



Completeness of the Application:

This application form sets out the information that must be provided by the applicant, as prescribed in the Schedules to Ontario Regulation 199/96 made under the Planning Act. It also sets out other information that will assist the City and others in their planning evaluation of the application. To ensure the quickest and most complete review, this information should be submitted at the time of application. As part of the required information, a sketch is required and should be drawn in accordance with the requirements of Section 10 of this application. In the absence of this information, it may not be possible to do a complete review within the legislated time frame for making a decision. If the requested information, including the sketch and fee, is not provided, the City will return the application or refuse to further consider the application until the information, sketch, plan and fee have been provided.

A File Number will be issued for complete applications and should be used in all communications with the City.

**Submission of the Application:**

Usually, one application form is required, along with the applicable fees as indicated by the City's Tariff of Fees By-Law. Please refer to the City of Kawartha Lakes "Planning Application Fees" list.

Applicants are also required to pay a Conservation Authority and Building Division review fees where required. Staff will assist you in determining which Conservation Authority is involved.

One copy of the completed application form and a detailed sketch are required by the City. The application (including the sketch) will be used to consult with other departments or agencies that may have an interest in the application. Measurements are to be in metric units.

Applications to the Planning Committee are processed in accordance with Provincial Legislation and information provided by the applicant(s). It is, therefore, the responsibility of the applicant(s) to ensure the accuracy and completeness of the application prior to its submission to this office to avoid any misunderstandings at the meeting or in the future.

All initial and revised background reports and drawings associated with this application must be submitted to the Planning Division for circulation to agencies for review. Agencies have been asked to not review materials associated with this application unless they are received from the Planning Division.

The application fees include all mileage costs for site inspections within the City's limits. In remote areas where site access is only possible through an adjacent municipality, the applicant will be responsible for that portion of necessary mileage incurred by Staff outside of the City's municipal boundaries.

The attached Official Plan Policy and Zoning By-law Checklist must be completed by the applicant and/or owner. Multiple copies of the checklist should be completed where policy and zoning provisions differ between lot and/or blocks for which the application is being considered. Please contact staff if assistance is required to complete the form.

Dark blue or black ink only – Do not use pencil. If submitting photocopies of your application, the original copy must also be filed.

For Assistance:

To help you complete the application form and prepare a good sketch map, please use the Guide to the Rezoning Process.

You can also call the City of Kawartha Lakes, Development Services Department – Planning Division at 705-324-9411 extension 1331 for information on procedure and circulation. For information on Zoning, Official Plan, etc., please contact the number above and ask for the Planning Technician.

Office Use Only:

**File Number:**

**Date:**

**Cross Reference File Number(s):**

**Does the application conform to the Official Plan?**

Yes

No

**Nature of the Official Plan nonconformity:**

Land Use Designation

**Nature of the Zoning By-law nonconformity:**

Lot Area

Lot Frontage

Land Use

**Assessment Roll Number:**

Section 1: Applicant/Agent Information

**Name of Applicant/Agent:**

**Address:**

**Postal Code:**

**Telephone:**

**Email:**

**Name of Owner(s): (if different from applicant)**

**Address:**

**Postal Code:**

**Telephone:**

**Email:**

Note: An owner's authorization is required if the applicant is not the owner.

**Communication should be sent to:**

Owner

Applicant

Other

If you selected "other" please provide the following information:

**Name:**

**Address:**

**Postal Code:**

**Telephone:**

**Email:**

Mortgages, charges and other encumbrances:

Please provide the following information for any mortgages, charges or encumbrances in respect of the subject land.

**Name:**

**Address:**

**Postal Code:**

**Telephone:**

**Email:**

Section 2: Location of the Subject Land  
(complete the applicable fields)

**Former Geographic Municipality:**

**Concession Number(s):**

**Lot Number(s):**

**Registered Plan Number:**

**Lot(s)/Block(s):**

**Reference Plan Number:**

**Part Number(s):**

**Road/Street Number and Name:**

Attach Plan of Survey, if available.

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

Yes

No

**If Yes, describe the easement or covenant and its effect on the subject land:**

Section 3: Purpose of Application

Proposed Zoning:

Change Schedule \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ Zone(s)

Textual Change to Section(s) \_\_\_\_\_ of By-law \_\_\_\_\_.

