

March 2007

**APPLICATION  
for  
ZONING BY-LAW AMENDMENT**

**PLANNING ACT, R.S.O., 1990**

**Ontario Regulation 545/06, as amended**

**1. COMPLETION OF THE APPLICATION**

The application must be completed in its entirety. Measurements shall be in metric. A sketch map (refer sample attached) must be provided showing the features outlined in Section 19 of the application. Failure to file a complete and accurate application may result in the application being returned or delayed in processing.

**2. LETTER OF AUTHORIZATION**

If the application is signed by a planner, solicitor or agent on behalf of an applicant, a letter of authorization (refer sample attached) duly signed by the owner must accompany the application. If the applicant is a corporation acting without an authorized planner, solicitor or agent, the application must be signed by an officer of the corporation.

**3. FILING THE APPLICATION**

The duly signed and completed application shall be filed with the Municipality along with a fee of \$1,200.00 payable in cash or by cheque to the MUNICIPALITY OF SOUTHWEST MIDDLESEX as set out in By-law No. 2008/039.

**4. NOTICE OF PUBLIC MEETING**

Notice of the public meeting will be given by the Municipality by prepaid first class mail and posting at every separately assessed property to which the proposed by-law would apply (or at a nearby location chosen by the Municipality). The notice will be given at least 20 days prior to the day of the meeting. The Municipality will be responsible for posting and removing signage. Applications are normally considered by Council on the fourth Wednesday of every month in the Municipal Building (153 McKellar Street, Glencoe) or as may otherwise be called by the Mayor. Applications must be filed no later than the last business day of the preceding month in order to be considered at the next scheduled meeting of the Committee.

**5. ATTENDANCE AT PUBLIC MEETING**

The applicant or his/her agent is expected to attend the public meeting in order to present the application and respond to any questions raised by Council or the public. Council may grant or refuse the application, or defer its decision. In the case of a deferral, the applicant or his/her agent will be notified by the Municipality of the date on which Council will further consider the application and/or the public meeting will be resumed.

6. **NOTICE**

If Council adopts the amendment, written notice of adoption will be forwarded, not later than 15 days after the day the amendment is adopted to the applicant (or authorized agent), and to any person or public body who filed a written request to be notified of the adoption. If Council refuses to amend the Zoning By-law, a written explanation for the refusal will be provided to the persons and parties as noted above.

7. **APPEAL**

Any person or public body, including the applicant (or authorized agent), may appeal the decision of Council to the Ontario Municipal Board not later than 20 days after the day that the giving of written notice is completed. The appeal must be filed with the Municipality and must state the reasons for the appeal accompanied by a fee of \$125.00 payable to the MINISTER OF FINANCE. The appeal must be submitted on an 'appellant form' available at the Ontario Municipal Board website ([www.omb.gov.on.ca](http://www.omb.gov.on.ca)) or the Municipal office. If no appeals are received within the prescribed time, the decision is deemed to be final.

8. **APPLICATION OF MUNICIPAL BY-LAWS, REGULATIONS AND LEGISLATION**

Acceptance of the application by the Municipality, along with the required application fee, shall not be construed as relieving the applicant from the obligation to comply with the requirements of the Ontario Building Code or any other by-law of the Municipality, or the obligation to obtain any licence, permit, authority or approval required by the Municipality, the conservation authority having jurisdiction, or any other public authority or body.

*Corporation of the Municipality of Southwest Middlesex  
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**APPLICATION for  
ZONING BY-LAW  
AMENDMENT**

Application No. \_\_\_\_\_

**PART 1: MANDATORY INFORMATION**

The following information must be provided by the applicant (Ontario Regulation 545/06, as amended). Failure to complete Part 1 along with submission of the required application fee and sketch will result in the application being returned to the applicant.

