The Corporation of
The Township of Southgate

Application for Planning Amendment
Official Plan and Zoning By-law

**** Pre-consultation is strongly encouraged with the Township prior to submitting any zoning or official plan amendment applications. ****

Instructions:

- Please check all applicable boxes and answer all applicable questions.
- All measurements MUST be in metric units. (Imperial Units will not be accepted)
- Additional information may be attached if necessary.
- Incomplete applications will be returned.
- The Township reserves the right to ask for more information or clarification pertaining to this application at a later time.
- Further information is on the last two pages for your reference.
- Applications are not accepted without the required fees

For office use only

File no:_____
Pre-Consult Date: _____
Date received:_____
Date accepted_____
Accepted by:_____
Roll # 42 07 _____
Conservation authority fee required:_____

Other information:_____

_____

Pursuant to one or more of the following Sections 22, 34, 36, and/or 39 of the *Planning Act*, as amended, I/we apply for: *(check appropriate box)*

Pre- Consultation Fee	$500.00
Amendment to the Official Plan	Minor $4,500.00 application fee *plus*
	$4,000.00 contingency fee
	Major $7,000.00 application fee *plus*
	$6,000.00 contingency fee
Amendment to the Zoning By-law	$3,250.00 application fee $2,000.00 contingency fee
	Complex $4,500.00 application fee *plus*
	$5,000.00 contingency fee
Removal of Holding Provision	$1,041.00 application fee
	or $625.00 application fee (with related Site Plan Agreement)
Temporary Use By-Law Amendment	$1,742.00 application fee *plus*
	$417.00 agreement fee *plus*
	$2,500.00 contingency fee
Other Required Fees:	
Public Notice Sign Fee	$151.00
Conservation Authority Fee	$600.00 Saugeen Valley Conservation Grand River Conservation – Call directly for details
County of Grey Municipal Review Fee	$400.00

*****Contingency fees are required for all Official Plan Amendment applications
*****Contingency fees are required for all Zoning By-law Amendment applications

It is the responsibility of the applicant to ensure that progress is being made on their application. Applications that show no meaningful progress for an extended period may be deemed inactive and may be cancelled as per section 7.20 of the Township Official Plan.

Applications that need to be commissioned at the Township office must schedule an appointment. To schedule an appointment please email Alysha Black at ablack@southgate.ca or call 519-923-2110 ext. 232

Note on fees:

Potential applicants are strongly encouraged to consult with the Planning Department prior to submitting any planning application. For the pre consultation meeting, please provide a drawing or a sketch of your proposal, accompanied by a written description.

The application fees were adopted and approved under the Township of Southgate's fees and charges By-law and will only be accepted once the application is deemed complete by the Township of Southgate Planning Department.

All required application fees shall be paid in cash or by cheque made payable to the Township of Southgate.

Contingency fees will be utilized to cover costs associated with this application when deemed necessary by the Township of Southgate, i.e. professional consultants and legal advice. Any portion of the contingency fee not used in connection with the review and completion of an application will be returned. The applicant further agrees to pay any additional costs and expenses beyond the initial contingency fee which shall be determined by staff of the Corporation of the Township of Southgate in the event that the amount of the initial contingency fee taken is insufficient.

Be advised that the applicant or a representative is expected to appear at any meetings (including the public meeting) to explain the proposal and answer any questions that may arise. Failure to do so may result in deferral of the application and increased costs.

Part A

Owner/Agent/Application Information

*To be completed by the applicant

1. **Name of registered owner**: _____

   Mailing address:_____

   Phone#: (H)_____ (B)_____

   Email Address:_____

2. **Name of applicant**: _____

   Mailing address:_____

   Phone#:_____Email:_____

   Applicant's Relationship to Subject Lands:

   - ❑ Registered Property Owner
   - ❑ Holder of Option to Purchase Subject Lands
   - ❑ Signing Officer of Corporation
   - ❑ Other [Specify]_____

3. **Name of agent (if applicable)**

   Mailing address:_____

   Phone#:_____Email:_____

Send all correspondence to (choose only one): ❑ Applicant ❑ Agent

Preferred Method of communication: ❑ Phone ❑ email ❑ Postal Mail

Name any mortgages, charges or encumbrances, in respect to the subject lands:

_____

Mailing Address:_____

Phone#: _____

Part B

The Subject Lands

4. **Location of subject property (former municipality):**

❑ Township of Egremont ❑ Township of Proton ❑ Village of Dundalk

Road/street and number: _____

Tax Roll#: _____

Lot_____ Concession_____

Lot_____of Plan_____

5. **The date the subject land was acquired by the current owner**: _____

6. Dimensions of subject property:

frontage_____m depth_____m area_____sq m/ha

7. Description of the area affected by this application if only a portion of the entire property_____

_____

8. Abutting and nearby lands uses

a. Interest in abutting lands - does the owner or applicant of the subject lands own or have a legal interest in any lands abutting the subject lands? Yes ❑ No ❑

If yes, describe to what extent _____

b. Use of abutting and nearby lands - describe the present use on all properties abutting and opposite the subject lands.

