



## INFORMATION GUIDE AND APPLICATION FORM

### OFFICIAL PLAN AND ZONING BY-LAW AMENDMENT

c/o Municipal Building  
111 Erie Street North  
Leamington, Ontario  
N8H 2Z9

Att: Danielle Truax  
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Personal information on this form is collected under the authority of *The Planning Act*, R.S.O. 1990, Chapter P. 13, Section 45 and will be used for contacting the applicant(s) and for processing of the Application.

**January 2012**

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**GENERAL INFORMATION SHEET**  
**OFFICIAL PLAN AND ZONING BY-LAW AMENDMENT**

**STEPS IN THE PROCESS**

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- 1 Formal pre-application consultation meeting with the Municipality of Leamington and the County of Essex. The purpose of the meeting is to:
  - i. Review application and information submitted;
  - ii. Identify key issues in processing;
  - iii. Identify any concurrent applications required;
  - iv. Identify any studies that have to be completed prior to acceptance of an application; and any studies that may be required prior to the approval of development; and,
  - v. Identify staff contacts.
- 2 Applicants require completing an application form, submitting any additional information as identified in pre-application consultation and paying fees to the Municipality of Leamington (**see fee schedule**).
- 3 Application forms containing insufficient or inaccurate information may be returned along with the application fee to the applicant.
- 4 Application reviewed and accepted (applicant notified of complete application)
  - Timelines for processing are established
- 5 Application, notice of complete application and public meeting circulated Agencies and the Public (as necessary)
- 6 Public Meeting held in Municipality of Leamington.
- 7 Resolution from Council supporting application and proposed draft conditions
- 8 Approval Authority (Essex County Council) draft approval or refusal of application
- 9 Notice of Approval Authority Decision circulated
- 10 Appeal period
- 11 Begin fulfilling conditions
- 12 Final Approval

**NOTE TO APPLICANT:**

A complete submission including all applicable requested information and fees will be required prior to an application being accepted for processing. Information provided by the applicant in support of an application will be available for public review upon acceptance of the application. Copies of correspondence from the Planning Department will be mailed to the applicant and agent. Application fees will not be refunded once substantial work has been undertaken.



**THIS APPLICATION PACKAGE MUST BE SUBMITTED TO:**

Department of Development Services, Manager of Planning Services, Corporation of the Municipality of Leamington, 111 Erie Street North Leamington, Ontario N8H 2Z9

Application to Amend the Official Plan  Application File No. \_\_\_\_\_

Application to Amend the Zoning By-law  Application File No. \_\_\_\_\_

OFFICE USE ONLY	
File Number: _____	
Date Pre-consultation Initiated: _____	
Date Application Received: _____	Amount Paid: _____
Date Application Deemed Complete: _____	
<u>Concurrent Applications Filed</u>	
<input type="checkbox"/> Plan of Subdivision	File No. _____
<input type="checkbox"/> Other (Specify)	_____

A COMPLETE APPLICATION includes the information listed below. If this information which is needed to review the application is not submitted with the application form, ***it will delay the acceptance of the application. The application will be returned to the applicant for completion of the required information.***

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

- the boundaries and dimensions of the subject land;
- 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;
- 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,
  - are located on the subject land and on land that is adjacent to it, and
  - in the applicant's opinion may affect the application;
- the current uses of 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 unopened road allowance, a public traveled road, a private road or a right of way;
- if access to the subject land will be by water only, the location of the parking and docking facilities to be used;
- the location and nature of any easement affecting the subject land.

**Fees:** Application Fee(s) of \$2000 made payable to the Municipality of Leamington for each application made.

**Supporting Information:** Additional information may be required by the municipality, County, local and

provincial agencies in order to evaluate the proposed amendment. This information is often a requirement of the local Official Plan, the County 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.

