

The Corporation of the
Municipality of Neebing
4766 Highway 61, Neebing, Ontario
P7L 0B5
Telephone: 807-474-5331
Facsimile: 807-474-5332

**Applying for a
RE-ZONING and/or an
OFFICIAL PLAN
AMENDMENT**



Please read all instructions and application questions carefully before completing the application.

- Answer all questions fully
- Include a site plan drawing with metric measurements
- Include a copy of your deed (or exact legal description of the property)
- Make sure, if you are using an agent, that the authorization form has been completed.
- If you are unfamiliar with the Planning Act or have any difficulties with the processes, you are encouraged to retain a planning consultant
- You will be required to post one or more signs indicating notice of the application, provided by the Municipality a minimum of 20 days prior to the Public Meeting.
- The information on this form is collected for the purpose of creating a record that is available to the public.

The process unfolds as follows:

1. Discuss the application with the Clerk. If it is complex, consider hiring a planning consultant;
2. Complete the application, including any supplemental information requested by the Municipality
3. Submit the application, together with the application fee
4. Provided it is complete, the Municipality will circulate a copy of the application to relevant agencies and notice that the application has been received will be sent to all property owners with land within 120 metres of any boundary of your land
5. Notice of the date and time of the public meeting at which the application will be considered by council will be sent a minimum of 20 days prior to the date of the meeting; a newspaper advertisement will also be circulated – if an Official Plan amendment is required, the ad must be posted in 2 newspapers for two consecutive weeks.
6. Municipal Administration will prepare a report on the application, which is presented at the public meeting.
7. The public meeting will be held. At this meeting, Council (sitting as Committee of the Whole) will hear from Administration, from you, from anyone who opposes the application and from anyone that supports the application. When that has finished, the Committee of the Whole will either pass a recommendation to the Council, or it will seek further information from the applicant and adjourn the public meeting to be continued at a later date when that information is available. A recommendation to Council will be made to do one of the following:
 - a) Approve the application;
 - b) Approve the application upon certain conditions; or
 - c) Deny the application.
8. The Council will meet to consider recommendations from the Committee of the Whole. If the

application is approved, a by-law may be passed to amend the zoning by-law (or official plan) as requested. If conditions are required, that by-law may be subject to a “holding” symbol, which means the by-law will not take effect until the conditions have been met.

9. Notice of the decision is sent to all persons and agencies which received notice of the original application. There is a 20-day appeal period within which the decision (whether to approve, approve on conditions, or deny) can be appealed to the Ontario Municipal Board, in the case of zoning by-law amendments, or to the Ministry of Municipal Affairs and Housing in terms of official plan amendments.

If your application is solely to remove a holding symbol from a by-law that was previously passed, you are using the wrong application form. Contact the municipal office to obtain the correct form.

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**APPLICATION FOR AN AMENDMENT TO THE ZONING BY-LAW
OR TO THE OFFICIAL PLAN**

THE APPLICANT CONSENTS TO AN INSPECTION OF THE PROPERTY BY MEMBERS OF THE COMMITTEE OF WHOLE AND BY MUNICIPAL STAFF.

The undersigned hereby applies to the Municipal Council under the Planning Act, R.S.O. 1990, c. P.13, as amended.

THE INFORMATION IN THIS APPLICATION IS COLLECTED FOR THE PURPOSE OF CREATING A RECORD THAT IS AVAILABLE TO THE GENERAL PUBLIC.

OWNER/APPLICANT/AGENT INFORMATION

Owners' Names & Addresses:	Telephone and/or facsimile:	Email Address:
_____	_____	_____
_____	_____	_____
_____	_____	_____
1(a) Agent's Name & Address (if an Agent is engaged):	Telephone and/or facsimile:	Email Address:
_____	_____	_____
_____	_____	_____
_____	_____	_____

PROPERTY/DEVELOPMENT INFORMATION

Property legal description:	
Registered Plan No. _____	Lot No. _____
Reference Plan No. _____	Part No. _____
Concession No. _____	Sec. No. _____
Mining Location No. _____	Municipal Address: _____
Assessment Roll Number:	_____

If there are existing easements, rights of way, restrictive covenants, mortgages, or any other encumbrances on the property now, please provide details, including names and addresses of interested parties. If there are none, please indicate so.

Physical Description/Dimensions of the Property:

Frontage: _____ meters Depth: _____ meters
Area: _____ hectares

Number of buildings and structures existing: _____ proposed: _____
(Attach a list of the existing buildings/structures, the dates that each was constructed. Attach a list of the proposed buildings/structures. If any of the buildings are proposed to be demolished/removed as part of the development, indicate which ones. Be sure to include both existing (including any to be removed) and proposed buildings/structures on the diagram, including all set back dimensions and building heights)

Use of the land: existing: _____ proposed: _____

Number of years existing use has been ongoing: _____
Year the Applicant purchased the Property: _____

Official Plan Designation: _____ Existing Zoning: _____

Are you seeking a new Official Plan designation? If so, please indicate what is desired (attach more pages if necessary):

Are you seeking a site-specific Official Plan policy amendment? If so, please indicate what is desired (attach more pages if necessary):

