



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

Date file deemed complete & Fee Received: \_\_\_\_\_

File Name/No. \_\_\_\_\_

Roll No. \_\_\_\_\_

**APPLICATION FOR AMENDMENT TO  
ZONING BY-LAW #2010-65  
(Section 34 of the Planning Act, R.S.O. 1990, c. P.13, as amended)**

**Township of Otonabee-South Monaghan in the County of Peterborough**

1. Name of Applicant:

\_\_\_\_\_

2. Name of Agent: (if the applicant is an agent authorized by the owner)

\_\_\_\_\_

3. Address:

\_\_\_\_\_

\_\_\_\_\_

4. Address:

\_\_\_\_\_

\_\_\_\_\_

5. Telephone: \_\_\_\_\_

6. Telephone: \_\_\_\_\_

7 Fax: \_\_\_\_\_

8. Fax: \_\_\_\_\_

9. Email: \_\_\_\_\_

10. Email: \_\_\_\_\_

11. If known, the name(s) and address(es) of holder(s) of any mortgages, charges or other encumbrance(s) in respect of the subject land: \_\_\_\_\_

12. **Legal Description** of the subject land (municipality, concession and lot numbers, registered plan and lot numbers, reference plan and part numbers and name of street and number):

\_\_\_\_\_

\_\_\_\_\_

13. **Dimensions of Subject Land** (in Metric Units):

Frontage: \_\_\_\_\_ Depth: \_\_\_\_\_ Area: \_\_\_\_\_

14. **Official Plan** – current designation of the subject land: \_\_\_\_\_

15. **Explain how the application conforms to the Official Plan:**

\_\_\_\_\_

16. **Zoning** – current zoning of the subject land: \_\_\_\_\_

17. **Rezoning** – Nature and extent of rezoning requested:

\_\_\_\_\_

\_\_\_\_\_

18. **Rezoning** – Reason why rezoning is requested:

\_\_\_\_\_

\_\_\_\_\_

19. **Are there minimum and maximum density requirements on the property:** Yes or No \_\_\_\_\_  
If yes, what are they and are they being met? \_\_\_\_\_

20. **Are there Minimum and maximum height requirements on the property:** Yes or No \_\_\_\_\_  
If yes, what are they and are they being met? \_\_\_\_\_

21. **Does this application propose to implement or alter a boundary of an area of settlement?**  
Yes or No \_\_\_\_\_  
If yes, please explain the details of the Official Plan or Official Plan Amendment that deal with this matter. \_\_\_\_\_

22. **Does this application propose to remove land from an area of employment?**  
Yes or No \_\_\_\_\_  
If yes, please explain the details of the Official Plan or Official Plan Amendment that deal with this matter. \_\_\_\_\_

23. **Is the subject land in an area where zoning conditions may apply?** Yes or No \_\_\_\_\_  
If yes, please explain how the application conforms to the Official Plan policies relating to zoning with conditions. \_\_\_\_\_

24. **Access** – to the subject land will be by:

_____ Municipal Road – year round	_____ Private Road
_____ County Road	_____ Right-of-way
_____ Provincial Highway	_____ Water
_____ Other public road (specify): _____	

25. **Water Access** – where access to the subject land is only by water:

Docking facilities (specify) _____	Parking facilities (specify) _____
Distance from subject land _____	Distance from subject land _____
Distance from nearest public road _____	Distance from nearest public road _____

26. **Existing Uses** of subject land: \_\_\_\_\_

27. **Length of time** the existing uses of the subject land have continued: \_\_\_\_\_

28. If known, **the date the subject land was acquired by current owner:** \_\_\_\_\_

**29. Existing Buildings – Structures** – Where there are any buildings on the subject land, provide a sketch and indicate for each (In Metric Units):

*Please be aware that an up-to-date location survey will be required for most applications*

Type: \_\_\_\_\_ Front lot line setback: \_\_\_\_\_ Height in metres: \_\_\_\_\_  
If known, Rear lot line setback: \_\_\_\_\_ Total Floor area: \_\_\_\_\_  
Date constructed: \_\_\_\_\_ Side lot line setback: \_\_\_\_\_ Ground Floor area: \_\_\_\_\_  
Side lot line setback: \_\_\_\_\_

