



“An Experience to Remember”

Planning Advisory Committee

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Zoning By-law Amendment Application

General Overview & Timeline

1. A zoning by-law amendment generally takes 2 to 3 months to reach completion from the date of submission. Additional delays may be caused by requests for further information or concerns raised during public meetings.
2. Once an application is submitted to the Township, staff will determine if it is “complete” based on the criteria set out under Schedule 1 of *Ontario Regulation 545/06*. Pre-consultation with staff is strongly recommended prior to the submission of an application.
3. Notice of your application will be sent to all land owners within 120m of the subject property as well as to other stakeholders, as required.
4. The *Ontario Planning Act* requires that notice be provided 20 days prior to the holding of a public meeting. During this 20 day notice period, staff will review the application, conduct a site inspection/visit, consult with the applicant and interested stakeholders, and write a report with a recommendation to the Planning Advisory Committee (PAC).
5. There are generally two PAC meetings per month. The meeting scheduled for review of your application will take place on the first available meeting date; ensuring that staff are able to satisfy the legislated 20 day notice period.
6. At the meeting, staff will present the application and staff report to the PAC. The applicant has the opportunity, during the meeting, to address the Committee and answer any questions from the PAC members. The public in attendance also has the opportunity to express their interest in the application to the Committee.
7. The PAC will make a recommendation to Council to approve, approve with conditions, deny, or defer the application for more information. If approved, a by-law is then passed by Council.
8. Notice of the Passing of the By-law will be published in a local newspaper and provided to all persons who requested notification.
9. Following the Notice, there is a 20 day appeal period. Any of the following may appeal to the Ontario Municipal Board by filing with the clerk of the municipality a notice of appeal setting out the objection to the by-law and the reasons in support of the objection, accompanied by the fee prescribed under the *Ontario Municipal Board Act*:
 - a. The applicant
 - b. A person or public body who, before the by-law was passed, made oral submissions at a public meeting or written submissions to the council.
 - c. The Minister of Municipal Affairs and Housing.
10. The Chief Building Official (CBO) may issue a building permit once all planning approvals are granted, pursuant to any conditions of approval. It is the responsibility of the applicant to obtain all approvals from outside agencies (e.g. conservation authorities). Final approval of the building permit will only be granted upon confirmation of these approvals, if required.

Zoning By-law Amendment Application

OFFICE USE ONLY	
Date Received: _____	File Number: _____
Application Fee: _____	Roll Number: _____
Fee Paid (date): _____	
Application deemed “complete” (date): _____ (as per <i>O. Reg. 545/06</i>)	

Note: Prior to submitting this application you are encouraged to consult with a Township planner.

1.0 APPLICANT INFORMATION	
Name: _____	Please check the one that applies: <input type="checkbox"/> Owner <input type="checkbox"/> Authorized agent <input type="checkbox"/> Solicitor <input type="checkbox"/> Other Professional:
Address: _____ _____ _____	
Phone: (home) _____	
Phone: (cell) _____	
	Email: _____
	(work): _____
	(fax): _____

2.0 PROPERTY OWNER(S) INFORMATION <i>(if different from applicant information)</i>	
Name(s): _____ _____	A copy of the deed must accompany this application. All owners must agree to the terms noted herein. If the subject land is owned by a corporation, all directors that make up that corporation must sign the attached affidavit or authorize an individual to act as the agent. A copy of the Corporation/Entity Identification Information Record produced by the Canadian Real Estate Association may be required to verify the applicant information.
Address: _____ _____ _____	
Phone: (home) _____	
Phone: (cell) _____	
	Email: _____
	(work): _____
	(fax): _____

3.0 OTHER INFORMATION ~ CHARGES AGAINST THE LAND	
Name: _____	The holders of any mortgages, charges or other encumbrances in respect of the subject land must complete this section of the application, if applicable.
Address: _____ _____ _____	
Phone: (home) _____	
Phone: (cell) _____	
	Email: _____
	(work): _____
	(fax): _____

Please attach a description of the encumbrance, if applicable.

