

THE ARCHIPELAGO AREA PLANNING BOARD
APPLICATION FOR ZONING BY-LAW AMENDMENT
Information Sheet for Applicants

The Archipelago Area Planning Board will generally meet the third Thursday of each month on an as required basis. An application must be submitted in sufficient time to enable staff to undertake a review of the application, a site inspection and to prepare any reports or recommendations to the Planning Board. Complete applications will be circulated in accordance with the Planning Act and, in the case of an application from within the unincorporated area, will proceed directly to the Board for consideration. Applications from within the Township of The Archipelago will first be circulated to the municipal Council for comment prior to being brought before the Planning Board.

1. COMPLETION OF APPLICATION

All applicable information requested on the application form must be provided before the application will be considered by the Board. The Board will return the application or refuse to further consider the application until the required information and application fee have been provided. In the absence of this information, the application may be deemed to be incomplete and it may not be possible to do a complete review within the legislated time frame for making a decision. As a result, the application may be refused.

2. SUBMISSION OF APPLICATION

Every application should be directed to the Secretary-Treasurer of The Archipelago Area Planning Board and must include:

- **a completed application form;**
- **a location plan**, drawn to an appropriate scale, properly dimensioned and which illustrates the items set out in Section 8.1 of the application form;
- **a site plan** (based on a boundary survey plan of the subject lands prepared by an Ontario Land Surveyor) drawn to an appropriate scale, properly dimensioned and which illustrates the items set out in Section 8.2 of the application;
- **a cheque** in the amount of \$1,050.00 made payable to **The Archipelago Area Planning Board**, as payment of the initial application fee.

3. COSTS

Applications made pursuant to the Planning Act shall be subject to the Tariff of Fees set out in Schedule 'A' attached hereto. The required application fee(s) shall be submitted to the Planning Board in advance of the Planning Board's review or consideration of an application.

Costs incurred by the Planning Board for the engagement of professional services including planning consultants, environmental consultants, lawyers, surveyors, draftsmen or engineers in respect of any application **are not covered** by the fees submitted by the applicant. Applicants will be invoiced **for the full amount** of any accounts rendered by such professionals for the provision of their services, unless, at the discretion of the Secretary-Treasurer, such an account or any portion thereof is deemed to be an expense of the Planning Board.

Planning staff, following an initial review, may advise an applicant that, due to the nature of the application, it is unlikely that the Planning Board would support it. Following a request in writing from the applicant that the application be withdrawn, the applicant may be entitled to a full refund of the application fees. Any refund will be at the discretion of the Secretary-Treasurer, who will review the time and cost that has been incurred when considering a refund.

The Planning Board may refund a portion of the application fee required for an exemption to the Minimum Standards By-law, without interest, as outlined on the Tariff of Fees. Any refund will be at the discretion of the Secretary-Treasurer, who will review the time and cost that has been incurred when considering a refund.

The fees prescribed herein do not include extra public meetings, the processing of objections or any functions relating to an Ontario Municipal Board hearing.

4. ADDITIONAL INFORMATION

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

5. DECLARATION REQUIRED

The contents of the application and appendices must be validated by the applicant in the form of an Affidavit/Sworn Declaration before a Commissioner or other person empowered to take affidavits as set out in Section 9.1 of the application.

6. CONSENT OF THE OWNER

- In order for the application to be processed, the consent of the owner for the use of personal information contained in this application form must be given as set out in Section 12 of the application.
- If this application is signed by an agent or solicitor on behalf of an applicant, the owner's written authorizations must be given as set out in Section 11 of the application.
- If the applicant is a corporation acting without an agent or solicitor, the application must be signed by an officer of the corporation and the corporation's seal (if any) must be affixed.

The Archipelago Area Planning Board - Tariff of Fees

WHEREAS Section 69(1) of the Planning Act, R.S.O. 1990, as amended, authorizes a planning board to establish a tariff of fees to meet the anticipated costs to the planning board in respect of the processing of each type of application provided for in the tariff;

NOW THEREFORE BE IT RESOLVED that The Archipelago Area Planning Board (hereinafter called the "Planning Board") hereby adopts the following policies:

1. Applications made pursuant to the Planning Act shall be subject to the Tariff of Fees set out in Schedule 'A' attached hereto. The required application fee(s) shall be submitted to the Planning Board in advance of the Planning Board's review or consideration of an application.
2. Costs incurred by the Planning Board for the engagement of professional services including planning consultants, environmental consultants, lawyers, surveyors, draftsmen or engineers in respect of any application are not covered by the fees submitted by the applicant. Applicants will be invoiced for the full amount of any accounts rendered by such professionals for the provision of their services, unless at the discretion of the Secretary-Treasurer, such an account or any portion thereof is deemed to be an expense of the Planning Board.
3. Except as noted in Sections 4, 5, 6 and 7, all application fees are non-refundable.
4. Planning staff, following an initial review, may advise an applicant that, due to the nature of the application, it is unlikely that the Planning Board would support it. Following a request in writing from the applicant that the application be withdrawn, the applicant may be entitled to a full refund of the application fees. Any refund will be at the discretion of the Secretary-Treasurer, who will review the time and cost that has been incurred when considering a refund.
5. The Planning Board may refund a portion of **consent application fees**, without interest, as outlined below. Any refund will be at the discretion of the Secretary-Treasurer, who will review the time and cost that has been incurred when considering a refund. Any costs incurred for professional services, as outlined in Section 2 above, must be paid by the applicant prior to a refund being issued.

Refund prior to circulation of Notice of Hearing – The Township of The Archipelago	\$ 500.00 plus any fees for additional consent applications
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Refund prior to circulation of Notice of Hearing – the unincorporated Townships	\$ 750.00 plus any fees for additional consent applications
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Refund following circulation of Notice of Hearing	fees for additional consent applications only, where applicable
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6. The Planning Board may refund a portion of the application fee required for an **exemption to the Minimum Standards By-law**, without interest, as outlined below. Any refund will be at the discretion of the Secretary-Treasurer, who will review the time and cost that has been incurred when considering a refund. Any costs incurred for professional services, as outlined in Section 2 above, must be paid by the applicant prior to a refund being issued.

Refund prior to circulation of Notice of Public Meeting – application <u>not</u> submitted concurrent with a consent application	\$ 750.00
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Refund following circulation of Notice of Public Meeting – application <u>not</u> submitted concurrent with a consent application	\$ 350.00
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Refund prior to circulation of Notice of Public Meeting -- application submitted concurrent with a consent application	\$ 550.00
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Refund following circulation of Notice of Public Meeting – application submitted concurrent with a consent application	\$ 300.00
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7. The Planning Board may refund a portion of **subdivision application fees**, without interest, as outlined below. Any refund will be at the discretion of the Secretary-Treasurer, who will review the time and cost that has been incurred when considering a refund. Any costs incurred for professional services, as outlined in Section 2 above, must be paid by the applicant prior to a refund being issued.

Refund prior to circulation of Notice of Public Meeting	\$ 4,500.00
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Refund following circulation of Notice of Public Meeting	\$ 4,000.00
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8. The fees prescribed herein do not include extra public meetings, the processing of objections or any functions relating to the Ontario Municipal Board.

9. Resolution No. PB02-12-02 is hereby rescinded.

THE ARCHIPELAGO AREA PLANNING BOARD – TARRIFF OF FEES

SCHEDULE 'A' – RESOLUTION PB08-08-08

1. Application Fees to Be Collected for Various Planning Applications

Application for Consent – The Township of The Archipelago	\$ 750.00
Application for Consent – the unincorporated Townships	\$1,000.00
Resubmission of Application for Consent	\$ 300.00
Severance Agreement	\$ 750.00
Plan of Subdivision – The Township of The Archipelago	\$ 5,000.00
Application for Exemption to the Minimum Standards By-law -- the unincorporated Townships	\$1,050.00
Application for Exemption to the Minimum Standards By-law, submitted concurrent with an application for consent – the unincorporated Townships	\$550.00
Validation of Title – The Township of The Archipelago	\$ 300.00

2. Fees for Additional Consent Applications

A separate consent application must be filed for each parcel of land seeking consent approval. An additional fee(s) will be required for **each** consent application, as follows:

Multiple lots to be created	\$100.00 for each additional lot proposed to be created
Multiple easements to be transferred	\$100.00 for each additional easement proposed to be transferred
Multiple lot additions to be transferred	\$100.00 for each additional lot addition proposed to be transferred
Other transfers	\$100.00 per transfer

The Archipelago Area Planning Board

9 James Street, Parry Sound, Ontario P2A 1T4
(705) 746-4243

Application for Zoning By-law Amendment under Section 34 of the Planning Act R.S.O. 1990, c.P. 13, as amended

Application No.

