



# ▶ City of Elliot Lake

## Application for Official Plan Amendment and/or Zoning By-law Amendment

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Introduction:	The submission of an application to the municipality for an Official Plan Amendment and/or Zoning By-law Amendment is provided for in the <i>Planning Act</i> ss. (22(4) and 34(10)). This form must be completed and accompanied with the required fee prior to consideration by Council or a Committee of Council. The purpose of these guidelines is to assist persons in completing the application for an Official Plan Amendment and/or Zoning By-law Amendment. Should you require clarification on any matter covered by this application form, please contact the Municipal Office.
Application Fees:	<p>Each application must be accompanied by the <b>application fee (deposit) of: \$750</b> (Official Plan Amendment OPA), and/or <b>\$750</b> (Zoning By-law Amendment ZBA). If applying for both at once the fee is <b>\$1,065</b>.</p> <p>This fee shall be considered a deposit, which is used to pay all legal, planning and other associated costs with respect to the processing of the subject application. If the total costs incurred by the municipality should exceed the amount of the application fee, the applicant shall pay the outstanding balance before the municipality finalizes the approval.</p>
Authorization:	If the applicant (agent or solicitor) is not the owner of the subject land, a written statement by the owner must accompany the application, which authorizes the applicant to act on behalf of the owner as it relates to the subject application.
Drawing:	All applications for an Official Plan Amendment and/or Zoning By-law Amendment must include an accurate, to scale, drawing.
Supporting Information:	Additional information may be required by the municipality, district, local and provincial agencies in order to evaluate the proposed Official Plan Amendment and/or Zoning By-law Amendment. This information is often a requirement of the Official Plan, Provincial policies and/or applicable regulations. The required information may include studies or

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reports to deal with such matters as environmental impacts, traffic, water supply, sewage disposal and storm water management.

In addition, the applicant may be required to submit a more detailed site plan, under site plan control, prepared by a qualified professional, showing the proposed development including all new buildings and structures, parking areas, landscaping and other site information as required by the municipality.

Ontario Regulations 543/06 and 545/06 outline required information to be included in an application for an Official Plan Amendment or Zoning By-law Amendment. This is identified in the following application with an asterisk \* for an Official Plan Amendment application or double dagger ‡ for a Zoning By-law Amendment application.

**Application Processing:**

Upon receipt of an application, the required fee and other information as may be required, the City will determine whether there is sufficient merit in processing the application further (i.e. the circulation of notice and the holding of at least one public meeting as required by the *Planning Act*).

The applicant will be provided notice of any decision made by the Council concerning the application. Official Plan Amendments and Zoning By-law Amendments are approved by Council.

**Further Information:**

Natalie Bray, City Clerk  
City of Elliot Lake  
45 Hillside Drive North  
Elliot Lake, ON P5A 1X5  
Tel: 705.848.2287

Fees: **\$750** (Official Plan Amendment)  
**\$750** (Zoning By-law Amendment)  
**\$1,065** (for both OPA/ZBA simultaneously)

Copies: One (1) copy of this application, including the drawing and other information, shall be required.

**1. \*‡ Applicant Information**

a)	Registered Owner(s):	
	Address:	
	e-mail address:	
	Phone:	

If the application will be represented, prepared or submitted by someone other than the registered owner(s) please specify:

b)	Authorized Agent(s):	
	Address:	
	e-mail address:	
	Phone:	

NOTE: Unless otherwise requested, all communication will be sent to the agent, if any.

**2. Purpose of Application**

<input type="checkbox"/>	Official Plan Amendment	<input type="checkbox"/>	Both
<input type="checkbox"/>	Zoning By-law Amendment		

**3. \*‡ Date of Application:**

**4. \*‡ Legal Description of Entire Property**

Municipal Address:			
Lot:	Concession:	Township:	
Registered Plan No.	Part/Lot/Block:		
Parcel:			

**5. \*‡ Dimensions of the Lands Affected**

Lot Frontage (m)	
Lot Depth (m)	
Lot Area (ha)	

**6. ‡ Names and addresses of any mortgages, charges or other encumbrances in respect of the subject land:**

7. ‡ Date the subject land was acquired by the current owner:

8. \*‡ Current Official Plan Designation:

9. ‡ Current Zoning of Subject Land:

**BOTH APPLICATIONS**

10. \*‡ Is the application consistent with policy statements issued under subsection 3(1) of the *Planning Act*?      Yes                       No

11. \*‡ Is the land within an area designated under any provincial plan or plans?  
Yes                       No

If “Yes”, does the application conform to or not conflict with the applicable provincial plan or plans?  
\_\_\_\_\_  
\_\_\_\_\_

12. \*‡ Does the application alter the boundary of or implement a new settlement area?      Yes                       No

If “Yes”, please explain Official Plan policies dealing with alteration or establishment of a settlement area and provide details of Official Plan Amendment (if applicable) which deal with the matter:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. \*‡ Does the application remove land from an employment area?  
Yes                       No

If “Yes”, please explain Official Plan policies dealing with removal of land from an employment area and provide details of Official Plan Amendment (if applicable) which deal with the matter:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OFFICIAL PLAN AMENDMENT APPLICATION**

14. \* Official Plan to be Amended:

15. \* Land Uses Permitted in Current Official Plan Designation:

**16. \* Purpose of the Requested Amendment**

a)	Why is the Official Plan Amendment being requested?

b)	Does the proposed Official Plan Amendment (check if yes):			
	<input type="checkbox"/>	Change a policy	<input type="checkbox"/>	Delete a policy
	<input type="checkbox"/>	Replace a policy	<input type="checkbox"/>	Add a policy
If “Yes”, please identify the policy to be changed, replaced, deleted, or added and the text of the requested amendment:				

c)	Does the requested amendment change or replace a designation or schedule in the Official Plan?			
	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
If “Yes”, please identify the proposed designation and land uses the requested designation would permit and/or provide the requested schedule change and the text that accompanies it:				

d)	What land uses would the requested amendment permit?