**Reason: (purpose of the proposed amendment)**

Justification: (provide any justification or background information that you feel helps support your application for rezoning)

**How is the proposal compatible? (property location and adjacent land uses)**

**Suitability of the site: (physical characteristics such as topography, drainage, soil, wet areas)**

Section 4: Description of Subject Land

Description of Land Subject to Rezoning:

**Frontage: (m)**

**Depth: (m)**

**Area: (sq. m)**

**Area: (ha)**

**Existing Use(s) of the subject land:**

**Length of time the existing uses of the subject land have continued:**

**Date subject land was acquired by current owner:**

Existing Buildings or Structures: Please identify each existing building on the sketch and provide information for each building. If there are more than three buildings attach a separate sheet to this application.

Building One (1):

**Type:**

**Date Constructed:**

**Existing Use:**

**Date Existing Use Commenced:**

**Ground Floor Area:\***

**Gross Floor Area:\*\***

**Front Lot Line Setback:**

**Rear Lot Line Setback:**

**Interior Side Lot Line Setback:**

**Exterior Side Lot Line Setback:**

**Building Height:**

**Dimensions:**

**Number of Units:**

**Gross Floor Area Per Unit:**

**Loading Spaces: (commercial/industrial uses)**

**Parking Spaces:**

Building Two (2):

**Type:**

**Date Constructed:**

**Existing Use:**

**Date Existing Use Commenced:**

**Ground Floor Area:\***

**Gross Floor Area:\*\***

**Front Lot Line Setback:**

**Rear Lot Line Setback:**

**Interior Side Lot Line Setback:**

**Exterior Side Lot Line Setback:**

**Building Height:**

**Dimensions:**



**Number of Units:**

**Gross Floor Area Per Unit:**

**Loading Spaces: (commercial/industrial uses)**

**Parking Spaces:**

Building Three (3):

**Type:**

**Date Constructed:**

**Existing Use:**

**Date Existing Use Commenced:**

**Ground Floor Area:\***

**Gross Floor Area:\*\***

**Front Lot Line Setback:**

**Rear Lot Line Setback:**

**Interior Side Lot Line Setback:**

**Exterior Side Lot Line Setback:**

**Building Height:**

**Dimensions:**

**Number of Units:**

**Gross Floor Area Per Unit:**

**Loading Spaces: (commercial/industrial uses)**

**Parking Spaces:**

\* Ground Floor Area means the area that the building occupies on the ground.

\*\* Gross Floor Area means the sum of the area of each floor of the building counting each floor at or above ground level (not basement or cellar) based on the exterior dimensions of the building.

Nature of Proposed Development: Please provide the information for each proposed building. If there are more than three buildings, attach a separate sheet to this application. If a proposed plan showing location of proposed buildings is available, please attach it to the application.

**Proposed Use(s) of the Subject Land:**

Building One (1):

**Type:**

**Proposed Use:**

**Ground Floor Area: \***

**Gross Floor Area: \*\***

**Front Lot Line Setback:**

**Building Height:**

**Rear Lot Line Setback:**

**Dimensions:**

**Interior Side Lot Line Setback:**

**Exterior Side Lot Line Setback:**

**Number of Units:**

**Gross Floor Area Per Unit:**

**Loading Spaces: (commercial/industrial uses)**

**Parking Spaces:**

Building Two (2):

**Type:**

**Proposed Use:**

**Ground Floor Area: \***

**Gross Floor Area: \*\***

**Front Lot Line Setback:**

**Building Height:**

**Rear Lot Line Setback:**

**Dimensions:**

**Interior Side Lot Line Setback:**

**Exterior Side Lot Line Setback:**

**Number of Units:**

**Gross Floor Area Per Unit:**

**Loading Spaces: (commercial/industrial uses)**

**Parking Spaces:**

Building Three (3):

**Type:**

**Proposed Use:**

**Ground Floor Area: \***

**Gross Floor Area: \*\***

**Front Lot Line Setback:**

**Building Height:**

**Rear Lot Line Setback:**

**Dimensions:**

**Interior Side Lot Line Setback:**

**Exterior Side Lot Line Setback:**

**Number of Units:**

**Gross Floor Area Per Unit:**

**Loading Spaces: (commercial/industrial uses)**

**Parking Spaces:**

\* Ground Floor Area means the area that the building occupies on the ground.

