**MUNICIPALITY OF WEST NIPISSING PLANNING AND BUILDING DEPARTMENT - REZONING PROCESS**

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1 – Consult with Planning Department</td>
<td>Consult with the Planning Department: Before you fill out an application, it is helpful to discuss your plans and ideas with the Planning Department to confirm whether a Zoning By-law amendment and/or other planning approvals are necessary and to determine the type of rezoning that maybe required. Planning issues and any additional information that may be required to support the zoning change may also be identified.</td>
</tr>
<tr>
<td>Step 2 – Complete the Application</td>
<td>Complete the Application: To avoid delays, please ensure that your application is complete, that all drawings are neat and legible and that all dimensions are accurate.</td>
</tr>
<tr>
<td>Step 3 – Circulation of Application</td>
<td>Circulation of Application: After your application has been received and deemed complete for circulation, and at least 20 days prior to the public meeting, the Planning Department will send notice of the application to those persons and public bodies as required by legislation. Anyone wanting to be notified of the decision must make a written request. Your application will also be circulated to prescribed agencies and to Town Departments for the purpose of obtaining written comments and/or advice for consideration when making the decision on the application.</td>
</tr>
<tr>
<td>Step 4 – Public Meeting Held</td>
<td>The West Nipissing Planning Committee holds a public meeting and anyone may appear before the Committee to question or make comment on the application. If there are no objections and no written concerns have been received from any person, public body or department, the Planning Committee may make recommendation to the Council for West Nipissing to approve the proposed zoning by-law amendment by passing an amending by-law. Council may also amend the proposed zoning by-law amendment, refuse it, or refer it back to staff for clarification or revision.</td>
</tr>
<tr>
<td>Step 5 - Notice of Decision:</td>
<td>Within 15 days of the date on which the Town Council makes a decision, one copy of it will be mailed to you along with all persons or public bodies originally circulated and to anyone who filed a written request for notice of the decision, to everyone who provided written comments or written</td>
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<tr>
<td>Step 6 - A Final and Binding Decision:</td>
<td>If no appeal is made within 20 days of the date of mailing the Notice of Decision, the decision is final and binding and the By-law effective as of the date it was passed.</td>
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</table>
How Long Does It Take?

- The process usually takes between six to eight weeks from submission of the application to consideration by Municipal Council. If no objections are submitted, the Zoning By-law amendment comes into effect 20 days after notice of the decision has been given. Complex rezoning applications and those that may involve an Official Plan amendment can take longer.

To avoid delays, remember to:

- Consult with the Planning Department before submitting an application. Staff is available to explain the process, indicate the feasibility of the requested change and identify any problems which may be encountered.
- Provide sufficient and accurate information with all applications.

Can Anyone Appeal The Decision?

- Anyone may appeal a decision by Town Council to amend the Zoning By-law to the Ontario Municipal Board (OMB) within 20 days of the date of the Notice of the Decision by personally delivering or sending a Notice of Appeal to the Town Clerk. The appeal must set out the reasons for objecting to the decision and must include the OMB's prescribed appeal fee. The Planning Department will then prepare an appeal package and forward it to the OMB. The OMB will schedule a hearing and give written notice of the time and date in advance of the hearing.

For additional information, please contact:

- Municipality of West Nipissing
  Planning & Building Department
  101-225 Holditch Street
  Sturgeon Falls, ON P2B 1T1
  705-753-2250 x 6926
  705-753-3950 (facsimile)
  mducharme@westnipissing.ca
File No. ____________

APPLICATION TO AMEND
ZONING BY-LAW NO. ______

The undersigned hereby applies to the Corporation of the Municipality of West Nipissing under Section 34 of the Planning Act (Ontario) for an amendment to a Zoning By-law as described in this application:

1. **Applicant Information:**

   Registered Owner: ____________________________________________

   Mailing Address: ____________________________________________

   __________________________________________________________

   Phone: _______________ Facsimile: ____________________________

   E-mail address: ____________________________________________

   If the application will be represented by someone other than the registered owner(s) and/or the application is prepared and submitted by someone other than the registered owner, please specify:

2. **Agent or Solicitor Information:**

   Agent or Solicitor: __________________________________________

   Mailing Address: ____________________________________________

   __________________________________________________________

   Phone: _______________ Facsimile: ____________________________

   E-mail address: ____________________________________________

   **Note:** Unless otherwise indicated, all communication will be sent to the Agent, if any.
3. Legal Description of Property:
   Concession No.: ___________________ Lot(s): ___________________
   Registered Plan No.: ______________ Lot(s): ___________________
   Reference Plan: ________________ Part(s): ___________________
   Parcel No.(s): ________________________
   PIN No.(s): ________________________
   Town/Township: __________________________
   Municipal Address: __________________________

4. Name(s) and Address(s) of any Mortgagees, holders of charges or other encumbrancers:
   ______________________________________

5. Date of acquisition of land by current owner: __________________________

6. Current Zoning Designation: ______________ By-law No. ______________

7. Proposed Zoning: __________________________
   ______________________________________

8. Why is the rezoning being requested? Provide details of proposed development or land use:
   ______________________________________
   ______________________________________

   Note: if the application is to implement an alteration to the boundary of an area of settlement or to implement a new area of settlement, details of the related Official Plan or Official Plan Amendment are required to be submitted with this application.

9. (a) Current Official Plan land use designation: __________________________

   (b) Explain how the application conforms to the Official Plan: ______________
       ______________________________________
10. Have the lands intended to be rezoned:

   (a) ever been, or are now, part of an application for:

   (i) Official Plan Amendment?

      ☐ Yes  ☐ No

      if yes, File #: _______________  Status: _______________

   (ii) Plan of Subdivision?

      ☐ Yes  ☐ No

      if yes, File #: _______________  Status: _______________

   (iii) Consent?

      ☐ Yes  ☐ No

      if yes, File #: _______________  Status: _______________

   (iv) Rezoning?

      ☐ Yes  ☐ No

      if yes, File #: _______________  Status: _______________

(b) Ever been the subject to a Minister’s Zoning Order?

      ☐ Yes  ☐ No

      if yes, what is the Ontario Regulation No.? _______________

11. Dimensions in metric units of the land to be rezoned (describe only the portion of the land which is to be rezoned).

   a) Frontage: __________ meters

   b) Depth: __________ meters

   c) Area: __________ square meters

12. (a) Describe the existing use of the subject land:

      ____________________________________________________________

      ____________________________________________________________
(b) Date that existing uses were established: ________________________________

(c) Number of existing buildings and structures on lands to be rezoned: ________

13. (a) Particulars of all buildings (in metric units):

<table>
<thead>
<tr>
<th></th>
<th>Existing</th>
<th>Proposed</th>
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</thead>
<tbody>
<tr>
<td>Use</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ground Floor Area</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Width:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Length:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Height:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Constructed:</td>
<td></td>
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</tbody>
</table>

(b) Are any of the existing buildings to be demolished or removed:

☐ Yes ☐ No

If yes, identify which buildings are to be demolished or removed:

________________________________________________________________________

________________________________________________________________________

14. Location of all buildings and structures on or proposed for the subject lands (specify distances from side, rear and front lot lines in metric units):

<table>
<thead>
<tr>
<th></th>
<th>Existing</th>
<th>Proposed</th>
</tr>
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<tbody>
<tr>
<td>Front:</td>
<td>_________m</td>
<td>_________m</td>
</tr>
<tr>
<td>Rear:</td>
<td>_________m</td>
<td>_________m</td>
</tr>
<tr>
<td>Side:</td>
<td>_________m</td>
<td>_________m</td>
</tr>
<tr>
<td>Side:</td>
<td>_________m</td>
<td>_________m</td>
</tr>
</tbody>
</table>

