



THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE

APPLICATION TO AMEND

Zoning By-Law or Official Plan

Applications Instructions

1. Only the Owner or their authorized agents may make application to the Council.
2. Applicants are asked to submit the required fee of **\$1,000.00** (actual costs billed) for **Zoning By-Law Amendment** when filing the application.
3. Applicants are asked to submit the required fee of **\$1,500.00** (actual costs billed) for **Official Plan Amendment** when filing the application.
4. 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.
5. Depending on the nature of the application, you may be advised to consult with applicable agencies prior to submitting this application to the Municipality.
6. You will be notified, in writing, of the date the Council will meet to hear this application.
7. 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.
8. 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.
9. 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.
10. Applicants are required to submit a photocopy of their Deed/Transfer of Land with the application.

MUNICIPALITY OF WHITESTONE

APPLICATION TO AMEND

OFFICIAL PLAN

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.
Postal Code		
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.
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.
	Fax Telephone No.	Fax Telephone No.
Address		Postal Code
1.4 Name of Mortgagee (if applicable)		Business Telephone No.
		Fax Telephone No.
Address		Postal Code

2. Purpose of this Application (check appropriate box and complete applicable sections)	
2.1 Application is hereby made for a(n):	
<input type="checkbox"/> OFFICIAL PLAN AMENDMENT <input type="checkbox"/> 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 in 3.1)

3.1	Road	Address		
	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	Provincial Highway	Existing	Proposed
	(✓ appropriate space)	Municipal road, maintained all year		
		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	Publicly owned and operated piped water system	N/A	
	(✓ appropriate space)	Privately owned and operated individual well		
		Privately owned and operated communal well		
		Lake or other waterbody		
		Other means		
4.5	Sewage Disposal	Publicly owned and operated sanitary sewage system	N/A	

(✓ appropriate space)	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.		
4.6 Storm Drainage (✓ appropriate space)	Method of Drainage		
	Surface		
	Ditching		
	Piping		
4.7 Other Services (✓ appropriate space)	Electricity		
	School Busing		
	Garbage Collection		
4.8	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.		
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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 Commencement 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 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 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.

6.2 Has the land ever been the subject of an Official Plan Amendment or Zoning By-law Amendment?
 Yes No Unknown If **YES**, and if **KNOWN**, specify the Number for the amendment.

7. Other Information

7.1 When was the subject land acquired by the current owner?

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

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 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 buildings, 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;
- current uses 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 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 eland 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 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 _____

NOTE: ANY COSTS OVER AND ABOVE THE APPLICATION FEE RELATING TO THIS APPLICATION, INCLUDING BUT NOT LIMITED TO ENGINEERING STUDIES, LEGAL OPINIONS, PLANNING CONSULTANT FEES, AND ONTARIO MUNICIPAL BOARD HEARING COSTS, WILL BE THE RESPONSIBILITY OF THE APPLICANT.

SIGNATURE OF APPLICANT OR AGENT

DATE