

**Application for Zoning By-law Amendment**  
(Under Section 34 of the Planning Act, R.S.O., 1990 c. P.13, as amended)

For use by Principal Authority:

Date Received: \_\_\_\_\_

Fee Received: \_\_\_\_\_

File No. **ZBA-** \_\_\_\_\_

Deemed Complete: \_\_\_\_\_

Roll Number: \_\_\_\_\_

**Information to Applicants:**

The application form must be complete at the time of submission. Dark blue or black ink only – do not use pencil. The original copy of the application must be submitted to the Township. The information in this form that must be provided by the applicant is indicated by the black arrows ( ▶ ) on the left side of the headings. This information is prescribed in the Schedule to Ontario Regulation 545/06 made under the Planning Act. If the mandatory information, including the fee is not provided, the Township will return the application or refuse to further consider the application until the prescribed information and fee have been provided.

The applicable Official Plan and Zoning By-law should be consulted by the applicant when preparing an application for a Zoning By-law Amendment. Prior to submitting this application to the Township, pre-consultation with Township Planning staff is mandatory in accordance with By-law No. 2013-53.

For additional information, please contact the Township of Cavan Monaghan Planning Services Department at 988 County Road 10, Millbrook ON L0A 1G0 or by telephone at 705-932-9334 or 705-932-9321 between 8:30 a.m. and 4:30 p.m.

**▶ Please complete the following:**

Date of Application (DD / MM / YYYY):      /      /

**▶ Applicant/Agent Information**

Name of Applicant:

E-mail Address:

Address:

City:

Province:

Postal Code:

Telephone:

Fax:

**► Mortgages, Charges or Other Encumbrances (if known)**

Name:	Mortgage <input type="checkbox"/>	Charge <input type="checkbox"/>	Encumbrance <input type="checkbox"/>
Address:	City:	Province:	Postal Code:
Telephone:	Fax:		
Please Check to whom all communication should be sent: <input type="checkbox"/> Owner <input type="checkbox"/> Applicant <input type="checkbox"/> Agent			

**► Official Plan and Zoning Information**

- (a) The current designation of the subject land in the applicable official plans? \_\_\_\_\_
- (b) Please provide a brief explanation of how the application conforms with the Official Plans:  
\_\_\_\_\_
- (c) The current zoning of the subject land? \_\_\_\_\_
- (d) The nature and extent of the rezoning being requested?  
\_\_\_\_\_
- (e) The reason the rezoning is being requested?  
\_\_\_\_\_
- (f) If the subject land is within an area where the municipality has pre-determined the minimum and maximum density requirements or the minimum and maximum height requirements, please provide a statement of these requirements:  
\_\_\_\_\_
- (g) If the application is to implement an alteration to the boundary of an area of settlement or to implement a new area of settlement, please provide details of the official plan or official plan amendment that deals with this matter (attach a separate sheet if required):  
\_\_\_\_\_
- (h) If the application is to remove land from an area of employment, details of the official plan or official plan amendment that deal with this matter (attach a separate sheet if required):  
\_\_\_\_\_
- (i) If the subject land is within an area where zoning with conditions may apply, please provide an explanation of how the application conforms to the official plan policies relating to zoning with conditions (attach a separate sheet if required):  
\_\_\_\_\_

**► Description of Subject Land**

Ward:

Lot: \_\_\_\_\_ Concession: \_\_\_\_\_

Registered Plan No. (if applicable): \_\_\_\_\_

Parts:

Name of Street: \_\_\_\_\_ Street No.: \_\_\_\_\_

Assessment Roll No.: 1509-

Date the subject land was acquired by the current owner (if known): \_\_\_\_\_

Lot A:	Frontage: _____	Lot B:	Frontage: _____
	Depth: _____		Depth: _____
	Area: _____		Area: _____
Lot C:	Frontage: _____	Lot D:	Frontage: _____
	Depth: _____		Depth: _____
	Area: _____		Area: _____

**► Existing Uses** (please provide details for each lot affected)

(a) Existing Use: \_\_\_\_\_

(b) Length of time the existing uses of the subject land have continued: \_\_\_\_\_

(c) Are there any buildings or structures existing on the subject land?  
 Yes       No

(d) If the answer to the above is 'Yes', please complete the following for each building or structure for each lot affected:

