Zone (0379-2009)	✓
1.5	The regulations of Sentence 2.1.2.1.1 of this By-law shall also apply	✓
1.6	No <b>propane storage tank</b> with an aggregate capacity in excess of 7 571 litres shall be located within 120.0 m of a City Centre or C4 Zone (0379-2009)	✓