



Information Guide and Application Form

	Application	Fee
<input type="checkbox"/>	2nd Dwelling Agreement	\$1250 (\$250 + \$1000 Security Deposit)

Att: Heather (Ross) Jablonski, Planner
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 111 Erie Street North
 Leamington, Ontario N8H 2Z9
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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, Sections 34, 50 and 53 and will be used for contacting the applicant(s) and for processing of the Application. Please note that personal information contained in this application may be included in Council minutes and become part of the public record and posted on our municipal website. Questions about this collection should be directed to the Manager of Legislative Services/Clerk for The Corporation of the Municipality of Leamington.

Office Use Only

File Number: _____
 Date Pre-consultation Initiated: _____
 Date Application Received: _____ Amount Paid: _____
 Date Application Deemed Complete: _____

Concurrent Applications Filed

- Consent/ZBA File No. _____
- Other (Specify) _____

Application for 2nd Dwelling Agreement

This Application Package

Must Be Submitted To:

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

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 must include an accurate to scale drawing, preferably by a qualified professional, showing the items listed below:

- 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 traveled 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;
- h. one copy of the drawing (no larger than 11" by 17")

Fees: Application Fee(s) of \$250 made payable to the Municipality of Leamington.

Supporting Information: Additional information may be required by the Municipality in order to evaluate the application. 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.

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 (Check appropriate box and state road name):		
<input type="checkbox"/>	Provincial Highway (#) _____	
<input type="checkbox"/>	Municipal road, maintained year round _____	
<input type="checkbox"/>	Municipal road, seasonally maintained _____	
<input type="checkbox"/>	County Road (#) _____	
<input type="checkbox"/>	Private Road _____	
<input type="checkbox"/>	Right of way _____	
<input type="checkbox"/>	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 Land Use designation(s) of subject land _____
4.2 Zoning of subject land _____

5.0 Existing Use(s) of the Property

5.1 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)					
Dimensions (m) or floor area (m ²)					
Year Building or structure constructed					

5.2 How many existing parking spaces are provided on the subject land? _____ spaces.

