



TOWN OF RENFREW Zoning By-Law Amendment

CHECKLIST OF SUBMISSION REQUIREMENTS

Please check the appropriate box and attach all necessary material to this form:

Attached

- Required Fee:**
Each application must be accompanied by the application fee in the form of a cheque payable to the Town of Renfrew. Please be advised that the Municipality may have a tariff of fees by-law which provides the payment of additional fees, if applicable.
- \$850.00 Zoning By-Law Fee
- The *Planning Act* regulations require that the plans, elevations, sketches be to scale and show the following information:
- 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, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines;
 - the 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 ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks;
 - the current uses on land that is adjacent to the subject land;
 - 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;
 - if access to the subject land is by water only, the location of the parking and docking facilities to be used;
 - the location and nature of any easement affecting the subject land.
 - Also include the Applicant's Name, the Date of the Sketch, The scale to which the sketch is drafted (eg. 1cm = 50m), North Arrow, The locations and dimensions of off-street parking spaces and off-street loading facilities, Planting strips and landscaped areas and buildings to be demolished or relocated.
- *NOTE:** The town may require that the plan be signed by an Ontario Land Surveyor.
- This application must be accompanied by a legal description of the property as well.
- Two (2) copies of this application, including the sketch or schedule and other information as may be specified, shall be required.

The completed application form and supporting documentation may be returned to the Planner at the Department of Development and Works, 127 Raglan Street South, Renfrew, Ontario, K7V 1P8.



TOWN OF RENFREW

Application For ZONING BY-LAW AMENDMENT

OFFICE USE ONLY	
Application No.	Application Received
Date of Preconsultation Meeting	Staff Person Present
Date of Application Deemed Complete	Fee Received

1) Contact Information:

Applicant/Owner Information Municipal Freedom of Information and Protection of Privacy Act – Personal Information on this form is collected under authority of The Planning Act and will be used to process this application.		
NAME/TITLE	MAILING ADDRESS and POSTAL CODE	TELEPHONE (HOME) TELEPHONE (WORK/CELL) E-MAIL ADDRESS FAX
Applicant		(H) -
		(W/C) -
		(E) -
		(F) -
This applicant is: <input type="checkbox"/> The registered owner <input type="checkbox"/> An agent authorized by the owner		
* If the applicant is an agent authorized by the owner, please complete the following: Name of Owner		(H)-
		(W/C)-
		(E)-
		(F)
To whom should correspondence be sent? <input type="checkbox"/> Owner <input type="checkbox"/> Applicant <input type="checkbox"/> Both		
If known, if there are any holders of any mortgages, charges or other encumbrances on the subject land, please provide details as follows: Name: _____ Address: _____		

2) Provide a Description of the Subject Land:

DESCRIPTION OF THE SUBJECT LAND			
Street Address:	_____		
Municipality _____	Geographic Twp: _____	Concession: _____	Lot: _____
Registered Plan No.: _____	Block or Lot No(s). in the Plan: _____		
Reference Plan No.: _____	Part No(s): _____		
Lot Area: _____	Frontage: _____	Depth: _____	

3) What is the current official plan designation of the subject land?

4a) How does the Zoning Amendment requested conform to the Official Plan?

b) If it does not conform to the Official Plan, has an Official Plan Amendment Application been filed?

5) Is the requested amendment consistent with the policy statements issued under section 3(1) of the Planning Act?

Yes No

6) What is the current zoning of the subject land? _____

7) Please state the nature and extent of the rezoning requested: _____

8) What is the reason why the rezoning is requested? _____

9) Is the subject land in an area where minimum density requirements apply?

Yes No

If Yes, what are the density requirements? _____

10) Is the subject land in an area where minimum and maximum height requirements apply?

Yes No

If Yes, what are the height requirements? _____

11) Does the requested amendment alter or implement a new settlement area?

- Yes No

If Yes, provide details of the Official Plan or Official Plan Amendment that deals with this matter:

12) Does the requested amendment remove land from an employment area?

- Yes No Not Applicable

If Yes, provide details of the Official Plan or Official Plan Amendment that deals with this matter:

13) Is the subject land within an area where zoning with conditions may apply?

- Yes No Not Applicable

If Yes, provide details of how the application conforms to the Official Plan Policies relating to zoning with conditions:

14) What is the current designation of the subject land in the Official Plan (if any)?

