

Application for 2nd Dwelling Agreement

General Process Information Sheet

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.**

Submission Requirements:

- Application Form, all applicable sections completed and signed (original signatures).
- Application Fee.
- An accurate to-scale **drawing**, no larger than 11" x 17", preferably prepared 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; and
 - g) the location and nature of any easement affecting the subject land.

All drawings are to be submitted in **both** hard copy and digital (pdf) format. Electronic submissions may be sent directly via e-mail or provided on a USB.

- Supporting information (if required by the Municipality); *please list below.*

Required information may include studies or reports to deal with such matters as environmental impacts, traffic, water supply, sewage disposal and storm water management.

Application for 2nd Dwelling Agreement

Office Use Only	
File Number: _____	
Date Pre-consultation Initiated: _____	Fee: _____
Date Application Received: _____	
Date Application Deemed Complete: _____	
<u>Concurrent Applications Filed</u>	
<input type="checkbox"/> Zoning By-law Amendment	File No.:
<input type="checkbox"/> Consent/ZBA	File No.:
<input type="checkbox"/> Other (Specify): _____	

	Application	Fee
<input type="checkbox"/>	2nd Dwelling Agreement	\$2100.00 (\$1100 + \$1000 Security Deposit)

Attn: **Planning Services**
planning@leamington.ca
 111 Erie Street North
 Leamington, Ontario N8H 2Z9
 Phone: (519) 326-5761 ext. 1407
 Fax: (519) 326-2481

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.

1.0 Applicant Information			
1.1 Name of Owner(s) <i>(An owner's authorization is required 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 to whom correspondence is to be sent (check only one, please): <input type="checkbox"/> Owner <input type="checkbox"/> Authorized Agent <input type="checkbox"/> Other (please specify) _____			

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
Assessment Roll No. 3706 - _____			

3.0 Easements

Are there any mortgages, charges or other encumbrances, including easements or restrictive covenants affecting the subject land?

Yes No

If **yes**, describe the easement or covenant and its effect.

4.0 Lot Dimensions

Lot Frontage (m)	Lot Depth (m)	Lot Area (ha)

5.0 Access

5.1 Access to the subject lands will be by (check appropriate box and state road name):

- Provincial Highway _____
- County Road _____
- Municipal Road, maintained year-round _____
- Municipal Road, maintained seasonally _____
- Private Road _____
- Right of Way _____
- Other (Specify) _____

5.2 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: _____

6.0 Services

6.1 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

6.2 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

6.3 Other Services (Check if the service is available):

- Electricity
- School bussing
- Garbage collection
- Snow removal

6.4 Storm Drainage (Indicate the proposed storm drainage system):

- Storm sewers
- Ditches
- Swales
- Drain (name of drain): _____
- Other (please state): _____

6.5 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: _____

7.0 Planning Information

7.1 Official Plan Land Use Designation(s) of subject land: _____

7.2 Zoning of subject land: _____

8.0 Existing Use(s) of the Property

8.1 State all existing use(s) on the property (check appropriate box(es)):

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

8.2 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)					
Building footprint dimensions (m) or floor area (m ²)					
Year building or structure was constructed					

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

9.0 Authorization

9.1 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

9.2 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

9.3 Signature by Owner

I / We _____ on behalf of _____

Hereby request the Municipality of Leamington to **ENTER INTO AN AGREEMENT** to construct a second dwelling, while residing in an existing dwelling, on lands municipally known as:

(Address)

I / We understand that the application fee is \$1100.00 and will be paid with the submission of this application with an attached site plan. I acknowledge that there is a \$1,000 security to be paid as part of the agreement and that a building permit will not be available until that amount has been submitted to the municipality.

Signature of Property Owner

Signature of Property Owner