



## Official Plan and Zoning By-Law Amendment

### General Process Information Sheet

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 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: Official Plan 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,
  - 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.

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 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



Application		Fee
<input type="checkbox"/>	Official Plan Amendment	\$4,400 (\$4,000 + \$400 ERCA fee)
<input type="checkbox"/>	Combined Official Plan & Zoning By-Law Amendment	\$6,250 (\$5,850 + \$400 ERCA fee)
<input type="checkbox"/>	Zoning By-Law Amendment	\$4,300 (\$3,900 + \$400 ERCA fee)
<input type="checkbox"/>	Temporary Use By-Law	\$1,500 (\$1,300 + \$200 ERCA fee)
<input type="checkbox"/>	Temporary Use By-Law Extension	\$1,175 (\$975 + \$200 ERCA fee)
<input type="checkbox"/>	Removal Of Holding Symbol	\$1,500 (\$1,300 + \$200 ERCA fee)

Attn: Planning Services  
[planning@leamington.ca](mailto: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.*

**Office Use Only**

File Number: \_\_\_\_\_ Combined Application Number: \_\_\_\_\_  
Date Pre-consultation Initiated: \_\_\_\_\_ Amount Paid: \_\_\_\_\_  
Date Application Received: \_\_\_\_\_  
Date Application Deemed Complete: \_\_\_\_\_



## Official Plan and Zoning By-Law Amendment Application

<b>1.0 Applicant Information</b>		
<b>1.1 Name of Owner(s)</b> <i>An owner's authorization is required if the applicant is not the owner; see Section 11.0 (pg. 13).</i>		
Name of Owner(s)		
E-mail	Cell Telephone No.	Business Telephone No.
Mailing Address		Postal Code
<b>1.2 Name of Agent/ Applicant</b> <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
<b>1.3</b> Indicate the contact for this application (check only one please): <input type="checkbox"/> Owner <input type="checkbox"/> Authorized Agent <input type="checkbox"/> Other:		

<b>2.0 Location of Subject Land</b>			
<b>2.1 Municipal Address</b>			
Municipal Address _____			
<b>2.2 Legal Description</b>			
Concession No.	Lot No.	Registered Plan No.	Lot / Block No.
Reference Plan No.	Part No.	Parcel No(s).	Former Township/Town



<p>Assessment Roll No. 3706 - _____</p>
<p><b>2.3</b> 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 <b>yes</b>, describe the easement or covenant and its effect.          _____</p>
<p><b>2.4</b> Date subject land was acquired by Owner: _____</p>

<p><b>3.0 Description of the Property and Servicing Information</b></p>								
<p><b>3.1 Lot Dimensions</b></p> <table border="1"> <thead> <tr> <th>Lot Frontage (m)</th> <th>Lot Depth (m)</th> <th>Lot Area (ha)</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>			Lot Frontage (m)	Lot Depth (m)	Lot Area (ha)			
Lot Frontage (m)	Lot Depth (m)	Lot Area (ha)						
<p><b>3.2</b> 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: _____</p>								
<p><b>3.3</b> 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.          _____</p>								
<p><b>3.4</b> Water Supply (Check appropriate box for type of service proposed):  <input type="checkbox"/> Publicly owned and operated piped water system  <input type="checkbox"/> Privately owned and operated piped water system (communal)  <input type="checkbox"/> Drilled well  <input type="checkbox"/> Sand point  <input type="checkbox"/> Lake or other water body  <input type="checkbox"/> Other means (please state): _____  <input type="checkbox"/> Water service not proposed</p>								
<p><b>3.5</b> Sewage Disposal (Check appropriate box for type of service proposed):  <input type="checkbox"/> Publicly owned and operated sanitary sewage system</p>								



- 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 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):

- Converts all or part of a commercial, industrial or institutional building to a residential use
- Converts a Brownfield site to a residential use
- Application is for residential use on land designation for a commercial, industrial or institutional use
- 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 change requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**5.3** Reason why rezoning is being requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



<b>6.0 Existing Use(s) of the Property</b>																																																																	
<p><b>6.1</b> State all <u>existing</u> use(s) on the property (check appropriate box(es)):</p> <p><input type="checkbox"/> Residential</p> <p><input type="checkbox"/> Commercial</p> <p><input type="checkbox"/> Industrial</p> <p><input type="checkbox"/> Agricultural</p> <p><input type="checkbox"/> Institutional</p> <p><input type="checkbox"/> Vacant</p> <p><input type="checkbox"/> Mixed Use (please state): _____</p> <p><input type="checkbox"/> Other (please state): _____</p>																																																																	
<p><b>6.2</b> List all <u>existing</u> buildings and structures (including accessory buildings and structures) on the property by completing the following Table (<i>If more than 5 buildings or structures, please use separate page to provide description</i>):</p> <p><input type="checkbox"/> As shown on detailed Site Sketch</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e0e0e0;"> <th style="width: 30%;">Item</th> <th style="width: 10%;">Building or Structure # 1</th> <th style="width: 10%;">Building or Structure # 2</th> <th style="width: 10%;">Building or Structure # 3</th> <th style="width: 10%;">Building or Structure # 4</th> <th style="width: 10%;">Building or Structure # 5</th> </tr> </thead> <tbody> <tr> <td>Existing type or use for each building and structure</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Height (m)</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Setback from front lot line (m)</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Setback from rear lot line (m)</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Setback from side lot line - one side (m)</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Setback from side lot line - other side (m)</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Setback from shoreline (m)</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Building footprint dimensions (m) or floor area (m<sup>2</sup>)</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Year building or structure was constructed</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						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 <sup>2</sup> )						Year building or structure was constructed					
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<p><b>6.3</b> How many <u>existing</u> parking spaces are provided on the subject land? _____ spaces</p>																																																																	
<p><b>6.4</b> State the <u>existing</u> use of land on abutting properties:</p> <p>North: _____</p> <p>South: _____</p>																																																																	





East: \_\_\_\_\_  
 West: \_\_\_\_\_

**7.0 Proposed Use(s) of the Property**

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

Residential  
 Commercial  
 Industrial  
 Agricultural  
 Institutional  
 Vacant  
 Mixed Use (please state): \_\_\_\_\_  
 Other (please state): \_\_\_\_\_

**7.2** List all proposed buildings and structures (including accessory 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 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 <sup>2</sup> )					
Proposed year building or structure will be constructed					



**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? Please provide details in the table below:

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"/>	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  Yes  No  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: \_\_\_\_\_

**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?

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 (type):	Subject Land 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:

No                       Yes

**10.2** a) Is the subject land within the area of land designated under any Provincial Plan or plans?

No                       Yes    If **yes**, name of Plan: \_\_\_\_\_

b) Does the application conform to or conflict with the applicable Provincial Plan or plans?

Conforms               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 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.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Owner

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Owner

**11.2 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



**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 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