



## APPLICATION FOR ZONING AMENDMENT

DETACH THE FIRST THREE PAGES AND RETAIN FOR FUTURE REFERENCE:

### STEPS IN THE PROCESS

#### **Step 1 Consult with the Township of North Dundas' Planning Staff.**

Discuss your proposed plans. Bring copies of a proposal depicting your concept plan with detailed information needed to review your proposal, including lot details, the location and size of the buildings existing and proposed, parking and access on the lot and any other relevant information related to your proposed plans. Staff will review the process with you and guide you on your next steps.

*\*Please note: The pre-application consultation process is intended to identify issues early in the process and to identify reports, studies and information required to be submitted as part of a complete application. A complete application enables Council to make informed decisions within a reasonable period of time and ensures that the public and other stakeholders have access to the relevant information early in the process. While every effort will be made to identify information needs at this time, additional issues and/or information needs may be identified through the application review process and may be requested at that time.*

#### **Step 2 Complete and Submit the Application for Zoning Amendment**

The application must be sent to the Township of North Dundas' Planning Staff where it will be assessed for completeness. In addition to completing the application form, you must also provide the following:

- Two copies of a survey or plan of the proposal: dimensioned, drawn to scale and all measurements in metric; showing all of the information and materials as prescribed (in Section D Sketch of the application)
- A cheque, made payable to The Corporation of the Township of North Dundas to cover the application fee (see Schedule "A" of Tariff of Fees for the Processing of Applications of Planning Matters, as amended from time to time)
- If the applicant is not the owner: written authorization (Section F Owner's Authorization) from all owners of the subject property.

To avoid delays, please ensure that the application is complete, that all drawings are neat and legible and that all dimension are accurate.

At this point, a Commissioner of Oaths will stamp and take your application.

### **Step 3 Acceptance of Application**

At the next applicable Township of North Dundas Council Meeting, the application will be submitted and Council may accept, refuse to accept or request further information (if all required information has not been received with the application). The Public Meeting will be scheduled by Council once the application has been deemed complete.

### **Step 4 Notice of Public Meeting**

Once a Public Meeting is scheduled, a notice will be sent to applicable neighbours and public bodies (as outlined in Ontario Regulation 545/06). A sign will also be posted on the property. It is the responsibility of the applicant to ensure the sign remains erect and visible from the road until the day following the public meeting. The sign will be recovered by Township staff.

### **Step 5 Public Meeting**

It is strongly encouraged that the applicant and/or owner attend the Public Meeting to answer any questions Council or the public may have; if you do not attend, Council may proceed in your absence. The Council will also consider verbal advice and written reports from staff, public bodies, or the public and any other interested parties received prior to or during the Public Meeting.

### **Step 6 Council Meeting**

The Council will make a decision regarding the application during the Council Meeting following the Public Meeting. The applicant and members of the public are welcome to attend, but can not participate in the deliberation, unless recognized by the Mayor.

- If a By-law Amendment is passed, a notice is sent to the Applicant and property owners within 120 m of the subject lands advising them of the passing (adoption) of the Zoning By-law Amendment.
- Where an amendment is refused, the Applicant and anyone who made a written request to the Clerk are informed of the decision.
- Where an application is deferred, the Applicant should contact the Planning Department to discuss options and clarification of the deferral.

