



TOWNSHIP OF

**GREATER  
MADAWASKA**

19 Parnell Street  
P.O. Box 180  
Calabogie, ON K0J 1H0  
Phone: 613-752-2222  
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www.greatermadawaska.com

## APPLICATION FOR OFFICIAL PLAN AMENDMENT AND/OR ZONING BY-LAW AMENDMENT

Information to be provided under Sections 21 and 34 of the *Planning Act*

FOR OFFICE USE ONLY	
Date Received:	
Date Deemed Complete:	
Assessment Roll Number:	
Application Number:	
Related applications (if any):	

### 1. TYPE OF APPLICATION:

Official Plan Amendment

Zoning By-law Amendment

Both

### 2. CONTACT INFORMATION

#### 2.1 Owner:

Name:	
Address with Postal Code:	
Phone Number:	
Email Address:	

#### 2.2 Agent or Applicant (if applicable):

Name:	
Address with Postal Code:	
Phone Number:	
Email Address:	

**Note:** if the applicant is not the property Owner, the Owner must appoint the applicant as his/her agent (see Section 17.1).

### 3. INFORMATION ABOUT SUBJECT LANDS

Civic Address:			
Assessment Roll Number:			
Lot:		Concession:	
Geographic Township:			
Plan Number <i>(if any)</i> :			
Existing Use:			
Proposed Use:			

### 4. OFFICIAL PLAN

Current Official Plan designation:	
Land uses authorized by current designation:	

### 5. OFFICIAL PLAN AMENDMENT *(Note: An application for Official Plan Amendment will also need to be filed with the County of Renfrew. Proceed to Section 6 if an Official Plan Amendment is not proposed.)*

#### 5.1 What is the purpose of the proposed Official Plan amendment? (Please describe)

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#### 5.2 How is the requested Official Plan Amendment consistent with the Policy statements issued under Section 3 of the *Planning Act*?

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#### 5.3 Does the proposed Official Plan Amendment do any of the following:

	YES	NO
Change an existing policy in the Official Plan		
Replace a policy in the Official Plan		
Delete a policy from the Official Plan		
Add a new policy or designation to the Official Plan		
Change or replace a land use designation in the Official Plan		
Alter any boundary of, or establish a new settlement area		
Remove any lands from an employment area		

**5.4 If the Amendment changes, replaces, or deletes a policy, please indicate the policy number: \_\_\_\_\_.**

**5.5 If a new policy or designation is proposed, please provide the proposed wording:**

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## **6. ZONING**

Current Zoning By-law designation:	
Does the proposed land use comply with the current Official Plan designation for the subject property? If not, has an application to amend the Official Plan been filed?	
Does the proposed land use comply with the current Zoning for the subject property? If not, please complete Section 7.	

**Note:** please contact Township staff or visit the Township's website to obtain Official Plan and Zoning information if required.

## **7. ZONING BY-LAW AMENDMENT**

**7.1 What is the nature and extent of the proposed Zoning By-law Amendment? (Please describe)**

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**7.2 What is the reason why the rezoning is requested?**

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**7.3 How is the requested Zoning By-law Amendment consistent with the Policy statements issued under Section 3 of the *Planning Act*?**

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**8. PROPERTY CHARACTERISTICS (please indicate feet or metres)**

Lot Frontage (road):		Lot Frontage (water): (if applicable)	
Lot Depth:		Lot Area:	

**9. ACCESS**

**9.1 Please check the appropriate box and indicate the road name:**

Municipal Road, maintained year-round	<input type="checkbox"/>	
Municipal Road, maintained seasonally	<input type="checkbox"/>	
County Road (indicate #)	<input type="checkbox"/>	
Private Road	<input type="checkbox"/>	
Right of Way	<input type="checkbox"/>	
Water Access (indicate water body)	<input type="checkbox"/>	

**9.2 Are there any easements, rights of way, restrictive covenants, etc. affecting the subject lands?**

Yes                  No

If YES, please describe below, and indicate on the site plan the nature of the easement, right of way, restrictive covenant, etc.:

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**9.3 If access to the subject property is by water only, please describe the parking and docking facilities that are used for access, and the distance of these facilities from the subject land and from the nearest public road:**

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## 10. ADJACENT LAND USES

Please provide a brief description of the adjacent land uses:

North:	
South:	
East:	
West:	

## 11. EXISTING BUILDINGS AND STRUCTURES

Are there any buildings or structures, including septic systems, located on the subject property?

