



Combined Consent and Zoning By-Law Amendment

General Process Information Sheet

1. Required pre-application consultation meeting with the Municipality of Leamington.
The purpose of the meeting is to:
 - i. Review nature of the application;
 - ii. Identify key policies and issues for processing application;
 - iii. Identify concurrent applications required;
 - iv. Identify necessary agency pre-consultation (County of Essex, MTO, etc.)
 - v. Identify studies and additional information to be completed and submitted prior to acceptance of an application;
 - vi. Identify fees to be submitted; and
 - vii. Review general process and legislation.
2. Applicants are required to submit an application form, additional information and supporting documentation 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 will be returned along with the application fee to the applicant. Upon receipt, applications will be reviewed. The applicant will be notified of acceptance or refusal of a complete application.
4. 'Signed Declaration' to be completed by the registered owners or authorized agents in the presence of Commissioner of Oaths. During operational restrictions in place due to Covid-19, applicants will be required to request a virtual meeting for a 'Remote Declaration'.
5. '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 may be published in local newspaper.
6. During operational restrictions in place due to Covid-19, the Public Meeting will be held virtually. Directions to participate via the audio video meeting will be forwarded by representatives of Legal Services prior to the date of the meeting and on the evening of the meeting.
7. Council for the Municipality of Leamington will receive comments and consider the concurrent application for consent and amendment to the Zoning By-law for approval or denial.
8. Notice of Decision by Council issued.
9. Appeal period.
11. Final Approval.

Note to Applicant:

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. If necessary, application fees will be refunded in accordance with municipal application refund policy.



A complete application includes the information listed below and as requested during the pre-consultation meeting. 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". Fees to included review fees required by the Essex Region Conservation Authority. Personal or Certified Cheques should be submitted to the Municipality via the drop box off the Queens Avenue parking lot. Please submit the payment in an envelope clearly marked as: Attention: FAB, RE: Combined Consent and Zoning and indicate the address of the subject property.

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 format to be forwarded via email

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



Application		Fee
<input type="checkbox"/>	Combined Zoning & Consent	\$4,787.50 (\$4,387.50 + \$400 ERCA fee)
<p>Attn: Planning Services planning@leamington.ca 111 Erie Street North Leamington, Ontario N8H 2Z9 Phone: (519) 326-5761 ext. 1407 Fax: (519) 326-2481</p> <p><i>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.</i></p>		

Office Use Only	
File Number: _____	Combined Application Number: _____
Type of Application: _____	Date Pre-consultation Initiated: _____
Date Application Received: _____	Amount Paid: _____
Date Application Deemed Complete: _____	

Combined Consent and Zoning By-Law Amendment Application

1.0 Applicant Information		
1.1 Name of Owner(s)		
<i>An owner's authorization is required if the applicant is not the owner; see Section 13.0 (pg. 15).</i>		
Name of Owner(s)		
E-mail	Cell Telephone No.	Business Telephone No.
Mailing Address		Postal Code



1.2 Name of Agent/ Applicant		
<i>Name of the person who is to be contacted about the application (if different than the owner).</i>		
Corporation Name		
Name of Contact Person/ Applicant		Title, Company Position
E-mail	Cell Telephone No.	Business Telephone No.
Mailing Address		Postal Code
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 Subject Land			
2.1 Municipal Address			
Municipal Address			
2.2 Legal Description			
Concession No.	Lot No.	Registered Plan No.	Lot / Block No.
Reference Plan No.	Part No.	Parcel No(s).	Former Township/Town
Assessment Roll No.			
3706 - _____			
2.3 Original Lot Dimensions			
Lot Frontage (m)	Lot Depth (m)	Lot Area (ha)	
2.4 Are there any mortgages, charges or other encumbrances, including easements or restrictive covenants affecting the subject land?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes , describe the easement or covenant and its effect.			

2.5 Date subject land was acquired by Owner: _____			



3.0 Purpose Of Application For Consent To Sever

3.1 Conveyance

- creation of new lot farm split
 surplus dwelling technical severance
 addition to lot

If an addition to a 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

- mortgage or change partial discharge of mortgage
 easement/right-of-way agreement of sale and purchase
 correction of title 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: _____
 No

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



4.0 Land Intended to be Severed

4.1 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:

No. of Existing: _____

No. of Proposed: _____

Existing Uses: _____

Proposed Uses: _____

Details provided on attached Sketch

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

Yes (locate on sketch)

No

Access to the land intended to be severed:

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

No



5.0 To Be Completed for Lands Found Within the Agricultural Area, as Shown On Schedule A of the Official Plan

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

5.1 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

5.2 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

5.3 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

5.4 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

6.0 Land Intended to be Retained

6.1 Description and use 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:

No. of Existing: _____ No. of Proposed: _____

Existing Uses: _____ Proposed Uses: _____

Details provided on attached Sketch

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

Yes (locate on sketch) No

Access to the land intended to be retained:

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

No

7.0 Purpose of Application for Zoning By-Law Amendment

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

7.2 Existing Zoning on subject lands: _____

7.3 Nature and extent of the Zoning change requested for the lands to be **severed**:

7.4 Nature and extent of the Zoning change requested for the lands to be **retained**:

7.5 Reason why rezoning is being requested: _____



8.0 Existing Use(s) of the Property

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

- | | |
|---|---|
| <input type="checkbox"/> Residential | <input type="checkbox"/> Agricultural |
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Institutional |
| <input type="checkbox"/> Industrial | <input type="checkbox"/> Vacant |
| <input type="checkbox"/> Mixed Use (please state):
_____ | <input type="checkbox"/> Other (please state):
_____ |
| _____ | _____ |

8.2 State the existing use of land on **abutting** properties:

North: _____

South: _____

East: _____

West: _____

8.3 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)
- Building footprint dimensions (m) or floor area (m²)
- Year building or structure was constructed: _____

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



9.0 Proposed Use(s) of the Property	
9.1 State proposed use(s) of the property (check appropriate boxes):	
<input type="checkbox"/> Residential	<input type="checkbox"/> Agricultural
<input type="checkbox"/> Commercial	<input type="checkbox"/> Institutional
<input type="checkbox"/> Industrial	<input type="checkbox"/> Vacant
<input type="checkbox"/> Mixed Use (please state):	<input type="checkbox"/> Other (please state):
_____	_____
_____	_____
9.2 Show all proposed buildings and structures (including accessory buildings and structures) on the property, including:	
<input type="checkbox"/> Existing type or use for each building and structure	
<input type="checkbox"/> Height (m)	
<input type="checkbox"/> Setback from front lot line (m)	
<input type="checkbox"/> Setback from rear lot line (m)	
<input type="checkbox"/> Setback from side lot line - one side (m)	
<input type="checkbox"/> Setback from side lot line - other side (m)	
<input type="checkbox"/> Setback from shoreline (m)	
<input type="checkbox"/> Building footprint dimensions (m) or floor area (m ²)	
<input type="checkbox"/> Year building or structure will be constructed: _____	
9.3 How many parking spaces will be provided? _____ spaces	
9.4 Are there any uses or features on the subject land or within 500 m of the subject property? Please provide details in the table on the next page.	



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)		



10.0 History of the Subject Land

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

If **yes** to any of the above, provide the file number(s) and status of the previous application(s):

File Number: _____ Status: _____

File Number: _____ Status: _____

File Number: _____ Status: _____

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

11.0 Simultaneous Applications

11.1 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			

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



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 Of 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.

13.2 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.



14.0 Declaration

14.1 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 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