

# Corporation of the Township of North Glengarry

P O Box 700 – 90 Main Street South

Alexandria, Ontario K0C 1A0

Tel: 613-525-1110 Fax: 613-525-1649

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

### GUIDELINES

- Introduction:** The submission of an application to the municipality to amend the Official Plan or Zoning By-law is provided for 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. Should you require clarification on any matter covered by this application form, please contact the Municipal Office at the address at the bottom of the page.
- Application Fee:** Each application must be accompanied by the application fee in the form of a cheque payable to the **Township of North Glengarry (\$1,500.00 for Zoning and \$2,500.00 for Official Plan)**. This fee shall be considered a deposit, which is used to pay all legal, planning and other associated costs with respect to the processing of the subject application. If the total costs incurred by the municipality should exceed the amount of the above noted application fee, the applicant shall provide the municipality with an additional deposit to pay the outstanding balance.
- 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 (See Section 1, page 5).
- Drawing:** All applications for Official Plan or Zone change must include an accurate to scale drawing (see Question 18, page 3), preferably prepared by a qualified professional, showing the items listed below:
1. The land subject to the application including its boundaries and dimensions; and the location and nature of any easements or restrictive covenants, which affect the subject land;
  2. The uses of adjacent and abutting land (e.g. residential, agricultural, extractive, commercial, industrial, recreational, institutional);
  3. All abutting lands owned by the owner (if any) and its boundaries and dimensions;
  4. The location of all existing as well as proposed buildings, their uses, widths, lengths, numbers of storeys, and setbacks from street lines and side lot lines.
  5. The location of all natural and man-made features on the land (e.g. buildings, structures, fencing, parking areas, road allowances, railways, wells, septic tanks, wooded areas, watercourses, ditches) and the location of any of these features on adjacent or abutting land that may affect this application.
- Supporting Information:** Please bear in mind that 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.
- In addition, the applicant may be required to submit a more detailed site plan, under site plan control, prepared by a qualified professional, showing the proposed development including all new buildings and structures, parking areas, landscaping and other site information as required by the municipality.
- Section 6 of Provincial Regulation 42/95 outlines “prescribed” information; this is identified in the following application with an asterisk besides the question number.
- Approval Process:** Upon receipt of an application, the required fee and other information as may be required, Council will determine whether there is sufficient merit in processing the application further (i.e. the circulation of notice and the holding of at least one public meeting as required by the Ontario Planning Act.) The applicant will be requested to attend various meetings, including a public meeting, to present the proposal. The applicant will be provided notice of any decision made by Council concerning the application. Zoning amendments are approved by Council. Official Plan amendments are adopted by Council and then forwarded to the Ministry of Municipal Affairs for approval, which involves circulation to various agencies for their comments. These agencies may require additional information to evaluate the proposal.
- Further Information:** Gerry Murphy  
Planning Manager/CBO  
Township of North Glengarry  
P O Box 700, 90 Main St. South
- Fees: \$1,500.00 Zoning By-law Amendments  
\$2,500.00 Official Plan Amendments

**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 ( )

**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 \_\_\_\_\_

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

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

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Fax \_\_\_\_\_

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: \_\_\_\_\_

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

Area: \_\_\_\_\_ hectares      Depth: \_\_\_\_\_ meters      Frontage (Width): \_\_\_\_\_ meters  
\_\_\_\_\_ acres      \_\_\_\_\_ feet      \_\_\_\_\_ feet

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

Area: \_\_\_\_\_ hectares      Depth: \_\_\_\_\_ meters      Frontage (Width): \_\_\_\_\_ meters  
\_\_\_\_\_ acres      \_\_\_\_\_ feet      \_\_\_\_\_ feet

**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?

\_\_\_\_\_

10. WHAT IS THE “PROPOSED” USE OF THE LAND?

\_\_\_\_\_

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

|  | Existing                     | Proposed                     |
|--|------------------------------|------------------------------|
| a) Type of Building(s)                     | _____                        | _____                        |
| b) Main Building Height                    | _____ (m) _____ (ft)         | _____ (m) _____ (ft)         |
| c) % Lot Coverage                          | _____                        | _____                        |
| d) # of Parking Space                      | _____                        | _____                        |
| e) # of Loading Space                      | _____                        | _____                        |
| f) Number of Floors                        | _____                        | _____                        |
| g) Total Floor Area                        | _____ (sq.m.) _____ (sq.ft.) | _____ (sq.m.) _____ (sq.ft.) |
| h) Ground Floor Area<br>(exclude basement) | _____ (sq.m.) _____ (sq.ft.) | _____ (sq.m.) _____ (sq.ft.) |

**D. EXISTING AND PROPOSED SERVICES**

12. INDICATE THE APPLICABLE WATER SUPPLY AND SEWAGE DISPOSAL:

|             | Municipal<br>Water | Communal<br>Water | Private<br>Well | Municipal<br>Sewers | Communal<br>Sewers | Private<br>Septic |
|-------------|--------------------|-------------------|-----------------|---------------------|--------------------|-------------------|
| a) Existing | ( )                | ( )               | ( )             | ( )                 | ( )                | ( )               |
| b) Proposed | ( )                | ( )               | ( )             | ( )                 | ( )                | ( )               |

