

**APPLICATION FOR OFFICIAL AMENDMENT / ZONING AMENDMENT / SUBDIVISION OR CONDOMINIUM**

Application to Amend the Official Plan   
 Application to Amend the Zoning By-law   
 Plan of Subdivision and/or Condominium

**PLEASE READ BEFORE COMPLETING THIS APPLICATION**

This application reflects the mandatory information that is prescribed in the schedules to Ontario Regulations 543/06, 545/06 and 544/06 made under the Planning Act, R.S.O. 1990 as amended. In addition to this form, the Applicant will be required to submit the appropriate fee, site plan as detailed herein, and any additional information or studies that may be necessary to assess the proposal. Failure to submit all of the required information may prevent or delay the consideration of the Application. If more space is required please use additional sheets. Two (2) copies of the completed application accompanied by the fee must be filed with the Municipal Planner.

Please Print and Complete or ( ✓ ) Appropriate Boxes

**SECTION 1 – APPLICATION INFORMATION**
**1.1 Name of Owner(s) – An owner’s authorization is required in Section 11 and Section 12:**

Name of Owner(s)		Home Telephone No.
Business Telephone No	Fax No.	Email Address
Address		Postal Code

**1.2 Agent/Applicant:**

Name of the person who is to be contacted about this application, if different than the owner. An owner’s authorization is required in Section 11 and Section 12. (This may be a person or a firm acting on behalf of the owner)

Name		
Address		Home Telephone No.
Business Telephone No		Postal Code
Fax No.	Email Address	

**1.3 Ontario Land Surveyor:**

Name		
Address		Home Telephone No.
Business Telephone No		Postal Code
Fax No.	Email Address	

**1.4 Communications to be between the Municipality and :**

 Owner 

 Applicant/Agent 

 All

**SECTION 2 – LOCATION OF SUBJECT LAND**

**2.1 Municipal Address (if any):**

Municipal Address		
Concession Number(s)		Lot / Part Lot Number (s)
Registered Plan No.	Lot (s) Block(s)	
Reference Plan No.	Part Number(s)	
PIN (Parcel Number)	Former Township	

**2.2 Are there any easements or restrictive covenants affecting the subject land?**

No  Yes If Yes, describe the easement or covenant and its effect:

**SECTION 3 - MORTGAGES, CHARGES OR OTHER ENCUMBRANCES IN RESPECT OF THE SUBJECT LANDS**

**3.1 Names and addresses related to any mortgages, charges etc.:**

**SECTION 4 – HISTORY OF THE SUBJECT LAND**

**4.1 Previous Applications**

Has the subject land ever been the subject of an application for approval of a previous Official Plan Amendment, Zoning By-law Amendment, Minister’s Zoning Order, Minor Variance, Plan of Subdivision under Section 51 of the Planning Act, consent under Section 53 of the Planning Act?

No  Yes  Unknown

If yes and if known, provide the file number, status, details and decision of the previous application:

**4.2 Is this a resubmission of an earlier plan?**

No  Yes  Unknown

If Yes, describe the previous submission:

4.3 Has a Site Plan Control Agreement been registered on the subject lands?

No  Yes

4.4 Provide the date that the subject land was acquired by the owner:

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4.5 Length of time that the existing uses of the subject lands have continued:

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4.6 Has the subject property ever been used for commercial or industrial purposes?

No  Yes

If yes, please advise if a **Record of Site Condition** has been completed and registered against the subject lands:

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**SECTION 5 – DESCRIPTION OF THE SUBJECT LAND & SERVICING INFORMATION**

5.1 Description:

Frontage (m)	
Depth (m)	
Area (ha)	

5.2 Use of Property:

Existing Use(s)	
Proposed Use(s)	

5.3 Is the subject land the subject of any other planning approvals application at this time?

No  Yes

If yes, indicate the type and file number and status:

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**5.4 Complete the following chart for all existing buildings or structures on the subject land:**

	Building #1	Building #2	Building #3	Building #4
Type				
Height				
Dimensions				
Ground Floor Area				
Date Constructed				