Type: \_\_\_\_\_ Front lot line setback: \_\_\_\_\_ Height in metres: \_\_\_\_\_  
If known, Rear lot line setback: \_\_\_\_\_ Total Floor Area: \_\_\_\_\_  
Date constructed: \_\_\_\_\_ Side lot line setback: \_\_\_\_\_ Ground Floor area: \_\_\_\_\_  
Side lot line setback: \_\_\_\_\_

**30. Proposed uses** of the subject land: \_\_\_\_\_  
\_\_\_\_\_

**31. Proposed Buildings – Structures** – where any buildings or structures are proposed to be built on the subject land, indicate for each (In Metric Units):

Type: \_\_\_\_\_ Front lot line setback: \_\_\_\_\_ Height in metres: \_\_\_\_\_  
Rear lot line setback: \_\_\_\_\_ Total floor area: \_\_\_\_\_  
Side lot line setback: \_\_\_\_\_ Ground floor area: \_\_\_\_\_  
Side lot line setback: \_\_\_\_\_

Type: \_\_\_\_\_ Front lot line setback: \_\_\_\_\_ Height in metres: \_\_\_\_\_  
Rear lot line setback: \_\_\_\_\_ Total floor area: \_\_\_\_\_  
Side lot line setback: \_\_\_\_\_ Ground floor area: \_\_\_\_\_  
Side lot line setback: \_\_\_\_\_

**32. Water** is provided to the subject land by:

- \_\_\_\_\_ Privately-owned/operated individual well
- \_\_\_\_\_ Publicly-owned/operated piped water system
- \_\_\_\_\_ Privately-owned/operated communal well
- \_\_\_\_\_ Lake or other water body

Other (specify): \_\_\_\_\_

**33. Sewage Disposal** is provided to the subject land by:

- \_\_\_\_\_ Privately-owned/operated individual septic system
- \_\_\_\_\_ Publicly-owned/operated sanitary sewage system
- \_\_\_\_\_ Privately-owned/operated communal septic system
- \_\_\_\_\_ Privy

Other (specify): \_\_\_\_\_

34. Does the application permit development on **Privately-owned/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? \_\_\_\_\_ (This is usually anything above or beyond a regular single family dwelling)

If yes, the following are required:

- a) A servicing options report and
- b) A hydrogeological report

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

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35. **Storm Drainage** is provided to the subject land by:

\_\_\_\_\_ Sewers

\_\_\_\_\_ Ditches

\_\_\_\_\_ Swales

Other (specify) \_\_\_\_\_

36. **Other Applications** – If known, indicate if the subject land has ever been the subject of an application under the **Planning Act** (specific sections shown below) for:

\_\_\_ Approval of a plan of subdivision (under section 51)    File # \_\_\_\_\_    Status \_\_\_\_\_

\_\_\_ Consent (Severance) (under section 53)    File # \_\_\_\_\_    Status \_\_\_\_\_

\_\_\_ Previous rezoning application (under section 34)    File # \_\_\_\_\_    Status \_\_\_\_\_

\_\_\_ Minor Variance (under section 45)    File # \_\_\_\_\_    Status \_\_\_\_\_

\_\_\_ Minister's Zoning Order    Ontario Regulation # \_\_\_\_\_

37. **Is this application consistent with the Provincial Policy Statement:** \_\_\_\_\_

38. **Is the subject land within an area of land designated under any provincial plan or plans** (e.g. Growth Plan for the Greater Golden Horseshoe).

\_\_\_\_\_

If yes, does the application conform to or does not conflict with the applicable provincial plan or plans:

\_\_\_\_\_

39. Is the subject land located in a Source Water Protection Area? Yes or No \_\_\_\_\_

If yes,  Keene Heights Municipal Well    or     Crystal Springs/Elgeti Municipal Well

**If unsure, please refer to Source Water Protection Maps attached (Pages 9 & 1032)**

40. What is the proposed public consultation strategy for this application? **Check all that Apply:**

Personal contact with adjacent land owners     Public Notice and Meeting as per Planning Act

