

**APPLICATION FOR OFFICIAL PLAN AND/OR ZONING BY-LAW AMENDMENT**

Guidelines

**Introduction:** The submission of an application to the municipality to amend the Official Plan or Zoning By-law is provided for in the Ontario Planning Act. As such, this form must be completed and accompanied with the required fee prior to consideration by Council. The purpose of these Guidelines is to assist persons in completing the application to amend the Official Plan or Zoning By-law.

**Application Fee:** Each application must be accompanied by the application fee in the form of a cheque payable to The Corporation of the City of Pembroke. This fee is used to pay all planning and other anticipated administrative costs with respect to the processing of the application.

**Fees:**

Zoning By-law Amendment - \$535.00 (includes GST)

Official Plan Amendment - \$588.50 (includes GST)

Zoning By-law & Official Plan Amendment for same property  
- \$695.00 (includes GST)

**Copies:** Two (2) copies of this application, including the drawing and other information as may be specified, shall be required.

**Authorization:** If the applicant (agent or solicitor) is not the owner of the subject land, a written statement by the owner must accompany the application which authorizes the applicant to act on behalf of the owner as it relates to the subject application (See Section I).

**Drawing:** All applications for Official Plan or Zone change must include an accurate to scale drawing (see Question 22), preferably prepared by a qualified professional, showing the items listed below.

**Supporting Information:** Please bear in mind that additional information may be required by the municipality, local and provincial agencies in order to evaluate the proposed amendment. This information is often a requirement of the local Official Plan, Provincial policies and/or applicable regulations. The required information may include studies or reports to deal with such matters as environmental impacts, traffic, water supply, sewage disposal and storm water management.

In addition, the applicant may be required to submit a more detailed site plan, under site plan control, prepared by a qualified professional, showing the proposed development including all new buildings and structures, parking areas, landscaping

and other site information as required by the municipality.

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The Schedule to Ontario Regulation 198/96 outlines prescribed information for an Official Plan amendment. The Schedule to Ontario Regulation 199/96 outlines prescribed information of a Zoning By-law Amendment. Sections 22(5) and 34(10.2) of the Planning Act enable a Council to require other information or material that it considers it may need.

**Approval Process:**

After the submission of an application, the Planning Department will determine if the application is complete, including whether all of the information prescribed by the Ontario Regulation(s) and the required fee, have been provided. If the application is complete, the Planning Department will deem the application to be received. The applicant/owner will be notified whether the application has been received or whether more information is required.

Upon receipt of a complete application, the required fee and such other information as may be required, Council will determine whether there is sufficient merit in processing the application further (i.e. the circulation of notice and the holding of at least one public meeting as required by the Ontario Planning Act). The applicant will be requested to attend various meetings, including a public meeting to present the proposal. The applicant will be provided notice of any decision made by Council concerning the application. Both Zoning and Official Plan amendments are approved by Council.

Please be advised the Planning Act provides for appeal procedures in respect of Official Plan and Zoning By-law Amendments.

**Further information:**

Colleen Sauriol, Manager of Planning and Economic Development  
The Corporation of the City of Pembroke  
P.O. Box 277, 1 Pembroke Street East  
Pembroke, Ontario K8A 6X3  
(613) 735-6821 (telephone) (613) 735-3660 (fax)  
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Victoria Day to Labour Day -- 8:00 a.m. - 4:00 p.m. (Summer Hours)  
Labour Day to Victoria Day -- 8:30 a.m. - 4:30 p.m. (Winter Hours)

Corporation of the City of Pembroke  
P.O. Box 277, 1 Pembroke Street East  
Pembroke, Ontario K8A 6X3

Dear Sir/Madam:

I, \_\_\_\_\_ have made, on the

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, an application for consideration of an amendment to the Official Plan and/or Zoning By-law.

I understand that any amendment which City Council enacts in response to my application may be subject to the approval of the Ontario Municipal Board. My signature affixed hereto is evidence of my support of any amendment which the City may enact in response to my application. Should the Ontario Municipal Board deem it expedient to convene a public hearing to inquire into the merits of an application for approval of any such Zoning By-law Amendment and/or Official Plan Amendment, or to hear any objections which may be made to the approval of such an amendment, I hereby undertake that I, or my agent, will attend at any such hearing to support the application by the City of Pembroke for approval of any amendment passed in response to my application.

Should the Corporation of the City of Pembroke be held liable for any costs as a result of its actions in support of my application, I hereby indemnify the City against any such liability.