North _____East _____

South _____West _____

c. Agricultural livestock operations

❑ if an existing livestock operation is located within 450 metres of the subject lands, prepare a sketch showing locations and approximate size of livestock barns (as per Additional Requirements 20. (b) request) and you must fill out Schedule "A".

9. Environmental Constraints

Indicate whether any of the following environmental constraints apply to the subject lands:

Wetlands	❑	Specialty Crop Lands	❑
Floodplains	❑	ANSI's (areas of natural or scientific interest)	❑
Streams, Ravines and Lakes	❑	Aggregate Resources	❑
Water Resources	❑	Thin Overburden	❑
Wooded Areas & Forest Management	❑	Solid Waste Management	❑
Fisheries, Wildlife & Environment	❑	Sewage Treatment Plant	❑
Heritage Resources	❑		

10. Official Plan

Indicate the current Official Plan Designation:

Neighbourhood Area	❑	Agriculture	❑
Downtown Commercial	❑	Rural	❑
Arterial Commercial	❑	Inland Lakes	❑
Industrial	❑	Space Extensive Industrial/Commercial	❑
Public Space	❑	Hazard Lands	❑
Special Policy Area	❑	Wetlands	❑
Major Open Space	❑	Mineral Aggregate Extraction	❑
Village Community	❑		

11. Zoning By-law

Present zoning_____

Requested zoning_____

12. Specific proposed use(s) of subject property that this amendment would authorize: (provide a sketch showing locations and approximate size for each building or structure). *If proposal is for an On Farm Diversified Use, please specify use (metal works, woodworking) and include Building Code Occupation Classification:

_____

_____

_____

_____

_____

Type of building/structure: _____

Setbacks:

Front lot line: _____Rear lot line: _____

Side lot line: _____

Building structure:

Height: _____Dimensions/Floor Area: _____

The date the existing building(s) or structure(s) on the subject land were constructed: _____

The length of time that the existing uses of the subject land have continued:

_____

If proposed use is residential, indicate proximity of subject lands to community facilities (parks, schools, etc.):

_____

_____

_____

For Official Plan Amendment Applications Only (13 – 18):

13. Please answer the following about this proposed Official Plan Amendment: Does this application change or replace a designation in the Official Plan?

Changes ❑ Replaces ❑

14. Is this application to implement an alteration to the boundary of an area of settlement or to implement a new area of settlement?

Yes ❑ No ❑

If yes, please provide the details of the official plan or the official plan amendment that deals with this matter.

_____

_____

_____

_____

_____

15. Does this application propose to remove land from an area of employment?

Yes ❑ No ❑

If yes, please provide the details of the official plan or official plan amendment that deals with this matter.

_____

_____

_____

_____

16. Is the application being submitted in conjunction with a proposed County Official Plan Amendment? Yes ❑ No ❑

If yes, please provide the details of the official plan or official plan amendment that deals with this matter.

_____

_____

_____

_____

_____

17. Specific reason(s) for requesting amendment(s), if not sufficient space, a cover letter should be attached:

_____

_____

18. Has the subject land ever been the subject of a Zoning By-law Amendment? Yes ❑ No ❑ Unknown ❑

If yes, and if known, specify the file number and status of the application:

_____

Servicing for Subject Land

19. Facilities existing or proposed for subject lands:

Type of Access:	**Existing**	**Proposed**
❑ Provincial Highway	_____	_____
❑ Municipal Road, maintained year-round	_____	_____
❑ Municipal Road, seasonally maintained	_____	_____
❑ Other Public Road	_____	_____
Please Specify: _____		

Type of Water Supply:	**Existing**	**Proposed**
❑ Municipally operated piped water system	_____	_____
❑ Privately owned/operated individual well	_____	_____
❑ Privately owned/operated communal well	_____	_____
❑ Lake or other body of water	_____	_____
Please Specify: _____		
❑ Other Means	_____	_____
Please Specify: _____		

Type of Storm Water Management:	Existing	Proposed
❑ Storm drainage sewer pipe	_____	_____
❑ Ditch	_____	_____
❑ Swale	_____	_____
❑ Other Means	_____	_____

Please Specify: _____

Type of Sewage Disposal:	Existing	Proposed
❑ Municipally operated sanitary system	_____	_____
❑ Privately owned/operated individual septic	_____	_____
❑ Privately owned/ operated communal septic	_____	_____
❑ Privy	_____	_____
❑ Other Means	_____	_____

Please Specify: _____

20. Is there an approved Site Plan and/or a Site Plan Control Agreement in effect on any portion of the subject lands?

Yes ❑ No ❑

If yes, has an amendment to the Site Plan and/or Agreement been applied for?

