



THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE

APPLICATION TO AMEND ZONING BY-LAW

APPLICATION INSTRUCTIONS

Applications Instructions

1. Only the Owner or their authorized agents may make application to the Council.
2. Applicants are asked to submit the required deposit of **\$1,000.00 - actual costs billed for Zoning By-Law Amendment** when filing the application.
3. Municipal staff will assist you in the submission of your application. However, you are advised to consider whether any legal or other advice may be required as part of the application.
4. Depending on the nature of the application, you may be advised to consult with applicable agencies prior to submitting this application to the Municipality.
5. You will be notified, in writing, of the date the Council will meet to hear this application.
6. Make sure that the application, including the sketch, is complete in every aspect.

FAILURE TO PROVIDE ALL OF THE INFORMATION REQUIRED BY THIS APPLICATION MAY CAUSE DELAYS OR THE APPLICATION COULD BE DISQUALIFIED UNTIL FURTHER OR MORE ACCURATE INFORMATION IS OBTAINED.

7. Any costs beyond regular processing costs relating to this application, including but not limited to engineering studies, legal opinions, planning consultant fee, and Ontario Municipal Board hearing costs, will be the responsibility of the applicant.
8. Any questions regarding the application may be directed to the Municipality of Whitestone, Municipal Office at (705) 389-2466 or email at info@whitestone.ca.
9. Applicants are required to submit a photocopy of their Deed/Transfer of Land with the application.

**APPLICATION TO AMEND
ZONING BY-LAW**

1. Applicant Information			
1.1	Name of Applicant	Home Telephone No.	Business Telephone No.
	Address	Home Fax Telephone No.	Business Fax Telephone No.
	Email Address:		
1.2	Name of Owner(s) (if different from the applicant). An owner's authorization is required in Section 10, if the applicant is not the owner.		
	Name of Owner(s)	Home Telephone No.	Business Telephone No.
	Address	Home Fax Telephone No.	Business Fax Telephone No.
	Email Address:		
1.3	Name of the person who is to be contacted about the application, if different than the applicant. (This may be a person or firm acting on behalf of the applicant.)		
	Name of Contact Person	Home Telephone No.	Business Telephone No.
		Fax Telephone No.	Fax Telephone No.
	Address		Email Address
1.4	Name of Mortgagee (if applicable)		Business Telephone No.
	Address		Fax Telephone No.

2. Purpose of this Application	
2.1	What is the existing official plan designation(s), of the subject land?
2.2	Explain how application conforms to the official plan.
2.3	What is the existing zoning of the subject land?
2.4	Nature and extent of rezoning?
2.5	What are the reasons for the proposed rezoning?
2.6	If the subject land is within an area where the municipality has pre-determined the minimum and maximum density requirements or the minimum and maximum height requirements, a statement of these requirements.

3. Location of the Subject Land (Complete applicable boxes in 3.1)			
3.1	Geographic Township	Municipal Address	
	Concession Number(s)	Lot Number(s)	Registered Plan Number
	Reference Plan Number	Part Number(s)	Island Number
			Lot(s)/Block(s)
			P.I.N.

3.2	If the application is to implement an alteration to the boundary of an area of settlement or to implement a new area of settlement, details of the official plan or official plan amendment that deals with the matter.			
3.3	If the application is to remove land from an area of employment, details of the official plan or official plan amendment that deals with the matter.			
3.4	If the subject land is within an area where zoning with conditions may apply, an explanation of how the application conforms to the official plan policies relating to zoning with conditions.			
4. Description of Subject Land and Servicing Information (Complete each subsection)				
4.1	Description	Frontage (m.)	(Depth (m.))	Area (ha.)
4.2	Access (✓ appropriate space)		Existing	Proposed
		Provincial Highway		
		Municipal road, maintained all year		
		Municipal road, maintained seasonally		
		Other public road		
		Right of way		
		Water Access (if so, describe below)		
		If Water Access describe the parking and docking facilities to be used or to be used and the approximate distance of these facilities from the subject land and the nearest public road.		
4.3	Water Supply (✓ appropriate space)		Existing	Proposed
	Publicly owned and operated piped water system	N/A		
	Privately owned and operated individual well			
	Privately owned and operated communal well			
	Lake or other waterbody			
	Other means _____			
4.4	Sewage Disposal (✓ appropriate space)		Existing	Proposed
	Publicly owned and operated sanitary sewage system	N/A		
	Privately owned and operated individual septic tank ¹			
	Privately owned and operated communal septic system			
	Privy			
	Other means _____			
	(1) A certificate of approval from the Director having jurisdiction under Part VIII of the E.P.A. submitted with this application will facilitate the review.			
4.5	If the application would permit development on privately owned and operated individual or communal septic systems, and more than 4500 litres of effluent would be provided per day as a result of the development being completed, (a) a servicing option report; and (b) a hydrogeological report.			
4.6	Storm Drainage (✓ appropriate space)		Existing	Proposed
	Sewers			
	Ditches			
	Swales			
	Other			

4.7 If access to the subject land is by private road, or if "other public road" or "right-of-way" was indicated in section 4.2, indicate who owns the land or road, who is responsible for its maintenance and whether it is maintained seasonally or all year.