**Copies:**            **One copy of the application**  
                           **One copy of the drawing (no larger than 11" x 17")**  
                           **Three copies of any supporting documentation**

1.0 APPLICANT INFORMATION		
1.1 Name of Owner(s). An owner's authorization is required <i>if the applicant is not the owner.</i>		
Name of Owner(s)	Home Telephone No.	Business Telephone No.
Mailing Address	Postal Code	Fax No.
Email:		Cell No.
1.2 Agent/Applicant: Name of the person who is to be contacted about the application. <i>If different than the owner.</i>		
Name of Contact Person/Agent	Home Telephone No.	Business Telephone No.
Mailing Address	Postal Code	Fax No.
Email:		Cell No.
1.3 Indicate the contact for this application (check only one please)		
Owner <input type="checkbox"/> Authorized Agent <input type="checkbox"/> Other (please specify) <input type="checkbox"/> _____		

2.0 LOCATION OF THE SUBJECT LAND			
2.1 Municipal Address			
Concession Number(s)	Lot Number(s)	Registered Plan No.	Lot(s)/Block(s)
Reference Plan No.	Part Number(s)	Parcel Number(s)	Former Township/Town
Assessment Roll No.			
2.2 Are there any easements or restrictive covenants affecting the subject land?			
<input type="checkbox"/> No <input type="checkbox"/> Yes    If yes, describe the easement or covenant and its effect.			
_____			
_____			

3.0 DESCRIPTION OF THE PROPERTY AND SERVICING INFORMATION		
3.1 Lot Dimensions		
Lot Frontage (m)	Lot Depth (m)	Lot Area (ha)
3.2 Access    ( <i>Check appropriate box and state road name</i> ):		

- Provincial Highway (#) \_\_\_\_\_
- Municipal road, maintained year round \_\_\_\_\_
- Municipal road, seasonally maintained \_\_\_\_\_
- County Road (#) \_\_\_\_\_
- Private Road \_\_\_\_\_
- Right of way \_\_\_\_\_
- Water Access \_\_\_\_\_

**3.3** If water access only, describe the location of parking and docking facilities to be used and the distance from the subject lands. Indicate whether parking is public or private.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**3.4** Water Supply (*Check appropriate box for type of service proposed*):

- Publicly owned and operated piped water system
- Privately owned and operated piped water system (communal)
- Drilled well
- Sand point
- Lake or other water body
- Other means (*please state*) \_\_\_\_\_
- Water service not proposed

**3.5** Sewage Disposal (*Check appropriate box for type of service proposed*):

- Publicly owned and operated sanitary sewage system
- Privately owned and operated individual septic system\*
- Privately owned and operated communal septic system\*
- Privy
- Holding tank
- Other (*please state*) \_\_\_\_\_
- Sewage disposal service not proposed

\* If either of these items checked, please see Section 4.8.

**3.6** Other Services (*Check if the service is available*):

- Electricity
- School bussing
- Garbage collection
- Snow removal

**3.7** Storm Drainage (*Indicate the proposed storm drainage system*):

- Storm sewers
- Ditches
- Swales
- Other (*please state*) \_\_\_\_\_

**3.8** Where development will produce more than 4500 litres of effluent a day, applicants are required to submit a servicing options report and a hydrogeological report:

- Title and date of servicing options report: \_\_\_\_\_
- Title and date of hydrogeological report: \_\_\_\_\_

#### 4.0 PLANNING INFORMATION

4.1 Official Plan (current) Land Use designation(s) of subject land \_\_\_\_\_  
\_\_\_\_\_

4.2 Provide an explanation of how application conforms to the Official Plan: \_\_\_\_\_  
\_\_\_\_\_

- 4.3 If an Official Plan Amendment is being requested, will the change? (*Check all appropriate boxes*):
- Replace or delete an existing policy (ies). If yes, list all policy sections affected \_\_\_\_\_
  - Change a land use designation on a property (ies). If yes, what is the proposed land use designation or designations? \_\_\_\_\_

*(Note: if applicants are requesting a change to a policy, they are required to provide the proposed text of the policy(ies). If applicants are requesting a change to a Land Use Schedule, they are required to provide a map or schedule showing the proposed new land use designation for the affected property (ies).)*

4.4 Reason why official plan amendment is being requested: \_\_\_\_\_  
\_\_\_\_\_

4.5 Existing Zoning on subject lands \_\_\_\_\_  
\_\_\_\_\_

4.6 Zoning requested \_\_\_\_\_  
\_\_\_\_\_

4.7 Reason why rezoning is being requested: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### 5.0 SETTLEMENT AREA BOUNDARY

- 5.1 Does this application propose to change the boundary of a settlement area (e.g. town, village or hamlet)
- Yes  No If Yes, provide description, name of settlement area and provide sketch of area affected: \_\_\_\_\_  
\_\_\_\_\_

