

# MUNICIPALITY OF \_\_\_\_\_

## Application for Official Plan and/or Zoning By-law Amendment

### GUIDELINES

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- Introduction:** The submission of an application to the municipality to amend the Official Plan or Zoning By-law is regulated by in the Ontario Planning Act. As such, this form must be completed and accompanied with the required fee prior to consideration by Council or a committee of Council. The purpose of these Guidelines is to assist persons in completing the application to amend the Official Plan or Zoning By-law.
- Assistance:** You can contact the clerk at the local municipal office or contact the Planner responsible for your municipality at 519-524-8394 ext. 3 (the Huron County Planning Department)
- Application Fees:** Each application must be accompanied by the application fee in the form of a cheque payable to the municipality.
- |              |                   |   |
|--------------|-------------------|---|
| <b>Fees:</b> | <b>\$1,500.00</b> | <b>Zoning By-law Amendments</b>                           |
|              | <b>\$3,000.00</b> | <b>Official Plan Amendments</b>                           |
|              | <b>\$3,750.00</b> | <b>Combined Official Plan and Zoning By-law Amendment</b> |
- Authorization:** If the applicant (agent or solicitor) is not the owner of the subject land, a written statement by the owner must accompany the application which authorizes the applicant to act on behalf of the owner as it relates to the subject application.
- Drawing:** All applications for Official Plan or Zone change must include an accurate to scale drawing, preferably by a qualified professional, showing the items listed below:
- 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 (*for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks*) that,
    - are located on the subject land and on land that is adjacent to it, and
    - in the applicant's opinion may affect the application;
  - the current uses of land that is adjacent to the subject land;
  - the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public traveled road, a private road or a right of way;
  - 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
- Supporting Information:** Additional information may be required by the municipality, County, local and provincial agencies in order to evaluate the proposed amendment. This information is often a requirement of the local Official Plan, the County Official Plan, Provincial policies and/or applicable regulations. The required information may include studies or reports to deal with such matters as environmental impacts, traffic, water supply, sewage disposal and storm water management.
- Copies:** One copy of the application  
One copy of the drawing (no larger than 11" x 17")  
Three copies of any supporting documentation

## **OFFICIAL PLAN AMENDMENT PROCESS IN HURON COUNTY**

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1. Pre-consultation meeting (municipal staff, county planning staff and affected agencies).
2. Submission of application and fee to the Municipality with any required reports (i.e. Environmental Impact Study, Comprehensive review, etc.)
3. Staff may request additional information from the applicant.
4. Application received by Municipal Council and Municipal Council will determine whether the application is complete.
5. Circulation of notice of completeness and notice of public meeting 20 days prior to the public meeting. Notices are circulated to the County of Huron, neighbouring municipalities, agencies, provincial ministries and abutting land owners within 120 metres.
6. The Municipality and Huron County Planning Department staff reviews application for conformity to Official Plan, Zoning By-law and Provincial Interests, Planning Act. Comments from local agencies, provincial ministries and neighbours are taken into consideration.
7. A public meeting held at local Municipality. Municipal council may adopt, deny or defer the official plan or official plan amendment.
8. If the official plan or official plan amendment is adopted locally, the Clerk of the Municipality sends a record of information, along with the application to the County of Huron, as the County of Huron is the approval authority. The Municipality circulates a notice of adoption.
9. The application is presented to the Planning Committee of Huron County Council. The Planning Committee makes a recommendation (approval, denial, modification or deferral) to Huron County Council.
10. Huron County Council makes the decision on the application (approval, denial, modification or deferral).
11. Notice of decision sent within 15 days of decision of Huron County Council.
12. The 20 day appeal period begins the day the notice of decision is given.
13. If no appeal is received by the Huron County Planning Department after 20 days, the official plan or official plan amendment is in full force and effect. If the official plan or official plan amendment is appealed, the application is forwarded to the Ontario Municipal Board, who will make a final decision on the application.

