



The Corporation of the  
Township of Algonquin Highlands

**APPLICATION FOR ZONING BY-LAW AMENDMENT**

Planning Act (R.S.O.), 1990 Chapter P.13

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Office Use Only  
DATE RECEIVED: \_\_\_\_\_ FILE NO. AH-ZBA- \_\_\_\_\_  
DATE DEEMED COMPLETE: \_\_\_\_\_

**COMPLETENESS OF THE APPLICATION:** *This application forms sets out the information that must be provided by the applicant, as prescribed in the various Ontario Regulations made under the Planning Act. It also sets out other information that will assist the Township and others in their planning evaluation of the proposal. To ensure the quickest and most complete review, this information should be submitted at the time of application. In the absence of this information, it may not be possible to do a complete review within the legislated time frame for making a decision. If the requested information, including the plans and fee is not provided, the Township will return the application or refuse to further consider the application until the information, plans and fee have been provided.*

**Application Fee Schedule:**

The applicant is responsible for all costs incurred by the municipality in processing the Zoning By-Law Amendment Application.

**Please Include ALL of the Following Documents:**

- 1. Application Fee \$1500.00 (application fee includes \$1000.00 deposit towards costs and a \$500.00 non-refundable administration fee)
- 2. Completed Application Form.
- 3. Survey showing the proposed buildings or structures, noting all lot dimensions, yards and setbacks.

**APPLICATION FORM:**

The undersigned hereby applies to Council for the Township of Algonquin Highlands under Section 34 of the Planning Act, for relief, as described in this application from By-Law 03-22.

1. OWNER: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_ POSTAL CODE: \_\_\_\_\_  
HOME PHONE: \_\_\_\_\_ BUSINESS PHONE NO. \_\_\_\_\_  
FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

2. AGENT: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_ POSTAL CODE: \_\_\_\_\_  
HOME PHONE: \_\_\_\_\_ BUSINESS PHONE: \_\_\_\_\_  
FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

3. MORTGAGE HOLDER: \_\_\_\_\_

4. **Legal Description of Subject Land:**  
Roll # \_\_\_\_\_  
Lot: \_\_\_\_\_ Concession: \_\_\_\_\_ Plan: \_\_\_\_\_ Part(s): \_\_\_\_\_  
Geographic Township: \_\_\_\_\_  
911/Civic Address of Property: \_\_\_\_\_

Present Official Plan Designation: \_\_\_\_\_

Present Zoning Designation: \_\_\_\_\_

Proposed Zoning Designation: \_\_\_\_\_

Existing Land Uses: (Give detailed description) \_\_\_\_\_

\_\_\_\_\_

Access to the subject land is by:

- Provincial Highway       County Road       Year Round Municipal Road  
 Seasonal Municipal Road       Right-of-Way       Water Access

Name of Road \_\_\_\_\_

If the proposed access is by water, describe the docking and parking facilities to be used on the mainland \_\_\_\_\_

\_\_\_\_\_

What is the distance to the mainland? \_\_\_\_\_

**5. Dimensions of Land Affected:**

Total Area: \_\_\_\_\_ Area of Affected Lands: \_\_\_\_\_

Frontage on Water: \_\_\_\_\_ Frontage on Road: \_\_\_\_\_

Average Depth: \_\_\_\_\_

**6. Description of Buildings on Subject Lands:**

NUMBER OF BUILDINGS ON SUBJECT LANDS: \_\_\_\_\_ YEAR OF CONSTRUCTION: \_\_\_\_\_

USE(S): \_\_\_\_\_ GROSS FLOOR AREA: \_\_\_\_\_ HEIGHT: \_\_\_\_\_

NO. OF STOREYS: \_\_\_\_\_ DWELLING UNIT AREA: \_\_\_\_\_ NO. OF PARKING SPACES: \_\_\_\_\_

NO. OF LOADING SPACES: \_\_\_\_\_ SETBACKS FROM FRONT LOT LINE: \_\_\_\_\_

SETBACKS FROM SIDE LOT LINE: \_\_\_\_\_ SETBACKS FROM REAR LOT LINE: \_\_\_\_\_

SETBACKS FROM CENTRELINE OF ROAD: \_\_\_\_\_

**7. Existing Uses of Subject Lands:**

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

Length of time existing use has existed: \_\_\_\_\_

**8. Proposed Uses of Subject Lands: (give detailed description)**

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

**9. Proposed Buildings for Subject Lands:**

USE(S): \_\_\_\_\_

GROSS FLOOR AREA(S): \_\_\_\_\_ HEIGHT: \_\_\_\_\_ NO. OF STOREYS: \_\_\_\_\_

NO. AND TYPE OF DWELLINGS: \_\_\_\_\_ DWELLING UNIT AREA: \_\_\_\_\_  
NO. OF PARKING SPACES: \_\_\_\_\_ NO. OF LOADING SPACES: \_\_\_\_\_  
SETBACKS FROM FRONT LOT LINE: \_\_\_\_\_ SETBACKS FROM SIDE LOT LINE: \_\_\_\_\_  
SETBACKS FROM REAR LOT LINE: \_\_\_\_\_ SETBACKS FROM CENTRELINE OF ROAD: \_\_\_\_\_

The location of all buildings and structures including all yards and setbacks must be shown accurately on the survey illustrating existing locations of all buildings and structures and proposed locations of buildings and structures (please specify distance from side, rear and front lot lines).

10. If the proposed use is residential, please indicate the proximity to community facilities such as schools, parks etc.