15) Please mark below the access to the subject land: (Check appropriate space(s)):

<input type="checkbox"/> Provincial Highway
<input type="checkbox"/> Municipal Road Maintained Year-round
<input type="checkbox"/> Municipal Road Maintained Seasonally
<input type="checkbox"/> Right of Way
<input type="checkbox"/> Water
<input type="checkbox"/> Other:

16) If the only access is by water, please state below the parking and docking facilities that are to be used, and the distance of these facilities from the subject land and from the nearest public road:

17) The following are questions based on the subject land:

What are the existing uses of the subject land and if known, how long have they continued?	#1 _____ Since: _____ / _____ years #2 _____ Since: _____ / _____ years
Are there any buildings or structures on the subject land?	<input type="checkbox"/> Yes <input type="checkbox"/> No
When was the subject land acquired by the current owner?	_____ _____
Date of construction of existing buildings and structures on subject land (if known)	_____ _____
Length of time the existing uses of the subject property have continued	_____ _____
What are the "PROPOSED" uses of the subject land?	_____ _____
Will any buildings or structures be built on the subject land?	<input type="checkbox"/> Yes <input type="checkbox"/> No

18) Provide the following details for all existing or proposed buildings or structures on the subject land (use a separate page if necessary):

	EXISTING		PROPOSED	
Type of building or structures				
Setback from the front lot line				
Setback from the rear lot line				
Setbacks from the side lot lines				
Height (in meters)				
Dimensions or floor area				
Date constructed, if known				

19) Indicate how water is supplied and how sewage disposal is provided to the subject land:

WATER	SEWAGE
<input type="checkbox"/> Publicly owned and operated piped system	<input type="checkbox"/> Publicly owned and operated piped sanitary sewage system
<input type="checkbox"/> Privately owned and operated individual well	<input type="checkbox"/> Privately owned and operated communal septic system
<input type="checkbox"/> Privately owned and operated communal well	<input type="checkbox"/> Privately owned and operated individual septic system
<input type="checkbox"/> Lake or other water body	<input type="checkbox"/> Privy
<input type="checkbox"/> Other means:	<input type="checkbox"/> Other means:

20) If the proposed development is serviced by a privately owned and operated individual or communal septic system, will the completed development produce more than 4500 litres of effluent per day?

Yes No

If Yes, the following professionally prepared reports are required to be submitted with this application:

- Servicing Options Report
- Hydrogeological Assessment with Nitrate Impact Assessment

21) How is storm drainage provided?

Sewers Ditches Swales Other Means

22) Is the subject land also the subject of application for approval of a Plan of Subdivision or Consent?

Yes No Don't know

If Yes, please state, if known, the file number and the status of the application:

File No.: _____ **Status:** _____

23) Has the subject land ever been the subject of an application under section 34 of the Planning Act (an example would be a rezoning application) ?

Yes No

If Yes, please state if known:

The application file number: _____

The status of the application: _____

24) Has the subject land ever been the subject of a Minster's Zoning Order?

Yes No

If Yes, please state if known, the Ontario Regulation Number of that order:

25) Consent of Owner:

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

**Consent of Owner(s) to the Use and Disclosure of Personal Information
And to Allow Site Visits to be conducted**

In accordance with the provisions of the Planning Act, it is the policy of the Town of Renfrew Planning Department to provide the public access to all development applications and supporting documentation.

In submitting this development application and supporting documentation, I/WE _____ this owner(s) / the authorized applicant, hereby acknowledge the above-noted policy 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, will be part of the public record and will also be available to the general public.

I/We, hereby authorize the Town of Renfrew staff and Committee of Adjustment members of the decision making authority access to the subject site for the purposes of evaluation of the subject application.

Date

Signature

Signature

26) Affidavit (This affidavit **must** be signed in the presence of a Commissioner):

I (we), _____ of the _____ of _____ in the _____ solemnly declare that all of the information required under Ontario Regulation 545/06, and the statements contained in this application are 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
County of Renfrew this _____ day of _____, 2_____.

Date

Signature of Owner or Authorized Agent

Date

Signature of Commissioner

27) Authorization:

If the applicant is not the owner(s) of the land that is subject of this application, the owner(s) must complete the following or a similar authorization attached to the consent application.

Authorization of Owner for Agent to make the Application and to provide Personal Information

I/We _____ being the registered owner(s) of the lands subject of this application for consent hereby authorize _____ to prepare and submit this application on my/our behalf and, for the purposes of the *Freedom of Information and Protection of Privacy Act*, to provide any of my/our personal information that will be included in this application or collected during the process of the application.

Date

Signature

Signature