

## **GENERAL INFORMATION – ZONING BY-LAW AMENDMENT APPLICATIONS**

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1. The fee for a zoning by-law amendment is \$1,000.
2. The completed application along with the required fee is submitted to the Township Municipal Office.
3. Once the application is received by the Township office a “Notice of Public Meeting” is prepared and circulated to everyone within 400’ of the subject property as well as the persons and agencies as set out in the regulations.
4. At least 20 days’ notice must be given before a public meeting is held. The matter will be decided by the Township Planning Advisory Committee who meet on the 2<sup>nd</sup> Tuesday of each month at 7:00 p.m. in the Council chambers.
5. The Planning Advisory Committee’s recommended decision must be approved by Council who meet the 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month.
6. If approved by Council a “Notice of Passing of a Zoning By-law Amendment” must be circulated to all applicable persons who received notice of the public meeting.
7. Anyone can lodge an appeal to the amendment within 20 days of the date of mailing of the “Notice of Passing” referred to in Section 6 above. The fee for an appeal is \$125.00 payable to the Ontario Municipal Board (OMB).
8. If there is no appeal within the 20 day time frame the matter of the zoning is considered to be finalized.

# APPLICATION FOR AMENDMENT TO ZONING BY-LAW # .....

|          |
|----------|
| File No. |
|----------|

..... IN THE .....

Name of municipality or planning board

|               |  |
|---------------|--|
| NAME OF OWNER | NAME OF AGENT (if the applicant is an agent authorized by the owner) |
| ADDRESS       | ADDRESS  |
|               |  |
| TELEPHONE     | TELEPHONE  |

|   |   |
|---|---|
| NAME OF HOLDER OF MORTGAGE (OR CHARGE OR ENCUMBRANCE) | NAME OF HOLDER OF MORTGAGE (OR CHARGE OR ENCUMBRANCE) |
| ADDRESS   | ADDRESS   |
|   |   |

|                                     |                              |
|-------------------------------------|------------------------------|
| OFFICIAL PLAN - current designation | ZONING - current designation |
|                                     |                              |

|                                    |        |       |
|------------------------------------|--------|-------|
| <b>DIMENSIONS OF SUBJECT LAND:</b> |        |       |
| Frontage:                          | Depth: | Area: |
|                                    |        |       |

|  |  |
|--|--|
| <b>REZONING - Nature and extent of rezoning requested:</b><br>.....<br>.....<br>.....<br>.....<br>.....<br>..... | <b>REZONING - Reason why rezoning requested:</b><br>.....<br>.....<br>.....<br>.....<br>.....<br>..... |
|--|--|

|   |
|---|
| DATE - Subject land was acquired by current owner on: ..... |
|---|

|   |
|---|
| <b>LEGAL DESCRIPTION</b> of subject land (such as the municipality, concession and lot numbers, registered plan and lot numbers, reference plan and part numbers and name of street and number) |
|   |
|   |
|   |
|   |

Note: See reverse of page 3 for details of sketch required.

|   |   |
|---|---|
| <b>ACCESS - Access to the subject land will be by:</b>  |   |
| <input type="checkbox"/> Provincial highway<br><input type="checkbox"/> Municipal road - year round<br><input type="checkbox"/> Other public road (specify) ..... | <input type="checkbox"/> Municipal road - seasonal<br><input type="checkbox"/> Right-of-way<br><input type="checkbox"/> Water |

**WATER ACCESS** - Where access to the subject land is by water only:

|   |   |
|---|---|
| Docking facilities (specify) .....      | Parking facilities (specify) .....      |
| distance from subject land .....        | distance from subject land .....        |
| distance from nearest public road ..... | distance from nearest public road ..... |

|   |   |
|---|---|
| <b>EXISTING USES</b> of the subject land: | <b>LENGTH OF TIME</b> the existing uses of the subject land have continued: |
|   |   |
|   |   |

**EXISTING BUILDINGS - STRUCTURES** - Where there are any buildings or structures on the subject land, indicate for each:

|                        |                               |                         |
|------------------------|-------------------------------|-------------------------|
| TYPE - .....           | Front lot line setback: ..... | Height in metres: ..... |
| DATE CONSTRUCTED ..... | Rear lot line setback: .....  | Dimensions: .....       |
|                        | Side lot line setback: .....  | Floor area: .....       |
|                        | Side lot line setback: .....  |                         |

