

## REZONING PROCEDURES, (2011)

1. Receive and review application – Be sure that everything is complete, i.e. check the Official Plan designation and Zoning Provisions for EC, Waste Disposals, Gravel Pits, etc.
2. The following cheques are to be submitted with the application:
  - Township of Alnwick/Haldimand - **\$1,200.00, (non-commercial or non-industrial), \$1,500.00 (commercial or industrial)**
  - Pine Ridge Municipal Planning Agency - **\$250.00, (no charge if condition of consent)**
  - Haliburton, Kawartha, Pine Ridge District Health Unit - **\$275.00 (no charge if condition of consent)**
  - Lower Trent Region Conservation Authority - **\$200.00 OR** the
  - Ganaraska Region Conservation Authority - \$300.00 (Note: If the rezoning is being done to satisfy a condition of consent, the \$300.00 charged for the severance application includes both the severance and the rezoning applications.)

If the rezoning is a condition of consent, it is not necessary to have Council review the zoning application. If the rezoning is not a condition of consent, schedule an appointment for the applicant to attend a Council meeting to discuss the proposal.

If Council approves of the proposal, the Zoning By-Law amendment will be prepared by the Clerk and Planning Coordinator or the Planning Consultant.

### 3. Circulation Process:

Circulate the application to the following:

- owner, (or agent)
- Property Owners within 400 feet of the subject property
- All affected agencies as per attached circulation list

**A minimum of 20 days notice (of this meeting) is required.**

4. When the By-Law is approved, (usually on the Public Meeting date), the notice of the passing of the By-Law must be circulated **no later than 15 days after it has been approved** and must be circulated to the following:

- property owner (or agent)
- Property Owners within 400 feet of the subject property
- All affected and ministries requesting notice of the passing of the By-law

5. There is a **20 day appeal period** from the date that the notice of the passing of the By-Law is sent out.

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**PLEASE FIND ATTACHED A MUNICIPAL REZONING APPLICATION FOR THE TOWNSHIP OF ALNWICK/HALDIMAND.**

**IF YOU ARE INTERESTED IN LEARNING MORE ABOUT APPLYING FOR A REZONING ON YOUR PROPERTY, PLEASE CONTACT MR. TERRY KOROTKI, (C.A.O./PLANNER) IN ORDER TO DISCUSS THIS PLANNING PROCESS.**

**MR. KOROTKI IS AVAILABLE FOR PLANNING APPOINTMENTS DURING REGULAR BUSINESS HOURS.**

**IF YOU WOULD LIKE TO MAKE AN APPOINTMENT WITH HIM TO DISCUSS THE REZONING PROCESS, PLEASE CONTACT HIM AT (905) 349-2822, (EXTENSION 23).**

**CORPORATION OF THE TOWNSHIP OF ALNWICK/HALDIMAND**

**APPLICATION FOR AMENDMENT TO THE MUNICIPAL COMPREHENSIVE ZONING BY-LAW**

Pursuant to Sections 34(10), 34(10.1) and 34(10.2) of the Planning Act, R.S.O. 1990, c.P. 13 and amendments thereto, I/We hereby submit an application for:

An amendment to the Restricted Area Zoning By-Law in force with respect to the subject lands:  
Fee: \$1,000.00, (non-commercial or non-industrial),  
\$1,400.00 (commercial or industrial)

I/We enclose herewith the Zoning Amendment application fee which is not refundable and agree to pay any further and other costs and expenses, in advance on demand, which may be determined by the Council of The Corporation of the Township of Alnwick/Haldimand. The application fee shall be paid for by cash or certified cheque payable to "The Corporation of the Township of Alnwick/Haldimand" at the time of filing the Zoning Amendment Application.

**TO BE COMPLETED BY THE APPLICANT(s) / OR AGENT**

NAME OF APPLICANT(s) or \* AGENT \_\_\_\_\_

\_\_\_\_\_

CIVIC ADDRESS: \_\_\_\_\_ CONC: \_\_\_\_ LOT: \_\_\_\_

TELEPHONE NO.: \_\_\_\_\_ (Home) \_\_\_\_\_ (Business)

NAME OF OWNER(s): \_\_\_\_\_

CIVIC ADDRESS: \_\_\_\_\_ CONC: \_\_\_\_ LOT: \_\_\_\_

TELEPHONE NO.: \_\_\_\_\_ (Home) \_\_\_\_\_ (Business)