Are existing building/structures to be:

Retained?  No  Yes Demolished?  No  Yes Relocated?  No  Yes

**5.5 Complete the following chart for all proposed buildings or structures on the subject lands:**

	Building #1	Building #2	Building #3	Building #4
Type				
Height				
Dimensions				
Ground Floor Area				
Proposed Date Constructed				

**5.6 Water Supply:**

Service Type	Development Proposal	Yes	No	Action Required	Attached
<b>Publicly owned and operated piped water system</b>	Any development on municipal services			Confirmation of service capacity will be required during processing	
<b>Privately owned and operated individual well</b>	More than 5 lots/units and non-residential where water used for human consumption			Servicing options report and hydrogeological report	
	5 or less lots/units and where non-residential where water used for human consumption			Hydrogeological sensitivity certification	
<b>Privately owned and operated communal well</b>	More than 5 lots/units and non-residential where water used for human consumption			Servicing options report and hydrogeological report	
	5 or less lots/units and where non-residential where water used for human consumption			Hydrogeological sensitivity certification	
<b>Lake or other water body</b>	To be described by the applicant (attach details)			To be determined	
<b>Other means (describe)</b>	To be described by the applicant (attach details)			To be determined	

### 5.7 Sewage Disposal:

Service Type	Development Proposal	Yes	No	Action Required	Attached
<b>Publicly owned &amp; operated sanitary sewage system</b>	Any development on municipal services			Confirmation of service capacity will be required during processing	
<b>Privately owned &amp; operated individual septic tank</b>	More than 5 lots/units or more than 4500 litres per day effluent			Servicing options report and hydrogeological report	
	5 or less lots/units or less than 4500 litres per day effluent			Hydrogeological sensitivity certification	
<b>Privately owned &amp; operated communal septic system</b>	More than 5 lots/units or more than 4500 litres per day effluent			Servicing options report and hydrogeological report	
<b>Privy</b>	To be described by the applicant (attach details)			To be determined	
<b>Other means (describe)</b>	To be described by the applicant (attach details)			To be determined	

### 5.8 Storm Drainage:

Service Type	Development Proposal	Yes	No	Action Required	Attached
<b>Piped Sewers</b>	Any development on piped services			Preliminary Stormwater Management Plan Stormwater Management Study may be required during application processing	
<b>Open ditches or swales</b>	Any development on non-piped services			Servicing options report and hydrogeological report	

### 5.9 Access:

Service Type	Development Proposal	Yes	No	Action Required	Attached
<b>Provincial Highway</b>	All development or development within 395 metres			MTO Approval Required prior to development; additional information may be required during application processing	
<b>Municipal road</b>	All development			Traffic Study may be identified during application processing	
<b>Right of way</b>	All development			Indicate who owns the land or road, who is responsible for its maintenance and whether it is maintained seasonally or all year	
<b>Other public road</b>				Indicate who owns the land or road, who is responsible for its maintenance and whether it is maintained seasonally or all year	
<b>Water access</b>	All Development			Parking and Docking Facilities Report, including distance of these facilities from the subject land and the nearest public road	

### 5.10 Other services:

Service Type	Development Proposal	Yes	No	Action Required	Attached
Easements & Restrictive Covenants	Any adjustment on site			All existing easements and covenants to be shown and effect described on the draft plan	
School Busing	All development				
Garbage Collection	All development				

Note: A justification report is required to demonstrate that the land is not required for employment purposes over the long term and that there is a need for the conversion.

**SECTION 6 – ZONING AMENDMENT APPLICATION**

6.1 Does this application involve an amendment to the Zoning By-law?

No  Yes

If “Yes” complete Section 7, if “No” skip to Section 8.

6.2 What is the existing Official Plan designation and the land uses that the designation authorizes?

6.3 What is the existing Zoning?

6.4 What is the Proposed Zoning?

6.5 How does the proposed Zoning By-law Amendment conform with the City’s Official Plan?

6.6 Describe why this amendment is being requested:

6.7 Minimum and Maximum Requirements:

Is the subject land within an area where the municipality has predetermined the minimum and maximum density requirements or the minimum and maximum height requirements?

No  Yes

If yes, please state these requirements.

**6.8 Other Applications:**

Is the subject land, or land within 120 metres of it, subject of an application by the applicant for a Minor Variance Application, Consent, Amendment to the Official Plan, a Zoning By-law, a Minister's Zoning Order or approval of a Plan of Subdivision or a Site Plan?

No  Yes

**6.9 Is the subject land in an area where zoning with conditions may apply?**

No  Yes

If yes, please explain how the application conforms to Official Plan policies relating to zoning with conditions:

**6.10 Settlement Area:**

Does the proposed Zoning By-law Amendment implement an alteration to the boundary of an area of settlement or to implement a new area of settlement?

No  Yes

If yes, please provide the details of the Official Plan or Official Plan Amendment that deals with the matter.

**6.11 Employment Areas:**

Does the proposed Zoning By-law Amendment remove land from an area of employment?

No  Yes

If yes, please provide the details of the Official Plan or Official Plan Amendment that deals with the matter.

**SECTION 7 – OFFICIAL PLAN AMENDMENT**

**7.1 Does this application involve an amendment to the Official Plan?**

No  Yes

If “Yes” complete Section 6, if “No” skip to Section 7.

**7.2 What is the purpose of the proposed Official Plan Amendment?**

**7.3 Does the proposed Official Plan Amendment:**

Change policy?  No  Yes      Delete policy?  No  Yes  
Replace policy?  No  Yes      Add policy?  No  Yes

Please attach the proposed policy amendment.

**7.4 Land Use designations:**

Does the proposed Official Plan amendment change a land use designation within the Official Plan?

No  Yes

**7.5 What is the proposed Official Plan designation?**

**7.6 Settlement Area Boundary:**

Does the Official Plan Amendment alter all or any part of the boundary of an area of settlement or establish a new area of settlement?

No  Yes

**7.7 Does the Official Plan Amendment remove the subject land from an area of employment?**

No  Yes

**SECTION 8 – PROVINCIAL POLICY**

**8.1 Consistency with the PPS 2020:**

Is the proposed amendment consistent with the Provincial Policy Statement issued under Section 3 of the Planning Act?

No  Yes



**8.2 Is the subject land within an area of land designated under any provincial plan or plans?**

No  Yes

If “Yes”, does the application conform to, or does not conflict with, the applicable provincial plan or plans?

No  Yes

**8.3 Site Features & Constraints concerning matters of provincial interest:**

The following features are matters of Provincial Interest and/or relate to Provincial Policy Statements. Please indicate if they were located on the subject property, and advise if the required technical information to demonstrate consistency with Provincial policy is attached. Before undertaking any action requirements, consult with the appropriate authorities to determine detail.

Use or Feature	Action Required	Yes, on site	Yes, off-site but within 500 meters of (indicate approximate distance)	No	Identify where the action has been addressed
<b>An agricultural operation including livestock facility or stockyard</b>	Minimum distance separation formulae calculation completed and shown on site plan.				
<b>A landfill</b>					
<b>A sewage treatment plant</b>	A feasibility study is needed for residential and other sensitive land uses				
<b>Waste stabilization plant</b>	A feasibility study is needed for residential and other sensitive land uses				
<b>An active railway line</b>					
<b>Natural Gas and Oil Pipelines</b>					
<b>Hydro-Electric, Telephone and other cabled features</b>					
<b>Transportation and Infrastructure Corridors</b>					
<b>Minerals, Petroleum and Mineral Aggregate Resource</b>	It must be demonstrated that proposed development will not preclude the continued use of these resources. Within or adjacent to resource areas, justification is needed for non- resources development				
<b>A provincially significant wetland</b>	Development is not permitted within provincially significant wetlands				
<b>A provincially significant wetland within 120 meters of the subject property</b>	Environmental Impact Study may be required to demonstrate no negative impacts on natural heritage features or ecological functions.				