Public Open House hosted by Applicant     Other (Please specify) \_\_\_\_\_

## AUTHORIZATION BY OWNER

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

\_\_\_\_\_  
Signature of owner

\_\_\_\_\_  
Date

## SITE VISIT

I, \_\_\_\_\_, hereby authorize the members of the Township of Otonabee-South  
Monaghan Council or their agent(s)/representative(s) to attend at the property subject to this Application  
located at *[Insert address]* \_\_\_\_\_.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Signature of Witness

This application must be accompanied by an application fee plus a deposit for legal/planning fees) in cash or cheque made payable to the Township of Otonabee-South Monaghan. **Applicant must pre-consult with Township** to determine whether application is Minor/Technical, Intermediate or Major in nature which will determine the fee structure for the application. A separate cheque will be required for Otonabee Region Conservation Authority. You must preconsult with ORCA to determine the fee required. Both Cheques are payable to Township of Otonabee-South Monaghan and OSM will remit the fee to ORCA.

Personal information contained on this form, collected pursuant to the Planning Act, will be used for the purpose of responding to the initial application. Questions should be directed to the Freedom of Information and Privacy Coordinator at the institution conducting the procedures under the Act.

**DECLARATION OF APPLICANT**

I, \_\_\_\_\_ of the \_\_\_\_\_ of  
\_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_

solemnly declare that:

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

DECLARED before me at the \_\_\_\_\_  
of \_\_\_\_\_  
in the \_\_\_\_\_ of \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_ .

\_\_\_\_\_  
Signature of commissioner, etc.

\_\_\_\_\_  
Signature of applicant

## FEE STRUCTURE

**Applicant must pre-consult with Township to determine complexity of the application and the associated fee structure.**

Application	Application Fee	Deposit
Minor/Technical Amendment	\$1500	\$500
Intermediate Amendment	\$3500	\$2500
Major Amendment	\$6000	\$3000

## Township of Otonabee-South Monaghan Planning Application Costs Acknowledgement Form

I, \_\_\_\_\_

**do** hereby acknowledge and agree that the required payment that is submitted with this application for a Zoning By-law Amendment, as being an application fee only, will be used to defray the municipal costs of processing this application;

**do** also hereby acknowledge that upon preconsultation, the Township will determine whether the application is Minor/Technical, Intermediate or Major in nature which will determine the fee structure of the application;

**do** also hereby acknowledge and agree to assume all costs incurred by the Township of Otonabee-South Monaghan associated with the processing of this application, over and above the required deposit included with this application, said external costs including, but not restricted to, Professional Planning Fees, Engineering Fees and Legal Fees, which are in addition to the municipal costs associated with the application fee above; and

**do** also hereby acknowledge and agree to assume all costs including, but not restricted to, Professional Planning Fees, Engineering Fees and Legal Fees, incurred by the Township of Otonabee-South Monaghan associated with any Appeal to the Ontario Municipal Board with respect to this application by a person other than the Applicant.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_.

\_\_\_\_\_  
Signature of Owner(s) or Agent if applicant

## **Sketch Requirements**

**It will be necessary to submit an accurate sketch or survey at the time of the filing of this application.**

**Minimum requirements will be a sketch showing the following (in metric units):**

- 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 current uses of land that is adjacent to the subject 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;
- g) the location and nature of any easement affecting the subject land.

### **Notes:**

Sketches should be drawn to scale, and the scale shall be indicated on the sketch.

### **Definitions:**

**Floor Area, Ground** means the floor area of the first storey of a building, measured between the exterior faces of the exterior walls of such storey, but excluding in the case of a dwelling, any private garage, carport, porch, veranda, sunroom (unless such sunroom is habitable at all seasons of the year), and any finished or unfinished basement.

**Floor Area, Total** means the total floor area of all storeys of a building, measured between the exterior faces of the exterior walls of the building or structure at the level of each floor, or the centre lines of partitions where applicable, but excludes any finished or unfinished basement.

**Areas of settlement** means an area of land designated in an Official Plan for urban uses including urban areas, urban policy areas, towns, villages, hamlets, rural clusters, rural settlement areas, urban systems, rural service centres, or future urban use areas.

**Areas of employment** means an area of land designated in an Official Plan for clusters of business and economic uses including without limitation, manufacturing uses, warehousing uses, office uses, and associated retail and ancillary facilities.