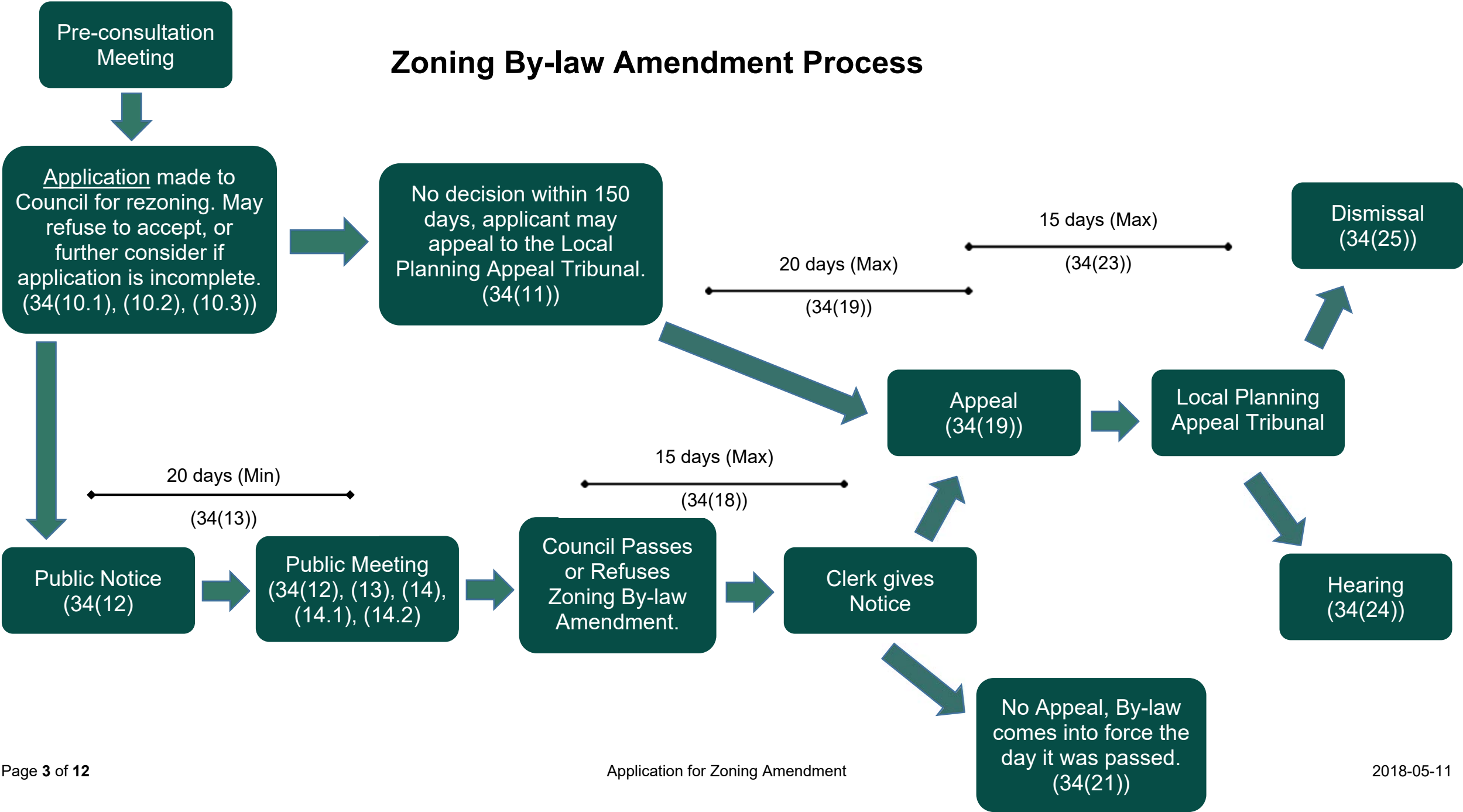
### **Step 5 Appeal Period**

Following the decision of Council 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, accompanied by the prescribed fee.

### **Step 6 Enactment**

If no appeal is made by the end of the appeal period, the Zoning By-law amendment is enacted and in force as of the date of adoption. A formal declaration will be mailed to the applicant.

# Zoning By-law Amendment Process





# APPLICATION FOR ZONING AMENDMENT

The undersigned hereby applies to The Corporation of the Township of North Dundas under Section \_\_\_\_\_ of the Planning Act, R.S.O. 1990, as amended, for an amendment to By-law No. \_\_\_\_\_, as described in this application.

Type of Application:

- |  |  |
|--|--|
| <input type="checkbox"/> ZONING        | <input type="checkbox"/> INTERIM CONTROL |
| <input type="checkbox"/> TEMPORARY USE | <input type="checkbox"/> HOLDING         |
| <input type="checkbox"/> GARDEN SUITE  |  |

Date of Application: \_\_\_\_\_

## A) APPLICATION INFORMATION

1. Name of Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
NUMBER & STREET                      CITY/TOWN/VILLAGE                      POSTAL CODE

Telephone #: \_\_\_\_\_  
HOME    OFFICE    OTHER

Email: \_\_\_\_\_

2. Name of Applicant (agent): \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
NUMBER & STREET                      CITY/TOWN/VILLAGE                      POSTAL CODE

Telephone #: \_\_\_\_\_  
HOME    OFFICE    OTHER

Email: \_\_\_\_\_

3. Holders of any mortgages, charges or other encumbrances in respect of the subject land

Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_  
NUMBER & STREET                      CITY/TOWN/VILLAGE                      POSTAL CODE

Type (mortgage, hydro, right-of-way etc.): \_\_\_\_\_

Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_  
NUMBER & STREET CITY/TOWN/VILLAGE POSTAL CODE

Type (mortgage, hydro, right-of-way etc.): \_\_\_\_\_

## B) PROPERTY INFORMATION

4. Municipal Address: \_\_\_\_\_  
NUMBER & STREET CITY/TOWN/VILLAGE POSTAL CODE

Legal Description:

LOT: \_\_\_\_\_ CONCESSION: \_\_\_\_\_

PART & PLAN #(s): \_\_\_\_\_

Lot Size (all measurements are to be in Metric):

FRONTAGE: \_\_\_\_\_ DEPTH: \_\_\_\_\_ LOT AREA: \_\_\_\_\_

## C) PROVINCIAL CONSIDERATIONS

(please see [mah.gov.on.ca/Page10679.aspx](http://mah.gov.on.ca/Page10679.aspx) for information)

5. Is the application consistent with the Provincial Policy Statement (2014)?

YES

NO

6. Is the subject land within an area of land designated under any provincial plan?

YES

NO

(If yes, does the application comply or does not conflict with the applicable plan?)

## D) UNITED COUNTIES OFFICIAL PLAN CONSIDERATIONS

(please see [sdgcounties.ca](http://sdgcounties.ca) for information)

7. Is the application to implement an alternation to the boundary of an area of settlement or to implement a new area of settlement?

YES

NO

(If yes, provide details on a separate sheet of the Official Plan or

Official Plan Amendment that deals with the matter.)

8. Is the application to remove land from an area of employment?

YES

NO

(If yes, provide details on a separate sheet of the Official Plan or  
Official Plan Amendment that deals with the matter.)

9. Current Official Plan Designation:

10. How does this application conform to the Official Plan?

## E) PLANNING INFORMATION

11. Current Zoning of the Subject Land:

12. What is the nature and extent of the rezoning requested?

13. What is the reason for the requested rezoning?

14. Access to the Subject Land is by:

- a. PROVINCIAL HIGHWAY
- b. MUNICIPAL ROAD MAINTAINED ALL YEAR
- c. MUNICIPAL ROAD MAINTAINED SEASONALLY
- d. ANOTHER PUBLIC ROAD (County Road)
- e. RIGHT-OF-WAY
- f. BY WATER

15. What is the Existing Use(s) of the subject land?

16. What is the Proposed Use(s) of the subject land?

17. Are there any EXISTING buildings or structures on the subject land?

YES NO  
 (If yes, for each building or structure list the following in metres, please attach a separate sheet if more space is needed)

Type	Setbacks from Lot Lines			Height	Dimensions	Floor Area
	Front Lot	Rear	Sides (2)			
<i>Example Shed</i>	20	5	3 & 26	3	3.5 x 4	14 m <sup>2</sup>

18. Are any PROPOSED buildings or structures to be built on the subject land?

YES NO  
 (If yes, for each building or structure list the following in metres, please attach a separate sheet if more space is needed)

