



# Instructions for Zoning By-law Amendment Application

**PLEASE DETACH AND RETAIN THE FIRST TWO PAGES FOR FUTURE REFERENCE**

## BACKGROUND INFORMATION

This process pertains to an application for zoning by-law amendment pursuant to Section 34 of the Planning Act. Prior to the Township processing the application, it is required that a copy of the attached application form be completed including the required sketch and processing fee.

Acceptance of the application by the Township shall not be construed as relieving the applicant from the obligation to obtain any license, permit, authority or other approval required by the Township, the Conservation Authority having jurisdiction, or any other public authority or body.

Fees may be required payable to St. Clair Region Conservation Authority and/or the Ausable Bayfield Conservation Authority.

Please note:

- The application must be completed in metric units.
- The receipt of inaccurate information may cause delays in the processing of this application.
- Additional information, studies and/or reports may be required by the Township prior to approval being granted. The Township reserves the right to determine what information is necessary in order to properly process an application.

## APPLICATION SUBMISSION

Please submit the application, sketch and fee to:

Township of Adelaide Metcalfe  
2340 Egremont Drive  
Strathroy, ON  
N7G 3H6

Erin Besch  
Planner  
519.434.7321 ext 2352  
[ebesch@middlesex.ca](mailto:ebesch@middlesex.ca)

<b>APPLICATION PROCESS</b>	
<b>Step 1</b>	<b>Consult with Planning Staff:</b> Applicants are required to meet with staff prior to submitting an application. Please contact the Planner. Depending on the nature of the application, you may be required to submit studies in support of your proposal.
<b>Step 2</b>	<b>Application submission:</b> Complete the attached application form and include the submission of the required sketch and processing fee.
<b>Step 3</b>	<b>Complete application accepted:</b> The file is opened and timelines for processing are established provided the application is deemed complete. The application must be filed at least 30 days prior to a public meeting being held.
<b>Step 4</b>	<b>Notice of Public Meeting:</b> The application is circulated to the public, agencies and municipal departments. The public circulation applies to every property owner within 120 metres of the subject land and to every person and public body that has provided a written request for such notice. A “Possible Land Use Change” sign is erected on the subject land.
<b>Step 5</b>	<b>Public Meeting:</b> Township Council meetings are generally heard on the first and third Mondays of every month. The purpose of the meeting is to hear from members of the public. It is expected that you and/or your agent will attend the meeting to explain the reasons for your application. Council may grant or deny the application, or defer its decision. In the case of a deferral, the applicant and/or your agent will be notified by the Clerk of the date on which Council will further consider the application and/or the public meeting will resume.
<b>Step 6</b>	<p><b>Notice of Decision:</b></p> <ul style="list-style-type: none"> <li>○ If the By-law is passed, a notice is sent to the Owner and property owners within 120 metres of the subject land advising them of the passing of the Zoning By-law amendment.</li> <li>○ Where an amendment is refused, the owner and anyone who made written request to the Township Clerk for notice are informed of the decision.</li> <li>○ Where an application is referred back to staff, the owner should contact the Planner to discuss the options and opportunities going forward, and for clarification of the referral.</li> </ul>
<b>Step 7</b>	<b>Appeal period:</b> Following the decision of Council and subject to the conditions specified in the Planning Act, an appeal may be made to the Ontario Land Tribunal (OLT) by filing a notice of appeal with the Clerk of the Township. Visit <a href="http://www.elfto.gov.on.ca">http://www.elfto.gov.on.ca</a> for more information.
<b>Step 8</b>	<b>Enactment:</b> If no appeal is submitted, the Zoning By-law amendment is enacted and brought into force.

## APPEAL TO THE ONTARIO LAND TRIBUNAL

If an application is made for a zoning by-law and Council fails to make a decision within 120 days after the day the application is deemed complete by Staff, the applicant may appeal to Ontario Land Tribunal (OLT) with respect to the consent application.

Anyone may appeal a decision of Council to the OLT within 20 days of the date of the Notice of the Passing of the Municipal Clerk 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.elfto.gov.on.ca>). The appeal must set out the reasons for objecting to the decision, and must include the prescribed fee. The Township 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. The decision of the OLT is considered final.

### **MFIPPA Notice of Collection & Disclosure**

The collection of personal information on this form is legally authorized under Sec. 34 of the *Planning Act* and O.Reg. 545/06 for the purpose of processing your planning application. Questions about this collection should be directed to the Clerk, Township of Adelaide Metcalfe, 2340 Egremont Dr., Strathroy, Ontario N7G 3H6 or at 519-247-3687.