If there is more than one existing or proposed building, please attach to the application form completed information for each additional building.
15. Access to the lands to be rezoned will be from:

(a) Provincial Highway  ☐ Yes  ☐ No
(b) Municipal Road  ☐ Yes  ☐ No
   maintained by Municipality  ☐ Yes  ☐ No  ☐ Seasonally  ☐ Year-round
(c) other public road i.e. Crown  ☐ Yes  ☐ No
(d) right-of-way  ☐ Yes  ☐ No
(e) water  ☐ Yes  ☐ No

16. What types of water supply and sewage disposal are proposed:

Municipally owned and operated piped water system  ☐
Municipally owned and operated sanitary sewer system  ☐
Lake  ☐
Individual Well  ☐
Communal Well  ☐
Individual Septic System  ☐
Communal Septic System  ☐
Pit Privy  ☐
Other  ☐

17. How will storm drainage be provided?

Storm sewers  ☐
Ditches  ☐
Swales  ☐
Other_______________________  ☐

18. Is the application to amend the zoning by-law consistent with Provincial Policy Statements issued under subsection 3(1) of the Planning Act (Ontario)?

☐ Yes  ☐ No

19. Is the subject land within an area of land designated under any provincial policy or plans?

☐ Yes  ☐ No

If yes, does the application conform to or not conflict with the applicable provincial plan or policy?

☐ Yes  ☐ No

20. Supporting material to be attached:
1. A survey, if available, of the subject property.

2. A sketch, drawn to scale, showing in metric units, the following:

   (a) the boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land;

   (b) the distance between the subject land and the nearest township lot line or landmark such as a bridge or railway crossing;

   (c) the boundaries and dimensions of the subject land, the part that is to be severed and the part that is to be retained;

   (d) the location of all land previously severed from the parcel originally acquired by the current owner of the subject land;

   (e) the approximate location of all natural and artificial features on the subject land and on the land that is adjacent to the subject land that, in the opinion of the applicant may affect the application, such as buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks;

   (f) the existing uses on adjacent land, such as residential, agricultural and commercial uses;

   (g) the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right-of-way;

   (h) if access to the subject land is by water only, the location of the parking and boat docking facilities to be used;

   (i) the location and nature of any easement affecting the subject land.

21. If there is any additional information which may be relevant to your proposal and which should be considered by any of the agencies reviewing this application, please attach a schedule outlining the particulars of same.
22. **AFFIDAVIT**

I/We ________________________________

of the ____________________ of ________________________________

District/County of______________________________

Province of Ontario,

MAKE OATH and state that all of the Statements contained in this application 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 and by virtue of the *Canada Evidence Act*.

DECLARED before me at the___________)

Of______________________________)

________________________________) Applicant/Solicitor/Authorized Agent

in the ____________________________)

this ________ day of___________ 20__)

A Commissioner, etc.
AUTHORIZATION OF OWNER FOR AGENT TO MAKE APPLICATION

I/WE the undersigned, being the registered owner(s) of the above lands, hereby authorize:


to make application on my/our behalf to the West Nipissing Planning Committee for an Amendment to Zoning By-Law No. __________.

Date: __________________________, 20__.

______________________________  (Name of Owner – Printed)
Signature of Owner

______________________________  (Name of Owner – Printed)
Signature of Owner

Note: This form is only to be used for applications which are to be signed by someone other than the owner(s). If the applicant is a corporation, the corporate seal or statement “I/we have authority to bind the corporation” is to accompany the owner’s signature(s).

AUTHORIZATION OF OWNER TO THE USE AND DISCLOSURE OF PERSONAL INFORMATION

I/we am/are the owner(s) of the lands that are the subject of this application and for the purposes of the Freedom of Information and Privacy Act, I authorize and consent to the use by or the 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.

Date: __________________________, 20__.

______________________________  (Name of Owner – Printed)
Signature of Owner

______________________________  (Name of Owner – Printed)
Signature of Owner