#### 6.0 EMPLOYMENT AREA

- 6.1 Will this application remove land from a designated employment area? (*Check appropriate box*)
- Converts all or part of a commercial, industrial or institutional building to a residential use
  - Converts a brownfield site to a residential use
  - Application is for residential use on land designation for a commercial, industrial or institutional use
  - Does not remove any employment land

**7.0 EXISTING USE(S) OF PROPERTY**

7.1 State all existing use(s) of the property (*Check appropriate box(es)*):

- Residential
- Commercial
- Industrial
- Institutional
- Agricultural
- Vacant
- Mixed Use: (*Please state*) \_\_\_\_\_
- Other: (*Please state*) \_\_\_\_\_

List all existing buildings and structures (including accessory buildings and structures) on the property by completing the following Table (*If more than 5 buildings or structures, please use separate page to provide description*):

Item	Building or Structure# 1	Building or Structure#2	Building or Structure#3	Building or Structure#4	Building or Structure #5
Existing type or use for each building and structure					
Height (m)					
Setback from front lot line (m)					
Setback from rear lot line (m)					
Setback from side lot line one side (m)					
Setback from side lot line - other side (m)					
Setback from shoreline (m)					
Dimensions (m) or floor area (m <sup>2</sup> )					
Year Building or structure constructed					

7.2 How many existing parking spaces are provided on the subject land? \_\_\_\_\_ spaces.

7.3 State the existing use of land on abutting properties:

North: \_\_\_\_\_  
 South: \_\_\_\_\_  
 East: \_\_\_\_\_  
 West: \_\_\_\_\_

**8.0 PROPOSED USE OF PROPERTY**

**8.1** State proposed use(s) of the property (*Check appropriate box(es)*):

- Residential
- Commercial
- Industrial
- Institutional
- Agricultural
- Vacant
- Mixed Use: (*Please state*)
- Other: (*Please state*) \_\_\_\_\_

**8.2** List all proposed buildings and structures to be constructed on the property by completing the following Table (*If more than 5 buildings or structures, please use separate page to provide description*):

Item	Building or Structure# 1	Building or Structure#2	Building or Structure#3	Building or Structure#4	Building or Structure #5
Existing type or use of each building and structure					
Height (m)					
Setback from front lot line (m)					
Setback from rear lot line (m)					
Setback from side lot line one side (m)					
Setback from side lot line - other side (m)					
Setback from shoreline (m)					
Dimensions (m) or floor area (m <sup>2</sup> )					
Year Building or structure constructed					
Proposed date of construction					

**8.3** Indicate the number of additional parking spaces to be provided? \_\_\_\_\_ spaces.

**8.4** Are there any uses or features on the subject land or within 500 m of the subject property, unless otherwise specified.  
Complete Table:

Use or feature	On the subject Land	Within 500 m of subject land, unless otherwise specified. <i>(indicate approximate distance)</i>
An agricultural operation including a livestock facility (i.e. barn) or manure storage facility		
A landfill site (active or closed)		
A sewage treatment plant or sewage lagoon		
An industrial use		
A licensed pit or quarry or an aggregate reserve		
An operating mine		
A non-operating mine or mine hazard within 1 km of the subject lands		
An active rail line		
A municipal or federal airport		
A flood plain		
A natural gas or oil pipeline		
A hydro easement		
A provincially significant wetland (within 120 m)		
A designated heritage building, historic site or cemetery (within 100 m)		

**9.0 HISTORY OF THE SUBJECT LAND.**

**9.1** Has the subject land ever been the subject of an application for approval of a previous official plan or zoning amendment?  
 Yes  No  Unknown *If yes, provide the details and decision of the previous application.*

\_\_\_\_\_

\_\_\_\_\_

**9.2** If this application is a re-submission of a previous application, describe how it has been changed from the original application. \_\_\_\_\_

\_\_\_\_\_

**9.3** Provide the date when the subject land was acquired by the current owner: \_\_\_\_\_

**9.4** Provide the length of time that the existing uses of the subject land have continued \_\_\_\_\_

**10.0 SIMULTANEOUS APPLICATIONS**

**10.1** Is the subject land or any land within 120 m of the subject land subject of any other planning applications at this time?  
 Yes  No  
*If yes, indicate the type and file number (i.e. consent, subdivision, minor variance, site plan control). Please complete following Table:*

Item	Application # 1 (type):	Application # 2 (type):	Any land within 120 m of the subject land:
File Number			
Name of approval authority considering application			
Land affected by application			