\_\_\_\_\_

11. Date of acquisition of land: \_\_\_\_\_

12. Date of construction of all buildings and structures on subject land: \_\_\_\_\_

13. **Existing and Proposed Servicing for the Subject Land:**

Water Supply (state whether existing or proposed)

Sewage Disposal (state whether existing or proposed)

- Drilled Well \_\_\_\_\_
- Dug Well \_\_\_\_\_
- Community Well \_\_\_\_\_
- Lake or River \_\_\_\_\_
- Other (specify) \_\_\_\_\_

- Private Septic Tank \_\_\_\_\_
- Pit Privy \_\_\_\_\_
- Other (specify) \_\_\_\_\_

14. Reason(s) for requesting change in Zoning and/or Official Plan designation:

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

15. Has the land been subject to an application made under the Planning Act for approval of a plan of subdivision or consent?  Yes  No

If yes, please give the file number and status \_\_\_\_\_

16. **Supplementary Information:** (to be attached to this application)

Planning staff and/or Council representing the Township may request additional material to enable the municipality to consider the application(s).

(I) KEY PLAN

1 copy of key plan, properly dimensioned and showing thereon:

- (a) boundaries of subject lands;
- (b) existing uses of all lands within 400 feet of the subject lands.

(II) SITE PLAN

1 copy of a site plan drawn to an appropriate scale, properly dimensioned and showing thereon:

- (a) boundaries of subject lands;
- (b) dimensions of all lots;
- (c) location and dimensions of all existing buildings, structures and uses;
- (d) location and dimensions of all buildings, structures and uses proposed on the

- subject lands together with dimensions of front, side and rear yards and distances between adjacent buildings;
- (e) location and dimensions of all proposed yards, landscaped open spaces, parking areas, loading spaces and driveways.
  - (f) location of all natural features (watercourses, wetlands, woodlots, etc.) and artificial features (septic tanks, wells, railway lines, pipelines, culverts, etc.) on subject land and adjacent lands;
  - (g) summary of site coverage with regard to percentage of building coverage and percentage of landscaped area;
  - (h) method of servicing subject land (public water, septic tanks, private wells);
  - (i) location, width and name of any roads within or abutting the subject lands, indicating whether it is a public travelled road, an unopened road allowance, private road or right-of-way.

**17. Payment of Fees**

As of the date of this application, the Owner/Applicant agrees to pay for and bear the entire cost and expense for any engineering, legal, landscape architectural and/or external planning consulting expenses incurred by the Township of Algonquin Highlands during the processing of this application, in addition to any application fee set by the Township of Algonquin Highlands.

If an Ontario Municipal Board Hearing is required, a deposit of Two Thousand Dollars (\$2,000.00) is required upon submission of the request for referral to the Ontario Municipal Board. This amount shall be applied towards any costs incurred by the Township, during the preparation for this Hearing and during the presentation of the Township case at the Hearing. The Applicant acknowledges that this shall include, but may not be limited to:

- all fees and disbursements paid to the Municipal Solicitor and the Municipal Planner;
- all fees and disbursements paid to any expert witness; and
- all disbursements incurred by the Municipality.

The Owner/Applicant agrees to reimburse and indemnify the Township for all fees and expenses incurred by the Township to defend the application including any fees and expenses attributable to proceedings before the Ontario Municipal Board or any court or other administrative tribunal. If such fees and expenses exceed the deposit, the Owner/Applicant shall pay the difference forthwith upon being billed by the Township.

The Owner/Applicant further agrees that, upon request by the Township from time to time, the Owner/Applicant shall make such additional deposits as the Township considers necessary, and until such requests have been complied with, the Township will have no continuing obligation to attend or be represented at the Ontario Municipal Board or any court or other administrative proceeding in connection with the application.

**Note:** All invoices for payment shall be sent to the person indicated in Section 1 of this application.

\_\_\_\_\_  
SIGNATURE OF OWNER

\_\_\_\_\_  
Date

\_\_\_\_\_  
SIGNATURE OF OWNER

\_\_\_\_\_  
Date

**CONSENT OF THE OWNER(S)**

The owner must also complete the following or a similar authorization attached to the consent application:

I/We, \_\_\_\_\_, being the registered owner(s) of the lands subject of this application for consent and, for the purposes of the Freedom of Information and Protection of Privacy Act, I/we hereby authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application. I/we also authorize and consent to representatives of committee of adjustment, municipal staff and/or any consultants/professional employed by the Township, for purposes of processing this application, entering upon the lands subject of this application for the purpose of conducting any site inspections as may be necessary to assist in the evaluation of this application.

For the purposes of the Freedom of Information and Protection of Privacy Act, I further authorize and consent to the use of my name in any Notices required under the authority of the Planning Act for the purpose of processing this application.

\_\_\_\_\_  
SIGNATURE OF OWNER

\_\_\_\_\_  
Date

\_\_\_\_\_  
SIGNATURE OF OWNER

\_\_\_\_\_  
Date

**OWNER'S AFFIDAVIT**

I, \_\_\_\_\_

of the \_\_\_\_\_ of \_\_\_\_\_ in the

\_\_\_\_\_ of \_\_\_\_\_ solemnly declare that all the statements contained in the application are true and I 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 \_\_\_\_\_ )  
\_\_\_\_\_ )  
this \_\_\_\_\_ day of \_\_\_\_\_ )  
\_\_\_\_\_ )  
201\_\_ . )

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
A Commissioner for taking Oaths

**Authorization of Owner for Agent**

As dated, I/We are the registered owners of the lands described herein. I/We have examined the contents of this application, and certify it's correctness insofar as I/We have knowledge of the facts, and concur with the submission to the Council for the Township of Algonquin Highlands, by my/our agent.

\_\_\_\_\_  
SIGNATURE OF OWNER

\_\_\_\_\_  
Date

\_\_\_\_\_  
SIGNATURE OF OWNER

\_\_\_\_\_  
Date