13. ARE STORMWATER SEWERS PRESENT? ( ) Yes ( ) No

14. WHAT IS THE NAME OF THE ROAD PROVIDING ACCESS? \_\_\_\_\_

**E. OFFICIAL PLAN AMENDMENT** (Proceed to Question No. 18 (Drawing) if an Official Plan Amendment is not proposed)

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

|  |         |        |             |
|--|---------|--------|-------------|
| Change a policy in the Official                  | 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 ( ) |
| Add or Change a designation 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 ( )

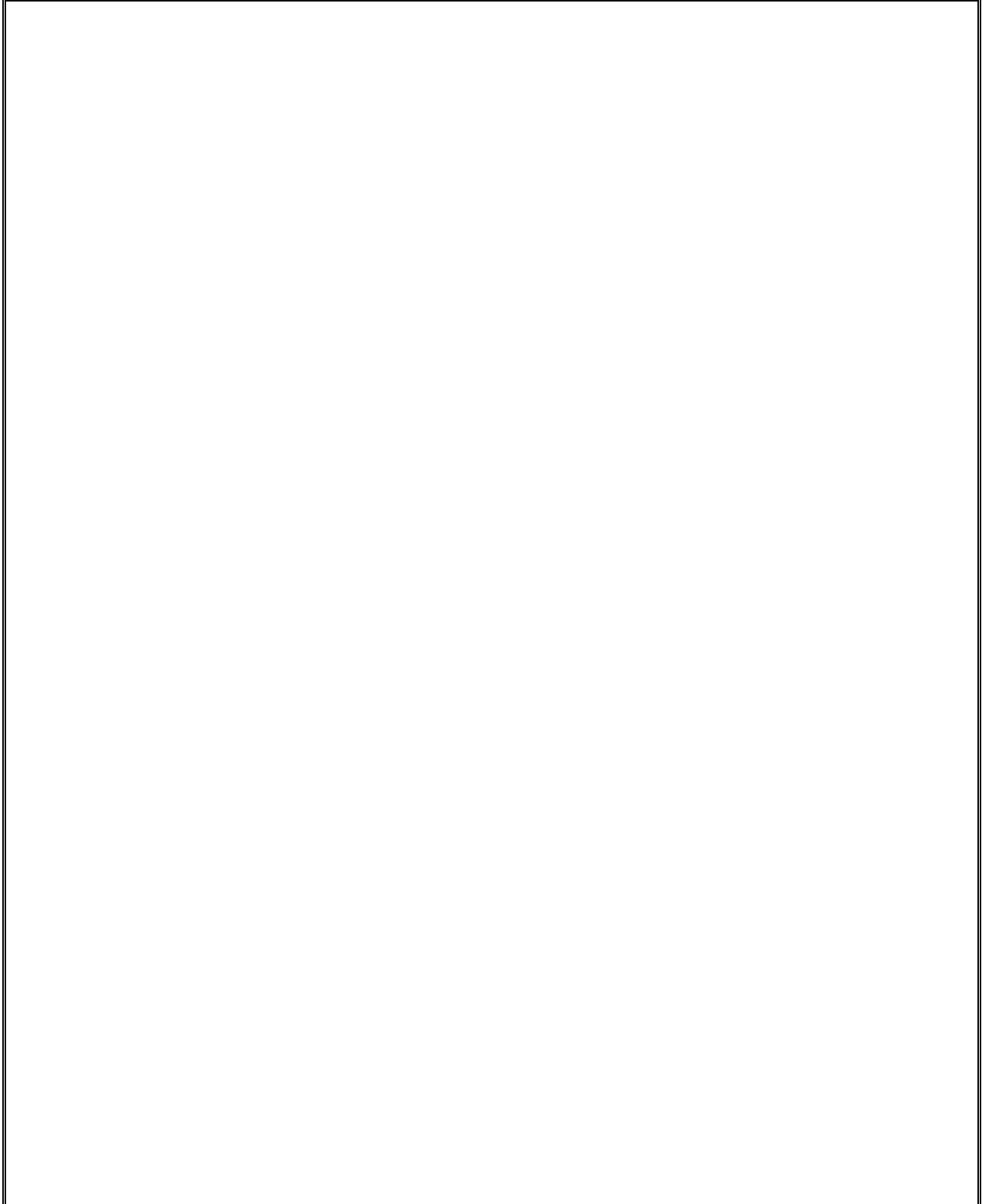
17. LIST LAND USES THAT WOULD BE PERMITTED BY THE PROPOSED AMENDMENT:

\_\_\_\_\_

**F. APPLICATION DRAWING**

**18. ACCURATE TO SCALE, DRAWING OF 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).

APPLICANT'S NAME \_\_\_\_\_ TYPE OF AMENDMENT: \_\_\_\_\_ DATE: \_\_\_\_\_



The drawing(s) should show:

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

**G. OTHER RELATED PLANNING APPLICATIONS**

**19. 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 ( ) |

**20. IF THE ANSWER TO QUESTION 19 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: \_\_\_\_\_

**H OTHER SUPPORTING INFORMATION**

**21. PLEASE LIST THE TITLES OF ANY SUPPORTING DOCUMENTS: (e.g. Environmental Impacts Study, Hydrogeological Report, Traffic Study, Market Area Study, Aggregate License Report, Stormwater Management Report, etc.)**

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

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

(If affidavit (J) 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

**J. 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 of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2007

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Commissioner

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Signature of Municipal Employee

\_\_\_\_\_  
Date