

For office use only File # _____
Submitted _____, 20____
Date Application considered complete _____, 20____



Application for Zoning By-law Amendment

A. THE AMENDMENT

1. WHAT IS THE PURPOSE OF AND REASONS FOR THE PROPOSED AMENDMENT(S)?

B. GENERAL INFORMATION

2. APPLICANT INFORMATION

a) Registered Owner's Name(s):

Address: _____
Phone: Home _____ Cell _____ Email _____

b) Applicant (Agent) Name(s):

Address: _____
Phone: Home _____ Cell _____ Email _____

c) Name, Address, Phone of all persons having any mortgage, charge or encumbrance on the property:

d) Send Correspondence To? Owner [] Agent [] Other []

3. WHAT AREA DOES THE AMENDMENT COVER?

- a) [] the "entire" property or
b) [] just a "portion" of the property

4. PROVIDE A DESCRIPTION OF THE ENTIRE PROPERTY:

Civic Address: _____
Roll Number: _____ (if Available)
Legal Description: _____
Area: _____ Width: _____ Depth: _____

5. PROVIDE A DESCRIPTION OF THE AREA TO BE AMENDED IF ONLY A 'PORTION' OF THE PROPERTY:

Area: _____ Width: _____ Depth: _____

6. WHAT IS THE CURRENT PLANNING STATUS?

Official Plan Designation: _____ Zoning: _____

C. EXISTING AND PROPOSED LAND USES AND BUILDINGS

7. WHAT IS THE "EXISTING" USE OF THE LAND?

How long have the existing uses continued on the subject land: _____

8. WHAT IS THE "PROPOSED" USE OF THE LAND?

PROVIDE THE FOLLOWING DETAILS FOR ALL BUILDINGS:

(Use a separate page if necessary)

Are any buildings proposed to be built on the subject land: Yes [] No []

	Existing	Proposed
a) Type of Building(s)	_____	_____
b) Main Building Height	_____	_____
c) % Lot Coverage	_____	_____
d) # of Parking Spaces	_____	_____
e) # of Loading Spaces	_____	_____
f) Number of Floors	_____	_____
g) Total Floor Area	_____	_____
h) Ground Floor Area (exclude basement)	_____	_____
i) Building Dimensions	_____	_____
j) Date of Construction	_____	_____

k) Setback from Buildings to: Front of Lot Line _____
 Rear of Lot Line _____
 Side of Lot Line _____

D. EXISTING AND PROPOSED SERVICES

9. INDICATE THE APPLICABLE WATER SUPPLY AND SEWAGE DISPOSAL:

	Municipal Water	Private Well	Municipal Sewer	Private Septic
a) Existing				
b) Proposed				

10. Will storm drainage be provided by:

Sewers []

Ditches []

Swales []

Other [] Specify _____

Is storm drainage present or will it be constructed

11. TYPE OF ACCESS (CHECK APPROPRIATE SPACE)

[] provincial highway

[] municipal roads, maintained all year

[] municipal road, seasonally maintained

[] right of way

[] water access

F. ZONING BY-LAW AMENDMENT

12. DOES THE PROPOSED ZONING BY-LAW AMENDMENT DO THE FOLLOWING?

Add or change zoning designation in the Zoning By-law

Yes [] No [] Unknown []

Change a zoning provision in the Zoning By-law

Yes [] No [] Unknown []

Replace a zoning provision in the Zoning By-law

Yes [] No [] Unknown []

Delete a zoning provision in the Zoning By-law

Yes [] No [] Unknown []

Add a zoning provision in the Zoning By-law

Yes [] No [] Unknown []

13. LIST LAND USES PROPOSED BY ZONING AMENDMENT

Date the current owner acquired the subject land _____

14. HAS THERE BEEN A PREVIOUS APPLICATION FOR REZONING UNDER SECTION 34 OF THE PLANNING ACT AFFECTING THE SUBJECT PROPERTY:

Yes [] No []

15. Is the intent of this application to remove land from an area of employment?

Yes [] No []

16. Is the application for an amendment to the zoning by-law consistent with provincial policy statement issued under Section 3 (1) of the Planning Act.

Yes [] No [] Unknown []

G. SKETCH CHECKLIST

17. ACCURATE, TO SCALE, DRAWING OR PROPOSAL: (In the space below or on a separate page(s), please provide drawing of the proposal. In some cases, it may be more appropriate to prepare additional drawings at varying scales to better illustrate the proposal).

