



**Planning Department  
Application to Amend the Official Plan**

Tel.: (705)869-1540 Fax.: (705)869-0083

**PLEASE READ BEFORE COMPLETING THIS APPLICATION**

This application reflects the mandatory information that is prescribed in the Schedule to Ontario Regulation 543/06 made under the Planning Act, RCO, 1990, as amended. In addition to completing this form, the Applicant will be required to submit the appropriate fee, a detailed site plan and any additional information or studies that may be necessary to assess the proposal.

Failure to submit the required information will delay the consideration of this Application. An application which is not considered complete under the Planning Act is not subject to the timelines of the Act. Applicants are encouraged to consult with the Municipality prior to completing the application.

| For use by the Town of Espanola |  |
|---------------------------------|--|
| Date Received                   | Date Application Deemed to be Complete |

| Please Print and Complete or (check mark) Appropriate Box(es)   |                        |         |             |
|---|------------------------|---------|-------------|
| 1 Applicant Information:  |                        |         |             |
| 1.1 Name Owner(s). An owner's authorization is required in Section 13, if the applicant is not the owner. |                        |         |             |
| Name of Applicant   |                        | E-mail  |             |
| Home Telephone No.  | Business Telephone No. | Fax No. |             |
| Address   |                        |         | Postal Code |

| 1.2 Agent/Applicant: Name of the person who is to be contacted about the application. If different than the owner: (This may be a person or firm acting on behalf of the owner. See Section 13) |                        |         |  |
|---|------------------------|---------|--|
| Name of Applicant   |                        | E-mail  |  |
| Home Telephone No.  | Business Telephone No. | Fax No. |  |
|   |                        |         |  |

| 1.3 Indicate the contact for this application (check one please): |  |                              |
|---|--|------------------------------|
| <input type="checkbox"/> Owner                                    | <input type="checkbox"/> Applicant/Agent | <input type="checkbox"/> All |

| 2 Location of the Subject Land (Complete applicable boxes): |                    |                     |
|---|--------------------|---------------------|
| Municipal Address (mailing address)                         |                    | Postal Code         |
| 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. |

**2.2 Are there any easements or restrictive covenants affecting the subject land?**

Yes  No

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

**3 Names and addresses of any mortgages, holders of charges or other encumbrances of the subject lands (attach separate page required).**

**4 Description of the property and servicing information (Complete each section using metric units only).**

**4.1 Dimensions**

|                                |                               |
|--------------------------------|-------------------------------|
| Lot Frontage - Street Side (m) | Lot Frontage - Water Side (m) |
| Lot Depth (m)                  | Lot Area (ha)                 |

**4.2 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"/> Private Road                          |  |
| <input type="checkbox"/> Right of way                          |  |
| <input type="checkbox"/> Water Access                          |  |

**4.3 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.**

**4.4 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 (please state):

Water service not proposed

**4.5 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

**\* If either of these items are checked please see Section 4.8**

**4.6 Other Services (Check if the service is available):**

- Electricity
- School bussing
- Garbage collection

**4.7 Storm Drainage (Indicate the proposed storm drainage system):**

- Storm sewers
- Ditches
- Swales
- Other (please state):

**4.8 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:

**5. Planning Information**

**5.1 Official Plan (current) Land Use designation(s) of subject land:**

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**5.2 Provide an explanation how application conforms to the Official Plan:**

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**5.3 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:

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- Change a land use designation on a property(ies)? If yes, what is the proposed land use designation(s)?

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- Alter the boundary of settlement area (i.e. town, village, hamlet)? If yes, name the settlement area and provide sketch of area affected. Name of settlement area:

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*(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).)*

**5.4 Reason why official plan amendment is being requested:**

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**5.5 Existing Zoning on subject lands:**

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**5.6 Zoning requested:**

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**5.7 Reason why rezoning is being requested:**

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**6 Description of subject land:**

|                          |                                 |
|--------------------------|---------------------------------|
| Frontage Street Side (m) | Frontage on Water Side (m)      |
| Lot Depth (m)            | Lot Area (ha) (m <sup>2</sup> ) |

**7 Settlement Area Boundary:**

**7.1 Does this application propose to change the boundary of a settlement area (e.g. town, village or hamlet)**

|                              |                             |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

**If yes, provide description:**

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**8. Employment Area:**

**8.1 Will this application remove land from a designated employment area? (Check appropriate box)**

Convert all or part of a commercial, industrial or institutional building to a residential use

Convert 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

**9. Existing Use(s) of Property:**

**9.1 State all existing use(s) of the property (Check appropriate box(es)).**

Residential

Commercial

Industrial

Institutional

Agricultural

Vacant

Mixed Use (Please state):

Other (Please state):