\* NAME OF AGENT, (if any) \_\_\_\_\_

CIVIC ADDRESS: \_\_\_\_\_ CONC: \_\_\_\_ LOT: \_\_\_\_

TELEPHONE NO.: \_\_\_\_\_ (Home) \_\_\_\_\_ (Business)

NAME OF SOLICITOR, (if applicable) \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_

Applicants interest in land (must be owner or prospective buyer - In the case of the latter, a verified copy of the Offer of Purchase must be submitted).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**LOCATION OF SUBJECT PROPERTY:**

CONC. \_\_\_\_ LOT \_\_\_\_ LEGAL DESCRIPTION, \_\_\_\_\_

ASSESSMENT ROLL # \_\_\_\_\_

**Dimensions of the Subject Property:**

Frontage \_\_\_\_\_ Average Width \_\_\_\_\_

Depth \_\_\_\_\_ Area \_\_\_\_\_

Official Plan Designation \_\_\_\_\_

**Zoning By-Law Amendment:**

Present Zoning \_\_\_\_\_

Requested Zoning \_\_\_\_\_

Proposed Use of Subject Property \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Present Use of Subject Property and Adjacent Lands \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**1. If Proposed Use in Residential, Indicate Proximity of Subject Land to Community Facilities, (parks, schools, etc.)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**2. If Proposed Use is Residential, is it intended to be:**

Single Family Dwelling \_\_\_\_\_

Other \_\_\_\_\_

**Reasons for requesting Amendment(s) if not sufficient space, covering letter should be attached:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Supplementary and Supporting Material to Accompany Application:**

a) A survey, if available, or a detailed sketch of the property indicating natural and artificial features such as existing buildings and structures and their uses, railways, public highways, pipelines, watercourses, drainage, ditches, swamps, and wooded areas within or adjacent to the subject land. This survey should clearly indicate the land which is subject to the amendment, (2 copies).

\* **Agent:** An affidavit must be submitted and endorsed by the property owner(s) assigning an agent on their behalf concerning the processing of this Zoning By-law Amendment.

IN THE COUNTY OF )  
NORTHUMBERLAND, IN THE )  
PROVINCE OF ONTARIO )  
)  
)

IN THE MATTER OF AN application for  
the development of the lands and  
) premises more particularly described in  
application to which this declaration is  
attached.

I/We \_\_\_\_\_, of the Township of  
Alnwick/Haldimand in the County of Northumberland

**SOLEMNLY DECLARE THAT:**

All above statements and the statements contained in all of the exhibits transmitted 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.

DECLARED before me at the )  
Township of Alnwick/Haldimand )  
in the County of Northumberland )  
this day of )  
, 200 )  
)  
)  
)  
)  
A Commissioner )  
)  
)

\_\_\_\_\_  
Signature of Applicant(s) or Agent

\_\_\_\_\_  
Signature of Applicant(s) or Agent

As of the date of this application, I am the registered owner of the lands described in this  
application. I have examined the contents of this application, certified as to the correctness of the  
information submitted with the application insofar as I have knowledge of these facts, and concur with  
the submission of this application to the Municipality.

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

\_\_\_\_\_  
Date

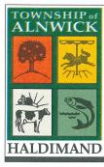
\_\_\_\_\_  
Signature of Property Owner(s)

\_\_\_\_\_  
Date

**A survey or sketch (2 copies) stamped by a Professional Engineer or Architect, where applicable, drawn to scale, indication:**

- 1. Property dimensions and related street lines, including reference to the nearest intersecting street.**
- 2. Location, dimension and size (number of units, number of storeys, floor area, etc.) of all proposed buildings and accessory facilities and their proposed use(s).**
- 3. Parking lot and driveway layout including loading bays and garbage pickup areas; dimensions of parking spaces and aisle widths.**
- 4. Dimensions of front, side and rear yards, and distances between adjacent buildings.**
- 5. Landscaping and other natural and artificial features, (easements, railway line, pipelines, watercourses, culverts, etc.)**
- 6. Summary of site coverage with regard to percentage of building coverage and percentage of landscaped area.**
- 7. The method of servicing subject property (sanitary, sewer, public water, septic tanks, private wells).**

**Such further and other material as any official representing The Corporation of the Township of Alnwick/Haldimand may request to enable the Municipality to consider the application.**



**SCHEDULE 1  
INFORMATION AND MATERIAL TO BE PROVIDED IN AN APPLICATION UNDER  
SUBSECTION 34 (10.1) OF THE ONTARIO PLANNING ACT**

**In accordance with the Ontario Planning Act, and as part of the process of completing an Amendment Application for Rezoning, the municipality requires your responses to the following questions:**

**1. The name, address, telephone number and, if applicable, the e-mail address of the applicant.**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Facsimile Number:** \_\_\_\_\_

**Cell Phone Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**2. The date of the application to the municipality or planning board:**

\_\_\_\_\_

3. If known, the names and addresses of the holders of any mortgages, charges or other encumbrances in respect of the subject land.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. The current designation of the subject land in the applicable official plan, and an explanation of how the application conforms to the official plan.