Yes              No

If yes, please complete the following tables:

**11.1 DETAILS OF EXISTING BUILDINGS AND STRUCTURES** (including dwellings, accessory buildings, sheds, etc.):

STRUCTURE	FLOOR AREA (m <sup>2</sup> )	LENGTH (m)	WIDTH (m)	HEIGHT (m)	DATE CONSTRUCTED

**11.2 SETBACKS FOR EXISTING BUILDINGS AND STRUCTURES:**

STRUCTURE	FRONT YARD (m)	REAR YARD (m)	SIDE YARD (m)	SIDE YARD (m)	WATER SETBACK (m) (if applicable)

**11.3 Does this application propose to demolish any existing building or structure:**

Yes              No

**If YES, please describe the building or structure to be demolished:**

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**12. PROPOSED BUILDINGS AND STRUCTURES**

Are there any buildings or structures, including septic systems, proposed to be constructed on the subject property?

Yes              No

If YES, please complete the following tables:

**12.1 SETBACKS OF PROPOSED BUILDINGS AND STRUCTURES**

TYPE OF BUILDING OR STRUCTURE	FRONT YARD (m)	REAR YARD (m)	SIDE YARD (m)	SIDE YARD (m)	WATER SETBACK (m) (if applicable)

**12.2 DETAILS OF PROPOSED BUILDINGS AND STRUCTURES**

	BUILDING 1	BUILDING 2
Building type:		
Ground Floor Area:		
Gross Floor Area:		
Building Height (m):		
Building Height (stories):		
Length (m):		
Width (m):		
Dwelling Units:		
Lot Coverage (%):		
No of Parking Spaces:		

**Note:** please add additional pages if more space is required.

### 13. SERVICING

Check the appropriate boxes for existing and proposed services:

#### 13.1 WATER SUPPLY

	EXISTING	PROPOSED
Drilled Well		
Dug Well		
Lake or other water body		
Other means (please state)		
Water service not proposed		

#### 13.2 SEWAGE DISPOSAL

	EXISTING	PROPOSED
Privately Owned Septic System		
Privy		
Holding Tank		
Other means (please state)		
Sewage service not proposed		

#### 13.3 STORM DRAINAGE

	EXISTING	PROPOSED
Storm Sewers		
Ditches		
Swales		
Other means (please state)		

#### 13.4 Will the proposed development be serviced by a privately owned and operated individual or communal septic system that produces more than 4500 litres of effluent per day?

Yes              No

If YES, have a Servicing Options Report and a Hydrogeological Assessment and Terrain Analysis been prepared and attached?

Yes              No

### 14. OTHER APPLICATIONS

#### 14.1 Has the subject property ever been the subject of an Official Plan Amendment and/or Zoning By-law Amendment under the *Planning Act*?

Yes              No

If YES, please provide details of previous applications.

**14.2 Is the subject property currently the subject of any other applications, such as a plan of subdivision or severance?**

Yes                      No

If YES, please provide details of other applications (e.g. Severance, zoning amendment, minor variance, official plan amendment, and relevant file numbers(s))

**14.3 Is the subject property currently under a Site Plan Control Agreement?**

Yes                      No

If YES, please provide details (e.g. Date of agreement, By-law number, etc.)

**15. DATE THE SUBJECT LAND WAS ACQUIRED BY THE PROPERTY OWNER:**

\_\_\_\_\_.

**16. OTHER INFORMATION**

**16.1 Are any of the following uses on the subject property or within 500 metres of the subject property? (check all that apply)**



USE OR FEATURE	ON SUBJECT PROPERTY	WITHIN 500 METRES OF SUBJECT PROPERTY (unless otherwise specified)
An agricultural operation including a livestock facility (ie. barn) or manure storage facility		
A landfill site (active or closed)		
An industrial land use		
A licensed pit or quarry or an aggregate reserve designation		
An operating mine		
A non-operating mine or mine hazard within 1 km of the subject lands		
A hydro easement		
A Provincially Significant Wetland (within 120 metres)		
A designated heritage building, historic site or cemetery		

**16.2 Is there any other information or materials that would be helpful in processing this application? If so, please describe here:**

**16.3 Please list any supporting documents (eg, Planning report, environmental impact study, hydrogeology and terrain analysis, traffic study, market study, aggregate impact assessment, stormwater management report, etc)**

## 17. AUTHORIZATIONS

### 17.1 AUTHORIZATION FOR AGENT OR APPLICANT *(if applicable)*

I/we, \_\_\_\_\_ being the registered owner(s) of the subject lands, hereby authorize \_\_\_\_\_ to prepare and submit this application for Official Plan Amendment / Zoning By-law Amendment on my/our behalf, and for the purpose of the *Municipal Freedom of Information and Protection of Privacy Act*, to provide any of my personal information that will be included in this application or collected during the processing of this application to the Township of Greater Madawaska.

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

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

\_\_\_\_\_  
Date

### 17.2 CONSENT OF OWNER(S)

I/we consent to the use by or the disclosure to any person or public body any personal information that is collected under the authority of the *Planning Act* for the purposes of processing this application. I/we also agree to allow the Township of Greater Madawaska, its employees and agents to enter upon the subject property for the purposes of conducting surveys, inspections and tests that may be necessary for the processing of this application.

