

**Instructions for
APPLICATION FOR OFFICIAL PLAN
AND ZONING BY-LAW AMENDMENT**

DETACH THE FIRST TWO PAGES AND RETAIN FOR FUTURE REFERENCE	
<p>1. This process applies to applications for Official Plan and/or Zoning By-law Amendments.</p> <p>2. There are different fees for each type of application, please consult with the Municipality for details.</p> <p>3. Other related applications may be processed concurrently during this process (see Page 1).</p> <p>4. Applicants may submit a separate justification report to address any of the questions within. In doing so, please ensure that the report identifies all of the questions herein, or use a combination of application form and justification report to ensure all required information is provided.</p>	
STEPS IN THE PROCESS	
STEP 1	<p>Consult with Municipal Staff and/or Municipal Planning Consultant: Applicants are required to meet with the Clerk-Treasurer of the Committee of Adjustment, municipal planner/planning coordinator or municipal planning consultant (whichever is applicable). This is a formal meeting to be scheduled between the applicant and the Municipality prior to filling out the application form.</p>
STEP 2	<p>Complete the application form: Following your pre-consultation meeting (Step 1), you will be required to complete the required application form(s), include additional information identified during the pre-consultation meeting and provide:</p> <ul style="list-style-type: none"> • A Cheque, payable to the Municipality, to cover the application fee; • A sketch plan including information as outlined in Section 13 (Page 12) of this Application. • Your written authorization (with dated, original signature), identifying by name the individual who will act as your agent or solicitor for filing and handling your application(s) if you are using an agent or solicitor (see Page 13, Section 14).
STEP 3	<p>Submit complete application package: This includes any information and material identified at the pre-consultation meeting, completed application forms, required fees, authorization letter (if applicable), requested zoning amendment overlay (if applicable) and a site sketch.</p>
STEP 4	<p>Complete application accepted: The application is assessed for completeness and either accepted or returned to the applicant, requesting further information (back to step 3). If complete, the file is opened and timelines for processing are established. Once the application is accepted, all of the information that was submitted is open to review by the general public, including name, address, phone number, etc. – this is a public process.</p>
STEP 5	<p>Municipal Review: When the application is complete a “Notice of Complete Application” is published in the newspaper and circulated to the required agencies. The Notice of Complete Application is circulated to the required agencies, departments or persons who have requested notification. The notice will explain the nature of the requested amendment(s), and will invite comments by the public or agencies. The comments and opinions submitted on this matter, including the name and address of the respondent become part of the public record and may be viewed by the general public and published in a Report to Planning Committee and Council. The “Notice of Application” may be combined with the “Notice of Public Meeting” in Step 7.</p>
STEP 6	<p>Report to the Planning Advisory Committee or Council: Based on analysis of the application and the comments submitted by the public, agencies and departments, a planning report is prepared by staff and/or the contract planner and submitted to the Planning Advisory Committee or Council.</p>

<p>STEP 7</p>	<p>Notice of Public Meeting: A Public Meeting is then scheduled and a “Notice of Public Meeting” specifying the date, time and location of the meeting is published in a local newspaper with sufficient local circulation, or it is sent to every owner of land within 120 metres of the subject lands by personal service or mail, and circulated to the required agencies, departments or persons who have requested notification. The applicant may be requested to post a notice of the public meeting on his/her property. The wording of the notice shall be provided or approved by the Municipality. Copies of the planning report are made available to the public and the applicant in advance of the public meeting. The “Notice of Public Meeting” may be combined with the “Notice of Application” in Step 5.</p>
<p>STEP 8</p>	<p>Public Meeting: The Public Meeting provides an opportunity for the Owner/applicant/agent to make representation regarding the application. As well, any member of the public may appear before the Planning Advisory Committee or Council to comment for or against the application. Please be advised that if a person or public body does not make oral or written submissions at the public meeting, or make written submissions to the Municipality, before the proposed amendment(s) are adopted, the person or public body is not entitled to appeal the decision of Council to the Ontario Municipal Board, nor will they be added as a party to the hearing of an appeal.</p>
<p>STEP 9</p>	<p>Consultation With Ministry of Municipal Affairs and Housing: Prior to making a decision, the Municipality will circulate the Draft Official Plan Amendment to the Ministry of Municipal Affairs and Housing. Following input from the Ministry, the applicant may be requested to provide further information, and/or revisions may be made to the Official Plan Amendment. Please note that the Ministry may take up to sixty (60) days to respond. For a Zoning By-law amendment, consultation with the Ministry is not required.</p>
<p>STEP 10</p>	<p>Decision of Council: For an official plan amendment, Council will make a decision to adopt, modify or refuse the application. For a Zoning By-law amendment Consultation with the Ministry is not required, and Council may pass or refuse to pass the zoning by-law amendment. Within fifteen (15) days of a decision on an official plan and/or zoning by-law amendment, the Municipality will:</p> <ul style="list-style-type: none"> • If the By-law was passed, a notice is sent to the Owner/applicant/agent and property Owners within 120 m of the subject lands advising them of the passing ("adoption") of the Amendment or is advertised in the newspaper. An official plan amendment is then submitted to the Ministry for approval. • Where an amendment is refused, the Owner/applicant/agent and anyone who made written request to the Clerk for notice are informed in writing of the decision. (See Step 11)
<p>STEP 11</p>	<p>Appeal Period: Following the decision of Council for a zoning by-law amendment and subject to the conditions specified in the Planning Act, an appeal may be made to the Ontario Municipal Board (OMB) by filing a notice of appeal with the Clerk of the municipality on or before the last date of appeal set out in the Notice of Decision. The appeal must be accompanied by a cheque for \$125 payable to the Minister of Finance.</p> <p>For an official plan amendment, a written request must be sent to the Ministry of Municipal Affairs and Housing asking to be notified of the Notice of Decision. The Ministry will a notice of decision to the applicant or to any person specifying the appeal period. Appeals must be filed with the Ministry within twenty (20) days of the Notice of Decision and accompanied by the appeal fee of \$125 payable to the Minister of Finance.</p>

The Ministry of Municipal Affairs Municipal Service Office can be reached at:

OF
**ZONING BY-LAW AMENDMENT
and/or OFFICIAL PLAN AMENDMENT
APPLICATION FORM**
Under Section 34 and 22 of the *Planning Act*

<u>Application Type</u>
Official Plan Amendment
Zoning By-law Amendment

CONCURRENT APPLICATIONS FILED Note to Applicant: For each application that is filed concurrently, complete and attach the appropriate application form and fees.
Consent Subdivision Minor Variance Site Plan Control Other (Specify): _____

OFFICE USE ONLY
Date Stamp - Date Received
Date of Pre-Consultation: _____
Date Application deemed complete: _____
FOR REFERENCE PURPOSES

NOTE TO APPLICANT: Until the Municipality has received the information and material and fee requested herein (as required under the Planning Act), the applications will be deemed incomplete. The time periods referred to in sections 22(7)(c), (6.4) and 34(10.7) and 34(11) will not begin and the application will be returned to the applicant.

REQUIREMENTS FOR A COMPLETE APPLICATION INCLUDE:	
	The complete application form and declarations as required under subsection 22(4)(5) and 34(10.1)(10.2) of the <i>Planning Act</i> .
	2 copies of a sketch/plan showing EXISTING and PROPOSED building(s) and structure(s) on subject lands, where applicable. Sketch is to include the following for each existing and proposed building or structure: location, including setback from lot lines, height and dimensions (or floor area) in metric units, on 8 ½ x 14" paper, minimum. See page 12 (Section 13) of this application for more detail.
	Application Fee(s) made payable to the Municipality.
	A Letter of Authorization from the Owner (with dated, original signature) OR completion of the Owner's Authorization on page 13 (Section 14), if the owner is not filing the application.
	Record of Pre-Consultation (see Schedule 'B')
	Other information identified at pre-consultation meeting.

PLEASE LIST THE REPORTS OR STUDIES THAT ACCOMPANY THIS APPLICATION (provide 1 copy of each) <i>Note: This section applies to all reports identified at pre-consultation meeting as studies that are required at the time of submitting application. Refer to Schedule 'B' for reference (attach separate page if required)</i>

This application package must be submitted to the Secretary-Treasurer of the Committee of Adjustment.

