



CORPORATION OF THE
TOWNSHIP OF GUELPH/ERAMOSA

ZONING BY-LAW AMENDMENT APPLICATION FORM

To Amend a Zoning By-law Under Sections 34, 39 or 39.1 of the Planning Act

Township File No:	OFFICE USE ONLY	
APPLICATION FOR: (Please check one box) <input type="checkbox"/> Section 34 (Zoning By-law amendment/Re-zoning) <input type="checkbox"/> Section 39 (Temporary Use) <input type="checkbox"/> Section 39.1 (Garden Suite)	Date Received:	
	Date Fee/Deposit Accepted:	
	Deposit: \$	Fee: \$
	Received by:	

1. CONTACT INFORMATION: (All communication will be directed to the Primary Contact only)

Primary Contact: _____

a) Registered Owner(s): _____
(List all owners and contact information if multiples exist)

Mailing Address: _____

Home Phone: _____ Home Fax: _____

Business Phone: _____ Business Fax: _____

Email Address: _____

b) Agent: _____

Mailing Address: _____

Home Phone: _____ Home Fax: _____

Business Phone: _____ Business Fax: _____

Email Address: _____

c) Other: _____
(Please provide contact information for all relevant consultants such as surveyor, planner, engineer, solicitor, architect, etc.)

Mailing Address: _____

Home Phone: _____ Home Fax: _____

Business Phone: _____ Business Fax: _____

Email Address: _____

2. DESCRIPTION OF SUBJECT LANDS

a) Civic Address(es): _____

Township of Guelph/Eramosa, County of Wellington

b) Concession(s): _____ Lot(s): _____ Division: _____

c) Geographic Township (former municipality): _____

d) Registered Plan No.: _____ Lot(s)/Block(s): _____

e) Reference Plan No.: _____ Parts: _____

f) Dimension of subject lands:

Frontage (m)	Depth (m)	Area (ha)

g) Does the registered owner own the abutting lands? Yes No

If yes, please provide the civic or legal address of the property

3. NAME(S) OF MORTGAGEE/LESSEE/ETC:

If known, the names and addresses of the holders of any mortgages, charges or other encumbrances with respect to the land(s).

4. PROVINCIAL POLICY STATEMENT

Provide a statement explaining how the application is consistent with policy statements issues under Section 3(1) of the *Planning Act* (e.g. the Provincial Policy Statement, 2005).

5. PROVINCIAL PLANS

- a) Is the subject land within an area of land designated under any provincial plan(s)? Yes No
- b) If the answer to the above is YES, please provide a statement as to whether the application conforms to or does not conflict with the applicable provincial plan(s) (e.g. the Growth Plan for the Greater Golden Horseshoe, 2006):

6. OFFICIAL PLAN

- a) List the current designation(s) of the subject lands in the County of Wellington Official Plan (the "County OP").

- b) How does this Application conform to the current County OP?

- c) If an amendment to the County OP is required please provide basic details of the amendment including if the amendment proposes to change/add/delete/replace policy(ies) or a designation. Include any additional uses that would be permitted on the subject lands as a result of the amendment.

7. ZONING BY-LAW

- a) List the current zone(s) that apply to the subject lands.

- b) Explain why you are applying to amend the Zoning By-law. What is the purpose of the application?

- c) Explain the proposed amendment to the Zoning By-law, including any proposed change, deletion, replacement or addition to the regulations or mapping. Please list additional permitted uses and Zoning By-law section numbers (where applicable). – attach additional sheets as required

8. EXISTING USE

- a) Date the subject land was acquired by the current Owner: _____
- b) What land uses are adjacent to the subject lands?
 - To the north: _____
 - To the south: _____
 - To the west: _____
 - To the east: _____
- c) Existing uses of the subject land: _____

- d) Length of time that the existing uses have continued on the subject land: _____

e) Provide details on the existing building(s) or structure(s): (If there are more than 3 building(s) or structure(s) please provide the required information on a separate sheet)

Type of Building/ Structure	Date Constructed	Front Yard (m)	Side Yard* (m)	Side Yard* (m)	Rear Yard (m)

* Specify in the heading of this table if it is the interior or exterior side yard. If both are interior side yards please provide a label (e.g. East Side Yard) to differentiate them.

f) Provide details on the dimensions of the existing building(s) or structures:

Building/Structure	Ground Floor Area (m ²)	Total Floor Area (m ²)	# of stories	Length (m)	Width (m)	Height (m)

How many parking and/or loading stalls exist on the subject lands?