  

|                        |                               |                         |
|------------------------|-------------------------------|-------------------------|
| TYPE - .....           | Front lot line setback: ..... | Height in metres: ..... |
| DATE CONSTRUCTED ..... | Rear lot line setback: .....  | Dimensions: .....       |
|                        | Side lot line setback: .....  | Floor area: .....       |
|                        | Side lot line setback: .....  |                         |

*attach additional page if necessary*

**PROPOSED USES** of the subject land:

**PROPOSED BUILDINGS - STRUCTURES** - Where any buildings or structures are proposed to be built on subject land, indicate for each:

|              |                               |                         |
|--------------|-------------------------------|-------------------------|
| TYPE - ..... | Front lot line setback: ..... | Height in metres: ..... |
|              | Rear lot line setback: .....  | Dimensions: .....       |
|              | Side lot line setback: .....  | Floor area: .....       |
|              | Side lot line setback: .....  |                         |

  

|              |                               |                         |
|--------------|-------------------------------|-------------------------|
| TYPE - ..... | Front lot line setback: ..... | Height in metres: ..... |
|              | Rear lot line setback: .....  | Dimensions: .....       |
|              | Side lot line setback: .....  | Floor area: .....       |
|              | Side lot line setback: .....  |                         |

*attach additional page if necessary*

**WATER** is provided to the subject land by:

|   |  |
|---|--|
| <input type="checkbox"/> Publicly-owned/operated piped water system | <input type="checkbox"/> Lake or other water body    |
| <input type="checkbox"/> Privately-owned/operated individual well   | <input type="checkbox"/> Other means (specify) ..... |
| <input type="checkbox"/> Privately-owned/operated communal well     |  |

**SEWAGE DISPOSAL** is provided to the subject land by:

|   |  |
|---|--|
| <input type="checkbox"/> Publicly-owned/operated individual septic system | <input type="checkbox"/> Privy                       |
| <input type="checkbox"/> Publicly-owned/operated communal septic system   | <input type="checkbox"/> Other means (specify) ..... |

**STORM DRAINAGE** is provided to the subject land by:

|                                 |                                  |                                 |  |
|---------------------------------|----------------------------------|---------------------------------|--|
| <input type="checkbox"/> Sewers | <input type="checkbox"/> Ditches | <input type="checkbox"/> Swales | <input type="checkbox"/> Other means (specify) ..... |
|---------------------------------|----------------------------------|---------------------------------|--|

**OTHER APPLICATIONS** - If known, indicate if the subject land is the subject of an application under the Act for:

|   |              |              |
|---|--------------|--------------|
| <input type="checkbox"/> approval of a plan of subdivision (under section 51) | File # ..... | Status ..... |
| <input type="checkbox"/> consent (under section 53)                           | File # ..... | Status ..... |
| <input type="checkbox"/> previous application (under section 34)              | File # ..... | Status ..... |

# AUTHORIZATION BY OWNER

I, the undersigned, being the owner of the subject land, hereby authorize .....  
to be the applicant in the submission of this application.

.....  
Signature of owner

.....  
Signature of witness

.....  
Date

# DECLARATION OF APPLICANT

I, ..... of the ..... of  
..... in the ..... of .....  
solemnly declare that:

All the statements contained in this application and provided by me are true and I make this solemn  
declaration conscientiously believing it to be true and knowing that it is of the same force and effect  
as if made under oath.

DECLARED before me at the .....

of .....

in the ..... of .....

this ..... day of ..... 19 .....

.....  
Signature of applicant

.....  
Signature of commissioner, etc.

Are there any of the following uses or features **on, or within** 30 metres (98.43 ft) of the subject (severed and retained) lands: (check appropriate space)

| Use or Feature   | On the subject (severed and retained) lands | Within 30 metres of the subject (severed and retained) lands |
|--|---|--|
| an agricultural operation (including abattoir, livestock facility, or stockyard) |   |  |
| a watercourse (ie. creek, stream, river)   |   |  |
| a wetland (ie. marsh, swamp, low, seasonally wet areas, or wooded wet areas)     |   |  |
| a steep slope  |   |  |
| an active or abandoned rail line   |   |  |
| a commercial or industrial use   |   |  |
| a natural gas or petroleum pipeline  |   |  |
| a land fill (dump) site - active or non-operational                              |   |  |
| an active, abandoned or rehabilitated mine site                                  |   |  |
| Provincial Park or Crown lands   |   |  |