

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 by the required fee prior to consideration by Council. The purpose of these guidelines is to assist persons in completing the application. Should you require clarification on any matter covered by this application form, please contact the Town of Minto Building and Planning Department.

Prior to submission, a pre-consultation appointment with the Town of Minto Building Department Staff as well as the County Planner is also required. Should you require clarification on any matter covered by this application form, or wish to book an appointment, please contact the Town of Minto Building and Planning Department at (519) 338-2511 ext. 1.

**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 Town of Minto 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 affidavit below).

**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; and proposed buildings, their uses, widths, lengths, number of storeys, and setbacks from the 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 note, 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: Zoning amendments are approved by the Council of the Town of Minto. Upon receipt of the application, the required fee and other information requested Council will determine whether there is sufficient merit in processing the application further. The applicant or agent may be requested to attend various meetings, including the public meeting, to present their 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.

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

**Fees for Zoning By-law Amendment:  
\$9,000.00 Total**

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



Roll Number: _____
File Number: _____
Submission Date: _____

## Application for Zoning By-Law Amendment

**1. What is the Purpose of (reasons for) the proposed amendment(s)? Please use a separate sheet if necessary.**

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**2. Applicant Information**

a) Registered Owner's Name(s): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone Home:(\_\_\_\_) \_\_\_\_\_ Cell:(\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

*Please note: Authorization is required if the Applicant is not the Owner (See pg 7)*

b) Applicant (Agent) Name(s): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone Home:(\_\_\_\_) \_\_\_\_\_ Cell:(\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

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

**3. Provide a Description of the "Entire Property", Measurements in Metric [ ] Imperial [ ] Units**

Municipal Address: \_\_\_\_\_  
 Concession: \_\_\_\_\_ Lot: \_\_\_\_\_ Registered Plan No. \_\_\_\_\_

**4. Name, Address, Phone of all persons having any mortgage charge or encumbrance on the property:**

1. \_\_\_\_\_
2. \_\_\_\_\_

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

[ ] NO [ ] YES

Please provide a description of each easement and/or covenant and its effect.

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**6. What Area Does The Amendment Cover?**

*(This information should be illustrated on the required drawing.)*

the "entire" property

a "portion" of the property

**7. What is the Current Zoning of the subject property and what uses are permitted?**

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**8. What is the Current County of Wellington Official Plan Designation for the subject lands?**

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**9. How does the proposed zoning amendment application conform with the Official Plan?**

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**10. How is the proposed zoning amendment application consistent with policy statements issued under section 3 (1) of the Planning Act?**

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**11. Is the subject land within an area of land designated under any provincial plans? (i.e. growth plan, greenbelt plan, etc.) if yes, how does the application conform or does not conflict with the provincial plans?**

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**12. What is the "existing" use(s) of the subject land?**

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**13. How long has the "existing" use(s) continued on the subject land?**

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**14. What is the "proposed" use of the subject land?**

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**15. Is the subject property within a Wellhead Protection Area?**

NO       YES       UNKNOWN

If yes, please complete the Source Water Protection Screening Application and submit it with your application.

**16. Indicate the method of storm drainage.**

sewers       ditches       swales       other means (please describe below)

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**17. 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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Proposed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**18. Will the subject land be accessed by:**

- provincial highway
- county road
- municipal road (seasonal)
- municipal road (year round)
- another public road
- right of way

**19. Provide the Following Details for all Buildings On or Proposed for the Subject Land:**

	<u>Existing</u>	<u>Proposed</u>
a) Type of Building(s)	_____	_____
b) Main Building Height	_____ (m.) _____ (ft.)	_____ (m.) _____ (ft.)
c) Total Floor Area	_____ (sq.m.) _____ (sq.ft.)	_____ (sq.m.) _____ (sq.ft.)
d) Ground Floor Area	_____ (sq.m.) _____ (sq.ft.)	_____ (sq.m.) _____ (sq.ft.)
	(exclude basement)	
e) % Lot Coverage	_____	_____
f) #of Parking Spaces	_____	_____
g) #of Loading Spaces	_____	_____
h) Location of all Buildings ( Specify Distances from front, rear and side lot lines):		
Front Yard:	_____	_____
Rear Yard:	_____	_____
Interior Side Yard:	_____	_____
Exterior Side Yard:	_____	_____

20. Has the applicant/previous owner made application for any of the following on, or within 120 meters of the subject land?

Application	Yes	No	File no. & status of application
Official Plan Amendment			
Zoning By-law Amendment			
Plan of Subdivision			
Consent (severance)			
Prior Minor Variance			

**21. Provide the following Supporting Documents**

- a) Accurate drawing or site sketch complete with
  - boundaries and dimensions of the subject property
  - all existing and proposed buildings and structures and their distance to all lot lines
  - the location and nature of any easements, right of ways on the property
  - any municipal drains on the subject property
  
- b) Any supporting studies as required.
  - environmental impact studies
  - storm water management report
  - hydrogeological report

**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 \_\_\_\_\_ of \_\_\_\_\_ County/Region  
of \_\_\_\_\_ do hereby authorize \_\_\_\_\_ to act as my/our agent  
in this application.

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

\_\_\_\_\_  
Date

**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 \$** \_\_\_\_\_

**RECEIVED BY THE TOWN OF MINTO:**

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

\_\_\_\_\_  
Date