**1. Registered Owner of Lands**

- a) Name \_\_\_\_\_
- b) Mailing Address \_\_\_\_\_  
\_\_\_\_\_
- c) Telephone \_\_\_\_\_
- d) Fax \_\_\_\_\_
- e) E-mail \_\_\_\_\_

**2. Applicant (if different from owner)**

- a) Name \_\_\_\_\_
- b) Mailing Address \_\_\_\_\_  
\_\_\_\_\_
- c) Telephone \_\_\_\_\_
- d) Fax \_\_\_\_\_
- e) E-mail \_\_\_\_\_

**3. Planner/Solicitor/Agent**

- a) Name \_\_\_\_\_
- b) Mailing Address \_\_\_\_\_  
\_\_\_\_\_
- c) Telephone \_\_\_\_\_
- d) Fax \_\_\_\_\_
- e) E-mail \_\_\_\_\_

List the names and addresses, if known, of the holders of any mortgages, charges or other encumbrances in respect of the subject land.

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

**4. Communication**

To whom should all communication be directed? (check only one)

- a) Owner \_\_\_\_\_
- b) Applicant \_\_\_\_\_
- c) Planner/Solicitor/Agent \_\_\_\_\_

5. **Location of Land**

- a) Lot No. \_\_\_\_\_ Concession No. \_\_\_\_\_
- b) Lot No. \_\_\_\_\_ Registered Plan No. \_\_\_\_\_
- c) Part No. \_\_\_\_\_ Reference Plan No. \_\_\_\_\_
- d) Street No. and Name \_\_\_\_\_

6. **Description of Lands**

- a) Frontage \_\_\_\_\_
- b) Depth \_\_\_\_\_
- b) Area \_\_\_\_\_
- c) Topography \_\_\_\_\_
- d) Soil Characteristics \_\_\_\_\_
- e) Vegetation \_\_\_\_\_

7. **Date Lands Acquired By the Current Owner:** \_\_\_\_\_

8. **Existing Use of Lands (include length of time existing uses(s) have continued)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. **Existing Buildings and Structures (include type, height, floor area and date of construction)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

10. **Proposed Use of Lands**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

11. **Proposed Buildings and Structures (include type, height and floor area)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

12. **Existing Use of Adjacent Lands**

- north: \_\_\_\_\_
- south: \_\_\_\_\_
- east: \_\_\_\_\_
- west: \_\_\_\_\_

13. **Method of Water Supply**

- a) public water supply \_\_\_\_\_
- b) on-site well \_\_\_\_\_
- c) communal system \_\_\_\_\_
- d) lake or other water body \_\_\_\_\_
- e) other (specify) \_\_\_\_\_

Is the method of water supply existing \_\_\_\_ or proposed \_\_\_\_?

*If a communal well system is proposed, include letter of authorization from the owner confirming availability for the proposed use.*

14. **Method of Sewage Disposal**

- a) public sanitary sewage system \_\_\_\_\_
- b) on-site system \_\_\_\_\_
- c) other (specify) \_\_\_\_\_

Is the method of sewage disposal existing \_\_\_\_ or proposed \_\_\_\_?

If b) or c) have you applied for a permit from the authority having jurisdiction?  
Yes \_\_\_\_\_ No \_\_\_\_\_

*If development is proposed on privately owned and operated individual or communal septic systems and more than 4,500 litres of effluent would be produced per day as a result of the development being completed, include a servicing options report and a hydrogeological report.*

15. **Method of Storm Drainage**

- a) municipal storm sewers \_\_\_\_\_ b) ditches \_\_\_\_\_
- c) swales \_\_\_\_\_ d) other (specify) \_\_\_\_\_

Is the method of storm drainage existing \_\_\_\_ or proposed \_\_\_\_?

16. **Access** [indicate name(s)]

- a) County Road: \_\_\_\_\_
- b) Local Street/Road: \_\_\_\_\_
- c) Private Road (describe): \_\_\_\_\_

17. **Local Official Plan**

**County Official Plan**

applicable land use designation(s):

applicable land use designation(s):

a) How does the application conform to the official plan? If necessary, append separate sheets to the application.

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

b) If the application is to implement an alteration to the boundary of an area of settlement or to implement a new area of settlement, provide details of the official plan or official plan amendment that deals with the matter where applicable. If necessary, append separate sheets to the application.

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

c) If the application is to remove land from an area of employment, provide details of the official plan or official plan amendment that deals with the matter where applicable. If necessary, append separate sheets to the application.

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

d) If the land is within an area where zoning with conditions may apply, an explanation of how the application conforms to the official plan policies relating to zoning with conditions. If necessary, append separate sheets to the application.