Yes ❑ No ❑

21. Are there any easements, rights-of-way, restrictions, covenants, or other agreements applicable to the subject lands? (if yes, describe what they are and include applicable Site Plan if applicable.)

Yes ❑ No ❑

Part C
The Proposal

22. Describe the nature and extent of the relief applied for and the proposed use of the subject lands.

_____

_____

_____

_____

_____

23. Describe the reasons for the proposed amendment(s).

_____

_____

_____

_____

_____

24. Describe the timing of the proposed development, including phasing.

_____

_____

_____

25. Additional Supporting Documents

List any supporting documents: (e.g. Environmental Impact Study, Hydrologic Report, Traffic Study, Market Area Study, Aggregate License Report, Storm Water Management Report)

_____

_____

_____

_____

_____

_____

_____

_____

Part D

Statement of compliance

26. Is this application consistent with the policy statements issued under subsection 3(1) of the Planning Act?

Yes ❑ No ❑

27. Is the subject land within an area of land designated under any provincial plan or plans?

Yes ❑ No ❑

If yes, explain how the application conforms with or does not conflict with the applicable provincial plan or plans.

_____

_____

_____

_____

_____

Additional requirements

28. Supplementary and support material to accompany application, where applicable

a) a survey of the property prepared by an Ontario Land Surveyor indicating topographical contours and other natural and artificial features such as existing buildings and their uses, railways, highways, pipelines, ditches, swamps, watercourses, drainage, and wooded areas within or adjacent to the subject land. This survey should clearly indicate the land which is the subject of the amendment.

OR

b) a sketch *drawn to scale* showing the following:

1) Boundaries and dimensions of the subject land.
2) 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 yard lot line, rear yard lot line and the side yard lot lines.
3) Approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditch, river or stream banks, wetlands, wooded areas, wells and septic tanks.
4) Current use(s) on land that is adjacent to the subject land.
5) Location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public traveled road, a private road or a right of way.
6) If access to the subject land is by water only, the location of the parking and docking facilities to be used.
7) Location and nature of any easement affecting the subject land.
8) North Arrow

Other information

29. Is there any other information that you think may be useful to the municipality or other agencies in reviewing the application? If so, explain below or attach on a separate page:

Part E
Authorization and affidavit

30. Owner's Consent (Freedom of Information):

In accordance with the provision of the Planning Act, it is the policy of the Municipality to provide public access to all development applications and supporting documentation.

In submitting this development application and supporting documents I (we),

_____and _____
Name of Owner(s)

hereby acknowledge the above-noted and provide my (our) consent, in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, as well as commenting letters of reports issued by the municipality and other review agencies will be part of the public record and will also be available to the general public.

_____ _____
Signature of Owner Date

_____ _____
Signature of Owner Date

31. Owner's Authorization for Agent

I(we),_____and _____
Name of Owner(s)

hereby authorize_____to act as our agent(s)for the purpose of this application.

_____ _____
Signature of Owner Date

_____ _____
Signature of Owner Date

32. Owner's Authorization for Access

I/we,_____,and _____
Name of Owner(s)

hereby permit Township staff and its representatives to enter upon the premises during regular business hours for the purpose of performing inspections of the subject property.

_____ _____
Signature of Owner Date

_____ _____
Signature of Owner Date

_____ _____
Signature of Witness Date

Solemn declaration

33. Affidavit

To be completed by owner(s), agent(s), or applicant(s) having completed the application form

Note: This Affidavit must be signed in the presence of a Commissioner for Taking Oaths.

I/ (We)_____
Name(s)

of the_____of_____in the _____of_____
(city/town/municipality) (county/region)

Solemnly declare that all statements contained in this application and all the information provided is 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 _____of_____
(city/town/municipality) (county/region)

This_____day of_____,20____

_____
Signature of Commissioner

_____
Signature of Applicant

_____
Name (please print)

Schedule "A"

Supplementary Information – Agricultural Lands

Agricultural Property History on the subject parcel

(i) What type of farming has been or is currently being conducted?

- ❑ Beef
- ❑ Dairy
- ❑ Swine
- ❑ Poultry
- ❑ Sheep
- ❑ Cash Crop
- ❑ Other (describe) _____

Describe in detail the size, age and feed type used for the type of farming conducted: _____

_____

(i) How long have you owned the farm? _____

(ii) Are you actively farming the land
(or – do you have the land farmed under your supervision)?

❑ Yes – For how long?