**ZONING BY-LAW AMENDMENT APPLICATION**

17. ‡ Proposed Rezoning Requested:

a)	In the proposed zone, please provide the following:		
	Maximum Height (m)		Maximum Density
b)	Why is the rezoning being requested:		

18. ‡ Explain how the application conforms to the Official Plan:


19. ‡ Existing Use of Land:

a)	Please provide the following:		
	Date of Construction:		Length of Time Existing Uses have Continued:

20. ‡ Proposed Use of Land:

21. ‡ PARTICULARS OF ALL EXISTING AND PROPOSED BUILDINGS (use an additional sheet if necessary)

	Existing Structures		Proposed Structures
Type			
Length (m) x Width (m)			
Floor Area (m <sup>2</sup> )			
Height (m)			
No. of Storeys			

Setbacks from:

	Existing Structures		Proposed Structures
Front Lot Line (m)			
Rear Lot Line (m)			
Side Lot Line (m)			
Side Lot Line (m)			

**ACCESS / SERVICING**

**22. ‡ Access to Land:**

<input type="checkbox"/>	Provincial Highway	<input type="checkbox"/>	Seasonal Municipal Road
<input type="checkbox"/>	Year-Round Municipal Road	<input type="checkbox"/>	Other Public Road or Right-of-Way
<input type="checkbox"/>	Water		

If access to the subject land is by water only, 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:


**23. \*‡ Indicate the Applicable Water Supply and Sewage Disposal:**

<input type="checkbox"/>	Municipal Water	<input type="checkbox"/>	Municipal Sewers
<input type="checkbox"/>	Communal Water	<input type="checkbox"/>	Communal Septic
<input type="checkbox"/>	Private Well	<input type="checkbox"/>	Private Septic
<input type="checkbox"/>	Lake or other Water Body	<input type="checkbox"/>	Privy or other means

24. \*‡ If the proposed development is serviced by a privately owned and operated individual or communal septic system, will more than 4,500 litres of effluent be produced per day? Yes  No

If “Yes”, please provide the following reports with this application: 1) a servicing options report; and 2) a hydrogeological report.

**25. ‡ Indicate the Storm Drainage Method:**

<input type="checkbox"/>	Sewers	<input type="checkbox"/>	Swales
<input type="checkbox"/>	Ditches	<input type="checkbox"/>	Other (please specify):

**PREVIOUS APPLICATIONS**

26. \*‡ Has the subject land (or lands within 120 metres for an Official Plan Amendment Application) ever been, or is it now, the subject of an application for:

<input type="checkbox"/>	Plan of Subdivision	<input type="checkbox"/>	Minister's Zoning Order
<input type="checkbox"/>	Consent	<input type="checkbox"/>	Minor Variance
<input type="checkbox"/>	Official Plan Amendment	<input type="checkbox"/>	Site Plan
<input type="checkbox"/>	Zoning By-law Amendment		

If "Yes", please provide the following information:

File No. of Application(s):		Status of Application(s):	
Approval Authority:		Lands Affected:	
Purpose of Application(s):			
Effect on Requested Amendment:			

**APPLICATION SKETCH**

27. ‡ ACCURATE, TO SCALE, DRAWING OF PROPOSAL: Please provide a drawing of the proposal. In some cases, it may be more appropriate to prepare additional drawings at varying scales to better illustrate the proposal.

The drawing(s) should include:

<input type="checkbox"/>	Property boundaries & dimensions
<input type="checkbox"/>	Location, size and type of existing and proposed buildings and structures,
<input type="checkbox"/>	Setbacks of buildings and structures to all lot lines
<input type="checkbox"/>	Adjacent land uses (residential, commercial, agricultural, etc.)
<input type="checkbox"/>	Easements or restrictive covenants
<input type="checkbox"/>	Location, name and width of abutting public roads, allowances, rights-of-way
<input type="checkbox"/>	Approximate location of all natural and artificial features on subject land and on adjacent lands that may affect the application (buildings, railways, watercourses, drainage ditches, rivers or stream banks, wells, and septic tanks, etc.)
<input type="checkbox"/>	If access to subject land is by water only, location of parking & docking facilities to be used
<input type="checkbox"/>	North arrow



**AFFIDAVIT**

I (we) \_\_\_\_\_ of the \_\_\_\_\_(municipality),

District of \_\_\_\_\_ solemnly declare that all the statements contained in this application are true, and I (we) make 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 \_\_\_\_\_ (municipality) in the

District of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Owner(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Commissioner

\_\_\_\_\_  
Date

**AUTHORIZATION FOR AGENT/SOLICITOR TO ACT FOR OWNER**

(If affidavit is signed by an Agent/Solicitor on Owner’s behalf, the Owner’s written authorization below must be completed.)

I (we) \_\_\_\_\_ of the \_\_\_\_\_(municipality),

District of \_\_\_\_\_ do hereby authorize \_\_\_\_\_

\_\_\_\_\_ to act as my agent in this application.

\_\_\_\_\_  
Signature of Owner(s)

\_\_\_\_\_  
Date

**APPLICATION AND FEE RECEIVED BY THE MUNICIPALITY**

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fee