



Date Received: \_\_\_\_\_  
Fee Received: \_\_\_\_\_  
Roll No.: \_\_\_\_\_

**TOWNSHIP OF HAVELOCK-BELMONT-METHUEN  
APPLICATION FOR AMENDMENT  
TO ZONING BY-LAW 1995-42 (AS AMENDED)  
(UNDER SECTIONS 34, 36 AND 39 OF THE PLANNING ACT)**

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**1. APPLICANT/AGENT INFORMATION:**

1.1 Name of Owner(s): \_\_\_\_\_

1.2 Address: \_\_\_\_\_

\_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Fax Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

E-Mail Address: \_\_\_\_\_  
*(An owner's authorization is required in Section 9.1, if the applicant is not the owner.)*

1.3 Name of Applicant/Agent: \_\_\_\_\_  
*(if different from owner)*

Address: \_\_\_\_\_

\_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Fax Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

1.3 Communication should be sent to: Owner  Applicant  or to the following:

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Fax Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**1.4** Mortgages, charges and other encumbrances (if known):  
*(Provide the following information for any mortgages, charges or other encumbrances in respect of the subject land.)*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Fax Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

**2. LOCATION OF THE SUBJECT LAND:** *(Complete applicable lines)*

**2.1** Geographic Municipality/Township or Village: \_\_\_\_\_

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 survey plan, if available.

**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. PURPOSE OF APPLICATION:**

**3.1** PROPOSED ZONING:

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

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

**3.2 REASON: (Purpose of the proposed amendment)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**4. DESCRIPTION OF SUBJECT LAND:**

**4.1 DESCRIPTION OF LAND SUBJECT TO REZONING:**

Frontage: \_\_\_\_\_ m      Depth: \_\_\_\_\_ m  
 Area: \_\_\_\_\_ sq.m      \_\_\_\_\_ ha

Existing Use(s) of the subject land: \_\_\_\_\_

\_\_\_\_\_

Length of Time the existing uses of the subject land have continued:

\_\_\_\_\_

**4.2** Date subject land was acquired by current owner: \_\_\_\_\_

**4.3** EXISTING BUILDINGS OR STRUCTURES: Please identify each existing building on the sketch and provide information for each building. (If more than one building, attach a separate sheet to this application.)

Building 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 \_\_\_\_\_

No. of Units \_\_\_\_\_ Gross Floor Area Per Unit \_\_\_\_\_

Loading Spaces (commercial/industrial uses) \_\_\_\_\_ Parking Spaces \_\_\_\_\_

**4.4 NATURE OF PROPOSED DEVELOPMENT:** Please provide the information for each proposed building (If more than one building, attach a separate sheet to this application. If a proposed plan showing location of proposed buildings is available, please attach.)

Proposed Use(s) of the subject land: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Building 1  
Type \_\_\_\_\_

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 \_\_\_\_\_

No. 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.

**5. SERVICES:**

**5.1 ACCESS** is/will be provided to the subject land by: *(check appropriate space)*

		<u>Maintenance</u>	
Provincial Highway	<input type="checkbox"/>	Public	<input type="checkbox"/>
Municipal Road	<input type="checkbox"/>	Private	<input type="checkbox"/>
Private Road	<input type="checkbox"/>	Year Round	<input type="checkbox"/>
Right of Way	<input type="checkbox"/>	Seasonal	<input type="checkbox"/>
Unopened Road Allowance	<input type="checkbox"/>	Unmaintained	<input type="checkbox"/>
Other Public Road (specify) _____	<input type="checkbox"/>		
Water Access	<input type="checkbox"/>		

WATER ACCESS – where access to the subject land is only by water:

Docking Facilities (specify) \_\_\_\_\_ Parking Facilities (specify) \_\_\_\_\_  
 Distance from Subject Land \_\_\_\_\_ Distance from Subject Lands \_\_\_\_\_  
 Distance from Nearest Public Road \_\_\_\_\_

**5.2** WATER SUPPLY is provided to the subject land by: *(check appropriate space)*

- Publicly-owned/operated piped water system
- Privately-owned/operated individual well
- Privately-owned/operated communal well
- Lake or other water body
- Other means *(specify)* \_\_\_\_\_

**5.3** SEWAGE DISPOSAL is provided to the subject land by: *(check appropriate space)*

- Publicly-owned/operated sanitary sewage system
- Private individual septic tank
- Public-owned/operated communal sewage system
- Private communal sewage system
- Privy
- Other means *(specify)* \_\_\_\_\_

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

**5.4** STORM DRAINAGE is provided to the subject land by: *(check appropriate space)*

- Sewers
- Ditches
- Swales
- Other means *(specify)* \_\_\_\_\_

**5.5** OTHER: *(check if the service is available)*

- |             |                          |                    |                          |
|-------------|--------------------------|--------------------|--------------------------|
| Electricity | <input type="checkbox"/> | School Bussing     | <input type="checkbox"/> |
| Telephone   | <input type="checkbox"/> | Garbage Collection | <input type="checkbox"/> |
| Recycling   | <input type="checkbox"/> |                    |                          |