Signed at the City of Pembroke, County of Renfrew, Province of Ontario this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_

Municipality of the City of Pembroke  
**APPLICATION FOR OFFICIAL PLAN AND/OR ZONING BY-LAW AMENDMENT**

**A. GENERAL INFORMATION**

1. **Type of Amendment**                      Official Plan [  ]    Zoning By-law [  ]    Both [  ]

2. **Applicant/Owner/Solicitor Information**

(a) Applicant's Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Tel: \_\_\_\_\_ Work Tel: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

(b) Is the Applicant the Registered Owner?      Yes [  ]    No [  ]

Name of Owner: \_\_\_\_\_

Address of Owner: \_\_\_\_\_

\_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Tel: \_\_\_\_\_ Work Tel: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

(c) Solicitor's Name (if applicable): \_\_\_\_\_

Address of Solicitor: \_\_\_\_\_

\_\_\_\_\_ Postal Code: \_\_\_\_\_

Work Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

(d) To whom should correspondence be sent?

Owner [  ]    Applicant [  ]    Solicitor [  ]    Authorized Agent [  ]    All [  ]

(e) If known, the names and addresses of the holders of any mortgages, charges or other encumbrances in respect of the subject land:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postal Code: \_\_\_\_\_

3. **Description and Approximate Area of the Subject Land**

Municipal Address: \_\_\_\_\_

Registered Plan No.: \_\_\_\_\_ Block or Lot No.(s) in the Plan: \_\_\_\_\_

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

Size: Depth \_\_\_\_\_ metres / \_\_\_\_\_ feet

Frontage \_\_\_\_\_ metres / \_\_\_\_\_ feet

Area: \_\_\_\_\_ square metres / \_\_\_\_\_ square feet

4. **Current Planning Status**

Official Plan Designation: \_\_\_\_\_

Zoning: \_\_\_\_\_

**B. OFFICIAL PLAN AMENDMENT** (proceed to Part C if an Official Plan Amendment is not required)

5. **Name of Official Plan to be Amended** \_\_\_\_\_

6. **List Land Uses that are Permitted by the Current Official Plan Designation**

\_\_\_\_\_

7. **Does the Proposed Official Plan Amendment do the following?**

Change a policy in the Official Plan	Yes [ ]	No [ ]
Replace a policy in the Official Plan	Yes [ ]	No [ ]
Delete a policy in the Official Plan	Yes [ ]	No [ ]
Add a policy in the Official Plan	Yes [ ]	No [ ]
Change or Replace a designation in the Official Plan	Yes [ ]	No [ ]

8. **If Applicable, Provide the Following:**

9.

(a) Section Number(s) of Policy to be changed, replaced or deleted: \_\_\_\_\_

(b) Purpose of the Proposed Amendment, if a Policy is to be changed, replaced, deleted or added: \_\_\_\_\_

\_\_\_\_\_

(c) Designation to be Changed or Replaced \_\_\_\_\_

- (d) Attach the text of the proposed amendment on a separate page, if a policy is being changed, replaced, deleted or added.
- (e) Attach the proposed schedule (map) and the accompanying text, if the proposed amendment changes or replaces a schedule (map).

10. **List Land uses that would be Permitted by the Proposed Amendment** \_\_\_\_\_

\_\_\_\_\_

**C. ZONING BY-LAW AMENDMENT**(proceed to Part D if a Zoning By-law Amendment is not proposed)

11. **Zoning being Requested** \_\_\_\_\_

12. **What is the Reason why the Rezoning is Requested** \_\_\_\_\_

\_\_\_\_\_

13. **Name of the Road Providing Access** (list most appropriate)

(a) Provincial Highway [ ] \_\_\_\_\_

(b) Municipal Road, maintained all year [ ] \_\_\_\_\_

(c) Municipal Road, maintained seasonally [ ] \_\_\_\_\_

(d) Registered Right of Way [ ] \_\_\_\_\_

(e) Water Access (if applicable, describe the parking and docking facilities to be used and the approximate distance of these facilities from the subject land to the nearest public road)

[ ] \_\_\_\_\_

(f) Other [ ] \_\_\_\_\_

14. **What are the Existing Uses of the Subject Land and, if known, how long have they continued**

\_\_\_\_\_

15. **Are there any Buildings or Structures on the Subject Land ?** \_\_\_\_\_

15. **If known, when was the Subject Land acquired by the Current Owner?** \_\_\_\_\_

16. **What are the Proposed Uses of the Subject Land?** \_\_\_\_\_

\_\_\_\_\_

17. **Will any Buildings or Structures be Built on the Subject Lands?** \_\_\_\_\_