## **ZONING BY-LAW AMENDMENT PROCESS IN HURON COUNTY**

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14. Pre-consultation meeting (municipal staff, county planning staff and affected agencies).
15. Submission of application and fee to the Municipality with any required reports (i.e. Environmental Impact Study, Traffic Impact Study, etc.)
16. Staff may request additional information from the applicant.
17. Application received by Municipal Council and Municipal Council will determine whether the application is complete.
18. Circulation of notice of completeness and notice of public meeting 20 days prior to the public meeting. Notices are circulated to the County of Huron, neighbouring municipalities, agencies, provincial ministries and abutting land owners within 120 metres.
19. The Municipality and Huron County Planning Department staff reviews application for conformity to Official Plan, Zoning By-law and Provincial Interests, Planning Act. Comments from local agencies, provincial ministries and neighbours are taken into consideration.
20. A public meeting held at local Municipality. Municipal council may approve, deny or defer the zoning by-law amendment.
21. Notice of decision sent to those who requested to be notified of Council's decision within 15 days of the decision of Municipal Council. A 20 day appeal period begins the day the notice of decision is given.
22. If no appeal is received by the Municipality 20 days, the zoning by-law amendment is in full force and effect. If the zoning by-law amendment is appealed, the application is forwarded to the Ontario Municipal Board, who will make a final decision on the application.

MUNICIPALITY OF \_\_\_\_\_

**Application for Official Plan and/or Zoning By-law Amendment**

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**A. THE AMENDMENT**

**1. TYPE OF AMENDMENT?**

\_\_\_\_\_ Official Plan [ ] Zoning By-law No. \_\_\_\_\_ [ ] Both [ ]

a) Name of Official Plan to be amended \_\_\_\_\_

b) Name of Zoning By-law to be amended \_\_\_\_\_

**2. WHAT IS THE PURPOSE OF AND REASONS FOR THE PROPOSED AMENDMENT(S)?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B. GENERAL INFORMATION**

**3. APPLICANT INFORMATION**

a) Registered Owner's Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: Home ( ) \_\_\_\_\_ Work ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Email: \_\_\_\_\_ Cell ( ) \_\_\_\_\_

b) Applicant (Agent) Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: Home ( ) \_\_\_\_\_ Work ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Email: \_\_\_\_\_ Cell ( ) \_\_\_\_\_

c) Name, Address, Phone of all persons having any mortgage, charge or encumbrance on the property:

\_\_\_\_\_

d) Send Correspondence To? Owner [ ] Agent [ ] Other [ ] \_\_\_\_\_

**4. WHAT AREA DOES THE AMENDMENT COVER?**

- a)  the "entire" property or
- b)  just a "portion" of the property

**5. PROVIDE A DESCRIPTION OF THE ENTIRE PROPERTY:**

Municipal Address: \_\_\_\_\_

911 Address and Road Name: \_\_\_\_\_

Concession: \_\_\_\_\_ Lot: \_\_\_\_\_ Registered Plan No.: \_\_\_\_\_

Area: \_\_\_\_\_ hectares    Depth: \_\_\_\_\_ metres    Frontage (Width): \_\_\_\_\_ metres

**6. PROVIDE A DESCRIPTION OF THE AREA TO BE AMENDED IF ONLY A 'PORTION' OF THE PROPERTY:**

Area: \_\_\_\_\_ hectares    Depth: \_\_\_\_\_ metres    Frontage (Width): \_\_\_\_\_ metres

**7. WHAT IS THE CURRENT PLANNING STATUS?**

Official Plan Designation: \_\_\_\_\_

Zoning: \_\_\_\_\_

**8. LIST LAND USES THAT ARE PERMITTED BY CURRENT OFFICIAL PLAN DESIGNATION:**

\_\_\_\_\_

**C. EXISTING AND PROPOSED LAND USES AND BUILDINGS**

**9. WHAT IS THE "EXISTING" USE OF THE LAND?**

\_\_\_\_\_

How long have the existing uses continued on the subject land: \_\_\_\_\_

**10. WHAT IS THE "PROPOSED" USE OF THE LAND?**

\_\_\_\_\_

**PROVIDE THE FOLLOWING DETAILS FOR ALL BUILDINGS: (Use a separate page if necessary)**

Are any buildings proposed to be built on the subject land:                      Yes                       No

	<u>Existing</u>	<u>Proposed</u>
a) Type of Building(s)	_____	_____
b) Main Building Height	_____ (m)	_____ (m)
c) % Lot Coverage	_____	_____
d) # of Parking Spaces	_____	_____
e) # of Loading Spaces	_____	_____

- f) Number of Floors \_\_\_\_\_
- g) Total Floor Area \_\_\_\_\_ (sq. m) \_\_\_\_\_ (sq. m)
- h) Ground Floor Area \_\_\_\_\_  
(exclude basement)
- i) Building Dimensions \_\_\_\_\_
- j) Date of Construction \_\_\_\_\_
- k) Setback from Buildings to: Front of Lot Line \_\_\_\_\_  
Rear of Lot Line \_\_\_\_\_  
Side of Lot Line \_\_\_\_\_

