

<b>FOR OFFICE USE ONLY</b>		TWPEC File:	
Date Application Received:		Fee Received:	
Application Deemed Complete:		Account:	



- Application to Amend the Official Plan  
 Application to Amend the Zoning By-Law

**PLEASE READ BEFORE COMPLETING THIS APPLICATION**

This application reflects the mandatory information prescribed in the schedules to Ontario Regulations 543/06 and 545/06 made under the Planning Act, RSO, 1990, as amended. In addition to completing this form, the Applicant will be required to submit the appropriate fee, a detailed site plan and any additional information or studies that may be necessary to assess the proposal.

Failure to submit the required information will delay the consideration of this application. An application which is not considered complete under the Planning Act is not subject to the timelines of the Act. Applicants are encouraged to consult with the Township prior to completing the application.

**1. APPLICANT INFORMATION**

<b>1.1 Name of Owner(s). <i>If the applicant is not the owner, authorization is required in Section 11.</i></b>		
Name of Owner(s):	<b>Phone Number</b>	
	Home:	
Address:  Postal Code:	Business:	
	Cell:	
Email:	Fax:	
<b>1.2 Agent/Applicant. <i>Fill this out if applicant is not the owner. See Section 11.</i></b>		
Name of Agent/Applicant:	<b>Phone Number</b>	
	Home:	
Address:  Postal Code:	Business:	
	Cell:	
Email:	Fax:	
<b>1.3 Contact. <i>Please indicate the contact for this application (check one).</i></b>		
<input type="checkbox"/> Owner	<input type="checkbox"/> Agent/Applicant	<input type="checkbox"/> All

## 2. LOCATION OF SUBJECT LAND

2.1 Location of Subject Land. <i>Complete applicable boxes.</i>	
Civic Address:  Postal Code:	For Vacant Lands
	Concession:
Assessment Roll Number:	Lot:
	Reference Plan:
	Part:

## 3. INTEREST IN LAND

3.1 Easements/Covenants	
Are there any easements or restrictive covenants affecting the subject land? <input type="checkbox"/> No <input type="checkbox"/> Yes    If yes, describe the easement or covenant and its effect.	
3.2 Names and Addresses of any mortgages or other encumbrancers. <i>Attach separate page if required.</i>	
Name:	Address:
Name:	Address:
Name:	Address:
3.3 When was the subject land acquired by current owner?	
Date acquired:	

## 4. DESCRIPTION OF PROPERTY

4.1 Property Dimensions. <i>Complete applicable sections using metric units only.</i>	
Lot Frontage <i>Street Side</i> (m):	Lot Depth (m):
Lot Frontage <i>Water Side</i> (m):	Lot Area (ha):
4.2 Access. <i>Check appropriate boxes and state road name.</i>	
<input type="checkbox"/> Provincial Highway:	
<input type="checkbox"/> Municipal Road, maintained year round:	

<input type="checkbox"/> County Road:
<input type="checkbox"/> Private Road:
<input type="checkbox"/> Right of Way:

## 5. PROPERTY SERVICES

<b>5.1 Water Supply. Check appropriate box for type of existing or proposed servicing.</b>	
<input type="checkbox"/> Publicly owned and operated piped water system	<input type="checkbox"/> Privately owned and operated piped water system (communal)
<input type="checkbox"/> Drilled Well	<input type="checkbox"/> Water service not proposed
<input type="checkbox"/> Lake or other water body	<input type="checkbox"/> Other (please state):
<b>5.2 Sewage Disposal. Check appropriate box for type of existing or proposed servicing.</b>	
<input type="checkbox"/> Publicly owned and operated sanitary sewage system	<input type="checkbox"/> Privately owned and operated individual septic system* see section 5.3
<input type="checkbox"/> Privately owned and operated communal septic system* see section 5.3	<input type="checkbox"/> Privy
<input type="checkbox"/> Holding Tank	<input type="checkbox"/> Sewage disposal service not proposed
<input type="checkbox"/> Other (please state):	
<b>5.3 *Servicing and Hydrogeological Report. Applies only to privately owned septic system, where development will produce more than 4500 litres of effluent a day.</b>	
Title and date of servicing options report:	
Title and date of hydrogeological report:	
<b>5.4 Other Services. Check if the service is available.</b>	
<input type="checkbox"/> Electricity	<input type="checkbox"/> School Bussing
<input type="checkbox"/> Garbage Collection	
<b>5.5 Storm Drainage. Indicate the proposed storm drainage system.</b>	
<input type="checkbox"/> Storm Sewers	Ditches
<input type="checkbox"/> Swales	Other (Please state):

## 6. PLANNING INFORMATION

<b>6.1 Official Plan and Zoning Designation</b>		
Current Official Plan Land Use Designation of Subject Lands:		
Current Zoning of Subject Lands:		
<b>6.2 If an Official Plan Amendment is requested, will the change...? Check all appropriate boxes.</b>		
<input type="checkbox"/> Replace or delete an existing policy(ies). <i>If yes, list all affected policy sections and submit the proposed text of the policy(ies) with this application.</i> Policy(ies) affected:		
<input type="checkbox"/> Change a land use designation on a property(ies). <i>If yes, indicate the proposed land use designation(s) and submit a map or schedule with this application.</i> What is the proposed land use designation(s):		
<input type="checkbox"/> Alter the boundary of a settlement area (ie. town, village, hamlet). <i>If yes, name the settlement area and submit a sketch of area affected with this application.</i> Name of settlement area:		
<b>6.3 For an Amendment to the Zoning By-Law</b>		
Zoning Requested:		
Reason for rezoning request:		
<b>6.4 Will this application remove land from a designated employment area?</b>		
<input type="checkbox"/> Converts all or part of a commercial, industrial or institutional building to a residential use		
<input type="checkbox"/> Converts a brownfield site to a residential use		
<input type="checkbox"/> Application for residential use on land designated for commercial, industrial or institutional use		
<input type="checkbox"/> Does not remove any employment land		

