

# CORPORATION OF THE TOWNSHIP OF GUELPH/ERAMOSIA

## 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 fee in the form of cash or cheque payable to the Corporation of the Township of Guelph/Eramosa in the total amount of \$3,810.00 which is made up of a non-refundable administration fee of \$1,810.00 and a deposit fee of \$2,000.00. The applicant and the owner are jointly and severally liable for **ANY COSTS** incurred by the Township in processing this application. (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, Karen Phillips, Planning Assistant  
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: kphillips@get.on.ca