_____

❑ No – When did you stop farming? _____

For what reason did you stop farming? _____

_____

(iii) Area of total farm holding: _____

(iv) Number of tillable hectares: _____

(v) Do you own any other farm properties? ❑Yes ❑ No

If yes, indicate locations: Lot:_____Concession: _____

Former Township: _____

Total Hectares: _____

(vi) Do you rent any other land for farming purposes? ❑Yes ❑ No

If yes, indicate locations: Lot:_____Concession: _____

Former Township: _____

Total Hectares: _____

(vii) Is there a barn on the subject property? ❑Yes ❑ No

Please indicate the condition of the barn: _____

_____

How big is the barn? _____

What is the present use of the barn? _____

_____

What is the capacity of the barn, in terms of livestock? _____

_____

(viii) Indicate the manure storage facilities on the subject lands

- ❑ Storage already exists
- ❑ No storage required (manure/material is stored for less than 14 days)
- ❑ Liquid
  - ❑ inside, underneath slatted floor
  - ❑ outside, with permanent, tight fitting cover
  - ❑ (treated manure/material) outside, no cover
  - ❑ outside, with a permanent floating cover
  - ❑ outside, no cover, straight-walled storage
  - ❑ outside, roof but with open sides
  - ❑ outside, no cover, sloped-sided storage
- ❑ Solid
  - ❑ inside, bedded pack
  - ❑ outside, covered
  - ❑ outside, no cover, >= 30% DM
  - ❑ outside, no cover, 18-30% DM, with covered liquid runoff storage
  - ❑ outside, no cover, 18-30% DM, with uncovered liquid runoff storage

(ix) Are there any barns on other properties within 450 meters (1,476.38 ft) of the subject lands? ❑ Yes ❑ No

If yes, these barns and distances to the subject property must be shown on the sketch. The following questions must be answered for each property containing a barn regardless of current use.

(x) What type of farming has been conducted on this other property?

_____

_____

_____

(xi) Indicate the number of tillable hectares on other property: _____

_____

(xii) Indicate the size of the barn(s):_____

(xiii) Capacity of barn in terms of livestock: _____

(xiv) Manure Storage facilities on other property (see storage types listed in question above)

_____

_____

_____

Additional information will be required for Minimum Distance Separation (MDS) calculations – please discuss this with Planning Staff prior to submitting your application

Zoning amendment process

Purpose: a zoning by-law amendment is required to change a zone symbol on a property to permit expanded or different land uses on a specific property. A zoning by-law amendment may also be requested to change a zone provision (setback or similar regulation) or general provision.

Process: Discuss your proposal with the municipal planning department prior to submitting your application. Make your application to the planning department along with the required fee. A planning staff report will be prepared and a public meeting will be set. The applicant will be advised of the time and date of this meeting and invited to make representation at this time in order to explain why the zoning amendment request is being made.

You can expect a decision on your application within 150 days. This time is used to review the application, set up a public meeting, post the required public notice, draft a zoning by-law amendment and ensure that all other required documentation is in order.

At least 20 days prior to the public meeting, notice of the public meeting is either sent to every assessed property within 120 metres (400 feet) of the subject property or a notice is placed in the appropriate local newspaper. The applicant or a representative must attend the public meeting to explain why the zoning amendment is required to members of the Council and the public, as well as answer any questions that may arise.

A site plan and agreement may be required to be negotiated prior to any further proceedings of the rezoning process. Following the public meeting and if Council is satisfied with the application, an amending by-law will be considered by Council. Should the by-law be passed, a notice of passing is prepared and sent to everyone on the first mailing list or published in the newspaper. A 20 day appeal period is required to be included in this notice to allow anyone to appeal the by-law to the Ontario Municipal Board.

Should your application not be approved by Council, you also have the right to appeal to the Local Planning Appeals Tribunal within the same 20 day appeal period. More information is available by contacting the municipal planning department or on the Web at: http://elto.gov.on.ca/news/local-planning-appeal-tribunal/

If the application is approved and no appeal is filed, a notice of no appeal is prepared and sent to the applicant at which time the process is now completed. A building permit would not be available for any works associated with the by-law until the appeal period has passed and if no appeals were filed.

Zoning by-law amendment process summary

1. Pre-consultation (required by By-law 66-2012)
2. Submit application
3. Clerk sets a public meeting
   Notice sent to neighbours within 120 metres (400 feet) and various agencies, 20 days prior to public meeting.
4. Public meeting
   Applicant and/or agent should attend to resolve any potential concerns. Council will consider the proposal and may pass a by-law that meeting.
5. Appeal period
   After a Notice of Passing for the by-law amendment is sent to neighbours within 120 metres (400 feet) and agencies, 20 day appeal period begins.
6. Decision final
   If not appeal is filed with the Township within the appeal period, the process is complete and the zoning by-law amendment is in full force and effect.

   please do not return this page