Ontario

Ministry of
Municipal Affairs and Housing

Application to Amend or Revoke a Minister's Zoning Order

Under Section 47 of the *Planning Act*

Mandatory information is indicated by the black arrow

1. Application Information

Instructions

1.1

First Name of owner 1	Last name of owner 1	Home telephone no.
First Name of owner 2	Last name of owner 2	Business telephone no.
Company name (if applicable):		City
Address	Postal code / Prov: ON	Fax no.
E-mail address		

1.2 Agent/Applicant: Name of the person who is to be contacted about the application, if different from the owner. (This may be a person or firm acting on behalf of the owner.)

First Name of contact person	Last Name of contact person	Home telephone no.
Company name (if applicable):	City	Business telephone no.
Address	Postal code / Prov: ON	Fax no.
E-mail address		

2. Description/Location of the Subject Land (complete applicable boxes in section 2.1)

2.1

Upper-tier/District	Municipality (unorganized area select District): Addington Highlands	Former municipality
Geographic township	Geographic township in territory without municipal organization	Section or mining location No.
Concession number(s)	Lot number(s)	Registered plan no. / Lot(s) / Block(s) number
Reference plan no. / Part number(s)	Parcel number(s)	Name of street / road / Street no.

2.2 Are there any easements or restrictive covenants affecting the subject land? ◯ Yes ◯ No

If yes, describe each easement or covenant and its effect. Use a separate page if necessary.

3. Purpose of Application

3.1 Is this application to: ◯ Amend or ◯ Revoke a Minister's zoning order?

3.2 What is the regulation number of the zoning order to be amended or revoked?

3.3 Why is this application being made to amend or revoke the zoning order?

► **3.4**	What is the present zoning of the subject land in the zoning order or in any municipal or planning board zoning by-law?
3.5	What uses are permitted by the present zoning of the subject land in the zoning order or in any municipal or planning board zoning by-law?
► **3.6**	If the application is to amend a zoning order, what is the proposed zoning for the subject land?

4. Designation of Land

► **4.1** What is the current **official plan** designation(s), if any, of the subject land in the applicable official plan?

Single-tier

Lower-tier

Upper-tier

Planning board

5. Provincial Plans

► **5.1** Is the subject land covered by a **provincial plan**(s), such as the Oak Ridges Moraine Conservation Plan, the Greenbelt Plan, the Growth Plan for the Greater Golden Horseshoe, the Niagara Escarpment Plan, the Parkway Belt West Plan, the Central Pickering Development Plan or any other provincial plan?

Yes No If yes, specify the applicable provincial plan(s) and the current designation(s) of the subject land(s).

► **5.2** If yes to 5.1 above, and the subject land for the proposal is located within an area of land designated in a provincial plan, does the request conform/not conflict with the policies contained in the applicable provincial plan?

Yes No If yes, please explain.

6. Existing and Proposed Uses

► **6.1** What is the existing use of the subject land?

► **6.2** Are there existing buildings or structures on the subject land?
☐ Yes ☐ No If yes, complete, in metric units, the table below for each type of building or structure.

Type of building or structure	Dimensions or floor area of building or structure	Height of building or structure
1. _____	1 _____ metres x _____metres	1. _____metres
2. _____	2. _____ metres x _____metres	2. _____metres

Setbacks from	Front lot line 1. _____metres 2. _____metres	Rear lot line 1_____metres 2._____metres	Side lot line 1_____metres 2. _____metres	Side lot line (opposite side) 1. _____metres 2. _____metres

► **6.3** What is the proposed use of the subject land?

► **6.4** Are buildings or structures proposed to be built on the subject land?

☐ Yes ☐ No If yes, complete, in metric units, the table below for each type of building or structure.

Type of building or structure	Number of parking spaces	Dimensions or floor area of building or structure	Height of building or structure
1. _____	1._____	1 _____ metres x _____metres	1. _____metres
2. _____	2. _____	2. _____ metres x _____metres	2. _____metres

Setbacks from	Front lot line 1. _____metres 2. _____metres	Rear lot line 1_____metres 2._____metres	Side lot line 1_____metres 2. _____metres	Side lot line (opposite side) 1. _____metres 2. _____metres

7. Provincial Policy Statement

► **7.1** Is the proposal consistent with the **Provincial Policy Statement (PPS)** issued under subsection 3 (1) of the *Planning Act*?

☐ Yes ☐ No

7.2 Explain how the application is consistent with the PPS. Use the checklist in **Table A** to indicate consistency with the PPS. Attach a separate page, if necessary.

7.3	**Table A** is a checklist (not a substitute for the Provincial Policy Statement) to assist in identifying areas of provincial interest that may apply to your application. Please fill in the appropriate rows in **Table A,** if any apply.