**D. EXISTING AND PROPOSED SERVICES**

**12. INDICATE THE APPLICABLE WATER SUPPLY AND SEWAGE DISPOSAL:**

- |             | <u>Municipal<br/>Water</u> | <u>Communal<br/>Water</u> | <u>Private<br/>Well</u> | <u>Municipal<br/>Sewers</u> | <u>Communal<br/>Sewers</u> | <u>Private<br/>Septic</u> |
|-------------|----------------------------|---------------------------|-------------------------|-----------------------------|----------------------------|---------------------------|
| a) Existing | [ ]                        | [ ]                       | [ ]                     | [ ]                         | [ ]                        | [ ]                       |
| a) Proposed | [ ]                        | [ ]                       | [ ]                     | [ ]                         | [ ]                        | [ ]                       |
- c) If the requested amendment would permit development on a privately owned and operated individual or communal septic system and more than 4500 litres of effluent would be produced per day as a result of the development being completed, the applicant must submit:  
 [ ] a servicing options report; and  
 [ ] a hydrogeological report.

- 13. Will storm drainage be provided by:** Sewers [ ]  
 Ditches [ ]  
 Swales [ ]  
 Other [ ] Specify \_\_\_\_\_

Is storm drainage present or will it be constructed \_\_\_\_\_

**14. TYPE OF ACCESS (CHECK APPROPRIATE SPACE)**

- \_\_\_\_\_ provincial highway  
 \_\_\_\_\_ county roads  
 \_\_\_\_\_ municipal roads, maintained all year  
 \_\_\_\_\_ municipal road, seasonally maintained  
 \_\_\_\_\_ right of way  
 \_\_\_\_\_ water access

**E. OFFICIAL PLAN AMENDMENT**

(Proceed to Section F) if an Official Plan Amendment is not proposed).

**15. DOES THE PROPOSED OFFICIAL PLAN AMENDMENT DO THE FOLLOWING?**

- Add a Land Use designation in the Official Plan      Yes [ ]      No [ ]      Unknown [ ]
- Change a Land Use designation in the Official Plan      Yes [ ]      No [ ]      Unknown [ ]
- Change a policy in the Official Plan      Yes [ ]      No [ ]      Unknown [ ]
- Replace a policy in the Official Plan      Yes [ ]      No [ ]      Unknown [ ]
- Delete a policy in the Official Plan      Yes [ ]      No [ ]      Unknown [ ]
- Add a policy in the Official Plan      Yes [ ]      No [ ]      Unknown [ ]

**16. IF APPLICABLE AND KNOWN AT TIME OF APPLICATION, PROVIDE THE FOLLOWING:**

- a) Section Number(s) of Policy to be Changed \_\_\_\_\_
- b) Text of the proposed new policy attached on a separate page?      Yes [ ]      No [ ]
- c) New designation name: \_\_\_\_\_
- d) Map of proposed new Schedule attached on a separate page?      Yes [ ]      No [ ]

**17. LIST PURPOSE OF AMENDMENT AND LAND USES THAT WOULD BE PERMITTED BY THE PROPOSED AMENDMENT:**

\_\_\_\_\_

- 18. If the requested amendment alters all or any part of the boundary of an area of settlement in a municipality or establishes a new area of settlement in a municipality, the current official plan policies, if any, dealing with the alteration or establishment of an area of settlement;
- 19. If the requested amendment removes the subject land from any area of employment, the current official plan policies, if any, dealing with the removal of land from an area of employment;
- 20. Does the requested amendment is consistent with the Provincial Policy Statement issued under subsection 3 (1) of eh Planning Act.

**F. ZONING BY-LAW AMENDMENT**

(Proceed to Question 22 (Drawing) if a Zoning By-law Amendment is not proposed).