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 Township of Adelaide Metcalfe to make all planning applications and supporting material available to the public.



For Office Use Only	
Date Received:	
File Number:	

## Zoning By-law Amendment Application

Pursuant to Section 34 of the Planning Act

<b>1. Applicant information</b>	
<b>Registered owner(s) of the subject land</b>	
Name:	
Address:	
Town:	Postal Code:
Phone:	Cell:
Fax:	Email:
<b>Authorized agent (authorized by the owner to file the application, if applicable)</b>	
Name:	
Address:	
Town:	Postal Code:
Phone:	Cell:
Fax:	Email:
<b>2. 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.</b>	
Name:	
Address:	
Town:	Postal Code:
Phone:	Cell:
Fax:	Email:

**3a. Current Official Plan land use designation:**

**b. Please explain how this application conforms to the Official Plan?**

**4a. Current Zoning:**

**b. Please explain the nature and extent of the rezoning?**

**c. Please provide the reason why the rezoning is requested?**

**5. Description of subject land**

Geographic Municipality:

Lot(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. Access to subject land (please provide information for only those that apply to this property)**

Provincial Highway:

County Road:

Municipal Road:

Other Public Road:

Right of Way:

Water:

**8. Describe all existing uses of the subject land?**

**9. 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

**10. Describe all proposed uses of the subject land?**

**11. 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

**12. Please indicate the date when the subject land was acquired by the current owner?**

**13. Please indicate the length of time that the existing uses of the subject land have continued?**

**14. 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) _____

**15. 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) _____

**16. 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?

<input type="checkbox"/>	servicing options report	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<input type="checkbox"/>	hydrogeological report	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**17. 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) _____

**18. Indicate the minimum and maximum density and height requirements if applicable:**

	Minimum	Maximum
Height		
Density		

**19. 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\*  No 

\*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)*

**20. Does this application remove land from an area of employment?**Yes\*  No 

\*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)*

**21. Are the subject lands within an area where zoning with conditions applies?**Yes\*  No 

\*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)*

**22. If known, has the subject land ever been the subject of:**An application for an amendment to the Official Plan under the *Planning Act*?Yes\*  No 

\*If yes, provide the following: File No. \_\_\_\_\_ Status \_\_\_\_\_

An application for an amendment to the Zoning By-law under the *Planning Act*?Yes\*  No 

\*If yes, provide the following: File No. \_\_\_\_\_ Status \_\_\_\_\_

A Minister's zoning order under the *Planning Act*?Yes\*  No 

\*If yes, provide the following: Reg. No. \_\_\_\_\_ Status \_\_\_\_\_

An application for approval of a Plan of Subdivision under the *Planning Act*?Yes\*  No 

\*If yes, provide the following: File No. \_\_\_\_\_ Status \_\_\_\_\_

An application for Consent under the *Planning Act*?Yes\*  No 

\*If yes, provide the following: File No. \_\_\_\_\_ Status \_\_\_\_\_



**23. Please indicate how the application is consistent with the Provincial Policy Statement (a copy of the Provincial Policy Statement is available at [www.mah.gov.on.ca](http://www.mah.gov.on.ca))?**

**24. Is the subject land within an area of land designated under any provincial plan or plans?**

Yes\*

No

\*If yes, explain how the requested amendment conforms or does not conflict with the provincial plan or plans.

**25. Does your proposed strategy for consulting with the public regarding the subject application exceed the Planning Act's minimum requirements?**

Yes\*

No

\*If yes, elaborate on the additional consultation proposed.

**26. This application must be accompanied by a sketch showing the following information. Failure to supply this information will result in a delay in processing the application. Please fill out the checklist below to ensure you have included all the required information.**

- 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 the distance of the buildings and structures from the front yard lot line, rear yard lot line and the side yard lot lines.
- 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 Township may incur expenses associated with obtaining outside legal/ engineering / planning review/ assistance from its consultants, relating to your application. Any expenses that the Township incurs in this regard will be forwarded to you, the owner, for payment.

I, \_\_\_\_\_, (the owner) acknowledge that I will pay all legal / engineering / planning expenses the Township incurs as outlined above.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**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 and Ontario Regulation 545/06 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 \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
A Commissioner of Oaths

\_\_\_\_\_  
Applicant or Authorized Agent\*

**AGENT AUTHORIZATION**

(Please complete the authorization 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 of  
(Name)

this application for zoning by-law amendment, 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