Lot A:	Type of building/structure: _____ Date of construction (if known): _____	Lot B:	Type of building/structure: _____ Date of construction (if known): _____
	Setbacks: Front lot line: _____ Rear lot line: _____ Side lot lines: _____		Setbacks: Front lot line: _____ Rear lot line: _____ Side lot lines: _____
	Height of building/structure: _____ Building/structure dimensions: _____ Building/structure floor area: _____		Height of building/structure: _____ Building/structure dimensions: _____ Building/structure floor area: _____

**► Existing Uses (continued)**

Lot C:	Type of building/structure: _____	Lot D:	Type of building/structure: _____
	Date of construction (if known): _____		Date of construction (if known): _____
	Setbacks: Front lot line: _____ Rear lot line: _____ Side lot lines: _____		Setbacks: Front lot line: _____ Rear lot line: _____ Side lot lines: _____
	Height of building/structure: _____ Building/structure dimensions: _____ Building/structure floor area: _____		Height of building/structure: _____ Building/structure dimensions: _____ Building/structure floor area: _____

**► Proposed Uses (please provide details for each lot affected)**

(a) Proposed Use:

(b) Are buildings or structures proposed for the subject land?  
 Yes       No

(c) If the answer to the above is 'Yes', please complete the following for each building or structure proposed for each lot affected:

Lot A:	Type of building/structure: _____	Lot B:	Type of building/structure: _____
	Setbacks: Front lot line: _____ Rear lot line: _____ Side lot lines: _____		Setbacks: Front lot line: _____ Rear lot line: _____ Side lot lines: _____
	Height of building/structure: _____ Building/structure dimensions: _____ Building/structure floor area: _____		Height of building/structure: _____ Building/structure dimensions: _____ Building/structure floor area: _____

Lot C:	Type of building/structure: _____	Lot D:	Type of building/structure: _____
	Setbacks: Front lot line: _____ Rear lot line: _____ Side lot lines: _____		Setbacks: Front lot line: _____ Rear lot line: _____ Side lot lines: _____
	Height of building/structure: _____ Building/structure dimensions: _____ Building/structure floor area: _____		Height of building/structure: _____ Building/structure dimensions: _____ Building/structure floor area: _____

**► Services**

(a) Access is provided to the subject land by:

- Provincial Highway                       County Road                       Municipal Road  
 Right-of-Way                       Unopened Road Allowance  
 Other (please specify):

(b) Water supply is provided to the subject land by:

- Municipal owned/operated piped water system  
 Privately owned/operated individual well  
 Privately owned/operated communal well  
 Other (please specify):

(c) Sewage disposal is provided to the subject land by:

- Municipal owned/operated piped sewer system  
 Private individual septic tank  
 Privately owned/operated communal sewage system  
 Other (please specify):

(d) If the application would permit development on privately owned and operated individual or communal septic systems, and more than 4500 litres of effluent would be produced per day as a result of the development being completed please indicate that the following have been included:

- A servicing options report; and  
 A hydrogeological report.

(e) Storm drainage is provided to the subject land by:

- Sewers                       Ditches                       Swales  
 Other (please specify):

**► Previous Applications**

(a) Has the land ever been the subject of an application for approval of a plan of subdivision or consent under the Planning Act?

- Yes                       No                       Unknown

(b) If Yes, please provide the File No. and Status? \_\_\_\_\_

- Unknown

(c) Has the subject land ever been the subject of an application under Section 34 of the Planning Act (Zoning By-law Amendment)?

- Yes                       No                       Unknown

(d) Has the subject land ever been the subject of a Minister's Zoning Order?

- Yes                       No                       Unknown

(e) If Yes, please provide the Ontario Regulation number of that order: \_\_\_\_\_

**► Provincial Policy Statements and Plan(s)**

(a) Is the application consistent with the Provincial Policy Statement (2014) issued under subsection 3(1) of the Planning Act?

Yes  No  Unknown

If yes, please explain: \_\_\_\_\_

(b) Is the subject land within an area of land designated under any provincial plan or plans (i.e. Oak Ridges Moraine Conservation Plan, Growth Plan, Green Belt Plan, etc.)?

Yes  No  Unknown

(c) If Yes, does the application conforms or does not conflict with the applicable provincial plan or plans?