4.0 DESCRIPTION / LOCATION OF THE SUBJECT LAND

County		Township		Ward
Concession number(s)	Lot number(s)	Legal Description:		
Registered plan no.	Lot(s) / Block(s) no.	Civic Address:		
Reference plan no.	Part number(s)	Parcel number(s)	Assessment Roll No.	

Are there any easements or restrictive covenants affecting the subject land? Yes No

If yes, describe each easement or covenant and its effect. Use a separate page if necessary: _____

4.1 DIMENSIONS OF LAND AFFECTED

Frontage: <input type="checkbox"/> Water: <input type="checkbox"/> Road:	Depth: <input type="checkbox"/> Min: <input type="checkbox"/> Max:	Area:
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4.2 EXISTING USES & STRUCTURES

What is the subject land currently used for? _____

How long have the existing uses of the subject land continued? _____

Please describe *all* existing buildings or structures on the subject land:

Type of Building or Structure	Dimensions or Floor Area	Height	Date Constructed
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

Please indicate the setback of each building or structure from each lot line:

Setbacks	Front Lot Line	Rear Lot Line	Side Lot Line	Side Lot Line (opposite)
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

4.3 PROPOSED USES & STRUCTURES

Please described any proposed uses of the subject land: _____

Please describe *all* proposed buildings or structures to be located on the subject land (*if known*):

Type of Building or Structure	Dimensions or Floor Area	Height
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Please indicate the setback of each proposed building or structure from each lot line:

Setbacks	Front Lot Line	Rear Lot Line	Side Lot Line	Side Lot Line (opposite)
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

4.4 PROPERTY HISTORY

Please provide the date on which the subject land was acquired by the current owner(s): _____

Has the subject land ever been the subject of an application under the *Planning Act* for approval of a plan of subdivision or for a consent? Yes No Unknown

If you checked “yes” above, please provide the file number and status of the application:

File No.: _____ Status: _____

Has the subject land ever been the subject of an application under section 34 (Zoning By-laws) of the *Planning Act*? Yes No Unknown

Has the subject land ever been the subject of a Minister’s Zoning Order and, if known, the Ontario Regulation number of that order? Yes (*O. Reg. No.* _____) No Unknown

Is the application for an amendment to the zoning by-law consistent with policy statements issued under subsection 3(1) of the *Planning Act* (i.e. the *Provincial Policy Statement*)? Yes No Unknown

Is the subject land covered by a provincial plan(s), such as the Oak Ridges Moraine Conservation Plan, the Greenbelt Plan, the Growth Plan for the Greater Golden Horseshoe, the Niagara Escarpment Plan, the Parkway Belt Western Plan, the Central Pickering Development Plan or any other provincial plan?
 Yes No Unknown

If Yes, does the application conform to/not conflict with the policies contained in the applicable provincial plan? _____

5.0 PROPERTY DESIGNATION AND ZONING

Official Plan Designation: _____

Please provide an explanation of how the application for rezoning will conform to the Official Plan:

If the application does not conform to the Official Plan, has an application been made to for an Official Plan amendment? Yes No

Zoning By-law Designation: _____

6.0 PURPOSE OF THE APPLICATION

Please describe the nature and extent of the *zoning requested*: _____

Please explain the *reason* for the requested rezoning: _____

7.0 SUBJECT LAND SERVICING INFORMATION

7.1 ACCESS

How is access provided to the subject land (select one of the following):

- Provincial Highway
- Township/Municipal Road (maintained all year)
- Township/Municipal Road (maintained seasonally)
- Other Public Road: _____
- Right-of-way
- Water access: _____

If access is provided by water only, please describe the parking and docking facilities used, and the approximate distance of these facilities from the subject land and the nearest public road: _____