**21. DOES THE PROPOSED ZONING BY-LAW AMENDMENT DO THE FOLLOWING?**

- Add or change zoning designation in the Zoning By-law      Yes [ ]      No [ ]      Unknown [ ]
- Change a zoning provision in the Zoning By-law      Yes [ ]      No [ ]      Unknown [ ]
- Replace a zoning provision in the Zoning By-law      Yes [ ]      No [ ]      Unknown [ ]
- Delete a zoning provision in the Zoning By-law      Yes [ ]      No [ ]      Unknown [ ]
- Add a zoning provision in the Zoning By-law      Yes [ ]      No [ ]      Unknown [ ]

**22. IF APPLICABLE AND KNOWN AT TIME OF ZONING APPLICATION, PROVIDE THE FOLLOWING:**

- a) Section Number(s) of provisions to be changed
- b) Text of the proposed new provision attached on a separate page?      Yes [ ]      No [ ]
- c) New zone name: \_\_\_\_\_
- d) Map of proposed new Key Map attached on a separate page?      Yes [ ]      No [ ]

**23. LIST LAND USES PROPOSED BY ZONING AMENDMENT.**

\_\_\_\_\_

- date the current owner acquired the subject land \_\_\_\_\_

**24. HAS THERE BEEN A PREVIOUS APPLICATION FOR REZONING UNDER SECTION 34 OF THE PLANNING ACT AFFECTING THE SUBJECT PROPERTY:**

Yes [ ] No [ ]

25. 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 official plan or official plan amendment that deals with the matter;
26. If the application is to remove land from an area of employment, details of the official plan or official plan amendment that deals with the matter;
27. If the subject land is within an area where zoning with conditions may apply<sup>7</sup>, an explanation of how the application conforms to the official plan policies relating to zoning with conditions.
28. Does the application for an amendment to the zoning by-law is consistent with policy statements issued under subsection 3 (1) of the Act. Yes [ ] No [ ] Unknown [ ]

**G. SKETCH CHECKLIST**

**29. ACCURATE, TO SCALE, DRAWING OR PROPOSAL:** *(In the space below or on a separate page(s), please provide drawing of the proposal, preferably prepared by a qualified professional. In some cases, it may be more appropriate to prepare additional drawings at varying scales to better illustrate the proposal).*

The application shall be accompanied by a clean, legible sketch sharing the following information. Failure to supply this information will result in a delay in processing the application.

A sketch showing in metric units:

- h) the boundaries and dimensions of the subject land;
- i) 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;
- j) the approximate location of all natural and artificial features *(for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks)* 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;
- k) the current uses of land that is adjacent to the subject land;
- l) the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public traveled road, a private road or a right of way;
- m) if access to the subject land will be by water only, the location of the parking and docking facilities to be used;
- n) the location and nature of any easement affecting the subject land

The drawing(s) should show (please use a survey if available):

- Property boundaries and dimensions
- Dimensions of area of amendment
- Distance from structures to lot lines
- Easements or restrictive covenants
- Building dimensions & location
- Neighbouring adjacent land uses
- Parking and loading areas
- Use of Neighbouring properties
- Public roads, allowances, rights of way
- Municipal Drains/Award Drains
- Wetlands, floodplain, wet areas
- Woodlots, forested areas, ANSI's, ESA's
- Driveways and lanes
- Other features (bridges, wells, railways, septic systems, springs, slopes, gravel pits)
- Natural watercourses
- North arrow

## **H. OTHER RELATED PLANNING APPLICATIONS**

**30. HAS THE APPLICANT OR OWNER MADE APPLICATION FOR ANY OF THE FOLLOWING, EITHER ON OR WITHIN 120 METRES OF THE SUBJECT LAND?**

Official Plan Amendment	Yes [ ]	No [ ]
Zoning By-law Amendment	Yes [ ]	No [ ]
Minor Variance	Yes [ ]	No [ ]
Plan of Subdivision	Yes [ ]	No [ ]
Consent (Severance)	Yes [ ]	No [ ]
Site Plan Control	Yes [ ]	No [ ]

**31. IF THE ANSWER TO QUESTION 23 IS YES, PLEASE PROVIDE THE FOLLOWING INFORMATION:**

File No. of Application: \_\_\_\_\_

Approval Authority: \_\_\_\_\_

Lands Subject to Application: \_\_\_\_\_

Purpose of Application: \_\_\_\_\_

Status of Application: \_\_\_\_\_

Effect on the Current Application for Amendment: \_\_\_\_\_

**32. Has the subject land ever been the subject of a Ministries Zoning Order?**

\_\_\_\_\_

**I. OTHER SUPPORTING INFORMATION**

**33. PLEASE LIST THE TITLES OF ANY SUPPORTING OR ATTACHED DOCUMENTS:**

*(e.g. Environmental Impacts Study, Hydrogeological Report, Traffic Study, Market Area Study, Aggregate License Report, Stormwater Management Report etc. It is recognized that the applicant meet with planning staff to attempt to determine the supporting documents that will be required).*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**J. AUTHORIZATION FOR AGENT/SOLICITOR TO ACT FOR OWNER:**

*(If affidavit (K) is signed by an Agent/Solicitor on Owner's behalf, the Owner's written authorization below **must** be completed).*

I (we) \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_ County/Region  
of \_\_\_\_\_ do hereby authorize \_\_\_\_\_ to act as my agent in the application.