**9.2 List all existing building 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):**

| 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 of 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)             |                          |                          |                          |                          |                          |

| Item   | Building or Structure #1 | Building or Structure #2 | Building or Structure #3 | Building or Structure #4 | Building or Structure #5 |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Setback from side lot line - other side (m)    |                          |                          |                          |                          |                          |
| Setback from shoreline (m)                     |                          |                          |                          |                          |                          |
| Dimensions (m) or floor area (m <sup>2</sup> ) |                          |                          |                          |                          |                          |
| Year building or structure constructed         |                          |                          |                          |                          |                          |

**9.3 How many existing parking spaces are provided on the subject land ?:**

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

|        |        |
|--------|--------|
| North: | South: |
| East:  | West:  |

**10. Proposed use of property:**

**10.1 State proposed use(s) of the property (Check appropriate box(s)):**

Residential  
 Commercial  
 Industrial  
 Institutional  
 Agricultural  
 Vacant  
 Mixed Use (Please state):   
 Other (Please state):

**10.2 List all proposed building 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):**

| 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 of 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)                          |                          |                          |                          |                          |                          |
| Dimensions (m) or floor area (m <sup>2</sup> )      |                          |                          |                          |                          |                          |

| Item                                   | Building or Structure #1 | Building or Structure #2 | Building or Structure #3 | Building or Structure #4 | Building or Structure #5 |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Year building or structure constructed |                          |                          |                          |                          |                          |
| Proposed date of construction          |                          |                          |                          |                          |                          |

**10.3 Indicate the number of additional parking spaces to be provided?**

**10.4 Are there any uses or features on the subject land or within 500 m of the subject property, unless otherwise specified.**

| Use of 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 100m)                         |                     |   |

**11. History of the Subject Land.**

**11.1 Has the subject land ever been the subject of an application for approval of a previous official plan or zoning amendment?**

Yes
  No
  Unknown

**If yes, provide the details and decision of the previous application.**

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

- Provide the date when the subject land was acquired by the current owner.
- Provide the length of time that the existing use of the subject land has continued (Proof may be required.)
- Year since current use has continued.

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**12. Simultaneous Applications**

**12.1 Is the subject land or any land within 120m of the subject land the subject of any planning application at this time?**

Yes  No

**If yes, indicate the type and file number (i.e. consent, subdivision, minor variance, site plan control).**

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**Please complete following table:**

| Item   | Application #1 (type): | Application #2 (type): | Any land within 120m of the subject land: |
|--|------------------------|------------------------|---|
| File Number  |                        |                        |   |
| Name of approval authority considering application |                        |                        |   |
| Purpose  |                        |                        |   |
| Status   |                        |                        |   |
| Effect on requested amendment                      |                        |                        |   |

**13 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 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

**13.2 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 MAKE THE APPLICATION**

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 hereby authorize  as my agent for this application, to provide any of my personal information that will be used in this application or collected during the processing of the application.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Owner

**13.3 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 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

**14 Additional Studies or Information**

Additional studies or information may be required by the Municipality to support the application. The application may not be considered to be a complete application unless these studies have been completed. Applicants are advised to pre-consult with the Municipality to determine what additional studies or information is required.

List of Additional Studies or information required by the Municipality:

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- 
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***(NOTE: LIST TO BE PROVIDED BY MUNICIPALITY)***



**15 Declaration**

NOTE: ALL APPLICANTS SHALL ENSURE THAT A 'COMPLETE APPLICATION' UNDER THE PLANNING ACT HAS BEEN MADE BEFORE COMPLETING THIS DECLARATION.

- 1. I hereby declare that this application is consistent with the policy statements issued under subsection 3(1) of the Planning Act.
- 2. I hereby declare that this application conforms or does not conflict with any provincial plan or plans.
- 3. I hereby declare that the information contained in this application and on the attached plan and any associated information submitted with this application are, to the best of my knowledge, a true and complete representation of the purpose and intent of this application.

Sworn (or declared) before me

at the

in the

this  day of , 20

\_\_\_\_\_  
Commissioner of Oaths

\_\_\_\_\_  
Applicant or Agent

**16 Site Plan**

A site plan shall be submitted with this application that provides the following information:

- The boundaries and dimensions of the subject land;
- 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, the rear lot line, each side yard lot line and the shoreline of any water body, where applicable;
- The approximate location of all natural and artificial features such as railways, roads, water body, drainage ditches, wetlands, wooded areas, wells and septic tanks, all easements, flood plain, organic (muck) soils or leda clay;  
*(Note: these features must be shown for both the subject land and on any adjacent lands where these features 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 public 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;
- North arrow and scale;
- Other (as indicated by Municipality):

Information to be submitted:

1 electronic copy of all reports (in word and pdf formats) and drawings (in Auto CAD and pdf formats

1 hand copy of reports and drawings (in metric) (to scale) not less than 11" x 17" in size.