The application shall be accompanied by a clean, legible sketch sharing the following information. Failure to supply this information will result in a delay in processing the application.

A sketch showing:

- 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 travelled 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

The drawing(s) should show (please use a survey if available):

- Property boundaries and dimensions
- Dimensions of area of amendment
- Distance from structures to lot lines
- Easements or restrictive covenants
- Building dimensions & location
- Neighbouring adjacent land uses
- Parking and loading areas
- Use of Neighbouring properties
- Public roads, allowances, rights of way
- Municipal Drains/Award Drains
- Wetlands, floodplain, wet areas
- Woodlots, forested areas, ANSI's, ESA's
- Driveways and lanes
- Other features (bridges, wells, railways, septic systems, springs, slopes, gravel pits)
- Natural watercourses
- North arrow

H. OTHER RELATED PLANNING APPLICATIONS

18. HAS THE APPLICANT OR OWNER MADE APPLICATION FOR ANY OF THE FOLLOWING, EITHER ON OR WITHIN 120 METRES OF THE SUBJECT LAND?

- Official Plan Amendment Yes [] No []
- Zoning By-law Amendment Yes [] No []
- Minor Variance Yes [] No []
- Plan of Subdivision Yes [] No []
- Consent (Severance) Yes [] No []
- Site Plan Control Yes [] No []

19. IF THE ANSWER TO QUESTION 29 (above) IS YES, PLEASE PROVIDE THE FOLLOWING INFORMATION:

File No. of Application: _____

Approval Authority: _____

Lands Subject to Application: _____

Purpose of Application: _____

Status of Application: _____

Effect on the Current Application for Amendment: _____

I. OTHER SUPPORTING INFORMATION

20. PLEASE LIST THE TITLES OF ANY SUPPORTING OR ATTACHED DOCUMENTS:

(e.g. Environmental Impacts Study, Hydrogeological Report, Traffic Study, Market Area Study, Aggregate License Report, Stormwater Management Report etc. It is recognized that the applicant meet with planning staff to attempt to determine the supporting documents that will be required).

J. AUTHORIZATION FOR AGENT/SOLICITOR TO ACT FOR OWNER;

(If affidavit (J) is signed by an Agent/Solicitor on Owner's behalf, the Owner's written authorization below must be completed).

I (we) _____ of the _____ of _____ do hereby authorize _____ to act as my agent in the application.

Signature

Date

K. APPLICANT'S DECLARATION

*(This must be completed by the **Person Filing the Application** for the proposed development site.)*

I, _____ of the
(Name of Applicant)
_____ in the _____
(Name of Town etc) (Region/County/District)

solemnly declare that all of the statements contained in this application and supporting documentation are true and complete, 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."

Please be advised the responsibility for filing a complete application rests solely with the owner/applicant. Anything not requested or applied for in this application and subsequently found to be necessary (which may require another application(s) and fee(s)) are the sole responsibility of the owner/applicant. The Municipality will address only the application as applied for, and any items that are not included in the application are not the responsibility of the Municipality.

All studies required to support this application shall be at the expense of the applicant and included at the time of submission as a complete application. Where the Municipality incurs costs for the peer review of any consultants' reports or fees for legal opinions, the Municipality will be reimbursed such costs by the applicant.

In the event of third-party appeals to applications approved by the Municipality, the applicant may be responsible for some or all of the legal and other costs incurred by the Municipality, at the discretion of the Municipality.

DECLARED before me at:

In the _____ in the _____,

This _____ day of _____, _____.

Signature

Print name of Applicant

Commissioner of Oaths

L. OWNER/APPLICANT'S CONSENT DECLARATION

In accordance with the provisions of the Planning Act, it is the policy of the Town of Espanola to provide the public access to all development applications and supporting documentation.

In submitting this development application and supporting documentation, I _____ the owner/the authorized applicant, hereby acknowledge the above-noted policy and provide my consent, in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.

I hereby authorize the Town of Espanola, Municipal staff and council members of the decision making authority access to the subject site for purposes of evaluation of the subject application.

Signature

Date

**APPLICATION AND FEE OF \$ _____ RECEIVED
BY THE MUNICIPALITY**

Signature of Commissioner

Date