OF
APPLICATION FOR OFFICIAL PLAN / ZONING BY-LAW AMENDMENT

The Planning Act, Section 34 and 22 , Ontario Regulations 543/06 and 454/06 as amended

1.0 APPLICANT INFORMATION		
Complete the information below. All communication will be directed to the Primary Contact with a copy to the Owner.		
1.1 Name of Owner(s). An owner's authorization is required in Section 8, <i>if the applicant is not the owner.</i>		
Name of Owner	Home Telephone No.	Business Telephone No.
Address	Postal Code	Fax No.
Email		Cell No.
1.2 Agent/Solicitor/Applicant: Name of the person who is to be contacted about the application. If different than the owner. (This may be a person or firm acting on behalf of the owner. See Section 8)		
Name of Contact Person/Agent/Solicitor	Home Telephone No.	Business Telephone No.
Address	Postal Code	Fax No.
Email:		Cell No.
1.3 Indicate to whom correspondence is to be sent (check one please) <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Owner Authorized Agent Solicitor </div>		

2.0 LOCATION OF THE SUBJECT LAND (COMPLETE APPLICABLE BOXES IN 2.1)			
2.1 Municipal Address (mailing address)			Postal Code
Concession Number(s)	Lot Number(s)	Registered Plan No.	Lot(s)/Block(s)
Reference Plan No.	Part Number(s)	Parcel Number(s)	Former Township:
Assessment Roll No.			
2.2 Are there any easements or restrictive covenants affecting the subject lands?			

3.0 ENCUMBRANCES
List the names and addresses of the holders of any mortgages, charges or other encumbrances in respect of the subject land.

4.0 DESCRIPTION OF SUBJECT LAND AND SERVICING INFORMATION *(Complete each section using metric units only)*

4.1 Dimensions

<i>Lot Frontage - Street Side (m)</i>	<i>Lot Frontage (Water Side) (if applicable)</i>	<i>Lot Depth (m)</i>	<i>Lot Area (ha)</i>

4.2 Access (Check appropriate box and state road name)

Provincial Highway (#): _____

Municipal Road, Maintained Year Round: _____

Municipal Road, Seasonally Maintained: _____

County/District Road (#): _____

Private Road: _____

Right-of-way: _____

Water Access (see Section 4.4)

4.3 If located on a municipal/County/District Road, is there an existing municipal/County/District approved entrance to the proposed severed lot? Yes No

If no, please indicate on attached sketch, location of proposed entrance for Public Works Manager's inspection purposes.

4.4 If located on water:

a) What is the name of the water body?

b) Describe the location of parking and docking facilities to be used and the distance from the subject lands. Indicate whether parking is public or private

4.5 Water Supply for Retained land shall be provided by:			
	Municipal piped water		Individual On-Site Water (Well) System
	Privately Owned and Operated Communal Well		Lake or other water body
	Water Services Not Proposed		Other (<i>please state</i>)
4.6 Sewage Disposal (Check appropriate box for type of service proposed):			
	Municipal sanitary sewers		Privately owned Individual On-Site Septic System*
	Privy		Privately owned communal septic system*
	Holding Tank		Sewage Disposal Service is Not Proposed
	Other (<i>please state</i>):		* - If either of these items is checked, please see Section 4.8
4.7 Storm Drainage (Indicate the proposed storm drainage system)			
	Storm Sewers		Ditches
	Swales		Other (<i>please state</i>)
4.8 Servicing Options and Hydrogeological Data (<i>If required, see Section 4.6</i>)			
<p>If the application would permit development on privately owned and operated individual or communal septic systems, and more than 4,500 litres of effluent produced per day as a result of the development being completed, a servicing options report and a hydrogeological report is required.</p> <p>Title and date of servicing options report and/or hydrogeological report:</p> <ul style="list-style-type: none"> Title and date of servicing options report: _____ Title and date of hydrogeological report: _____ 			

5.0 PLANNING INFORMATION
5.1 Official Plan
a) Official Plan (Current) Land Use Designation(s) of subject Land:
b) Provide an explanation of how the application conforms to the Official Plan: <i>(Please use a separate sheet if needed)</i>

c) Does the requested Amendment add, change, replace or delete a policy in the Official Plan? Please provide the proposed text of the policy(ies).

