



Information Guide and Application Form

	Application	Fee
<input type="checkbox"/>	Combined Zoning & Consent (Agricultural)	\$1,350 (\$1,100 + \$250 ERCA fee)
<input type="checkbox"/>	Combined Zoning & Consent (New Use or Zone Regulation)	\$3,625 (\$3,375 + \$250 ERCA fee)

Att: Heather (Ross) Jablonski, Planner
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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

- Application to Amend the Zoning By-law & Consent to Sever Lands in the Agricultural Area.
- Application to Amend the Zoning By-law & Consent to Sever Lands including a New Use or Zone Provision.

File Number: ZBA- & B-
 Date Pre-consultation Initiated
 Date Application Received: Amount Paid:
 Date Application Deemed Complete:
Concurrent Applications Filed

- Specify Application Type & File No.:

General Information Sheet Consent and Zoning By-Law Amendment

Steps in the Process

- 1 Formal pre-application consultation meeting with the Municipality of Leamington. The purpose of the meeting is to:
 - i. Review application and information to be submitted;
 - ii. Identify key issues in processing;
 - iii. Identify any concurrent applications required;
 - iv. Identify necessary agency pre-consultation (County of Essex, MTO, etc.)
 - v. 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,
 - vi. Identify staff contacts.
2. Applicants are required to submit an application form, additional information as identified in pre-application consultation, a building survey prepared by an O.L.S. and fees to the Municipality.
- 3 Application forms containing insufficient or inaccurate information may be returned along with the application fee to the applicant.
- 4 Upon receipt, applications will be reviewed. The applicant will be notified of acceptance or refusal of a complete application.
5. Application, Notice of complete application and Public Meeting will be circulated to prescribed agencies and the registered owners within 120 m (400 ft) of the subject property, posted on the subject property and/or published in local newspaper.
- 6 Public Meeting held in the Council Chambers of the Municipality of Leamington.
7. Council considers By-law amend Zoning By-law for approval or denial.
8. Notice of Decision by Council issued.
- 9 Appeal period.
- 11 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 be refunded in accordance with municipal application refund policy.

A complete application includes the information listed below. If the prescribed and requested information needed to review the application is not submitted, it will delay the acceptance of the application and the application will be returned to the applicant for completion of the required information.

Application: One original application including, commissioned signatures of **All Registered Owners**.

Fees: Fees are subject to change as established within the Municipal Fees By-law in effect at time of submission. Cheques should be made payable to the "Municipality of Leamington".

Drawing: All applications must include an accurate to scale drawing, prepared by a qualified Ontario Land Surveyor, showing the items listed below:

- a. the boundaries and dimensions and area of the subject land as a whole and the relevant parts for the proposed parcels;
- 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,
- d. are located on the subject land and on land that is adjacent to it, and
- e. in the applicant's opinion may affect the application;
- f. the current uses of land that is adjacent to the subject land;
- g. 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;
- h. if access to the subject land will be by water only, the location of the parking and docking facilities to be used; &
- i. the location and nature of any easement affecting the subject land.

Copies: 1 copy paper copy of the building survey (no larger than 11" x 17")

1 electronic copy of the building survey in pdf or .dwg format to be forwarded via email or provided on a CD or USB)

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: 1 paper copy & electronic copy of any supporting documentation

1.0 Applicant Information

1.1 Name of Owner(s). An owner's authorization is required *if the applicant is not the owner.*

Name of Owner(s)	Email
Mailing Address	Postal Code
Daytime Phone Number	Cell No.

1.2 Agent/Applicant: Name of the person who is to be contacted about the application. *If different than the owner.*

Name of Contact Person/Agent	Email
Mailing Address	Postal Code
Daytime Phone Number	Cell No.

1.3 Indicate the contact for this application (check only one please)
 Owner Authorized Agent Other: _____

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. 3706-

2.2 Original Lot Dimensions

Lot Frontage (m)	Lot Depth (m)	Lot Area (ha)
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2.3 Are there any mortgages, charges or other encumbrances, including easements or restrictive covenants affecting the subject land?
 No Yes If yes, describe the easement or covenant and its effect.

2.4 Date subject land was acquired by Owner: _____

3.0 Purpose Of Application For Consent To Sever

3.1

Conveyance

- | | |
|--|--|
| <input type="checkbox"/> creation of new lot | <input type="checkbox"/> farm split |
| <input type="checkbox"/> surplus dwelling | <input type="checkbox"/> technical severance |
| <input type="checkbox"/> addition to lot | |

If an addition to lot is proposed, name of person(s) and address (purchaser, lease, mortgagee, etc.) to whom land of interest in land is intended to be conveyed, leased or mortgaged.

Name to whom the land will be conveyed: _____

Municipal Address of property to receive lands: _____

Legal Description of property to receive lands: _____

Other

- | | |
|--|---|
| <input type="checkbox"/> mortgage or change | <input type="checkbox"/> partial discharge of mortgage |
| <input type="checkbox"/> easement/right-of-way | <input type="checkbox"/> agreement of sale and purchase |
| <input type="checkbox"/> correction of title | <input type="checkbox"/> other (specify: _____) |

3.2 Number of new lots (not including retained lots) proposed _____

3.3 Has the parcel ever been the subject of an application for approval of a plan of subdivision under Section 51 of the Planning Act, as amended, or its predecessors:

- Yes File Number: 37-T: _____
- No

Has the parcel ever been the subject of an application for consent under Section 53 of The Planning Act, as amended, or its predecessors:

- Yes
- File Number: ___ B/ _____
- Date Parcel Created: _____

3.4 Is the owner, solicitor or agent applying for additional consents on this holding simultaneously with this application, or considering applying for additional consents in the future?

- Yes No

Is the owner, solicitor or agent applying for any minor variance or permission to extend or enlarge under Section 45 of The Planning Act, R.S.O. 1990, as amended, in relation to any land that is the subject of this Application?

- Yes No

3.5 Description and use of land intended to be Severed:

Frontage (m)

Depth (m)

Area (ha)

Existing Use:

Length of Time in Existence:

Proposed Use:

Number and use of buildings and structures (both existing and proposed) on the land to be severed:

Existing

Proposed:

Details provided on attached Sketch

Is there an existing driveway/access bridge on this parcel?

yes (locate on sketch) No

Provincial Highway (#):

Municipal road, maintained year round:

Municipal road, seasonally maintained:

County Road:

Private Road:

Right of way: _____

Water Access: _____

Is there a water service connection on this parcel?

yes (locate on sketch) Municipally owned & operated system Private well

no

Is there a sanitary sewer connection/ septic system on this parcel?

yes (locate on sketch) Municipally owned & operated system Private septic system

Section 4.0 To Be Completed for Lands Found Within the Agricultural Area as Shown On Schedule A to the Official Plan

Please Complete Only the Applicable Subsection Which Pertains to Your Application:

4.1 Farm Lot Divisions

Is the consent intended to divide a farm lot into two farm lots each having a minimum lot area of 10 hectares.

Yes No

Is the consent intended to divide an existing greenhouse operation with a minimum of 0.5 hectares of greenhouse structure where a minimum lot area of 2 hectares shall be retained?

Yes No

4.2 Surplus Dwellings

Is the consent intended to sever a "surplus dwelling" that is considered surplus in accordance with the Official Plan policies for the municipality as a result of the ownership or acquisition of additional farm property, which has a minimum lot area of 10 hectares or 2 hectares if an existing 0.5 hectare greenhouse operation?

Yes No

If yes, please indicate:

Date of Purchase of Surplus Dwelling Property:

Date Surplus Dwelling was Constructed:

Details of Holdings of Farm Operation:

Location of Home Farm Property:

Other Farm Holdings:

Other Farm Holdings:

Other Farm Holdings:

Is the consent for a "surplus dwelling" located on a farm lot less than 10 hectares or 2 hectares, but abuts farm land owned by the applicant/owner and it is intended that the two farm parcels be joined pursuant to subsection 3 of Section 50 of The Planning Act 1990?

Yes No

Is the applicant/owner willing to enter into an Agreement with the municipality to be registered on title that "no more consents" and "no more residential dwellings" are to be allowed on the lands being retained?

Yes No

4.3 Minor Lot Adjustment Or Boundary Change

Is the consent being requested to permit a minor lot adjustment or minor boundary change conditional to Subsection 50 (3) or (5) of The Planning Act, R.S.O. 1990?

