



Instructions for Zoning Application

PLEASE DETACH AND RETAIN THE FIRST TWO PAGES FOR FUTURE REFERENCE

BACKGROUND INFORMATION

This process pertains to an application for zoning pursuant to Section 34 of the *Planning Act* R.S.O. 1990, as amended. Prior to the Municipality processing the application, it is required that a copy of the attached application form be completed including the required sketch and /or preliminary survey and processing fee. For each additional planning application, (e.g., official plan or severance, etc.), on the same lot a fee of 50% would apply.

Please note:

- The application must be completed in metric units.
- The Municipality will require a preliminary survey in most instances to be completed by an Ontario Land Surveyor and submitted concurrently with the application.
- The receipt of inaccurate information may cause delays in the processing of this application.
- Additional information may be required by staff or the Council prior to a decision being issued.
- Any external consultants' costs that the municipality may incur as a result of the review of this application will be the responsibility of the applicant as noted on this application.

APPLICATION SUBMISSION

Please submit the application, sketch / survey and fee (by mail or in person) to:

Municipality of North Middlesex
 229 Parkhill Main Street, PO Box 9,
 Parkhill, ON N0M 2K0
 Attention: Planning Department

Questions pertaining to the application(s) prior to submission contact:
 Ashley Sawyer - Planner
asawyer@middlesex.ca 519-930-1009

Jaden Hodgins - Director of Infrastructure and Operations
jadenh@northmiddlesex.on.ca 519-294-6244 ext 3223

APPLICATION PROCESS

Step 1	Consult with Planning Staff: Applicants are strongly encouraged to meet with our planner prior to submitting an application. Failure to pre-consult may result in a delay.
Step 2	Application submission: Complete the attached application form and include the submission of the required sketch and processing fee.

Step 3	Application received and reviewed for completeness / correctness: the file is opened and timelines for processing are established by the Municipality, and according to the <i>Planning Act</i> .
Step 4	Notice of Meeting: The complete application is circulated to agencies and municipal departments for comment. The public circulation applies to every person assessed within a minimum of 120 metres of the subject land. A "Planning Meeting" sign or notice is erected on the subject land.
Step 5	Planning Evaluation Report: Staff undertakes an evaluation of the application using the relevant planning policy documents and comprehensive zoning by-law. A report with recommendation is provided to Council for consideration.
Step 6	Public Meeting: Within 30 days of the application being deemed complete, a Public meeting will be held. At the Public Meeting, the Planner will provide the planning evaluation report with a recommendation for Council to consider. There will be an opportunity for the applicant or agent, as well as the public, to provide comments or ask questions about the application prior to a decision. Following public input, Council will make a decision on the application.
Step 7	Notice of decision: Within 15 days of Council making its decision, the Clerk will mail one copy of the decision to the applicant or agent and others who filed a written request for notice of the decision. The Notice of Decision will outline appeal procedures and identify the last day for appealing Council's decision to the Ontario Municipal Board.
Step 8	Full Force and Effect: If no appeal is made by the end of the 20 day appeal period, the zoning by-law amendment is in full force and effect unless the subject property is awaiting approval for an Official

APPEAL TO THE ONTARIO LAND TRIBUNAL

If an application is made for a zoning amendment and the Municipality of North Middlesex fails to make a decision within 90 days after the day the application is deemed complete by Staff, the applicant may appeal to the Ontario Land Tribunal (OLT) with respect to the zoning by-law application.

Anyone may appeal a decision of the Municipality of North Middlesex to the OLT within 20 days of the date of the Notice of the Decision by personally delivering or sending a Notice of Appeal to the Clerk of the Municipality and the required forms, downloadable from the OLT website (<http://www.omb.gov.on.ca/>). The appeal must set out the reasons for objecting to the decision, and must include a cheque in the amount as prescribed by and made payable to the Minister of Finance of Ontario. The Clerk will then prepare an appeal package and forward it to the OLT. The OLT will schedule a hearing and give written notice of the time and date in advance of the hearing.