## 7. EXISTING PROPERTY USE

<b>7.1 State all <u>existing</u> uses of the property. Check all appropriate boxes.</b>		
Residential	Commercial	Industrial
Institutional	Agricultural	Vacant
Mixed Use (please state):		
Other (please state):		

7.2 How long have the existing uses of the subject land continued? <i>Proof may be required.</i>					
Year since current uses have continued:					
7.3 List all <u>existing</u> buildings and structures (including accessory buildings and structures) on the property by completing the following table. <i>If there are more than 5 buildings or structures, please attach a separate page.</i>					
	Building or Structure #1	Building or Structure #2	Building or Structure #3	Building or Structure #4	Building or Structure #5
Existing type or use					
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 (m)					
Setback from shoreline (m)					
Dimensions (m) or floor area (m <sup>2</sup> )					
Year constructed					
How many existing parking spaces are on the subject land(s)?					

## 8. PROPOSED PROPERTY USE

8.1 State <u>proposed</u> use(s) of the property. <i>Check all appropriate boxes.</i>					
<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial			
<input type="checkbox"/> Institutional	<input type="checkbox"/> Agricultural	<input type="checkbox"/> Vacant			
<input type="checkbox"/> Mixed Use (please state):					
<input type="checkbox"/> Other (please state):					
8.2 List all <u>proposed</u> buildings and structures to be constructed on the property by completing the following table. <i>If there are more than 5 buildings or structures, please attach a separate page.</i>					
	Building or Structure #1	Building or Structure #2	Building or Structure #3	Building or Structure #4	Building or Structure #5
Existing type or use					
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 (m)					
Setback from shoreline (m)					
Dimensions (m) or floor area (m <sup>2</sup> )					
Proposed date of construction					
How many <u>additional</u> parking spaces will be provided on the subject land(s)?					

## 9. SURROUNDING LANDS

9.1 What is the existing use of land on abutting properties?		
North:	South:	
East:	West:	
9.2 Are there any uses or features on the subject land or within 500m (unless otherwise specified) of the subject property?		
Use or Feature	On the subject land (y/n)	Within 500m of the subject land unless otherwise specified (y/n, indicate approx. distance)
An agricultural operation including a livestock facility (ie barn) or manure storage		
A landfill site (active or closed)		
A sewage treatment plant or sewage lagoon		
An industrial use		
A licensed pit or quarry or aggregate reserve		
An active rail line		
A flood plain		
A natural gas or oil pipeline		
A hydro easement		
A provincially significant wetland within 120m		
A designated heritage building, historic site or cemetery within 100m		

## 10. OTHER PLANNING APPLICATIONS

<b>10.1 Has this land been the subject of an application for approval of a previous official plan or zoning amendment?</b>		
<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> unknown
If yes, please provide the details and decision of the previous application:		
If this application is a re-submission of a previous application, describe how it has been changed from the original application:		
<b>10.2 Is the subject land or any land within 120m of the subject land the subject of any other planning applications at this time?</b>		
<input type="checkbox"/> yes	no	
If yes, please describe the subject lands, purpose and status of the application:		

## 11. AUTHORIZATION

**11.1 If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner must be included with this form, or the two authorizations set out below must be completed.**

### Authorization of Owner for Agent to Make the Application

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

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Owner)

### Authorization of Owner for Agent to Provide Personal Information for the Purpose of this Application

I, \_\_\_\_\_, am the owner of the land that is the subject of the 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 this application.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Owner)

**11.2 If the applicant is the owner of the land that is the subject of this application, complete the consent clause 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 the 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.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Owner)

**12. ADDITIONAL STUDIES OR INFORMATION**

**12.1 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 (*list provided by the municipality*):

**13. SITE PLAN**

**13.1 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 and 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 any adjacent lands where these features may affect the application*

The current uses of the land that is adjacent to the subject land



<input type="checkbox"/>	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
<input type="checkbox"/>	North arrow and scale
<input type="checkbox"/>	Other (as indicated by the Township):

**14. DECLARATION**

**14.1 All applicants shall ensure that a 'complete application' under the planning act has been made before completing this declaration.**

1. I hereby declare that this application is consistent with the policy statements issued under subsection 3(1) of the Planning Act.
2. I hereby declare that this application conforms or does not conflict with any provincial plan or plans.
3. I hereby declare that 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.

Sworn (or declared) before me

At the \_\_\_\_\_

In the \_\_\_\_\_

This \_\_\_\_ day of \_\_\_\_\_, 202\_\_

\_\_\_\_\_  
(Commissioner of Oaths)

\_\_\_\_\_  
(Owner/Applicant/Agent)