Yes No

d) If the answer to Section 5.2(b) is yes, what is the specific policy (Section #) and the purpose of the addition, change, replacement or deletion?* *(Please use a separate sheet if needed)*

Yes No

e) Does the requested amendment change or replace a designation or schedule in the Official Plan? If yes, state that designation or schedule and describe the nature and purpose of that change? Provide a map or schedule showing the proposed new land use designation for the affected property(ies)* *(Please use a separate sheet if needed)*

Yes No

f) Does the requested amendment alter the boundary of a settlement area (i.e., town, village, hamlet)? If yes, name the settlement area and provide a sketch of the area affected. Name settlement area: *(Please use a separate sheet if needed)*

Yes No

g) What land uses would the requested Official Plan amendment authorize? *(Please use a separate sheet if needed)*

h) Reason why Official Plan amendment is being requested?:

5.2 Zoning By-law	
a)	What is the current Zoning of the subject land?* (provide specific zone of subject land)
b)	What specific zone or zones are being applied for?
c)	Reason why rezoning is being requested <i>(Please use a separate sheet if needed)</i>
d)	Are the subject lands suitable in site and location for the requested zone(s)? What are the physical characteristics of the subject land?* <i>(Please use a separate sheet if needed)</i>
e)	Explain how the zone change is compatible with surrounding land uses: <i>(Please use a separate sheet if needed)</i>
* Note: The applicant may be required to submit a separate justification report.	

6.0 SETTLEMENT AREA BOUNDARY	
6.1	Does this application propose to change the boundary of a settlement area (e.g., town, village, hamlet) If Yes, provide description:

7.0 EMPLOYMENT AREAS	
7.1	Does this application propose to remove land from a designated employment area? (Check appropriate box) Converts all or part of a commercial, industrial or institutional building to a residential use

Converts a brownfield site to a residential use

Application is for residential use on land designated for a commercial, industrial or institutional use

Does not remove any employment land

8.0 LAND USE INFORMATION

8.1 State all existing use(s) of the property [Check appropriate box(es)]:

Residential

Commercial

Industrial

Institutional

Agricultural

Vacant

Mixed Use: *(Please state)*

Other: *(Please state)*

8.2 What is the length of time the existing uses on the subject land have continued?

8.3 How many existing buildings and/or structures are there?

8.4 List all existing buildings and structures (including accessory buildings and structures) on the property by completing the following table. If more than 5 buildings or structures, please use separate page to provide description

ITEM	Building or structure #1	Building or structure #2	Building or structure #3	Building or structure # 4	Building or structure # 5
Existing type or use for each building					
Height (m)					
Setback from front lot line (m)					
Setback from rear lot line (m)					

Setback from side lot line (m)					
Setback from side lot line (other side) (m)					
Setback from shoreline (m)					
Dimensions (m) or floor area (m ²)					
Year building or buildings constructed					

8.5 How many existing parking spaces are provided on the subject land?

8.6 State the existing use of land on abutting properties:

North: _____ South: _____

East: _____ West: _____

9.0 PROPOSED LAND USES

9.1 a) State proposed use(s) of the property [*Check appropriate box(es)*]

Residential _____ Commercial _____

Industrial _____ Institutional _____

Agricultural _____ Vacant _____

Mixed Use: (*Please state*) _____

Other: (*Please state*) _____

9.2 b) List all proposed buildings and structures to be constructed on the property by completing the following Table: (*If more than 5 buildings or structures, please use separate page to provide description*)

ITEM	Building or structure #1	Building or structure #2	Building or structure #3	Building or structure #4	Building or structure #5
Existing type or use for each building					
Height (m)					
Setback from front lot line (m)					
Setback from rear lot line (m)					
Setback from side lot line (m)					
Setback from side lot line (other side) (m)					
Setback from shoreline (m)					
Dimensions (m) or floor area (m ²)					
Proposed date of construction					

9.3 Indicate the number of additional parking spaces to be provided:

9.4 Are there any ~~uses or features~~ uses or features on the subject land or within 500 metres of the subject property, unless otherwise specified? Complete the following table:

ARE THERE ANY OF THE FOLLOWING USES OR FEATURES ON THE SUBJECT LANDS AND/OR WITHIN 500 METRES OF THE SUBJECT LANDS	ON THE SUBJECT LANDS (Select Yes, No or Unknown)	WITHIN 500 METRES OF SUBJECT LANDS (Indicate approximate distance)
An agricultural operation (any livestock facility, occupied or vacant, including manure storage). If yes, please submit a Minimum Distance Separation (MDS) calculation with application (<i>contact Secretary Treasurer for More Information</i>)		
A landfill site (active or non-operating)		
A sewage treatment plant or waste stabilization pond		
A Municipal or Federal Airport (including an aerodrome)		
A municipal wellhead within 1000 m		

An operating mine site within 1000 m (specify mine site)		
A rehabilitated or abandoned mine site or mine hazards		
An operating pit within 150 m or quarry within 500 m.		
Any industrial use (Class: _____)		
Provincial Park or Crown Lands		
An active or abandoned rail line and/or trail		
A natural gas or petroleum pipeline		
A floodplain		
Significant wildlife habitat and/or significant habitat of Species at Risk (including but not limited to endangered and threatened species)		
Fish habitat (within 120 metres)		
A provincially significant wetland (within 120 metres)		
A contaminated site		
Utility Corridor, electricity generating station, transformer (high voltage electric transmission line)		
An active railway line, railway yard or Provincial Highway		

10.0 HISTORY OF SUBJECT LANDS	
10.1	Has the subject land ever been the subject for an application for approval of a previous official plan or zoning amendment? <i>(If yes, provide details and decision of the previous application)</i>
10.2	If this application is a re-submission of a previous application, describe how it has been changed from the original application:
10.3	Provide the date when the subject land was acquired by the current owner:
10.4	Provide the length of time that the existing uses of the subject land have continued <i>(Proof may be required)</i>
10.5	Year since current uses have continued:

11.0 SIMULTANEOUS APPLICATIONS	
11.1	Is the subject land or any land within 120 m of the subject land subject of any other planning applications at this time? <i>If yes, indicate the type and file number (i.e. consent, subdivision, minor variance, site plan control) and complete following Table. If more than three applications please attach a separate sheet:</i>

ITEM	Application # 1 Type:	Application #2 Type:	Any land within 120 m of the subject lands
File Number			
Name of approval authority considering application			
Land Affected by Application			
Purpose			
Status			
Effect on requested amendment			

12.0 ADDITIONAL STUDIES OR INFORMATION

Additional studies or information may be required by the Municipality to support the application. The application may not be considered a complete application unless these studies have been completed. Applicants are advised to pre-consult with the Municipality to determine what additional studies or information is required.

List of Additional Studies or information required by the Municipality:

(NOTE: LIST TO BE PROVIDED BY MUNICIPALITY)

13.0 SITE PLAN

A site plan shall be submitted with this application that provides the following information:

The boundaries and dimensions of the subject land;

The location size and type of all existing and proposed buildings and structures on the subject land, indicating their distance from the front lot line, the rear lot line, each side yard lot line and the shoreline of any water body, where applicable;

The location size and type of all existing and proposed buildings and structures on the subject land, indicating their distance from the front lot line, the rear lot line, each side yard lot line and the shoreline of any water body, where applicable;

The approximate location of all natural and artificial features such as railways, roads, water body, drainage ditches, wetlands, wooded areas, wells and septic tanks, all easements, flood plain, organic (muck) soils or leda clay (Note: these features must be shown for both the subject land and on any adjacent lands where these features may affect the application.)

- The current uses of land that is adjacent to the subject land.
- The location, width and name of any roads within or abutting the subject land indicating whether it is an unopened road allowance, a public road, a private road or a right-of-way

If access to the subject land will be by water only, the location of the parking and docking facilities to be used.

North arrow and scale

Other (as indicated by Municipality) _____

14.0 AUTHORIZATION

14.1 If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form or the authorization set out below must be completed.

AUTHORIZATION OR OWNER FO AGENT TO MAKE THE APPLICATION

I _____, am the owner of the land that is the subject of this application and I authorize _____ to make this application on my behalf.

Signature of Owner _____ Date _____

15.0 MUNICIPAL FREEDOM OF INFORMATION DECLARATION

15.1 If the applicant is not the owner of the land that is subject of this application, complete the authorization of the owner concerning personal information set out on the following page.