For Office Use Only

File No. _____

Date Received _____

Zoning By-law Amendment Application

PURSUANT TO SECTION 34 OF THE PLANNING ACT

1. Applicant information	
Registered owner(s) of the subject land	
Name:	
Address:	
Town:	Postal Code:
Phone:	Cell:
Email:	Method of communication preferred: <input type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/> Both
Authorized agent (authorized by the owner to file the application, if applicable)	
Name:	
Address:	
Town:	Postal Code:
Phone:	Cell:
Email:	
2. The date of the application:	
3. If known, please indicate the names and addresses of the holders of any mortgages, charges or other encumbrances in respect of the subject land. Provide a separate sheet where needed.	
Name:	Address:
Town:	Postal Code:
Phone:	Cell:
Fax:	Email:
4a. Current Official Plan land use designation:	
b. Please explain how this application conforms to the Official Plan:	
5a. Current Zoning:	
b. Please explain the nature and extent of the rezoning proposed	

c. Please provide the reason why the rezoning is requested:

--

6. Description of subject land:

Geographic Township:	Concession(s):	Lot(s):
Registered Plan:	Lot(s):	
Reference Plan:	Part(s):	
911 Street Address:	Municipal Roll Number:	

7. Dimensions of subject land (in metric units)

Frontage:	Depth:	Area:
-----------	--------	-------

8. Access to subject land

Provincial Highway:	County Road:
Municipal Road:	Other Public Road:
Right of Way:	Water:

9. Describe all existing uses of the subject land:

--

10. Please indicate whether there are any existing buildings or structures on the subject land:

Yes* No

*If yes, please complete the following table indicating the types of buildings and structures, including date of construction, that currently exist on the lot and the specified measurements (in metric units):

Type of Building / Structure	Date of Construction	Distance from front lot line	Distance from rear lot line	Distance from side lot lines	Height	Floor Area

11. Describe all proposed uses of the subject land:

--

12. Please indicate whether any buildings or structures are proposed to be built on the subject land:

Yes* No

*If yes, please indicate the type of buildings or structures proposed on the subject land and the specified measurements (in metric units):

--

Type of Building / Structure	Distance from front lot line	Distance from rear lot line	Distance from side lot lines	Height	Floor Area

13. Please indicate the date when the subject land was acquired by the current owner:

14. Please indicate the length of time that the existing uses of the subject land have continued:

15. Water Supply: Water supply will be provided via -

<input type="checkbox"/>	publicly owned and operated piped water system	<input type="checkbox"/>	lake or other water body
<input type="checkbox"/>	privately owned well or communal well	<input type="checkbox"/>	other (please specify) _____

16. Sewage Disposal: Sewage disposal will be provided via -

<input type="checkbox"/>	publicly owned and operated sanitary sewage system	<input type="checkbox"/>	privy
<input type="checkbox"/>	privately owned individual or communal septic system	<input type="checkbox"/>	other (please specify) _____

17. Please indicate if the application would permit development on privately owned and operated individual or communal septic systems, and more than 4500 litres of effluent produced per day as a result of the development being completed.

Yes*

No

*If yes, have the following reports been submitted as part of the requested amendment?

* servicing options report

Yes

No

* hydrogeological report

Yes

No

18. Storm Drainage: Storm drainage will be provided via?

<input type="checkbox"/>	Storm sewers	<input type="checkbox"/>	swales
<input type="checkbox"/>	Municipal drainage ditches	<input type="checkbox"/>	Other (please specify) _____

19. Indicate the Minimum and maximum density and height requirements if applicable:

	Minimum	Maximum
Height		
Density		

20. Is this an application to implement an alteration to the boundary of an area of settlement or to implement a new area of settlement?	Yes* <input type="checkbox"/>	No <input type="checkbox"/>
---	-------------------------------	-----------------------------

*If yes, provide the current Official Plan policies, if any, dealing with the alteration or establishment of an area of settlement:
(please use a separate sheet)

21. Does this application remove land from an area of employment?	Yes* <input type="checkbox"/>	No <input type="checkbox"/>
--	-------------------------------	-----------------------------

*If yes, provide the current Official Plan policies, if any, dealing with the removal of land from an area of employment:
(please use a separate sheet)