Table A - Features Checklist

Use or feature	On the subject land	Within 500 metres of subject land, unless otherwise specified (indicate approximate distance in metres)
Cultural heritage and archaeological resources	☐	
Agricultural operation, including livestock facility or stockyard	☐	
Landfill site (closed or active)	☐	
Sewage treatment plant or waste stabilization plant	☐	
Provincially significant wetlands within 120 m of the subject land	☐	
Sensitive surface water features and sensitive groundwater features	☐	
Significant coastal wetlands	☐	
Use or Feature	**On the subject land**	**Within 500 metres of subject land, unless otherwise specified** (indicate approximate distance in metre)
Fish habitat	☐	
Significant woodlands and valleylands south and east of the Canadian Shield; significant wildlife habitat; significant habitat of endangered species and threatened species; and significant areas of natural and scientific interest	☐	
Flood plain	☐	
Erosion hazards	☐	
Rehabilitated or an abandoned mine site, or mine hazards or former mining operations	☐	
An operating mine site or a non-operating mine site within 1000 m of the subject land	☐	
Mineral aggregate operation	☐	
Provincial highway, including designated future ones	☐	
Active railway line	☐	
Municipal or federal airport	☐	
Electricity generating station, hydro transformer, railway yard, etc.	☐	
Utility corridors	☐	
Contaminated sites	☐	
Crown land (identified by Ministry of Natural Resources as being of special interests, such as lake access points)	☐	

8. Servicing

8.1 Indicate in a) and b) below the proposed type of servicing for the subject land. Select the appropriate type of servicing from **Table B** .

► a) Indicate the proposed type of sewage disposal system - whether sewage disposal will be provided to the subject land by a publicly owned and operated sanitary sewage system, a privately owned and operated individual or communal septic system, a privy or other means.

Communal – Private

► b) Indicate the proposed type of water supply system - whether water will be provided to the subject land by a publicly owned and operated piped water system, a privately owned and operated individual or communal well, a lake or other water body or other means.

Communal – Private

Hauled Sewage

8.2 If development is proposed on a privately owned and operated individual or communal septic system, provide confirmation that there is adequate reserve sewage treatment capacity for hauled sewage (septage) resulting from the proposed request. Refer to Table B below.

Table B - Sewage Disposal and Water Supply

Type of Servicing		Reports/Information Needed
Sewage Disposal	a) Publicly owned and operated sanitary sewage system	Applicants must provide evidence in their application that there is municipal confirmation of sufficient uncommitted reserve sewage system capacity to service the proposed request.
	b) Public communal septic	Development generating effluent of more than 4,500 litres per day needs a servicing options and hydrogeological report.
	c) Privately owned and operated individual septic system	If the requested change would permit development on individual or communal septic system and more than 4,500 litres of effluent would be produced per day as a result of the development being completed, a servicing options report and a hydrogeological report would be required.
	d) Privately owned and operated communal septic system	If the requested change would produce permit development that would produce effluent less than 4,500 litres per day, a hydrogeological report may be needed.
	e) Privy	Provide details on location and size of out-houses.
	f) Other	Please describe.
Hauled Sewage		If development is proposed on privately owned and operated individual or communal septic systems, the applicant must provide evidence in the application showing either: i) municipal confirmation of sufficient uncommitted reserve sewage system capacity for treatment of septage resulting from the proposal; OR ii) confirmation (i.e., letter) from a commercial enterprise (private provider) for hauled sewage (septage) indicating that capacity is available to accommodate the specific proposal.
Water Supply	a) Public piped water system	Applicants must provide evidence in their application that there is municipal confirmation of sufficient reserve water system capacity to service the proposed request.
	b) Privately owned and operated individual well	Development on a communal or individual well system may need a servicing options report and a hydrogeological report.
	c) Privately owned and operated communal well	Non-residential development on a communal well system may need a hydrogeological report.
	d) Lake	A Permit to Take Water may be required. Contact your regional MSO for guidance.
	e) Other water body	Servicing options report is required.
	f) Other means	Please describe.

Requirement:

A building permit is required for septic systems under Part 8 of the Building Code. Contact the relevant local health unit, or area conservation authority for advice/more information. A Certificate of Approval is required from Ministry of the Environment (MOE) for sewage systems generating more than 10,000 liters of effluent per day. Contact your regional MOE office.

Notes:

- To facilitate review of the application a letter is needed from the municipality concurring with the recommendations in the Servicing Options Report.
- Before undertaking a hydrogeological report, consult with the Ministry of Municipal Affairs and Housing about the type of assessment required given the nature and location of the proposal.
- Where communal services are proposed (water and/or sewage), ownership of these services must be assumed by the municipality or public body through a signed letter of acceptance.
- To facilitate review of the application, submit with the application a letter from the local Health Unit indicating that the site is developable and could accommodate the proposed development.
- Permit to Take Water under section 34 of the *Ontario Water Resources Act* must be obtained from the Ministry of the Environment for water taking of more than 50,000 litres of surface or ground water per day.