5. Land Use

5.1 What are the existing uses on the subject land?

5.2 Are there any buildings or structures on the subject land?

5.3 If yes to 5.2 please complete the following for each building and structure.

	Building One	Building Two	Building Three
Type of Building			
Setback from Front Lot Line			
Setback from Rear Lot Line			
Setback from Side Lot Line			
Setback from side Lot Line			
Height (metres)			
Dimensions			
Floor Area			
Date of Construction			

5.4 The proposed uses of the subject land:

5.5 Are there any buildings or structures proposed to be built on the subject land?

5.6 If yes to 5.5 please complete the following for each proposed building and structure.

	Building One	Building Two	Building Three
Type of Building			
Setback from Front Lot Line			
Setback from Rear Lot Line			
Setback from Side Lot Line			
Setback from side Lot Line			
Height (metres)			
Dimensions			
Floor Area			

5.7 The date the subject land was acquired by the current owner:

5.8 The length of time that the existing uses of the subject land have continued:

6. Current Applications

6.1 Is the subject land currently the subject of an application for a consent or approval of a plan of subdivision?
 Yes No Unknown If **YES**, specify the appropriate file number and status of the application.

6.2 Has the land ever been the subject of a Zoning By-law Amendment?
 Yes No Unknown If **YES**, specify the Number for the amendment.

6.3 Has the subject land ever been the subject of a Minister's Zoning Order?
 Yes No Unknown If **YES**, specify the Ontario Regulation number of that order.

7. Other Information

7.1 Is the application for an amendment to the zoning by-law consistent with policy statements issued under subsection 3 (1) of the Act?

7.2 Is the subject land within an area of land designated under any provincial plan or plans? Yes No
 If yes, does the application conform to or does not conflict with the applicable provincial plan or plans?

8. Plans

- 8.1 Key Plan - Every application shall be accompanied by a key plan, drawn to an appropriate scale, properly dimensioned and showing thereon:
- the boundaries of the parcel of land that is the subject of the application, the part of the parcel that is the subject of this application, the location of all adjacent properties and/or islands, transportation routes, etc;
 - the distance between the subject land and the nearest township lot line or landmark, such as a railway crossing or bridge;
 - all lands within 120 metres (400 feet) of subject lands;
 - the nearest highway or township road.
- 8.2 Property Sketch - Every application shall be accompanied by a sketch (based on a boundary survey plan of the subject land prepared by an Ontario Land Surveyor) drawn to an appropriate scale, properly dimensioned and showing thereon:
- the boundaries and dimensions of the subject land;
 - the location, dimensions and type of existing and proposed buildings and structures and their distances from the front lot line, rear lot line and side lot lines;
 - the location of all land previously severed from the parcel originally acquired by the current owner of the subject land;
 - 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 are located on the subject land and adjacent to it, and in applicant's opinion, may affect the application;
 - the current uses of land that is adjacent to the subject land;
 - the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a publicly travelled road, a private road or a right-of-way;
 - if access to the subject land will be by water only, the location of the parking and docking facilities to be used;
 - the location and nature of any easement affecting the subject land.

ADDITIONAL INFORMATION

Additional information, including architectural drawings and elevations, shall be furnished by the applicant at the request of the Municipality.

9. Affidavit / Sworn Declaration

9.1 The contents of the application and appendices shall be validated by the Applicant (or authorized agent) in the form of the following Affidavit / Sworn Declaration before a Commissioner or other person empowered to take Affidavits.

Dated at the _____ this _____ day of _____ 20____

I, _____ of the _____ in the

County/District/Regional Municipality of _____ solemnly declare that all the statements contained in this application 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 _____ of _____ in the _____ of _____ this _____ day of

_____ 20_____.

A Commissioner of Oaths

Signature of Applicant or Agent

10. Authorizations

10.1 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 authorizations 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 for an Official Plan Amendment and/or Zoning By-law Amendment and I authorize _____ to make this application on my behalf.

Date _____ Signature of Owner _____

10.2 If the applicant is not the owner of the land that is the subject of this application, complete the authorization of the owner concerning personal information set out below.

Authorization of Owner for Agent to Provide Personal Information

I, _____, am the owner of the land that is the subject of this application for a Zoning By-law Amendment and for the purposes of the **Freedom of Information and Protection of Privacy Act**, I authorize _____, as my agent for this application, to provide any of my personal information that will be included in this application or collected during the processing of the application.

Date _____ Signature of Owner _____

11. Consent of the Owner (this section must be completed for the application to be processed)

11.1 Complete the consent of the owner concerning personal information set out 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 the 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.

Questions about this collection of personal information should be directed to the Clerk at the Municipality of Whitestone.

Date _____ Signature of Owner _____

12. ADDITIONAL COSTS (this section must be completed for the application to be processed)

12.1 I agree to pay for the entire costs and expense for any fees relating to this application, including but not limited to engineering studies, legal opinions, planning consultant fees, and Ontario Municipal Board hearing costs incurred by the Municipality.

SIGNATURE OF APPLICANT OR AGENT

DATE