Yes  No  Unknown

Explain: \_\_\_\_\_

(d) Is the subject property or a portion of the subject property within a designated Vulnerable Area around the source of a municipal residential drinking water supply and subject to policy(s) in the Trent Source Protection Plan, developed under the *Clean Water Act*?

Yes  No  Unknown

If yes, please indicate if a Section 59 Notice is attached or explanation for not including this Notice.

Yes  No

Explain: \_\_\_\_\_

(e) Is the subject property or a portion of the subject property within any part of the hazard distance for a propane operation (i.e. Golden Eagle Development Ltd., Kelly's Propane, Superior Propane)?

Yes  No  Unknown

**► Public Consultation**

(a) Please provide a brief description of the proposed strategy for consulting with the public with respect to the application:

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

**► Declaration of Owner**

**Notice of Collection**

Personal information contained in this form and schedules collected will be used in the administration of the application and information contained herein may be available to the public in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions regarding this collection and its release under the Act should be directed to the Township of Cavan Monaghan, Attention: Clerk, 988 County Road 10, Millbrook, Ontario L0A 1G0, telephone 705-932-9326 during business hours.

**Consent of the Owner to the use and Disclosure of Information and Supporting Documentation**

I, \_\_\_\_\_, am the owner of the land that is the subject of this application and I understand the information and any reports/studies and supporting documentation submitted in support of this application may be disclosed to the public in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

**► Authorization by Owner**

I, \_\_\_\_\_ the undersigned, being the owner of the subject land,  
*(Owner)*  
hereby, authorize, \_\_\_\_\_ to be the applicant in the submission of this  
*(Agent)*  
application.

\_\_\_\_\_  
*(Signature of Owner)*

\_\_\_\_\_  
*(Signature of Witness)*

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**► Declaration by Owner or Applicant**

I, \_\_\_\_\_ of the \_\_\_\_\_  
*(owner or applicant)* *(Township, Village, City, etc.)*  
of \_\_\_\_\_, solemnly declare that:

All the statements contained in this application and provided by me are true and I 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.

\_\_\_\_\_  
*(Signature of Owner or Applicant)*

\_\_\_\_\_  
*(Date)*

**► Commissioner**

Declared before me at the \_\_\_\_\_ of \_\_\_\_\_  
*(Township, Village, City, etc.)*

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

\_\_\_\_\_  
*(Signature of Commissioner, etc.)*

## **Applicant's Checklist:**

### **Information to be Included**

The following information must be included with the application to ensure completeness:

1. **One (1) copy** of the complete application.
2. **Application Fee.**
3. **Conservation Authority Plan Review Fee.**
4. **One (1) copy of a sketch/survey** showing the following:
  - a. the boundaries and dimensions of the subject land;
  - b. the location, size and type of all existing and proposed buildings and structures on the subject land, indicating their distance from the front lot line, rear lot line and side lot lines;
  - c. the approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks) that,
    - i) are located on the subject land and on land that is adjacent to it, and;
    - ii) in the applicant's opinion, may affect the application;
  - d. the existing uses of adjacent land;
  - e. 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;
  - f. if access to the subject land will be by water only, the location of the parking and docking facilities to be used; and
  - g. the location and nature of any easement affecting the subject land.

The dimensions on the sketch must be accurate. Should changes in dimensions occur on the survey, it is the responsibility of the owner/applicant to make further application at the expense of the owner/applicant to rectify any deficiency.

Measurements on the sketch SHALL correspond to those identified on the application. Photocopies of the survey, if available, should be used.

### **Species at Risk**

The applicant and any prospective owners are advised that endangered and threatened species exist in the area and may exist on the site. Property owners are responsible for identifying endangered and threatened species and their habitat within the property prior to undertaking work. They must also ensure that the work/activity will not result in negative impacts. Property owners are encouraged to consult with their local Ministry of Natural Resources District Office if they have questions about the *Endangered Species Act, 2007*. The Peterborough District Office is located at 300 Water Street in Peterborough. The telephone number for the office is: 705-755-2000 or 1-800-667-1940.

Any sightings of a threatened or endangered species during development and construction on the property must be reported to the local Ministry of Natural Resources Species at Risk Biologist. For more information on the Endangered Species Act, 2007 or the full list of species at risk, please visit [www.ontario.ca/speciesatrisk](http://www.ontario.ca/speciesatrisk) . A list of the Species at Risk in the Township of Cavan Monaghan is also available from the Township Planning Department.