22. Are the subject lands within an area where zoning conditions applies?	Yes* <input type="checkbox"/>	No <input type="checkbox"/>
--	-------------------------------	-----------------------------

*If yes, provide an explanation of how the proposed amendment complies with the Official Plan policy relating to the zoning with conditions:
(please use a separate sheet)

23. If known, has the subject land ever been the subject of:		
An application for an amendment to the Official Plan under the <i>Planning Act</i> ? *If yes, provide the following: File No. _____ Status _____	Yes* <input type="checkbox"/>	No <input type="checkbox"/>
An application for an amendment to the Zoning By-law under the <i>Planning Act</i> ? *If yes, provide the following: File No. _____ Status _____	Yes* <input type="checkbox"/>	No <input type="checkbox"/>
A Minister's zoning order under the <i>Planning Act</i> ? *If yes, provide the following: Reg. No. _____ Status _____	Yes* <input type="checkbox"/>	No <input type="checkbox"/>
An application for approval of a Plan of Subdivision under the <i>Planning Act</i> ? *If yes, provide the following: File No. _____ Status _____	Yes* <input type="checkbox"/>	No <input type="checkbox"/>
An application for an application for Consent under the <i>Planning Act</i> ? *If yes, provide the following: File No. _____ Status _____	Yes* <input type="checkbox"/>	No <input type="checkbox"/>

24. Is this application consistent with the Provincial Policy Statement (a copy of the Provincial Policy Statement is available at www.mah.gov.on.ca).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
--	------------------------------	-----------------------------

Items 30 and 31 to the Schedule of Ontario Regulation 546/06 apply only if the subject land is within an area of land designated under any provincial plan or plans.

<p>25. This application must be accompanied by an accurate sketch showing the following information. Failure to supply this information will result in a delay in procession the application. Please fill out the checklist below to ensure you have included all the required information.</p>
<ul style="list-style-type: none"> <input type="checkbox"/> The boundaries and dimensions of the subject land. <input type="checkbox"/> The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings and structures from the front yard lot line, rear yard lot line and the side yard lot lines. <input type="checkbox"/> The approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application (for example buildings, railways, roads, watercourses, drainage ditches, rivers or stream banks, wetlands, wooded areas, wells and septic tanks)

- The current uses on 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 travelled 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 easements affecting the subject land.

MUNICIPAL COSTS

Please be advised that the municipality may incur expenses associated with obtaining outside legal/engineering/planning review/assistance from its consultants, relating to your application. Any expenses that the municipality incurs in this regard will be forwarded to you, the applicant, for payment.

I, _____, (the applicant) acknowledge that I will pay all legal/engineering/planning expenses the municipality incurs as outlined above.

Signature

Date

AGENT AUTHORIZATION (*Please complete for an agent to act on behalf of the owner of the subject land.)

I, _____, being the owner of the property described in Section 1
(Name)

of this application for Consent, hereby authorize _____

(Agent)

to act as my agent in matters related to this application for Zoning By-law Amendment.

Dated this ____ day of _____ 20 ____

Owner



STATUTORY DECLARATION

I, _____ of the _____
(Name) (Name of City, Town, Township, Municipality, etc.)
in the _____
(Name of County, Region or District)

SOLEMNLY DECLARE THAT

The information provided in this application as required under Section 34 of the *Planning Act* is true.

AND I 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.

Declared before me at the _____
of _____ in the _____ of _____
this _____ day of _____ 20 _____

A Commissioner of Oaths

Applicant or Authorized Agent*

MFIPPA Notice of Collection & Disclosure

The collection of personal information on this form is legally authorized under Sec. 34 of the Planning Act for the purpose of processing your planning application. Questions about this collection should be directed to the Municipality of North Middlesex, Clerk, Jackie Tiedeman, 229 Parkhill Main St., Parkhill, Ontario N0M 2K0 or at 519-294-6244.

Pursuant to Sec.1.0.1 of the *Planning Act*, and in accordance with Sec. 32 (e) of the *Municipal Freedom of Information and Protection of Privacy Act*, it is the policy of the Municipality of North Middlesex to make all planning applications and supporting material available to the public.