Use or Feature	Action Required	Yes, on site	Yes, off-site but within 500 meters of (indicate approximate distance)	No	Identify where the action has been addressed
<b>Significant Habitat of Endangered Species and Threatened Species</b>	No development or site alteration will be permitted except in accordance with provincial and federal requirements				
<b>Lands within 120 metres of the boundary of the habitat of endangered or threatened species, ANSI, Significant Wildlife Habitat</b>	Environmental Impact Study may be required to demonstrate no negative impacts on natural heritage features or ecological functions.				
<b>Significant Areas of Natural and Scientific Interest</b>	Environmental Impact Study may be required to demonstrate no negative impacts on natural heritage features or ecological functions.				
<b>Significant Wildlife Habitat</b>	Environmental Impact Study may be required to demonstrate no negative impacts on natural heritage features or ecological functions.				
<b>Fish Habitat</b>	Development and site alteration will not be permitted except in accordance with provincial and federal requirements.				
<b>Lands adjacent to Fish Habitat - 30 metres from the seasonal high water mark</b>	Outline best management practices to be included in the development.				
<b>Flood Plain</b>	Hazard may need to be identified prior to development. Flood protection measures may be required.				
<b>A rehabilitated mine site</b>	Development on or adjacent to such features will only be permitted if a satisfactory rehabilitation measures have been completed.				
<b>A non-operating mine site within 1 kilometre of the subject land</b>					
<b>Protected Heritage Buildings, Structures, Sites</b>	Demonstrate that the heritage attributes of the protected heritage property will be conserved.				

Use or Feature	Action Required	Yes, on site	Yes, off-site but within 500 meters of (indicate approximate distance)	No	Identify where the action has been addressed
<b>Contaminated Sites</b>	A study assessing the potential for contamination in accordance with the Provincial Government Guidelines is required and shall document present and past uses, and initial information on the type of contaminants and their possible location				

## SECTION 9 – PLAN OF SUBDIVISION / CONDOMINIUM

**9.1 Does this application involve a Plan of Subdivision and/or Condominium?**

If “Yes” complete Section 10, if “No” skip to Section 11.

No  Yes

**9.2 Indicate the intended uses of land in the proposal.**

Intended Use	Residential Units	No. of Lots and/or Blocks	Hectares	No. of Parking Spaces Provided
Single Detached				
Semi-Detached				
Multiple Attached Residential				
Apartment Residential				
Seasonal Residential				
Mobile Home				
Other Residential				
Neighbourhood Commercial				
Commercial, Other	<b>NA</b>			
Industrial	<b>NA</b>			
Park or Open Space	<b>NA</b>			
Institutional (specify)				
Roads				
Other (specify)				

**9.3 This Section for Condominium Application Only:**

Intended Use	Date of Construction	Ground Floor Area	No. of Parking Spaces	Density Proposed (specify units)
Single Detached				
Semi-Detached				
Multiple Attached Residential				
Apartment Residential				
Seasonal Residential				
Mobile Home				
Other Residential				
Neighbourhood Commercial				
Commercial, Other				
Industrial				
Park or Open Space				
Institutional (specify)				
Roads				
Other (specify)				

**9.4 For completion on Condominium applications only:**

- New Buildings:

	Yes	No
Has the municipality approved a site plan?		
Has a Building Permit been issued?		
Is the building under construction?		

- Existing Buildings

Is this a rental building being converted to a condominium dwelling? If so, how many units exist in the building?

Are tenants willing to purchase?

Yes  No  (If "Yes" please provide a list)

Has an application been made under the Rental Housing Protection Act? (If 5 units or more)

**9.5 Give a brief description of the existing land use, vegetation, topography and drainage on site:**

**9.6 Do the Subject Lands Contain Archaeological Potential:**

Do the subject lands contain any areas of archaeological potential?

Does the plan permit development on land that contains known archaeological resources or areas of archaeological potential?

**SECTION 10 – SKETCH**

**10.1 Indicate on a sketch, drawn to scale on 8 ½" X 11" or 8 ½" X 14" paper the following:**

- the boundaries and dimensions of the subject land;
- all existing and proposed buildings and structures on the subject land showing the distance of said buildings and structures from front, rear, and side lot lines
- the approximate location of all natural and artificial features on the subject land and adjacent lands 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:
- the current uses of land that is adjacent to the subject lands;
- 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
- if access to the subject land is by water only, the location of the parking and boat docking facilities to be used;
- the location and name of any easement affecting the subject land.

**Section 11 – AUTHORIZATION**

**11.1 Authorization for Application:**

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 of Owner for Agent to Make the Application:

I, \_\_\_\_\_, am the owner of the land that is subject of this application and I authorize \_\_\_\_\_ to make this application on my behalf:

\_\_\_\_\_ Date \_\_\_\_\_ Signature of Owner

**11.2 Authorization of Release of Personal Information:**

If the applicant is not the owner of the land that is the subject of this application, complete the authorization of the owner concerning personal information set out below

Authorization of Owner for Agent to Provide Personal Information:

I, \_\_\_\_\_, am the owner of the land that is the subject of this application and for the purpose 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 included in this application or collected during the processing of the application.

\_\_\_\_\_ Date \_\_\_\_\_ Signature of Owner

**11.3 Consent of Owner:**

Complete the consent of the owner concerning personal information set out 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 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 \_\_\_\_\_ Signature of Owner

**SECTION 12 – DECLARATION**

**Note: All applicants shall ensure that a 'Complete Application' under the Planning Act has been made before completing this declaration:**

I, \_\_\_\_\_ of the \_\_\_\_\_ in the District of \_\_\_\_\_ make oath and say (or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application is true.

Sworn (or declared) before me

at the \_\_\_\_\_

in the District of \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
Commissioner of Oaths

\_\_\_\_\_  
Applicant or Agent



**SECTION 13 – TO BE COMPLETED BY THE MUNICIPALITY**

Date received by Planning Services:

In addition to the information contained within Sections 1 to 12 of this Application, the following information/studies are requested to satisfy the requirements of a complete application under the Planning Act.

I have reviewed the information contained in this application and have deemed it to satisfy the requirements of a complete application under the Planning Act:

Date:

\_\_\_\_\_

\_\_\_\_\_  
Signature of Municipal Planner



## SECTION 14 – CHECKLIST

- Cover Letter / Planning Report
- Completed Application Form w/ original signatures
- Application Fee (see below)
- Site Plan (see Section 10)
- Numbered Company Form
- Parcel Abstract (PIN Sheet) (within last 30 days)
- Signed Draft Plan of Subdivision/Condominium (2 hard copies)

Any required studies (1 hard copy and 1 digital copy), such as:

- Traffic Study;
- Drainage, lot grading plan and/or stormwater management report;
- Erosion and Sedimentation Control Plan;
- Environmental impact Study / Report;
- Commercial Strategy Study;
- Species at Risk evaluation report;
- Flood plain, flood proofing, protection works, restoration report;
- Aggregate resource evaluation report to assess the residual economic value of aggregates;
- Noise and/or vibration study;
- Geotechnical study for slope analysis;
- Heritage impact statement and/or archeological assessment report;
- Water and sewer servicing capacity study;
- Water supply assessment report;
- Servicing options report;
- Hydrogeological study and terrain analysis;
- Reasonable use study which establishes to the satisfaction of the Municipality that such a development will not have a detrimental environmental, economic or social effect; or
- Any other studies that may be identified during the review of the application.

**APPLICATION FEES**

Subdivision Approval:	Application/Administration and review fee of \$1,750.00 plus variable fee of \$100.00 per lot/block created
Condominium Approval: <i>(Standard/Vacant Land or conversion)</i>	Application/Administration fee of \$1,750.00 plus \$100.00 per each unit created
Zoning By-law Amendment: <i>(Including Temporary Use By-Law)</i>	\$1,250.00
Official Plan Amendment:	\$1,250.00
Combined Official Plan and Zoning By-law Amendment:	\$2,000.00