



Instructions for Removal of Holding (H) Symbol SWM By-law 2011/065

PLEASE DETACH AND RETAIN THE FIRST TWO PAGES FOR FUTURE REFERENCE

APPLICATION PROCESS	
Step 1	Completion of the Application: Failure to file a complete and accurate application may result in the application being returned or delayed in processing.
Step 2	Letter of Authorization: If the application is signed by a person (different than the owner) or an agent (e.g. planner, solicitor) on behalf of an owner, the written authorization of the owner shall be included. If the applicant is a corporation acting without an authorized agent, the application shall be signed by an officer of the corporation who has the authority to bind the corporation.
Step 3	Filing the Application: A duly signed and completed application shall be filed with the municipality, along with a fee of \$200.00. Applications are normally considered by Council at a public meeting on the fourth Wednesday of every month. Applications shall be filed by the last working day of the previous month in order to allow sufficient time for processing (including a determination of the completeness of the application), circulation of the application and the giving of notice.
Step 4	Notice of Intention to Pass Amending By-law: Notice of Council's intention to pass a by-law to remove a holding (H) symbol will be given to the owner and to every person and public body that has given the Clerk of the municipality a written request for a notice. Notice will also be given to persons and public bodies as prescribed by the Ontario Regulations, except those that have advised the Clerk that they do not wish to receive notice.
Step 5	Attendance at Meeting: The applicant or his/her agent is expected to attend the meeting in order to present the application and respond to any questions raised by Council and/or the public.
Step 6	Appeal: The applicant or authorized agent may appeal the refusal of adoption by Council to the Ontario Municipal Board within 20 days of the receipt by the Clerk of the application. The appeal shall be filed with the municipality and shall state the reasons for the appeal accompanied by a fee of \$300.00 payable to the MINISTER OF FINANCE. The appeal shall be submitted using the "appellant form" available at the Ontario Municipal Board website (www.omb.gov.on.ca) or at the municipal office.
Step 7	Effective Date: The amendment is deemed to be in effect as of the date of adoption thereof, and a certified copy of the adoption will be forwarded to the applicant and his/her agent and filed with the Clerk of the municipality.
Step 8	Other Requirements: Acceptance of the application by the municipality, along with adoption of the amendment, shall not be construed as relieving the applicant from the obligation to obtain any license, permit, authority or other approval required by the municipality, the conservation authority having jurisdiction, or any other public authority or body.

APPLICATION SUBMISSION

****FOR ADDITIONAL INFORMATION OR CLARIFICATION OF THE PROCEDURE WHICH IS FOLLOWED AND THE REQUIREMENTS FOR SUBMITTING AND PROCESSING YOUR APPLICATION, PLEASE CONTACT:**

Municipality of Southwest Middlesex
153 McKellar Street
Glencoe, ON
NOL 1M0
519.287.2015

Alana Kertesz M.Sc.(PI)
Planner
519.930.1011
akertesz@middlesex.ca



For Office Use Only	
Date Received:	
File Number:	

Removal of Holding (H) Symbol Application

By-law No. 2011/065

1. Applicant information	
Registered owner(s) of the subject land	
Name:	
Address:	
Town:	Postal Code:
Phone:	Cell:
Fax:	Email:
Authorized agent (authorized by the owner to file the application, if applicable)	
Name:	
Address:	
Town:	Postal Code:
Phone:	Cell:
Fax:	Email:
2. Current Zoning:	
3. What are the conditions governing removal of the Holding (H) symbol on the subject lands (refer to Section 3.3 of the SWM Zoning By-law No. 2011/065)	
4. Describe how the conditions related to removal of the Holding (H) symbol have been satisfied.	

5. Description of subject land		
Geographic Municipality:	Lots(s)/Concession:	
Registered Plan:	Lot(s):	
Reference Plan:	Part(s):	
Street Address:	Municipal Roll Number:	
6. Dimensions of subject land (in metric units)		
Frontage:	Depth:	Area:
7. Describe all existing uses of the subject land.		
8. Describe all proposed uses of the subject land.		
9. Are there any easements or restrictive covenants affecting the subject lands?		
Yes* <input type="checkbox"/> No <input type="checkbox"/>		
*If yes, please describe each easement or covenant and its effect.		

STATUTORY DECLARATION

I, _____ of the _____
(Name) (Name of City, Town, Municipality, Municipality, etc.)

in the _____
(Name of County, Region or District)

SOLEMNLY DECLARE

THAT to the best of y/our knowledge and belief, all the information and statements given in this requested amendment and in all the plans, drawings and exhibits transmitted herewith are true; and

THAT I/We make this solemn declaration conscientiously believing it to be true, and knowing that 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 _____

this _____ day of _____ 20 _____

A Commissioner of Oaths

Applicant or Authorized Agent*

*** If applicable, please complete the attached authorization for an agent to act on behalf of the owner of the subject land.**

AGENT AUTHORIZATION

I, _____, being the owner of the property described in
(Name)

Section 1 of this application for Removal of Holding (H) Symbol, _____
(Agent)

to act as my agent in matters related to this application for Removal of Holding (H) Symbol.

Dated this _____ day of _____ 20 ____

Owner

FOR OFFICE USE ONLY

DATE RECEIVED:

CHECKED/REVIEWED BY:

APPROVED FOR PROCESSING: ___ YES ___ NO | **NAME:** _____ **DATE:** _____

APPLICATION NO.

TAX ARREARS: ___ YES ___ NO

OUTSTANDING ORDERS: ___ YES* ___ NO

***IF YES, DETAILS:**

ADDITIONAL INFORMATION: