



Information Guide and Application Form

	Application	Fee
<input type="checkbox"/>	Official Plan Amendment	\$3,300 (\$3,000 + \$300 ERCA fee)
<input type="checkbox"/>	Combined Official Plan & Zoning By- Law Amendment	\$4,775 (\$4,500 + \$275 ERCA fee)
<input type="checkbox"/>	Zoning By-Law Amendment	\$3,300 (\$3,000 + \$300 ERCA fee)
<input type="checkbox"/>	Temporary Use By-Law	\$1,200 (\$1,000 + \$200 ERCA fee)
<input type="checkbox"/>	Temporary Use By-Law Extension	\$950 (\$750+ \$200 ERCA fee)
<input type="checkbox"/>	Removal Of Holding Symbol	\$1,200 (\$1,000 + \$200 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

File Number: _____
 Date Pre-consultation Initiated: _____
 Date Application Received: _____ Amount Paid: _____
 Concurrent Applications Filed:
 Plan of Subdivision/Consent File No. _____
 Other (Specify) _____

General Information Sheet
Official Plan and Zoning By-Law Amendment

Steps in the Process

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 to be 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 are required to complete an application form, submit additional information as identified in pre-application consultation and to pay 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 and presented to Council for acceptance. The applicant will be notified of acceptance or refusal of a complete application.
 - a. Timelines required for Approval Authority to make a decision are established
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.
6. Public Meeting held in the Council Chambers of the Municipality of Leamington.
7.
 - a) Resolution from Council supporting Official Plan application.
 - b) Application forwarded to Approval Authority (Essex County Council) for approval or refusal of application
8. Council considers By-law amend Zoning By-law for approval or denial.
9. Notice of Approval Authority Decision circulated.
10. 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 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 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

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 original application
- 1 copy of the drawing (no larger than 11" x 17" paper & electronic .pdf or .dwg format) 1
- paper copy of any supporting documentation
- 1 electronic copy of any supporting documentation in .pdf format

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)		
<input type="checkbox"/> Owner <input type="checkbox"/> Authorized Agent <input type="checkbox"/> 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.			
2.2 Are there any mortgages, charges or other encumbrances, including easements or restrictive covenants affecting the subject land?			
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)
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3.2 Access (*Check appropriate box and state road name*)

- 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 3.8.

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 - Official Plan

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 Does this application propose to change the boundary of a settlement area (e.g. town, village or hamlet)
 No Yes If Yes, provide name of settlement area and justification: _____

4.5 Will this application remove land from a designated employment area? (*Check appropriate box*)

<input type="checkbox"/>	Converts all or part of a commercial, industrial or institutional building to a residential use
<input type="checkbox"/>	Converts a Brownfield site to a residential use
<input type="checkbox"/>	Application is for residential use on land designation for a commercial, industrial or institutional use
<input type="checkbox"/>	Does not remove any employment land

4.6 Reason why official plan amendment is being requested: _____

5.0 Planning Information - Zoning By-Law

5.1 Existing Zoning on subject lands: _____

5.2 The nature and extent of the Zoning requested: _____

5.3 Reason why rezoning is being requested: _____

6.0 Existing Use(s) Of Property

6.1 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*) _____

6.2 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*).

As shown on detailed Site Sketch

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 ²)					
Year Building or structure constructed					

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

6.4 State the existing use of land on abutting properties:

North: _____
 South: _____
 East: _____
 West: _____

7.0 Proposed Use Of Property

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

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

7.2 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*).

As shown on detailed Site Sketch

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 ²)					
Year Building or structure constructed					
Proposed date of construction					

7.3 Indicate the number of additional parking spaces to be provided? _____ spaces.

7.4 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. (indicate approximate distance)
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)		

8.0 History of the Subject Land.

8.1 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:

8.2 If this application is a re-submission of a previous application, describe how it has been changed from the original application: _____

8.3 Provide the date when the subject land was acquired by the current owner: _____

8.4 Provide the length of time that the existing uses of the subject land have continued: _____

9.0 Simultaneous Applications			
9.1 Is the subject land or any land within 120 m of the subject land subject of any other planning applications at this time? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Unknown <i>If yes, indicate the type and file number (i.e. consent, subdivision, minor variance, site plan control). Please complete following Table:</i>			
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			
Purpose			
Status			
Effect on requested amendment			

10.0 Planning Act Statements	
10.1	Is the application consistent with the Provincial Policy Statements issued under Section 3(1) of the Planning Act? <input type="checkbox"/> No <input type="checkbox"/> Yes
10.2	a) Is the subject land within the area of land designated under any Provincial Plan or plans? <input type="checkbox"/> No <input type="checkbox"/> Yes, Name of Plan: _____ b) Does the application conform to or does not conflict with the applicable Provincial Plan or plans? <input type="checkbox"/> Conforms <input type="checkbox"/> Does Not Conform

11.0 Authorization

11.1 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

11.2 Consent of the Owner

Complete the consent of the owner concerning personal information below.

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

120 Declaration

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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 Leamington, 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