

## The Corporation of the Town of Minto

### Zoning By-law Amendment Application Guidelines and Explanatory Notes

- Introduction:** The submission of an application to the Town of Minto to amend the Town of Minto Zoning By-law No. 01-86 is provided for in *The Planning Act (R.S.O. 1990)*. As such, this form must be completed and accompanied with the required fee prior to consideration by Council. The purpose of these Guidelines is to assist persons in completing the application to amend the Zoning By-law. Should you require clarification on any matter covered by this application form, please contact the Town of Minto Administration Office.
- Application Fees:** Each application must be accompanied by the application fee in the form of a cheque/cash/money order payable to the Town of Minto. This fee is used to pay all legal, planning and other associated costs with respect to the processing of the subject application.
- 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 (See Section H).
- Drawing:** All applications for a Zoning Amendment must include an **accurate and to scale sketch**. In some cases, it may be preferable that this plan be prepared by a qualified professional. This sketch should show the items listed below:
1. The land subject to the application including its boundaries and dimensions; and the location and nature of any easements or restrictive covenants which affect the subject land;
  2. The uses of adjacent and abutting land (e.g. residential, agricultural, extractive, commercial, industrial, recreational, institutional);
  3. All abutting lands owned by the owner (if any) and its boundaries and dimensions;
  4. The location of all existing; as well as, proposed buildings, their uses, widths, lengths, number of storeys, and setbacks from front, side and rear lot lines;
  5. The location of all natural and man-made features on the land (e.g. buildings, structures, fencing, parking, areas, road allowances, railways, wells, septic tanks, wooded areas, watercourses, ditches) and the location of any of these features on adjacent or abutting land that may affect this application.

Supporting Information: Please bear in mind that additional information may be required by the municipality, County, local and provincial agencies in order to evaluate the proposed Zoning Amendment. The required information may include studies or reports to deal with such matters as environmental impacts, traffic, water supply, sewage disposal and stormwater management.

Approval Process: Upon receipt of an **application**, the required **fee** and **other information** as may be required, Council will determine whether there is sufficient merit in processing the application further. The applicant or agent will be requested to attend various meetings, including a public meeting, to present the proposal. **Please note that it is in the applicant's best interest to ensure that they are represented at this meeting.** The applicant will be provided notice of any decision made by Council concerning the application. Zoning amendments are approved by the Council of the Town of Minto.

Further Information: The Corporation of the Town of Minto  
5941 Highway #89, R.R. #1,  
Harriston, ON  
N0G 1Z0  
Phone: (519) 338-2511  
Fax: (519) 338-2005

**Fees for Zoning By-law Amendment:**

**\$ 700.00 Fee**

**\$1,500.00 Deposit**

**\$2,200.00 Total Required (one cheque is sufficient)**

**One Copy of this application, including the drawing and other information as may be specified, shall be required.**

**The Corporation of the Town of Minto**

**Application for Zoning By-law Amendment**

**A. THE AMENDMENT**

1. **Roll Number:** \_\_\_\_\_

2. **WHAT IS THE PURPOSE OF AND REASONS FOR THE PROPOSED AMENDMENT(S)?**

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

**B. GENERAL INFORMATION**

**3. APPLICANT INFORMATION**

a) Registered Owner's Name(s): \_\_\_\_\_

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

Phone No. Home: ( ) \_\_\_\_\_ Work: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

b) Applicant (Agent) Name(s): \_\_\_\_\_

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

Phone No. Home: ( ) \_\_\_\_\_ Work: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

c) Name, address, Phone of all persons having any mortgage charge or encumbrance on the property:  
\_\_\_\_\_

d) Send Correspondence To: Owner [ ] Agent [ ] Other [ ] \_\_\_\_\_

e) When did the current owner acquire the subject land? \_\_\_\_\_

4. **WHAT AREA DOES THE AMENDMENT COVER?** [ ] the "entire" property  
[ ] a "portion" of the property

(This information should be illustrated on the required drawing under Item G of this application.)



**12. WHAT IS THE “PROPOSED” USE OF THE SUBJECT LAND?**

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**13. PROVIDE THE FOLLOWING DETAILS FOR ALL BUILDINGS OR STRUCTURES ON THE SUBJECT LAND: (Please use a separate page if necessary.)**

	<u>Existing</u>	<u>Proposed</u>
a) Type of Building(s) or Structure(s)	_____	_____
b) Date of Construction	_____	_____
c) Building Height	_____ (m.) _____ (ft.)	_____ (m.) _____ (ft.)
d) Number of Floors	_____	_____
e) Total Floor Area	_____ (sq.m.) _____ (sq.ft.)	_____ (sq.m.) _____ (sq.ft.)
f) Ground Floor Area (exclude basement)	_____ (sq.m.) _____ (sq.ft.)	_____ (sq.m.) _____ (sq.ft.)
g) Distance from building/structure to the:		
front lot line	_____ (m.) _____ (ft.)	_____ (m.) _____ (ft.)
side lot line	_____ (m.) _____ (ft.)	_____ (m.) _____ (ft.)
side lot line	_____ (m.) _____ (ft.)	_____ (m.) _____ (ft.)
rear lot line	_____ (m.) _____ (ft.)	_____ (m.) _____ (ft.)
h) % Lot Coverage	_____	_____
i) # of Parking Spaces	_____	_____
j) # of Loading Spaces	_____	_____