AUTHORIZATION OF OWNER FOR AGENT TO MAKE THE APPLICATION

I, _____, am the owner of the land that is the subject of this application and for the purposes of the *Freedom of Information and Protection of Privacy Act*, I authorize _____ as my agent for this application, to provide any of my personal information that will be used in this application or collected during the processing of the application.

Signature of Owner _____ Date _____

15.2 Consent of the Owner

Complete the consent of the owner concerning personal information below.

CONSENT OF THE OWNER TO THE USE AND DISCLOSURE OF PERSONAL INFORMATION

I, _____, am the owner of the land that is the subject of this application and for the purposes of the *Freedom of Information and Protection of Privacy Act*, I authorize and consent to the use by or disclosure to any person or public body of any personal information that is collected under the authority of the *Planning Act* for the purposes of processing this application.

Signature of Owner _____ Date _____

16.0 APPLICANT'S DECLARATION

Declaration for the prescribed information: I (we) _____ of the _____ of _____ in the _____ of _____ make oath and say (or solemnly declare) that :

1. This application is consistent with the policy statements issued under subsection 3(1) of the *Planning Act*
2. This application conforms or does not conflict with any provincial plan or plans
3. The information contained in this application and on the attached plan and any associated information submitted with this application are, to the best of my knowledge, a true and complete representation of the purpose and intent of this application.
4. I (We) agree to allow the Municipality, its employees and agents to enter upon the subject land for the purpose of conducting a site inspection that may be necessary to process the application.

Sworn (or Declared) before me at the _____ of
_____ in the _____ of
_____, this _____ day of _____, 20 ____

Commissioner of Oaths (include stamp below)

Signature of Applicant/Solicitor or Authorized Agent

17.0 AGREEMENT TO INDEMNIFY

AGREEMENT TO INDEMNIFY

The applicant hereby agrees to indemnify and save harmless the Municipality from all costs and expenses that the Municipality may incur in connection with the processing of the applicant's application for approval under the Planning Act.

Without limiting the foregoing, such costs and expenses will include all legal, engineering, planning, advertising and consulting fees and charges incurred or payable by the Municipality to process the application together with all costs and expenses arising from or incurred in connection with the Municipality being required, or requested by the applicant, to appear at the hearing of any appeal to the Ontario Municipal Board from any decision of the Council or Committee of Adjustment, as the case may be, approving the applicant's application.

The applicant acknowledges and agrees that if any amount owing to the Municipality in respect of the application is

not paid when due, the Municipality will not be required to process or to continue processing the application, or to appear before the Ontario Municipal Board in support of a decision approving the application until the amount has been paid in full.

The applicant further acknowledges and agrees that any amount owing by the applicant to the Municipality is, when due, a debt of the applicant and the Municipality may, in addition to any other remedies available to it at law, recover the amount owing together with interest from the applicant by action.

Date

Signature of Owner

Owner's Name: Printed

SCHEDULE 'B'
PRE-APPLICATION CONSULTATION
OFFICIAL PLAN AND ZONING BY-LAW AMENDMENTS

PROPOSAL SUMMARY GUIDELINE

About Mandatory Pre-application Consultation

Prior to submitting an application for an Official Plan Amendment or a Zoning By-law Amendment, a proponent is required to consult with municipal staff and other agencies. Pre-application consultation is intended to facilitate early discussions with the proponent in order to determine the specific reports, studies, and other information that may be required to be submitted together with the application form as part of a complete application.

Studies or information that may be required to support a complete application include:

- Source water protection study
- Geotechnical Study
- Flood Hazard Study
- Drainage/Stormwater Management Study
- Environmental Impact Study
- Traffic Impact Study
- Market Impact Study
- Land Use Compatibility Study
- Functional Servicing Study
- Hydrogeological Study
- Hydrological Study
- Archaeological Assessment
- Cultural Heritage Impact Study
- Record of Site Condition
- Municipal Servicing Capacity
- Septage Haulage Report
- Minimum Distance Separation (MDS) Formulae Calculation
- Mine Hazard Rehabilitation
- Odour Study
- Air Quality Study
- Noise and/or Vibration Study
- Blast Impact Study
- Lumination Study

List of Agencies	Date Pre-Consulted
Municipality	
Contract Planner	
Conservation Authority	
Health Unit	
Ministry of Natural Resources	
Ministry of Municipal Affairs and Housing	
Ministry of Transportation	
Other	