1. Applicant Information

➤	1.1 Name of Applicant	Home Telephone No.	Business Telephone No.
	Address	Postal Code	
➤	1.2 Name of Owner(s) (If different from the applicant). An owner's authorization is required in Section 11.1, if the applicant is not the owner.		
	Name of Owner(s)	Home Telephone No.	Business Telephone No.
	Address	Postal Code	
➤	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.
	Address	Postal Code	Fax No.

2. Purpose of this Application

2.1 What is the existing zoning of the subject land?

2.2 What is the proposed zoning of the subject land?

2.3 What are the reasons for the proposed change?

3. Location of the Subject Land (Complete applicable boxes)

Assessment Roll Number

➤	3.1 County/Region/District	Local Municipality/Unorganized Twsp.	Former Municipality	Section or Mining Location Number
	Concession Number(s)	Lot Number(s)	Registered Plan Number	Lot(s)/Block(s)
	Reference Plan Number	Part Number(s)	Island Number	Parcel

➤ 3.2 Are there any easements or restrictive covenants affecting the subject land?

No Yes If YES, describe the easement or covenant and its effect. _____

4. Description of Subject Land and Servicing Information (Complete each subsection.)

➤	4.1	Description	Frontage (m.)	Depth (m.)	Area (ha.)
➤	4.2	Buildings or Structures	Type	Existing Size	Proposed Size
		(Attach Separate list if necessary)			
➤	4.3	Access (✓ appropriate space)	Provincial Highway	Existing	Proposed
			Municipal road, maintained all year		
			Municipal road, maintained seasonally		
			Other public road		
			Right of way		
			Water Access (if so, describe below)		
			Describe in section 7.1, the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road.		
➤	4.4	Water Supply (✓ appropriate space)	Publicly owned and operated piped water system	N/A	
			Privately owned and operated individual well		
			Privately owned and operated communal well		
			Lake or other water body		
			Other means		
➤	4.5	Sewage Disposal (✓ appropriate space)	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. (Contact Township of The Archipelago Waste Water Management Department)		
➤	4.6	Other Services (✓ if the service is available)	Electricity		
			School Bussing		
			Garbage Collection		

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 4.4, 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?	Date Use Established
	What are the proposed uses on the subject land?	Proposed Commence Date

➤ 5.2 Are any of the following uses or features on the subject land or within 500 metres of the subject land, unless otherwise specified. Please check the appropriate boxes, if any apply.

Use or Feature	On the Subject Land	Within 500 Metres of Subject Land, unless otherwise specified (indicate approx. distance)
An agricultural operation, including livestock facility or stockyard		
A landfill		
A sewage treatment plant or waste stabilization plant		
A provincially significant wetland (Class 1, 2 or 3 wetland)		
A provincially significant wetland within 120 metres of the subject land	N/A	
Flood plain		
A rehabilitated mine site		
A non-operating mine site within 1 kilometre of the subject land		
An active mine site		
An industrial or commercial use, and specify the use(s)		
An active railway line		
A municipal or federal airport		

6. Current Applications

➤ 6.1 Is the subject land currently the subject of an application for a minor variance, consent or approval of a plan of subdivision?

Yes No Unknown If **YES**, and if **KNOWN**, specify the appropriate file number and status of the application.

7. Other Information

7.1 Is there any other information that you think may be useful to the Planning Board or other agencies in reviewing this application? If so, explain below or attach a separate page.

8. Plans (To help you prepare the plans, refer to the attached Sample)

➤ 8.1 **Location Plan**

Every application shall be accompanied by a location 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;
- existing and proposed uses on the subject lands (e.g. residential, agricultural, cottage, commercial, etc.);
- existing uses of all lands within 120 meters (400 feet) of subject lands.

➤ 8.2 **Site Plan**

Every application shall be accompanied by a site plan (based on a boundary survey plan of the subject lands prepared by an Ontario Land Surveyor) drawn to an appropriate scale, properly dimensioned and showing thereon:

- the boundaries and dimensions of the subject land and the part that is the subject of this application;
- the boundaries and dimensions of any land owned by the owner of the subject land and that abuts the subject land;
- the location and dimensions of existing and proposed buildings and structures and their distances from 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 on the subject land and adjacent lands that in the opinion of the applicant may affect the application, such as railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks, landscaped open spaces, planting strips, parking areas, loading areas, driveways and walkways;
- the existing use(s) on adjacent lands;
- 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 is by water only, the location of the parking and boat docking facilities 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 Board.

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 a _____ 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 the Owner _____

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

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 Secretary/Treasurer of the Planning Board.

Date _____ Signature of the Owner _____