**D. EXISTING AND PROPOSED SERVICES**

**14. WHAT IS THE ACCESS TO THE SUBJECT PROPERTY?**

Provincial Highway [ ]	Continually maintained municipal road [ ]	Right-of-way [ ]
County Road [ ]	Seasonally maintained municipal road [ ]	Water access [ ]

15. WHAT IS THE NAME OF THE ROAD OR STREET THAT PROVIDES ACCESS TO THE SUBJECT PROPERTY? \_\_\_\_\_

16. INDICATE THE APPLICABLE WATER SUPPLY AND SEWAGE DISPOSAL:

	<u>Municipal Water</u>	<u>Communal Water</u>	<u>Private Well</u>	<u>Other Water Supply</u>	<u>Municipal Sewers</u>	<u>Communal Sewers</u>	<u>Private Septic</u>
a) Existing	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
b) Proposed	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

17. HOW IS STORM DRAINAGE PROVIDED?

Storm Sewers [ ]                      Ditches [ ]                      Swales [ ]                      Other means [ ]

E. OTHER RELATED PLANNING APPLICATIONS

18. HAS THE CURRENT OWNER (OR ANY PREVIOUS OWNER) MADE OR INTENDS TO MAKE APPLICATION FOR ANY OF THE FOLLOWING, EITHER ON OR WITHIN 120 METRES OF THE SUBJECT LAND?

Local Official Plan Amendment	YES [ ]	NO [ ]
Zoning By-law Amendment	YES [ ]	NO [ ]
Minor Variance	YES [ ]	NO [ ]
Plan of Subdivision	YES [ ]	NO [ ]
Consent (severance)	YES [ ]	NO [ ]
Site Plan Control	YES [ ]	NO [ ]

**19. IF THE ANSWER TO QUESTION 18 IS YES, PLEASE PROVIDE THE FOLLOWING INFORMATION**

File No. and Date of Application: \_\_\_\_\_

Approval Authority: \_\_\_\_\_

Lands Subject to Application: \_\_\_\_\_

Purpose of Application: \_\_\_\_\_

Status of Application: \_\_\_\_\_

Effect on the Current Application for Amendment: \_\_\_\_\_

**F. OTHER SUPPORTING INFORMATION**

**20. PLEASE LIST THE TITLES OF ANY SUPPORTING DOCUMENTS:**  
(e.g. Environmental Impacts Study, Hydrogeological Report, Traffic Study, Market Area Study, Aggregate License Report, Stormwater Management Report, etc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**G. APPLICATION DRAWING**

**21. PLEASE PROVIDE AN ACCURATE DRAWING OF THE PROPOSAL, PREFERABLY PREPARED BY A QUALIFIED PROFESSIONAL. IN SOME CASES IT MAY BE MORE APPROPRIATE TO SUBMIT ADDITIONAL DRAWINGS AT VARYING SCALES TO BETTER ILLUSTRATE THE PROPOSAL.**

**THE DRAWING MUST INCLUDE THE FOLLOWING INFORMATION:**

- owner's/applicant's name;
- legal description of property;
- boundaries and dimensions of the subject property and its current land use;
- dimensions of area of amendment (if not, the entire property);
- the size and use of all abutting land;
- all existing and proposed parking and loading areas, driveways and lanes;
- the nature of any easements or restrictive covenants on the property
- the location of any municipal drains or award drains;
- woodlots, forested areas, ANSI's, ESA's, wetlands, floodplain, and all natural watercourses (rivers, stream banks, etc.);
- the dimensions of all existing and proposed buildings and structures on the subject land and their distance to all lot lines;
- the name, location and width of each abutting public or private road, unopened road allowance or right-of-way;
- if access to the subject land is by water only, provide the location of the parking and docking facilities to be used; and
- other features both on site or nearby that in the opinion of the applicant will have an effect on the application (such as bridges, railways, airports, wells, septic systems, springs, slopes, gravel pits)

**THE DRAWING SHOULD ALSO INCLUDE THE SCALE, NORTH ARROW AND DATE WHEN THE DRAWING WAS PREPARED.**



**H. AUTHORIZATION FOR AGENT/SOLICITOR TO ACT FOR OWNER:**

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

I, (we) \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_ County/Region of \_\_\_\_\_ do hereby authorize \_\_\_\_\_ to act as my agent in this application.

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

**I. AFFIDAVIT: (This affidavit **must** be signed in the presence of a Commissioner)**

I, (we) \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_ County/Region of \_\_\_\_\_ solemnly declare that all the statements contained in this application are true, and I, (we) 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 County/Region of \_\_\_\_\_ this \_\_\_\_\_ day \_\_\_\_\_ of 20 \_\_\_\_\_.

\_\_\_\_\_  
Signature of Owner or Authorized Solicitor or Authorized Agent Date

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

**APPLICATION AND FEE OF \$ \_\_\_\_\_**  
**DEPOSIT FEE OF \$ \_\_\_\_\_**

**RECEIVED BY THE TOWN OF MINTO:**

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