Yes No

Does the lot adjustment propose to convey land to the abutting farm and retain a new residential lot not otherwise permitted?

Yes No

4.4 Minimum Distance Separation

Is any new lot (farm & residential) or existing residential building located in compliance with the Minimum Distance Separation Formula for livestock operations?

Yes No

Is any new lot (farm & residential) or existing residential building located within 300 metres of an existing mushroom farm operation? Yes No

5.0 Description of land intended to be Retained :

Frontage (m) Depth (m)

Area (ha)

Existing Use:

Length of Time in Existence:

Proposed Use:

Number and use of buildings and structures (both existing and proposed) on the land to be retained:

Existing _____

Proposed:

Details provided on attached Sketch

Is there an existing driveway/access bridge on this parcel?

yes (locate on sketch) No

Provincial Highway (#): _____

Municipal road, maintained year round: _____

Municipal road, seasonally maintained: _____

County Road: _____

Private Road: _____

Right of way: _____

Water Access: _____

Is there a water service connection on this parcel?

yes (locate on sketch) Municipally owned & operated system Private well

no

Is there a sanitary sewer connection/ septic system on this parcel?

yes (locate on sketch) Municipally owned & operated system Private septic system

6.0 Purpose of Application for Zoning By-Law Amendment

6.1 Official Plan (current) Land Use designation(s) of subject land:

6.2 Existing Zoning on subject lands:

6.3 Nature and extent of the Zoning change requested for SEVERED PARCEL: _

6.4 Nature and extent of the Zoning change requested for RETAINED PARCEL:

6.5 Reason why rezoning is being requested:

7.0 Existing Use(S) Of Property

7.1 State all existing use(s) on the property (*Check appropriate boxes*):

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

State the existing use of land on abutting properties:

- North:
- South:
- East:
- West:

7.2 Show all existing buildings and structures (including accessory buildings and structures) on the property.
Including:

- 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 (m²)
- Year Building or structure constructed

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

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 Show all proposed buildings and structures (including accessory buildings and structures) on the property.
Including:

- 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 (m²)
- Year Building or structure constructed

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. Please provide details within 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 application under the Planning Act:

Plan of Subdivision	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Unknown
Consent	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Unknown
Official Plan Amendment	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Unknown
Zoning By-law Amendment	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Unknown

If yes, provide the File No. and status 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:

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 Unknown
If yes, indicate the type and file number (i.e. consent, subdivision, minor variance, site plan control). Please complete following Table:

Item	Subject Land Application # 1	Subject Land Application # 2	Any land within 120 m of the subject land:
File Number			
Name of approval authority considering application			
Land affected by application			
Purpose			
Status			
Effect on requested amendment			

11.0 Planning Act Statements

11.1 Is the application consistent with the Provincial Policy Statements issued under Section 3(1) of the Planning Act:
 No Yes

11.2 a) Is the subject land within the area of land designated under any Provincial Plan or plans?
 No Yes, Name of Plan:
 b) Does the application conform to or does not conflict with the applicable Provincial Plan or plans?
 Conforms Does Not Conform

12.0 Declaration

12.1

I/We _____ of the
_____ of _____ in the County / District / Regional
Municipality of _____ solemnly declare that all the statements contained in this application
and any supporting documentation are true, and I 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 Municipality
of Learnington, in the County of Essex,
this ____ day of _____ 20__.

A Commissioner, etc.

Signature of Registered Owner, or Authorized Solicitor or Agent

A Commissioner, etc.

Signature of Registered Owner, or Authorized Solicitor or Agent

12.2 Consent of the Owner

Consent Of The Owner To The Use And Disclosure Of Personal Information

I, _____, am the owner of the land that is the subject of this
application and for the purposes of the Freedom of Information and Protection of Privacy Act, I authorize and
consent to the use by or disclosure to any person or public body of any personal information that is collected
under the authority of the Planning Act for the purposes of processing this application.

Date

Signature of Owner

Date

Signature of Owner

13.0 Authorization

13.1 If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form or the authorization set out below must be completed.

Authorization Or Owner For Agent To Make The Application

I, _____, am the owner of the land that is the subject of this application and I authorize _____ to make this application on my behalf.

Date

Signature of Owner

Date

Signature of Owner