18. **Details for all Buildings and Structures on Subject Land**

	Existing <u>First Building</u>	Existing <u>Second Building</u>	Proposed <u>Building</u>
Description (type of building)	_____	_____	_____
Setback from Front Lot Line	_____	_____	_____
Setback from Rear Lot Line	_____	_____	_____
Setbacks from Side Lot Lines	_____	_____	_____
Height (metres / feet)	_____	_____	_____
Dimensions or Floor Area	_____	_____	_____
Date Constructed, If Known	_____	_____	_____

19. **Indicate the Applicable Water Supply and Sewage Disposal**

	Municipal <u>Water</u>	Communal <u>Water</u>	Private <u>Well</u>	Municipal <u>Sewers</u>	Communal <u>Septic</u>	Private <u>Septic</u>
Existing	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
Proposed	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

20. **How is Storm Drainage Provided?** Sewers [ ] Ditches [ ] Swales [ ] Other [ ]

**D. OTHER RELATED PLANNING APPLICATIONS**

21. **Has the Applicant or Owner made Application for any of the following, either on or within 120 metres of the Subject Land?**

Official Plan Amendment	Yes [ ]	No [ ]
Zoning By-law Amendment	Yes [ ]	No [ ]
Minor Variance	Yes [ ]	No [ ]
Plan of Subdivision	Yes [ ]	No [ ]
Consent (Severance)	Yes [ ]	No [ ]
Site Plan Control	Yes [ ]	No [ ]
Ministry's Zoning Order Amendment	Yes [ ]	No [ ]

**If any Answer is YES, Please Provide, if known, the Following Information**

Application File No.: \_\_\_\_\_

Approval Authority: \_\_\_\_\_

Lands Subject to Application: \_\_\_\_\_

Purpose of Application: \_\_\_\_\_

Status of Application: \_\_\_\_\_

Effect on this Application for Official Plan Amendment: \_\_\_\_\_

**E. APPLICATION SKETCH**

22. **Accurate, to Scale, Drawing or Proposal:** (On a separate page(s), please provide a drawing of the proposal, preferably prepared by a qualified professional. In some cases, it may be more appropriate to prepare additional drawings at varying scales to better illustrate the proposal).

The drawing(s) should show:

- (a) Applicant's Name.
- (b) 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.
- (c) Date of Drawing.
- (d) The scale to which the drawing is drafted (i.e. 1 cm=50 m).
- (e) North Arrow.
- (f) Property boundaries and the true dimensions of the subject land for which the amendment is being sought.
- (g) The location, dimensions and use of all existing and proposed buildings and structures, and use of open areas on the subject land. Distances must be indicated from the front lot line, rear lot line and the side lot lines to the buildings (proposed and/or existing).
- (h) The locations and dimensions of off-street parking spaces and off-street loading facilities.
- (i) Planting strips and landscaped areas.
- (j) Rights-of-way, easements, or restrictive covenants.
- (k) 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. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, etc.
- (l) Neighbouring adjacent land uses.
- (m) Buildings to be demolished or relocated.
- (n) If access to the subject land is by water only, the location of the parking and docking facilities to be used.

**F. OTHER SUPPORTING INFORMATION**

23. **Please List the Titles of any Supporting Documents:** (e.g. Environmental Impacts Study, Hydrogeological Report, Traffic Study, Market Area Study, Aggregate License Report, Stormwater Management Report, etc.)

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**G. AFFIDAVIT** (This affidavit must be signed in the presence of a Commissioner)

I (we) \_\_\_\_\_

of the \_\_\_\_\_ of \_\_\_\_\_, in the County of Renfrew solemnly declare that all the information required under Ontario regulation 198/96 and/or Ontario Regulation 199/96 and 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**.

DECLARED before me at the \_\_\_\_\_ of \_\_\_\_\_

in the County of Renfrew this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Signature of Owner or Authorized Solicitor/Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Commissioner

\_\_\_\_\_  
Date

**H. AUTHORIZATION FOR AGENTS/SOLICITOR TO ACT FOR OWNER** (If affidavit (G) is signed by an Agent/Solicitor on Owner's behalf, the Owner's written authorization below must be completed.)

I (we) \_\_\_\_\_ do hereby authorize \_\_\_\_\_

of the \_\_\_\_\_ of \_\_\_\_\_ in the County of Renfrew to act as my agent in this application.

\_\_\_\_\_  
Signature of Owner(s)

\_\_\_\_\_  
Date

<b>Application Submitted to Municipality on:</b> _____	
<b>Complete Application and Fee of \$</b> _____ <b>received by municipality:</b>	
_____	_____
Date	Signature of Municipal Employee