\_\_\_\_\_  
*Signature of Owner(s)* \_\_\_\_\_  
*Date*

**K. AFFIDAVIT:** *(This affidavit **must** be signed in the presence of a Commissioner)*

I (we) \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_ County/Region  
of \_\_\_\_\_ solemnly declare that all the statements contained in this application are true, and I, (we)  
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 \_\_\_\_\_ in the County/Region  
\_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
*Signature of Owner or Authorized Solicitor or Authorized Agent* \_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Commissioner* \_\_\_\_\_  
*Date*

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**APPLICATION AND FEE OF \$ \_\_\_\_\_ RECEIVED BY THE MUNICIPALITY**

\_\_\_\_\_  
*Signature of Commissioner* \_\_\_\_\_  
*Date*

**COMPLETE THIS FORM TO DETERMINE IF HEALTH UNIT  
COMMENTS ARE REQUIRED ON YOUR PLANNING APPLICATION**

For certain planning applications, comments are required from the Huron County Health Unit to assist the municipality in its decision on your application. This sheet will determine if comments are required from the Health Unit, and if so, the appropriate fee\* must be submitted with your application and paid to the municipality (\*based on the Health Unit's User Fee Schedule) - attached.

Name of Applicant: \_\_\_\_\_

Name of Owner (if different from the applicant): \_\_\_\_\_

Location of Property (Lot, Concession or Registered Plan, and Municipality): \_\_\_\_\_

Type of Planning Application(s) submitted with this form:

- |  |  |
|--|--|
| <input type="checkbox"/> Consent (severance)             | <input type="checkbox"/> Minor Variance          |
| <input type="checkbox"/> Zoning By-law Amendment         | <input type="checkbox"/> Official Plan Amendment |
| <input type="checkbox"/> Plan of Subdivision/Condominium |  |

Please answer Section A **OR** Section B, depending on the type of servicing available. In the following questions, "property" means the subject property or, in the case of a severance, each of the resulting lots.

**Section A - Where SANITARY SEWERS are available.**

Is the property within 183 metres (600 feet) of an abattoir (slaughter house)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Proceed to <u>Section C</u> .		

**Section B - Where SEPTIC SYSTEMS are required**

The application is for the creation of a new lot for which the primary use will be a new dwelling (other than a new dwelling on a farm).	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the property less than .4 hectares (1 acre) in area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the property have less than .2 hectares (1/2 acre) of "useable land"	<input type="checkbox"/> Yes	<input type="checkbox"/> No
For a septic tank and tile bed? See definition of "useable land" below.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I am uncertain of the location of the existing septic tank and tile bed on the property.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
There will be more than one dwelling unit on each lot.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
An industrial or commercial use is proposed which will require a septic system.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the property within 183 metres (600 feet) of an abattoir (slaughter house)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The application is for a new Plan of Subdivision	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Proceed to Section C.		

"Useable Land" means an area of land with suitable original soil for the installation of a Class 4 subsurface sewage disposal system, free of any buildings, structures, swimming pools, etc. and such land is or will be used solely for a septic tank and tile bed and any future replacement of the tile bed, and which area is at least 3 metres (10 feet) from any property line, at least 15 metres (50 feet) from any drilled well, at least 30 metres (100 feet) from any dug well, at least 15 metres (50 feet) from a top-of-bank of a watercourse or lake, not located in a flood plain, not located in an environmentally sensitive area, and does not contain field tile or other artificial drainage. (Other restrictions may apply according to legislation.)

\_\_\_\_\_  
*Name of Owner or Designated Agent*

\_\_\_\_\_  
*Signature and Date*

To be completed by Municipal Clerk:	Has the Health Unit Fee been collected from the applicant?		
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Amount: \$ _____
_____ <i>Name of Owner or Designated Agent</i>		_____ <i>Signature and Date</i>	