7.2 WATER SUPPLY

Please select the type of water supply provided to the subject land:

	Existing	Proposed
<input type="checkbox"/> Publically owned and operated piper water system	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Privately owned and operated individual well	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Privately owned and operated communal well	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Lake or other water body	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Other (<i>please specify</i>): _____	<input type="checkbox"/>	<input type="checkbox"/>

7.3 SEWAGE DISPOSAL

Please select the type of sewage disposal provided to the subject land:

	Existing	Proposed
<input type="checkbox"/> Publically owned and operated sanitary sewage system	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Privately owned and operated individual septic system	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Privately owned and operated communal septic system	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Privy	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Other (<i>please specify</i>): _____	<input type="checkbox"/>	<input type="checkbox"/>

The following are required by Provincial regulation if the application would permit development on privately owned and operated individual or communal septic systems, and more than 4500 litres of effluent would be produced per day as a result of the development being completed:

- a servicing options report;
- and a hydrogeological report.

8.0 SKETCH

Please provide a sketch of the subject land and the area affected by this zoning by-law amendment. Please provide the following in the sketch:

- 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, rear lot line and side lot lines;
- the approximate location of all natural and artificial features (*e.g. buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic beds*) that,
 - i) are located on the subject land and on land that is adjacent to it, and
 - ii) in the applicant’s opinion may affect the application;
- the current uses of land that is adjacent to the subject
- 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 right of
- if access to the subject land will be by water only, the location of the parking and docking facilities to be used;
- the location and nature of any easement affecting the subject land.

9.0 OTHER INFORMATION

Is there any other information that may be useful to the Township in reviewing this application? If so, explain below or attach on a separate page.

10.0 AFFIDAVIT OR SWORN DECLARATION

I, _____ of the _____
(name) (municipality in which you reside)

in the province of _____, make oath and say (or solemnly declare) that the information required under *Ontario Regulation 545/06*, and provided in this application is accurate, and that the information contained in the documents that accompany this application is accurate.

Sworn (or declared) before me at the _____ in the _____ this _____ day of _____ 20____.

Commissioner of Oaths Applicant(s)

11.0 CONSENT OF OWNER

Consent of Owner(s) to the use and disclosure of personal information and to allow site visits to be conducted.

I/We, _____, being the registered owner(s) of the lands subject of this application, and for the purpose of the *Freedom of Information and Protection of Privacy Act*, hereby 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.

I/We also authorize and consent to representatives from the Township of Rideau Lakes and the persons and public bodies conferred with under the *Planning Act* entering upon the subject lands of this application for the purpose of conducting any site inspections as may be necessary to assist in the evaluation of the application.

Owner(s) Signature

12.0 AUTHORIZATION

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

I/We _____, am / are the owner(s) of the land that is the subject of this application for a zoning amendment and I/we authorize _____ to make this application on my/our behalf.

_____ Date

Signature of owner(s)

13.0 CHECKLIST

- Ensure all sections of the application form have been completed
- Copy of the deed (please ensure owner information in section 2.0 is consistent with deed)
- A detailed sketch (please verify completion against section 8.0 of the application)
- A copy of a registered survey of the subject land (*if available*)
- Copy of sewage system and water system approval (i.e. Certificate of Approval) from the Ministry of Environment and/or the local Health Unit.
- Floor plans and building elevations of proposed structures (*if available*)
- Township fee for a Zoning By-law Amendment (see updated Fee Schedule on the Township’s website: www.twprideaulakes.on.ca).
- Conservation Authority Fee (please consult with staff at either the Rideau Valley Conservation Authority – RVCA, or the Cataraqui Region Conservation Authority – CRCA to determine whether or not a fee is required for the review of your zoning by-law amendment application).
- Pre-consultation session with a Township Planner to review your application and determine whether or not it can be deemed “complete” as per Schedule 1 of *Ontario Regulation 545/06*.

Date complete: _____