Are you seeking a new Zone? If so, indicate which one: _____

Are you seeking changes to the Zone Regulations (set-backs)? If so, please indicate the details (attach more pages if necessary):

Frontage:	Current Requirement: _____	Change Sought: _____
Minimum Front Yard:	Current Requirement: _____	Change Sought: _____
Minimum Side Yard:	Current Requirement: _____	Change Sought: _____
Minimum Rear Yard:	Current Requirement: _____	Change Sought: _____
Minimum set back from water:	Current Requirement: _____	Change Sought: _____
Maximum Height:	Current Requirement: _____	Change Sought: _____
Minimum building area:	Current Requirement: _____	Change Sought: _____

Describe in detail what new development is being proposed on this Property. If there is no new development being proposed, describe the reasons for the application:

Road Access to the Property

- | | | | |
|--------------------|--------------------------|----------------|--------------------------|
| Provincial Highway | <input type="checkbox"/> | Municipal Road | <input type="checkbox"/> |
| Private Road | <input type="checkbox"/> | Right of Way | <input type="checkbox"/> |
| Water only | <input type="checkbox"/> | | |

Where access is proposed by water only, indicate on the sketch or below the parking and docking facilities to be used, and the approximate distance of these facilities, as well as the nearest public road, from the subject land.

Describe the parking facilities to be used and the approximate distance of these facilities between the subject land and the nearest public road:

Water supply to the Property

- | | |
|--|--------------------------|
| Privately owned and maintained individual well | <input type="checkbox"/> |
| Lake | <input type="checkbox"/> |
| Other: _____ | |

Septic Service to the Property

- | | |
|---|---|
| Privately owned and maintained individual septic system | <input type="checkbox"/> |
| Outhouse/privy <input type="checkbox"/> | Communal septic system <input type="checkbox"/> |
| Other: _____ | |

NOTE: if the application seeks development on privately owned and operated individual or communal septic systems, and more than 4500 litres of effluent would be produced per day as a result of the development being completed, a servicing options report and a hydrogeological report must be provided.

Stormwater Drainage:

Storm sewer
Swales

Ditches
Other:

List any previous or current Planning Act applications that apply to this property. Include the relevant File or Application Numbers. Add additional pages if necessary.

Is any boundary line of the Property within 500 metres of an agricultural operation? Yes No

Is any boundary line of the Property within 500 metres of a landfill operation? Yes No

Is any boundary line of the Property within 500 metres of mineral aggregate operations or a pit or a quarry? Yes No

If yes, will the development hinder continued operations of extraction? Yes No

Is any boundary line of the Property within 125 metres of a significant wetland? Yes No

Does any portion of the Property contain habitat of any endangered or threatened species of wildlife (plant or animal)? Yes No

How, in your view, will the proposed development fit in with the other existing land uses in the vicinity of the Property? Add additional pages if necessary.

Describe in detail how your development is consistent with the Provincial Policy Statement issued under Subsection 3(1) of the Planning Act. Attach additional pages if necessary.

A sketch of the Property must be provided. The plan must be complete, including all elements listed below, have metric dimensions indicated, and be on paper with maximum size 11 x 17 (inches):

- A north arrow, scale and legend;
- Boundaries of the subject Property, including the area of the Property and the dimensions of each boundary line;
- Existing and proposed buildings on the property, including building dimensions, distances from lot lines and/or other buildings, and height;
- Locations of all natural and artificial features (easements, railways, pipelines, hydro transmission lines, highways, watercourses, drainage ditches, banks, slopes, wetlands, wooded areas, wells, septic fields, etc.) that are located on the subject Property and on land adjacent to the subject Property which may affect the application;
- Nature of the existing uses of each adjacent land parcel (residential, commercial, etc.)

- The proposed development, including area and dimensions of any proposed new lot lines, the sizes and locations of buildings, parking areas (including the dimensions of the spaces and aisles), landscaping, amenity areas, etc.
- If applicable: fire access routes, outdoor equipment and storage, walkways, curbs, fences.
- Existing municipal infrastructure adjacent to the site (roads, lanes, sidewalks, existing entrances, drainage swales, boulevard trees, hydro poles, etc.)
- Location, width and names of all roads within or abutting the subject Property showing whether it is an unopened and/or unmaintained road, a public road, a private road or a right of way.

Provide, on additional pages, any other information you feel may be beneficial to the Municipality in assessing and reviewing this application.

CERTIFICATE OF THE APPLICANT

I/We _____ of the Municipality/Township/City of _____ in the Province of Ontario, solemnly declare that 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.

Jointly and severally (delete if not required) at the Municipality/Township/City of _____

This ____ day of _____, 20 ____

Commissioner for Taking Affidavits

If the applicant is a Corporation, the application shall be signed by an Officer of the Corporation and the Corporate seal shall be affixed – or written authorization from the Corporation signed by an individual who has authority to bind the Corporation.

Owner's/Owners' Authorization for an Agent to Make the application on his/her/their behalf/behalfes:

I/We authorize _____ (name of agent) to act on my/our behalf in submitting this application, which is filed with my/our knowledge and consent.

Owner/Owners signatures

Date