

THE TOWNSHIP OF THE ARCHIPELAGO APPLICATION FOR OFFICIAL PLAN / ZONING BY-LAW AMENDMENT

Information Sheet for Applicants

The Township strongly encourages applicants to consult with the Township's planning department staff prior to the submission of applications.

Council of the Township of The Archipelago meets on a monthly basis, typically on the third Friday of each month. Due to the complexity of some applications, Council encourages the submission of applications as far in advance of the Council meeting as possible to provide staff with sufficient time to undertake a review of the application, conduct a site inspection and prepare a planning report to Council. Council may authorize the circulation of a notice for a public meeting for the purpose of providing information, or it may refuse to further consider the application. If Council authorizes that a public meeting be held, a Notice of Public Meeting will be circulated at least 20 days prior to the public meeting, to all properties within 1000 metres of the subject property, and in compliance with the notice requirements of the Planning Act.

Please note that due to the seasonal nature of the Township, site inspections of water-access properties are not always possible during the winter months, thereby delaying the application being scheduled for a hearing.

Through Provincial legislation and planning practices, some studies of the property may be required to ensure the protection of the environment, protection of health and safety for residents or to determine mitigation measures prior to or as a condition of the request.

For further information, copies of the Township's planning documents and a directory of planning department staff, please visit the Township's website at www.thearchipelago.on.ca or contact the Planning Department at 1-705-746-4243 Ext. 304.

1. **COMPLETION OF APPLICATION**

All applicable information requested on the application form must be provided before the application will be considered by the Township. The Township 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 Township's Planner and must include:

- **the 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;
- **in the case of an Official Plan amendment application, a cheque in the amount of \$1,750.00** as payment of the initial application fee;
- **in the case of a Zoning By-law amendment, one of the following:**
 - a cheque in the amount of \$1,000.00, if application is being made to amend a site specific zoning;
 - a cheque in the amount of \$550.00, if application is being made concurrent with an application for an Official Plan amendment;
 - a cheque in the amount of \$550.00, if application is being made concurrent with an application for consent.

3. COSTS

Pursuant to By-law No. 09-68, **in general, all application fees are non-refundable.** However, the Township may issue a partial refund of application fees as set out in Schedule "B" to By-law No. 09-68, attached hereto.

Costs incurred by the Township for the engagement of professional services, including planning consultants, environmental consultants, lawyers, surveyors, draftspersons 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 Planner, such an account or any portion thereof is deemed to be an expense of the Township.

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 Township.

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 11 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 10 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.

SCHEDULE 'B' to BY-LAW NO. 09-68

Refunds

1. Zoning By-law Amendment Applications

Refund <u>prior</u> to circulation of Notice of Public Meeting	\$ 750.00
Refund <u>following</u> circulation of Notice of Public Meeting	\$350.00
Refund <u>prior</u> to circulation of Notice of Public Meeting -- application submitted concurrent with an Official Plan Amendment Application or Consent Application	\$ 300.00
Refund <u>following</u> circulation of Notice of Public Meeting – application submitted concurrent with an Official Plan Amendment Application or Consent Application	\$ 300.00

2. Official Plan Amendment Applications

Refund <u>prior</u> to circulation of Notice of Public Meeting	\$1,300.00
Refund <u>following</u> circulation of Notice of Public Meeting	\$850.00



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

Application for

**Official Plan
 Amendment**

**Zoning By-law
 Amendment**

Under Section 17 of the Planning Act
 R.S.O. 1990, c.P. 13, as amended

Under Section 34 of the Planning Act

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.			
➤ 1.2	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.)			
➤ 1.3	Name of Contact Person	Home Telephone No.	Business Telephone No.
	Address	Postal Code	Fax No.

2. Purpose of this Application (check appropriate box and complete applicable sections)

➤ 2.1 Application is hereby made to the Township of The Archipelago for a(n):

OFFICIAL PLAN AMENDMENT
 ZONING BY-LAW AMENDMENT

for the lands hereinafter described and shown on the attached sketch(s).

➤ 2.2	What is the existing official plan designation(s), of the subject land?	2.2	What is the existing zoning of the subject land?
➤ 2.3	What is the proposed amendment to the official plan?	2.3	What is the proposed zoning of the subject land?
➤ 2.4	What are the reasons for the proposed change?	2.4	What are the reasons for the proposed change?

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

➤ 3.1			Assessment Roll Number
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?			
<input type="checkbox"/> No <input type="checkbox"/> 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 Township 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 Township.

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 _____ .

_____ Signature of Applicant or Agent

_____ A Commissioner of Oaths

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 an Official Plan Amendment and/or 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.

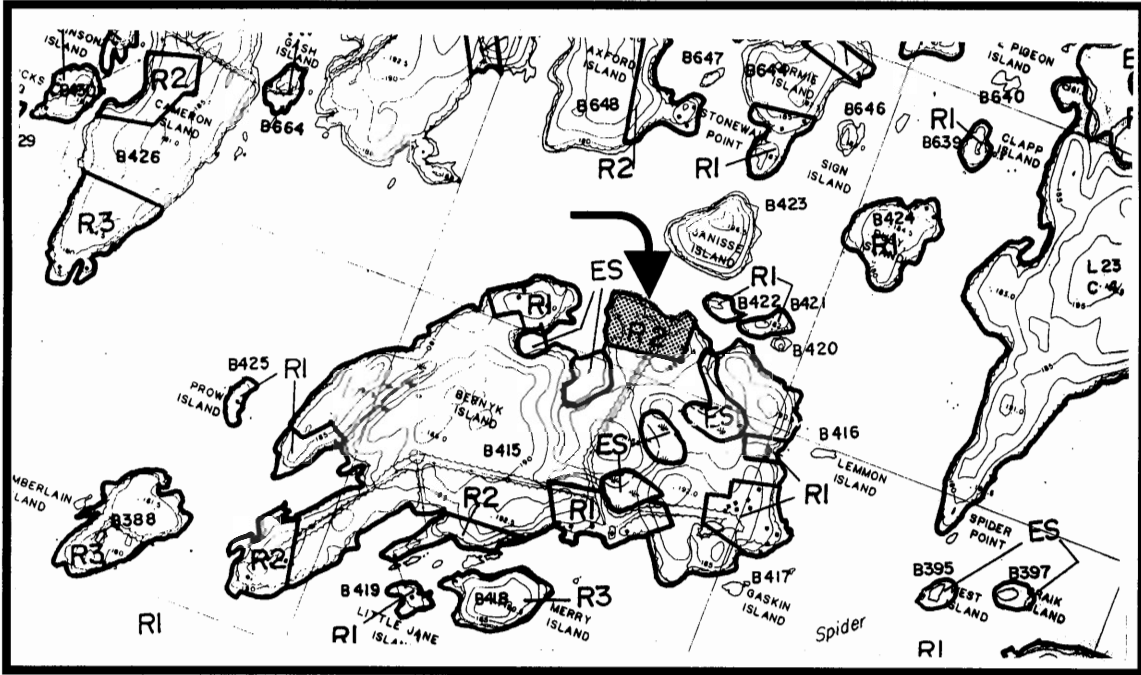
Consent of the Owner to the Use and Disclosure of Personal Information

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 Chief Administrative Officer.

Date _____ Signature of the Owner _____

SAMPLE LOCATION PLAN



SAMPLE SITE PLANS