9. PROPOSED USE

Proposed uses of the subject land

c) Provide details on the proposed building(s) or structure(s): (If there are more than 3 building(s) or structure(s) please provide the required information on a separate sheet)

Type of Building/ Structure	Date Constructed	Front Yard (m)	Side Yard* (m)	Side Yard* (m)	Rear Yard (m)

* Specify in the heading of this table if it is the interior or exterior side yard. If both are interior side yards please provide a label (e.g. East Side Yard) to differentiate them.

d) Provide details on the dimensions of the proposed building(s) or structures:

Building/Structure	Ground Floor Area (m ²)	Total Floor Area (m ²)	# of stories	Length (m)	Width (m)	Height (m)

e) How many parking and/or loading stalls are proposed for the subject lands? _____

10. ACCESS

a) Access to the subject land is provided by (please check appropriate box(es)):

(Please include the road name on the line provided)

- Provincial Highway _____
- Regional Road _____
- Township Road (Year-Round Maintenance) _____
- Township Road (Seasonal Maintenance) _____
- Private Road/Right-of-Way _____
- Water

b) If access to the subject land is by water only, indicate the following:

(Please provide written confirmation of parking and docking facilities)

Docking facility: _____

Distance from docking to subject land: _____m Distance from docking to nearest public road: _____m

Parking facility: _____

Distance from docking to parking: _____m. Distance from parking to nearest public road: _____m

11. SERVICES

a) Water is provided to the subject lands by:

- Municipal water supply
- Private Well
- Privately owned/operated communal well
- Lake or other body of water
- Other: _____

b) Sewage disposal is provided to the subject lands by:

- Municipal sanitary services
- Private sewage/septic system
- Privately owned/operated communal well
- Privy
- Other: _____

If the application would permit development on privately owned and operated individual or communal septic systems, and more than 4,500 litres of effluent would be produced per day as a result of the development being completed, then a servicing options report, and hydrogeological reports are required to be submitted with this application.

c) Storm drainage is provided to the subject lands by:

- Storm ditches
- Ditches
- Swales
- Natural
- Other: _____

12. OTHER PLANNING ACT APPLICATIONS

List any applications made under the *Planning Act* for the subject lands or lands within 120 metres of the subject lands.

Application	Municipal File No./ Ontario Regulation No.	Purpose of Application	Status
Official Plan Amendment (Section 22)			
Zoning By-law Amendment (Section 34) or Ministers Zoning Order (Section 47)			
Site Plan (Section 41)			
Minor Variance (Section 45)			
Plan of Subdivision (Section 51)/ Condominium (<i>Condominium Act</i>)			
Consent/severance (Section 53)			

13. ADDITIONAL INFORMATION

If any of the items below are applicable please provided the required information on a separate sheet.

- If the subject lands are within an area where the municipality has pre-determined the minimum and maximum density requirements or the minimum and maximum height requirements, provide a statement about the re-zoning proposed by this application and these requirements.
- If the application is to implement an alteration to the boundary of an area of settlement or to implement a new area of settlement, provide details of the official plan amendment that deals with the matter.

- If the subject lands are within an area where zoning with conditions may apply, provide an explanation of how the application conforms to the official plan policies relating to zoning with conditions.

14. REQUIRED SKETCH PLAN

A planner, surveyor, engineer, architect or other appropriate professional should prepare the required sketch plan. The required sketch must be drawn to a **metric scale**, including metric measurements, and show at a **minimum**, the following information:

- The boundaries and dimensions (frontage, depth and area) 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 or structures from the front lot line, rear lot line and the side lot lines.
- The approximate location of all topographical, natural and artificial features on the subject land(s) and on land that is adjacent to the subject land(s) that may affect the Application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.
- The existing land uses located upon 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 open or unopened Provincial, Regional or Township public road, a private road, or right-of-way.
- If access to the subject land is only by water, the location of the parking and docking facilities to be used.
- If the subject land has water frontage, label the river/lake name.
- The location and nature of any easement affecting the subject land.
- North arrow and metric scale of the sketch plan.
- Location and distances from property line of all proposed and existing structures in metric units.

AFFIDAVIT

I/We _____ of the _____
(Applicant/Owner/Agent Name) (Name of Local Municipality)

in the 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.

Signature of Agent/Applicant

Date

Signature of Commissioner

Date

APPLICANT AUTHORIZATION FORM

I/We _____
(Owner(s) name(s))

the registered owner(s) of _____
(municipal address or legal description of property)

hereby authorize _____
(Applicant/Agent name and company)

to act as agent for the for the Application to Amend a Zoning By-law which relates to the above noted lands.

Owner's Signature

Date

ACKNOWLEDGEMENT

Each application must be accompanied by a deposit in the form of cash or a cheque payable to the **Corporation of the Township of Guelph/Eramosa** in the total amount of \$3,810.00, which includes a non-refundable administration fee of \$1,810.00, and a deposit of \$2,000.00. The Township will retain this deposit of \$2,000.00 until such time as the project has been completed and the applicant and the owner have paid all expenses incurred by the Township of Guelph/Eramosa in processing this application.