9. Access

► **9.1** The proposed **road access** would be by: Provincial highway

9.2 **Additional details on "other public road" and "right of way"**
Would proposed **road access** be by:

9.3 If access to the subject land is by "other public road", "right of way" or private road, indicate:

i) the owner of the land or road

ii) who is responsible for maintenance

iii) whether maintenance is seasonal or year round

Access by right of way and/or private road is not usually permitted, except as part of a condominium.

► **9.4** Is **water access** ONLY proposed? ○ Yes ○ No

If yes, on a separate page, describe the parking and docking facilities to be used, the approximate distance of these facilities from the subject land and the nearest public road access. ☐ Attached

You may be required to provide a letter from the owner(s) of a commercially operated parking and docking facility indicating that there is available capacity to accommodate your specific proposal.

10. Proposed Waste Disposal

10.1 Garbage disposal is proposed to be by: Garbage collection

10.2 **Other Services** Please indicate the other services that are available and the provider(s) of these services.

Services	Provider(s)
☐ Electricity	
☐ School Bussing	
☐ Other	

10.3 The proposed stormwater drainage would be by: Sewers

11. Previous Applications for the Subject Land

11.1 Is this application a re-submission of a previous application to amend or revoke a Minister's zoning order?

○ Yes ○ No ○ Unknown If yes and if known, describe how it has been changed from the original application.

11.2	Has the subject land ever been the subject of an application for approval of a plan of subdivision/condominium or consent under the *Planning Act*? Yes No Unknown If yes and if known, provide the file number and the decision made on the application.

12. Other Current Planning Applications

► 12.1	Is the subject land currently the subject of a proposed official plan or official plan amendment that has been submitted for approval? Yes No If yes, indicate the approval authority, file number and status of the application
12.2	Is the subject land the subject of a proposed amendment to a provincial plan(s)? Yes No If yes, what is the applicable provincial plan(s) and specify the file number and status of the application.
► 12.3	Is the subject land the subject of an application for a consent or approval of a plan of subdivision/condominium? Yes No If yes and if known, indicate the file number and status of the application.

13. Sketch: To help you prepare the sketch, use the sketch sheet attached or attach a separate page. Refer to the **Sample Sketch** provided.

► 13.1

The application shall be accompanied by a sketch showing, in **metric units**, the following:

- the boundaries and dimensions of the subject land;
- the location, size and type of all existing and proposed buildings and structures on the subject land, including their setback from the front lot line, rear lot line, side lot line and opposite side lot line;
- the boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land;
- the approximate distance between the subject land and the nearest township lot line or landmark, such as a railway crossing or bridge;
- the approximate location of all natural and artificial features on the subject land and adjacent lands that, in the opinion of the applicant, may affect the application, such as buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks;
- the existing use(s) on land that is adjacent to the subject land;
- the location, width and name of any road within or abutting the subject land, indicating whether it is an unopened road allowance, a publicly travelled road, a private road or a right of way;
- if access to the subject land is by water only, the location of the parking and boat docking facilities to be used; the location and nature of any easement affecting the subject land.

14. Other Information

14.1 Is there any other information that may be useful to the ministry in reviewing this application?
If so, explain below or attach on a separate page.

15. Affidavit or Sworn Declaration

► I, _____ of the _____
(name) (municipality)
in the province of Ontario, make oath and say (or solemnly declare) that the information required under Ontario Regulation 546/06, and provided by the applicant in this application is accurate, and that the information contained in the documents that accompany this application is accurate.

Sworn (or declared) before me at the _____ in the _____ this 23 day of June 20 10.

Commissioner of Oaths **Applicant**

16. Consent of the Applicant

(Complete the consent of the applicant concerning personal information set out below)

Consent of the Applicant to the Use and Disclosure of Personal Information

For the purposes of the ***Freedom of Information and Protection of Privacy Act.***

I, _____ 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.

Date Signature of Applicant

17. Submission of application

► **17.1 Date application is made:** _____ Submit

17.2 The ministry will assign a file number to your application and this should be used in all future communications regarding the application with the ministry.

18. Applicant's Checklist:

Have you remembered to attach the following:

- Five copies of the completed application form?
- Five copies of the sketch? The required fee, either a certified cheque or money order, payable to the Minister of Finance submitted to MMAH?
- Two copies of a letter from the local health unit indicating that the site is developable and could accommodate the proposed development, if applicable?
- Certificate of Approval for the sewage and water system from the Ministry of the Environment, if applicable?