\_\_\_\_\_

\_\_\_\_\_

5. The current zoning of the subject land: \_\_\_\_\_

\_\_\_\_\_

6. The nature and extent of the rezoning requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. The reason why the rezoning is requested: \_\_\_\_\_

\_\_\_\_\_

8. If the subject land is within an area where the municipality has pre-determined the minimum and maximum density requirements or the minimum and maximum height requirements, a statement of these requirements.

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\_\_\_\_\_

9. A description of the subject land, including such information as the municipality, concession and lot numbers, registered plan and lot numbers, reference plan and part numbers and street names and numbers.

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10. The frontage, depth and area of the subject land, in metric units.

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11. If the application is to implement an alteration to the boundary of an area of settlement or to implement a new area of settlement, details of the official plan or official plan amendment that deals with the matter.

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12. If the application is to remove land from an area of employment, details of the official plan or official plan amendment that deals with the matter.

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13. If the subject land is within an area where zoning with conditions may apply, an explanation of how the application conforms to the official plan policies relating to zoning with conditions.

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14. Whether access to the subject land will be,

- (a) by a provincial highway, a municipal road that is maintained all year or seasonally, another public road or a right of way; or
- (b) by water.

15. If access to the subject land will be by water only, the parking and docking facilities used or to be used and the approximate distance of these facilities from the subject land and the nearest public road.

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16. The existing uses of the subject land.

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17. Whether there are any buildings or structures on the subject land.

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18. If the answer to section 17 is yes, the following information for each building or structure:

- (a) the type of building or structure; and
- (b) in metric units, the setback from the front lot line, rear lot line and side lot lines, the height of the building or structure and its dimensions or floor area.

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19. The proposed uses of the subject land.

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20. Whether any buildings or structures are proposed to be built on the subject land.

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21. If the answer to section 20 is yes, the following information for each building or structure:

- (a) the type of building or structure; and
- (b) in metric units, the setback from the front lot line, rear lot line and side lot lines, the height of the building or structure and its dimensions or floor area.

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22. If known,

- (a) the date the subject land was acquired by the current owner; \_\_\_\_\_
- (b) the date any existing buildings or structures on the subject land were constructed;

- (c) the length of time that the existing uses of the subject land have continued.

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23. 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.

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24. 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.

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25. If the application would permit 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) a servicing options report; and
- (b) a hydrogeological report.

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26. Whether storm drainage will be provided by sewers, ditches, swales or other means.

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27. If known,

- (a) whether the subject land has ever been the subject of an application under the Act for approval of a plan of subdivision or for a consent;
- (b) if the answer to clause (a) is yes, the file number and status of the application; (c) whether the subject land has ever been the subject of an application under section 34 of the Act; and
- (d) whether the subject land has ever been the subject of a Minister's Zoning Order and, if known, the Ontario Regulation number of that order.

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28. A sketch showing, in metric units,

- (a) the boundaries and dimensions of the subject land;
- (b) the location, size and type of all existing and proposed buildings and structures on the subject land, indicating their distance from the front lot line, rear lot line and side lot lines;
- (c) the approximate location of all natural and artificial features (*for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks*) that, (i) are located on the subject land and on land that is adjacent to it, and (ii) in the applicant's opinion, may affect the application;
- (d) the current uses of land that is adjacent to the subject land;
- (e) the 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;
- (f) if access to the subject land will be by water only, the location of the parking and docking facilities to be used; and
- (g) the location and nature of any easement affecting the subject land.

29. Whether the application for an amendment to the zoning by-law is consistent with policy statements issued under subsection 3 (1) of the Act.

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within an area of land designated under any provincial plan or plans.

30. Whether the subject land is

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31. If the answer to section 30 is yes, whether the application conforms to or does not conflict with the applicable provincial plan or plans.