\*\* Gross Floor Area means the sum of the area of each floor of the building counting each floor at or above ground level (not basement or cellar) based on the exterior dimensions of the building.

#### Section 5: Services

**Access is provided to the subject land by: (check appropriate space)**

Provincial Highway

Municipal Road

Private Road

Right of Way

Unopened Road Allowance

Other Public Road

Water Access

**If you selected "Other Public Road" please provide additional detail:**

Where access to the subject land is by water only, on a separate page describe the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road.

**Please indicate how the road access to the subject land is maintained:**

- |                                       |                                   |
|---------------------------------------|-----------------------------------|
| <input type="checkbox"/> Public       | <input type="checkbox"/> Private  |
| <input type="checkbox"/> Year Round   | <input type="checkbox"/> Seasonal |
| <input type="checkbox"/> Unmaintained |                                   |

**Water supply is provided to the subject land by: (check appropriate space)**

- |   |   |
|---|---|
| <input type="checkbox"/> City-owned/operated piped water system | <input type="checkbox"/> Privately-owned/operated individual well |
| <input type="checkbox"/> Privately-owned/operated communal well | <input type="checkbox"/> Lake or other water body                 |
| <input type="checkbox"/> Other means (specify)                  |   |

**If you selected "other means" please provide additional detail:**

**Sewage disposal is provided to the subject land by: (check appropriate space)**

- |   |   |
|---|---|
| <input type="checkbox"/> City-owned/operated individual sewage system | <input type="checkbox"/> Private individual septic tank |
| <input type="checkbox"/> City-owned/operated communal sewage system   | <input type="checkbox"/> Private communal sewage system |
| <input type="checkbox"/> Privy  | <input type="checkbox"/> Other means                    |

**If you selected "other means" please provide additional detail:**

A certificate of approval for the septic system from the District Health Unit submitted with this application will facilitate the review.

**Storm drainage is provided on the subject land by: (check appropriate space)**

Sewers

Ditches

Swales

Other Means

**If you selected "other means" please provide additional detail:**

**Other: (check if the service is available)**

Electricity

School Bussing

Telephone

Garbage Collection

Cable

Recycling

Section 6: Official Plan and Zoning Information

**What is the current official plan designation(s) of the subject land? (please contact Planning Division if not known)**

**Has the subject land ever been subject of a rezoning?**

Yes

No

Unknown

**If yes, please provide the by-law number:**

**What is the current zoning of the subject land? (please contact Planning Division if not known)**

**If the subject land is covered by a Minister's Zoning Order, what is the Ontario Regulation Number?**

**Section 7: Significant Land Uses and Features**

Are any of the following uses or features on the subject land or within 500 metres (1,640 ft.) of the subject land? (check the appropriate boxes, if applicable)

**Livestock Facility, Stockyard or Manure Storage Facility**

On Subject Land

Within 500 m.

**Active or Closed Landfill Site**

On Subject Land

Within 500 m.

**Sewage Treatment or Waste Stabilization Plant**

On Subject Land

Within 500 m.

**Provincially Significant Wetland**

On Subject Land

Within 500 m.

**Floodplain**

On Subject Land

Within 500 m.

**Active Airport**

On Subject Land

Within 500 m.

**Commercial Use**

On Subject Land

Within 500 m.

**Industrial Use**

On Subject Land

Within 500 m.

**Municipal Use**

On Subject Land

Within 500 m.

**If you selected "commercial", "industrial" or "municipal" use please provide additional detail:**

**Section 8: History of the Subject Land**

**Has the subject land ever been the subject of an application for approval of a plan of subdivision or consent under the Planning Act?**

Yes

No

Unknown

**If Yes, and known, provide the Ministry's or City's application file number and the decision made on the application:**

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

**Has there ever been an industrial or commercial use on the subject land or adjacent land?**

Yes

No

Unknown



**If Yes, please specify the use:**

**Has the grading of the subject land ever been changed by adding earth or other material?**

Yes  No  Unknown

**Has a gas station ever been located on the subject property or adjacent land?**

Yes  No  Unknown

**Has there been gasoline or other fuel stored on the subject land or adjacent land?**

Yes  No  Unknown

**Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent site?**

Yes  No  Unknown

**Section 9: Current Applications**

Please indicate if the subject land has been or is currently the subject of any of the following applications to permit the proposed development.