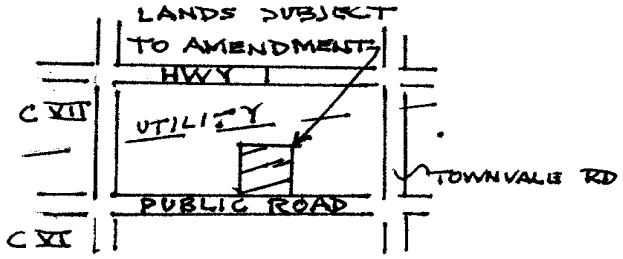
Forward Complete Application to:

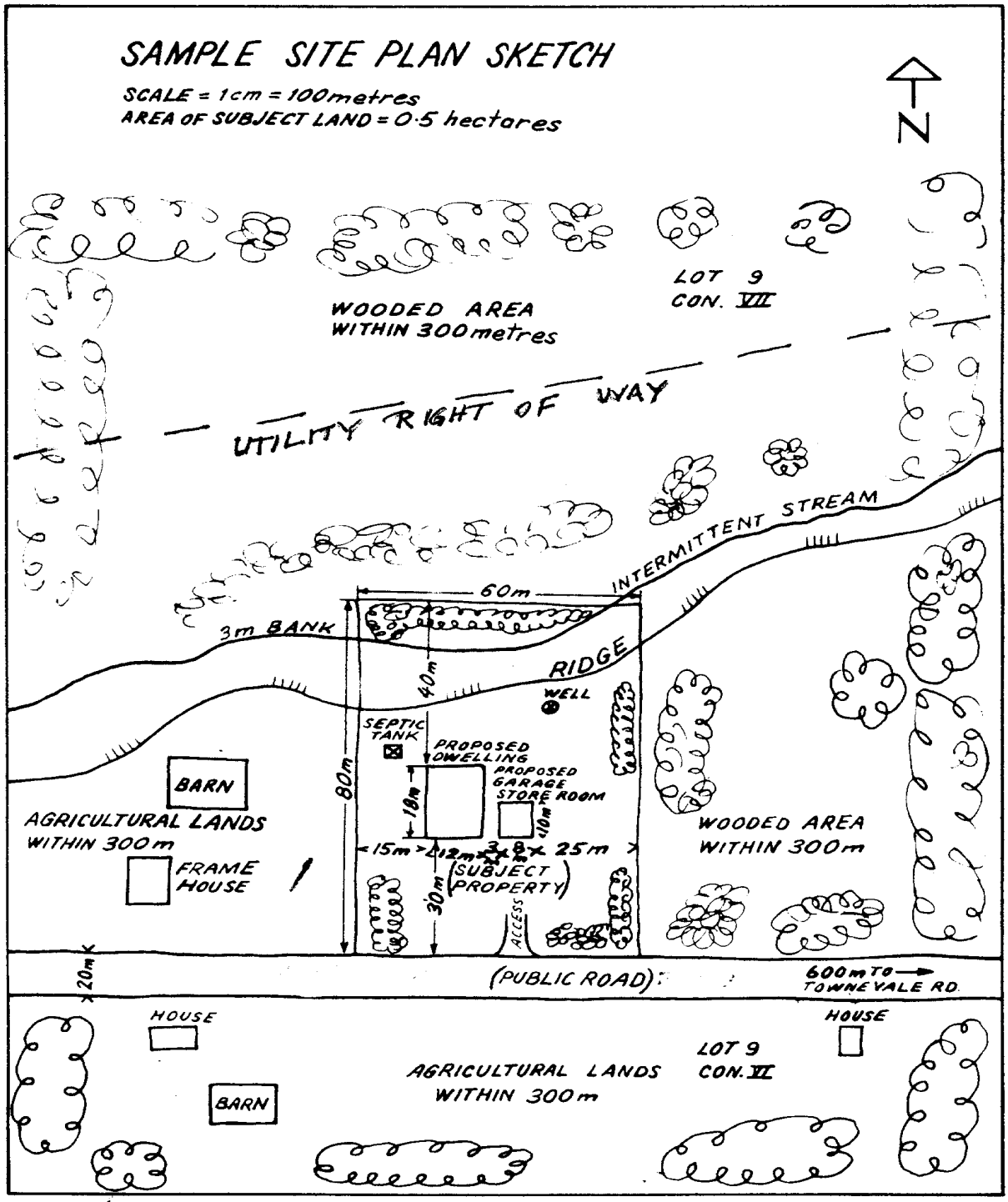
- Municipal Services Office, Ministry of Municipal Affairs and Housing.
- Please see the attached map for geographic areas of coverage for MSO Regions.
- Refer to Page 1 for the address of each MSO.

19. **Sketch Sheet**

► **Sketch Accompanying Application**	**Key Plan**
(Please use metric units and refer to section 13 for details.)	**N** ↑

Sample Sketch





REMINDER: INCLUDE LEGAL DESCRIPTION