The applicant and the owner understand, acknowledge and accept that the Township of Guelph/Eramosa does not retain as full-time staff professional engineers, planners or solicitors. The Township of Guelph/Eramosa contracts out private firms for these services. The applicant and the owner **SHALL** be jointly and severally liable for paying to the Township of Guelph/Eramosa all costs it incurs in processing this application including but not limited to fees for planning, engineering and legal services, together with any Township of Guelph/Eramosa administration fees. The Township of Guelph/Eramosa shall notify the applicant and owner from time to time of any costs incurred by the Township and the applicant and the owner shall have thirty (30) days to pay the Township for those costs after notice is given. In the event that the applicant and the owner do not pay those costs within thirty (30) days, the Township has a right to apply the deposit against those costs and further to cease doing any work on the processing of this application until such time as all outstanding costs are paid in full and the deposit has been restored to the initial deposit amount set out in the guidelines.

Owner's Signature

Date

Signature of Applicant/Agent

Date

In accordance with Section 29(2) of the Municipal Freedom of Information and Protection of Privacy Act, please be advised that personal information obtained through this form is collected under the authority of the Planning Act, as amended and will be used solely to process this application. Questions regarding the collection of this information may be directed to the Clerk's Department at 519-856-9596 x 125

MORE INFORMATION? Township of Guelph/Eramosa, Gaetanne Kruse, Planning Administrator
8348 Wellington Road 124, P.O. Box 700, Rockwood, ON N0B 2K0 Office Hours 8:30 am – 4:30 pm
(519) 856-9596 Ext 112 Fax: (519) 856-2240 Toll Free: 1-800-267-1465 Email: gkruse@get.on.ca

CORPORATION OF THE TOWNSHIP OF GUELPH/ERAMOSA

Application for Zoning By-law Amendment

GUIDELINES

- Introduction:** The submission of an application to the Township to amend the Zoning By-law is a requirement of the Ontario Planning Act. As such, this form must be completed and submitted to the Township accompanied by the required deposit. The purpose of these Guidelines is to assist persons in completing the application to amend the Zoning By-law. Should you require clarification on any matter covered by this application form, please contact the Municipal Office (see "Further Information" below).
- Deposit & Costs:** Each application must be accompanied by a deposit in the form of cash or cheque payable to the Corporation of the Township of Guelph/Eramosa. The applicant and the owner are jointly and severally liable for **ANY COSTS** incurred by the Township in processing this application. The deposit for a Zoning By-law Amendment application is \$2,000.00 plus \$1810 for administration costs. (See Acknowledgment)
- Supporting Materials:** Drawings: **All applications for Zone change must include a plan, drawn to scale, in metric units prepared by a qualified professional (i.e., planner, engineer, surveyor or architect), showing the following:**
1. The property affected by the application (subject property) including its boundaries and dimensions; and 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, side lot lines.
 2. The location of all natural and man-made features on or adjacent to the subject property (e.g., buildings, structures, fencing, parking areas, road allowances, railways, wells, septic areas, wooded areas, watercourses, ditches, etc.).
 - (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
 3. The uses of adjacent land (e.g., residential, agricultural, extractive, commercial, industrial, recreational, institutional, etc.) and related building or facilities;
 4. 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
 5. All abutting properties owned by the applicant/owner (if any) and boundaries and dimensions of same;
 6. location and nature of any easements or restrictive covenants which affect the property, and the specific area (if only a portion of the subject property) subject to the Amendment(s);
 7. Whether subject land is within an area of land designated under any provincial plan(s).

Depending upon the nature of the Zoning By-law Amendment, the applicant may be required to provide detailed information relevant to the application. This information is often a requirement of the Zoning By-law Amendment and may include studies or reports to address environmental, traffic, water supply, sewage disposal, storm water management, matters, etc.

Authorization: If the applicant is not the owner of the property affected by the proposed Amendment(s), the owner must sign and date this application (Page 3) and provide a written statement which must accompany this application, authorizing the applicant to act on behalf of the owner. The written statement by the owner must be signed and dated. The Acknowledgment must also be signed both by the Applicant and the Owner and dated.

Approval Process: Upon receipt of an application, the required deposit and other information as may be required, Council will determine whether the application can be processed. The applicant may be requested to attend various meetings, including a public meeting, to present the proposal. The applicant will be provided with notice of any decision made by Council concerning the application. Zoning Amendments are approved by Council.

Further Information: Township of Guelph/Eramosa, Gaetanne Kruse, Planning Administrator
8346 Wellington Road 124, P.O. Box 700, Rockwood, ON N0B 2K0
(519) 856-9596 Ext 112, Fax (519) 856-2240 Toll free 1-800-267-1465
Office Hours 8:30 am – 4:30 pm Email: gkruse@get.on.ca