

**TOWN OF MORDEN**  
**POLICY & PROCEDURES MANUAL**

<i>Reference</i>	Finance & Administration	<i>Classification</i>	Procedure
<i>Subject</i>	Zoning Memorandum	<i>Pages</i>	2
<i>Authority</i>	Management Team	<i>Effective Date</i>	May 21, 2003
<i>Approved</i>	May 21, 2003	<i>Index</i>	F/A – 008

**PURPOSE**

The purpose of this procedure is to outline how zoning memorandum applications shall be administered.

**PROCEDURE STATEMENT**

The Town of Morden wishes to ensure that applications for zoning memorandums are administered in an appropriate manner. It is important that properties comply with the Town of Morden Zoning By-Law No. 31-93 as amended.

**DEFINITIONS**

New Survey – A certified true copy of a survey which was signed by the surveyor within one year preceeding the day that the request for a zoning memorandum is received by the Town.

**PROCEDURE**

1. Requests for zoning memorandums shall be referred to the Town of Morden Administration Office. Requests must include a new survey as well as the applicable fee payment.
2. The Director of Finance & Administration, or his/her designate, will review the information provided and verify that the information is current.
3. The Director of Finance & Administration, or his/her designate, will confirm the zoning requirements for the affected property and provide the applicant with the zoning memorandum.
4. For an application where a variance is required on the property, an application will be provided to the applicant.
5. Where a zoning memorandum requires a variation and the variation is requested and approved within three months of the zoning memorandum application being

presented, an amended zoning memorandum will be supplied at no additional cost.