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

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

\_\_\_\_\_  
Date

### 17.3 PAYMENT OF FEES

I/we, as part of this application, hereby agree to pay for and bear the entire cost and expense for any external consulting fees and expenses (eg. Legal, engineering, etc) incurred by the Township of Greater Madawaska as required during the processing of this application, in addition to all applicable application fees as set out by the Township. I/we further acknowledge and agree that, in the event of an appeal to the Ontario Land Tribunal (OLT), I/we will be responsible to reimburse the Township for any municipal costs and disbursements for legal counsel and/or external consultants, for preparation and attendance at an OLT hearing, where the Township is requested to defend

the decision of Council. I/we acknowledge and agree to pay the Township a cash security deposit upon notice of an appeal of the application to the OLT by a third party.

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_  
Date

## 18. AFFIDAVIT

The following section must be completed by the Owner(s) or authorized agent/applicant in front of a Commissioner of Oaths prior to the submission of the application package, or at the Township office:

I, \_\_\_\_\_, of the

\_\_\_\_\_

In the \_\_\_\_\_, do solemnly declare that all of the above statements contained in this application are true, and further I make this solemn declaration conscientiously, believing it to be true and knowing that this is the same force and effect as if it were made under oath.

Declared before me at the \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

Owner/agent signature

\_\_\_\_\_

A Commissioner of Oaths

## APPENDIX 1: SUBMISSION REQUIREMENTS

All Official Plan and/or Zoning By-law Amendment applications must be accompanied by the following:

1. Detailed Site Plan, drawn to scale, to include the following elements:
  - a. Title block including owner/s name/title of the development
  - b. Legal description of the subject property (lot, concession and geographic township)
  - c. Civic address of the subject property
  - d. The property boundaries and dimensions of the subject land.
  - e. The location, size and type of all existing and proposed buildings and structures on the subject land, including the distance of the buildings and structures to the front, rear and side lot lines and the water if applicable. This includes all buildings, structures, decks, wells, and septic systems.
  - f. The approximate location of driveways, parking areas, sidewalks, retaining walls and fencing as well as major landscape features or natural features on the site
  - g. The approximate location of all natural and artificial features on the subject land 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 ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks
  - h. Identification of land uses on abutting properties
  - i. Identification of all road(s) abutting the subject property
  - j. The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public, travelled road that is maintained seasonally or year-round, a private road or right of way.
  - k. If access to the subject land is by water only, the location of the parking and docking facilities used to access the land.
  - l. The location and nature of any easements affecting the subject land.
  - m. North arrow and scale
  - n. Date

## **APPENDIX 2: OFFICIAL PLAN AND ZONING BY-LAW AMENDMENT GUIDELINES**

### **Pre-consultation:**

While pre-consultation with Township staff is not mandatory, it is strongly encouraged prior to submitting an application in order to clarify any submission requirements and discuss any potential issues that may arise. Please contact the Planning Department to arrange for a pre-consultation meeting at 613-752-2222 or at [development@greatermadawaska.com](mailto:development@greatermadawaska.com).

### **Zoning By-law Amendment**

Applications to amend the Township's Zoning By-law are considered through a statutory public meeting and subsequently approved by by-law at a Township Council meeting. Parties as defined under the *Planning Act* have 20 days in which to appeal a decision of Council.

### **Official Plan Amendment**

Applications to amend the Renfrew County Official Plan are approved by the County of Renfrew. The Township of Greater Madawaska hosts the statutory public meeting, and then Township Council passes a motion to support or refuse the application. This motion is forwarded to Renfrew County, and the County subsequently issues the decision. Parties as defined under the *Planning Act* have 20 days in which to appeal the County's decision.

### **Fees**

The Township will require payment of application fees as well as a deposit, as set out in the Township's Fees and Charges By-law. The deposit will be used for such things as peer review fees by independent professional consultants such as engineers, environmental consultants, hydrogeologists, etc as required for the processing and approval of the application.

In addition, the deposit will be used for legal fees associated with the processing of this application and the preparation and registration of any agreements, including a title search if required.

### **Development Charges**

The Township has a Development Charges By-law, as amended from time to time, which is applicable to development in the Township. Current requirements and fees are posted on the Township's website.

**NOTE:** One of the purposes of the *Planning Act* is to provide for planning processes that are open, accessible, timely and efficient. Accordingly, all written submissions, documents, correspondence, e-mails or other communications (including your name and address) form part of the public record and will be disclosed/made available by the local Municipality to such persons as the local Municipality sees fit, including anyone requesting such information. Accordingly, in providing such information, you shall be deemed to have consented to its use and disclosure as part of the planning process.