**6. HISTORY OF THE SUBJECT LAND:**

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

\_\_\_\_\_  
\_\_\_\_\_

**6.2** 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. \_\_\_\_\_  
\_\_\_\_\_

**6.3** Has the grading of the subject land ever been changed by adding earth or other material? Yes  No  Unknown

**6.4** Has a gas station ever been located on the subject property or adjacent land? Yes  No  Unknown

**6.5** Has there been gasoline or other fuel stored on the subject land or adjacent land? Yes  No  Unknown

**6.6** Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent site? Yes  No  Unknown

**7. MINIMUM DISTANCE SEPARATION**

**7.1** For applications that are within 500 metres of an agricultural barn 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): \_\_\_\_\_  
Housing capacity of barn(s): \_\_\_\_\_  
Type of livestock kept on farm containing nearest barn: \_\_\_\_\_  
Number of tillable hectares on farm containing nearest barn: \_\_\_\_\_

**7.2 NOTICE TO APPLICANTS**

Should the location of the property which is the subject of this application be within the Havelock-Belmont-Methuen Wellhead Protection Area then you are required to

include a Section 5.9 Notice; in order to have your application deemed 'complete' in accordance with the Planning Act.

Please contact:  
Terry Cox, Otonabee Region Conservation Authority  
Email: tcox@otonabee.com  
Tel: 705-745-5791, ext. 219

**8. 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 the \_\_\_\_\_, in the \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Applicant

**9. AUTHORIZATIONS**

**9.1 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 the application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

**9.2 CONSENT OF OWNER TO ENTER UPON SUBJECT LANDS**

I/WE, \_\_\_\_\_, HEREBY AUTHORIZE THE Township of Havelock-Belmont-Methuen Council and/or their agents/representative(s) to attend upon the lands subject of this application.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Witness

**9.3 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 purposes 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 form, collected pursuant to the *Planning Act*, will be used for the purpose of responding to the initial application. Questions should be directed to the Freedom of Information and Privacy Coordinator at the institution conducting the procedures under the Act.

**10. SKETCH PLAN:** The application must be accompanied by a sketch showing the following:

- 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 the distance of the buildings or structures from the front, rear and side lot lines;
- 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;
- 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;
- the distance between the subject land and the nearest township lot line or landmark, such as a railway crossing or bridge;
- 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, abandoned or active railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks and tile beds;
- 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 public 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 to be used;
- the location and nature of any easement affecting the subject land;
- all present entrances onto the subject property;
- if there are agricultural buildings capable of housing animals 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.**

**11. ACKNOWLEDGEMENT**

Any complete submitted application must be accompanied by a deposited fee of \$3,000.00 in cash or cheque made payable to the Treasurer of the Township of Havelock-Belmont-Methuen.

I/We enclose herewith the requisite deposit fee of \$3,000.00; and by virtue of signature(s) hereon as the applicant agree to pay any further costs incurred by the Township in the processing of the application.

I/We further understand that any balance of the total fee remaining after final approval or denial of the application shall be returned by the Township to the applicant.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Owner

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Owner

**FOR OFFICE USE ONLY**

1. Is application deemed complete? **Yes**  **No**

Date: \_\_\_\_\_

2. What is the current Official Plan designation(s) of the subject lands?  
\_\_\_\_\_  
\_\_\_\_\_

3. Does application conform to both the County and Township Official Plan?  
**Yes**  **No**

If no, describe nature of non-conformity.  
\_\_\_\_\_  
\_\_\_\_\_

4. Is the application consistent with both the Provincial Policy Statement and Growth Plan for the Greater Golden Horseshoe?  
**Yes**  **No**

5. 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 any apply*)

USE OR FEATURE	On Subject Land	or	Within 500 m
Livestock Facility, Stockyard or Manure Storage Facility	<input type="checkbox"/>		<input type="checkbox"/>
Active or Closed Landfill Site	<input type="checkbox"/>		<input type="checkbox"/>
Sewage Treatment or Waste Stabilization Plant	<input type="checkbox"/>		<input type="checkbox"/>
Provincially Significant Wetland	<input type="checkbox"/>		<input type="checkbox"/>
Floodplain	<input type="checkbox"/>		<input type="checkbox"/>
Active Airport	<input type="checkbox"/>		<input type="checkbox"/>
Commercial Use ( <i>specify</i> ) _____	<input type="checkbox"/>		<input type="checkbox"/>
Industrial Use _____	<input type="checkbox"/>		<input type="checkbox"/>
Municipal Use ( <i>specify</i> ) _____	<input type="checkbox"/>		<input type="checkbox"/>

6. Is the proposed Zoning By-law Amendment compatible with adjacent/surrounding land uses?

Yes  No

If no, describe nature of incompatibility.

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7. Is the site considered suitable for the intended use (physical characteristics such as topography, drainage soils, wet areas, access)?

Yes  No

If no describe nature of issues.

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8. Whether the subject lands are the subject of any other application under the *Planning Act*:

	Yes	No
Plan of Subdivision	<input type="checkbox"/>	<input type="checkbox"/>
Consent	<input type="checkbox"/>	<input type="checkbox"/>
Official Plan Amendment	<input type="checkbox"/>	<input type="checkbox"/>
Minister's Zoning Order	<input type="checkbox"/>	<input type="checkbox"/>

March 2017