**Official Plan Amendment**

Yes  No

**Plan of Subdivision/Condominium**

Yes  No

**Consent Application**

Yes  No

**Minister's Zoning Order**

Yes

No

**Minor Variance**

Yes

No

**If Yes, and if known, specify the Ministry or City file number and the status of the application**

## Section 10: Sketch Plan

The application must be accompanied by a sketch showing the following:

1. the boundaries and dimensions of the subject land;
2. the location, size and type of all existing and proposed buildings and structures on the subject land; indicating the distance of the buildings or structures from the front, rear and side lot lines;
3. the boundaries and dimensions of land that abuts the subject property, or any land owned by the owner of the subject land and that abuts the subject land;
4. the location, size and type of all existing and proposed buildings and structures on abutting lands, indicating the distance of the buildings or structures from the front, rear and side lot lines;
5. the distance between the subject land and the nearest township lot line or landmark, such as a railway crossing or bridge;
6. the location of all land previously severed from the parcel originally acquired by the current owner of the subject land;
7. 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, abandoned or active railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks and tile beds;
8. the existing use(s) on adjacent lands;
9. 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;
10. if access to the subject land is by water only, the location of the parking and boat docking facilities to be used;
11. the location and nature of any easement affecting the subject land;
12. all present entrances onto the subject property;
13. if there are agricultural buildings capable of housing animals on a feed lot within 500 metres of the proposed lot, then the location of these buildings must be shown on the sketch.

Measurements on the sketch SHALL correspond to those identified in the application. Photocopies of your survey, if you have one, should be used. If no survey is available, a detailed hand-drawn sketch to scale is acceptable.

In some cases, it may be appropriate to obtain professional services to determine the accuracy of your property dimensions.

## Section 11: Minimum Distance Separation

For applications that are within 500 metres of an agricultural operation the following additional information must also be provided. Applicants should discuss this application with or obtain information from the owner/operator of the agricultural operation.

### **Distance from proposed lot or use to nearest barn(s):**

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**Housing capacity of barns(s):**

**Type of livestock kept on farm containig nearest barn:**

**Number of tillable hectares on farm containing nearest barn:**

Section 12: Preconsultation

**Have you previously consulted with any provincial ministries or agencies concerning their position on this proposal and the consistence with provincial policy?**

Yes

No

**If Yes, please indicate which ministry or agency, which policy, the date of the consultation and attach a copy of any written comments provided to you:**

Ontario Municipal Board and Peer Review Costs

Applicants are responsible for all costs associated with third party Ontario Municipal Board appeals and municipal peer reviews of background reports. Deposits are required upon receipt of an appeal and/or the request for peer reviews in accordance with the City's Fees By-law.

Section 14: Other Information

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

**Section 15: Affidavit or Sworn Declaration**

I, \_\_\_\_\_ of the \_\_\_\_\_ in the \_\_\_\_\_ make oath and say (or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application in respect of the application is true.

Sworn (or declared) before me at \_\_\_\_\_, in the \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**Commissioner of Oaths:**

**Applicant:**

**Applicant:**

**Section 16: Authorizations**

**Consent of the Owner(s) for Applicant to Make Application**

If the applicant is not the sole owner of the land that is the subject of this application, the written authorization of the owner(s), that the applicant is authorized to make the application, must be included or the authorization set out below must be completed by the owner(s).

I/We, \_\_\_\_\_ am/are the owner(s) of the land that is the subject of this application and I/We authorize \_\_\_\_\_ to make this application on my/our behalf and to provide any of my/our personal information that will be included in this application or collected during the processing of this application.

**Date:**

**Signature of Owner:**

**Date:**

**Signature of Owner:**

Consent of the Owner(s) to the Use and Disclosure of Personal Information

I/We, \_\_\_\_\_, am/are the owner(s) of the land that is the subject of this application for zoning amendment and for the purpose of the Freedom of Information and Protection of Privacy Act I/We 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.

**Date:**

**Signature of Owner:**

**Date:**

**Signature of Owner:**

Personal information contained on this on this form is collected pursuant to *The Planning Act* and will be used for the purpose of responding to your request. Questions about this collection should be directed to the City Clerk or Deputy Clerk at 705-324-9411 extension 1295 or 1322.

# Thank You

Change the text for this message.