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

18. **Existing Zoning By-law**

Applicable zoning:

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a) If more than one zone applies to the lands, please describe below:

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b) Describe the nature and extent of the zoning requested and the reason for the re-zoning:

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c) If the land is within an area where the municipality has pre-determined the minimum and maximum density requirements or the minimum and maximum height requirements, describe these requirements below:

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19. **Applications Under the Planning Act**

Has the subject land ever been the subject of an application for:

a) approval of a plan of subdivision under Section 50 of the Planning Act?

Yes \_\_\_\_\_ No \_\_\_\_\_ Unknown \_\_\_\_\_

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b) a consent under Section 53 of the Planning Act?

Yes \_\_\_\_\_ No \_\_\_\_\_ Unknown \_\_\_\_\_

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c) an amendment to the zoning by-law under Section 34 of the Planning Act?

Yes \_\_\_\_\_ No \_\_\_\_\_ Unknown \_\_\_\_\_

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d) a Ministers Zoning Order?

Yes \_\_\_\_\_ No \_\_\_\_\_ Unknown \_\_\_\_\_

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If the answer to any of the above is yes, and if known, indicate in the space provided, the file number of the application, the name of the approval authority considering the application, the lands affected by the application, the purpose of the application, the status of the application and the effect of the application on the proposed amendment. If necessary, append additional pages with this application.

**20. Provincial Policy Statement**

Is the application consistent with the Provincial Policy Statement?

Yes \_\_\_\_\_ No \_\_\_\_\_ Don't Know \_\_\_\_\_

**21. Submission of Sketch**

A sketch, complete and accurate (drawn to scale in metric units) and containing the following information must accompany every application where a specific development or change in use is being proposed.

- a) property boundaries, dimensions and abutting roads;
- b) existing buildings and structures (if any) and their dimensions;
- c) distance of existing buildings and structures (if any) to property lines;
- d) proposed buildings and structures (if any) and their dimensions;
- e) distance of proposed buildings and structures (if any) to property lines;
- f) name, location and width of any roads or highway within or abutting the subject lands and the status of the road or highway (eg. unopened road allowance, public travelled road, private road, right-of-way);
- g) land uses and buildings on neighbouring properties and opposite any abutting roads or highways;
- h) any easements or rights-of-way on the property;
- i) significant physical features (e.g. watercourses, drains, woodlots, wetlands, rail lines);
- j) location of any existing or proposed entrance driveways;
- k) location and number of any off-street parking spaces, loading area, outside storage;
- l) use of adjacent lands;
- m) other information considered appropriate by the applicant.

**22. Additional Comments / Information**

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**PART 2: REQUESTED ADDITIONAL INFORMATION**

The following additional information will assist the Municipality and others involved in evaluating the application. Failure to complete Part 2 may result in delays in reviewing the application within the prescribed time and may lead to a deferral or refusal of the application.

**1. Municipal Drains**

Are the subject lands presently assessed under the Drainage Act, R.S.O.,1990?

Yes \_\_\_\_\_ No \_\_\_\_\_

Name of Drainage Works \_\_\_\_\_

**2. Livestock Facilities**

Where a building or structure on the subject lands is used (or is capable of being used) for the purpose of accommodating livestock, please complete the following. (If more than one building or structure is used or capable of being used to accommodate livestock, please complete this section for each building or structure used for such purposes and attach a copy to this application.):

a)	Type of Livestock	Capacity of Barn
	_____	_____
	_____	_____

b) Type of manure handling system (check for type):  
\_\_\_\_ covered storage systems  
\_\_\_\_ open solid and runoff storage systems  
\_\_\_\_ open liquid tank and runoff storage systems  
\_\_\_\_ earthen liquid and runoff storage systems

c) Shortest distance between livestock building or structure and any existing or proposed building on the lands.  
\_\_\_\_\_ metres

d) Shortest distance between any manure storage facility and the lot line of the parcel proposed to be created:  
\_\_\_\_\_ metres

Amount of tillable land (at this location): \_\_\_\_\_ hectares

**4. Photographs**

Submit digital photographs in electronic form of all buildings and structures, and the lands proposed to be re-zoned. Photographs must be labeled to indicate the date on which they were taken and the subject matter of each picture. (The photographs may be incorporated into reports and presentations to the Council and the public to assist in a clearer understanding of the application.)