Type	Setbacks from Lot Lines			Height	Dimensions	Floor Area
	Front Lot	Rear	Sides (2)			
<i>Example Shed</i>	20	5	3 & 26	3	3.5 x 4	14 m <sup>2</sup>

19. What date was the subject land Acquired by the current owner?

20. What date were the existing buildings or structures Erected on the subject land?

Type	Date
<i>Example Shed</i>	<i>June 2013</i>

21. What is the length of time that the existing use(s) has continued on the subject land?

22. Water is provided to the subject land by: (select only one)

- a. PUBLICLY OWNED AND OPERATED PIPED WATER SYSTEM





28. Has the subject land ever been the subject of a Minister's Zoning Order?

YES

NO

UNKNOWN

(If yes, what is the Ontario Regulation number of that order?)



## APPLICATION FOR ZONING AMENDMENT

### F) SKETCH

A SKETCH MUST BE ATTACHED TO THIS APPLICATION, SHOWING THE FOLLOWING:  
(in metric)

- a. The boundaries and dimensions of the subject land.
- b. The location, size and type of all existing and proposed buildings and structures.
- c. The distance between all buildings and structures and all lot lines (front, side & rear).
- d. The approximate location of all natural and artificial features on the subject land and adjacent lands that may affect the application (examples: buildings, railways, roads, watercourses, wooded areas, wells, and septic tanks).
- e. The current uses on adjacent land (examples: agricultural, residential, and commercial).
- f. The location, width, name and type of any roads within or abutting the subject land (examples: unopened road allowance, county road, private road, or right-of-way).
- g. The location and nature of any easement affecting the subject land (examples: hydro, pipeline, or right-of-way)

## G) DECLARATION

The following declaration must be completed by the applicant(s) at the township office or in the presence of a commissioner of oaths:

I, _____ (APPLICANT)	
of the _____ (CITY, TOWN, TOWNSHIP etc)	of _____
in the District/ Region/ County of _____ solemnly declare that all statements contained within this application and all supporting documents are true, and I/We make this solemn declaration conscientiously believing it to be true and complete, and knowing that it is of the same force and effect as if made under Oath, by virtue of the "Canada Evidence Act".	
SWORN/DECLARED at _____	
in the _____	
this _____ day of _____, 20__	
_____ A Commissioner of Oaths, etc.	_____ Applicant

I hereby authorize and consent to permit municipal staff and Committee of Adjustment members to enter upon the subject property, during regular business hours, over the time that the application is under consideration by the Township of North Dundas for the purpose of conducting site inspections.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

It is the responsibility of the applicant to ensure the Notice of Public Meeting sign, erected by Township staff, remains erect and visible from the road until the day following the public meeting.

## H) OWNER'S AUTHORIZATION

If the owner is not the applicant, there is more than one owner, or the subject land is owned by a corporation, one of the following authorization must be completed. (or each owner must submit a letter of authorization)

### 1. WHERE THE PROPERTY IS OWNED BY ONE OR MORE NATURAL PERSONS:

I/We, \_\_\_\_\_, being the registered owner(s) of the land that is the subject of this application, hereby authorize \_\_\_\_\_ to submit this application on my behalf.

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

\_\_\_\_\_  
Date

### 2. WHERE THE PROPERTY IS OWNED BY A COMPANY OR CORPORATION:

I, \_\_\_\_\_, having signing authority for \_\_\_\_\_ (name of corporation or numbered company), that is the owner of the land that is the subject of this application authorize \_\_\_\_\_ to submit this application on the company/corporation's behalf.

\_\_\_\_\_  
Signature of Signing Officer

\_\_\_\_\_  
Date

### PLEASE NOTE THAT:

Unless otherwise requested, all information will be sent to the agent, if any.

If jointly owned: both owners may be applicants, one owner may be the applicant if the other owner(s) authorize, or another agent may be authorized by the owners.

All fees are payable in cash or cheque (payable to The Corporation of the Township of North Dundas), and must be presented with this application.