

APPLICATION FOR AMENDMENT TO BY-LAW 96-01

ZONING AMENDMENT INFO GUIDE

Section 34 of the Planning Act, R.S.O. 1990

A. Applying for a Zoning Amendment

Note that the attached application form is only to be used when applying for a Zoning Amendment to By-law No.96-01 for the Unincorporated Townships of Dawson and Robinson..

B. Using the Application Form

To assist in completing the application, we request that applicants and agents ensure the following when submitting applications:

- That **3 copies** are provided of the application form and sketch, including the originals.
- That a fee of \$650.00 for Residential, Rural or Open Space applications or a fee of \$800.00 for Commercial, Industrial or Institutional Zoning, payable to the Manitoulin Planning Board, accompany the application.
- That the application form is **complete** and **accurate**; and clearly states the reason.
- Please ensure that you keep a copy for yourself.
- That the application is submitted with a declaration stating that the applicant is the registered land owner of the lands applied for in the application (including or excluding sub-surface rights). If the application is being made by an agent then the land owner should also make a declaration in writing which authorizes the agent to act for the owner and to submit this application.
- Please note that your application will be assigned a file number which should be used on all correspondence.
- That the sketch and key map are legible, and **contained on one page**.
- Metric units should be used.
- **To avoid delays, information must be complete and accurate.**

C. Sketch Required

A sketch must be included, drawn on the attached form at suitable scale, and must show:

- a) The boundaries of the subject land, with dimensions.
- b) The location, widths and names of all roads or highways within or abutting the property, indicating whether they are publicly-owned, and maintained travelled roads, or private right-of-way and the location of the closest public road as well as public access points.
- c) The boundaries of all of the land adjacent to the subject land that is owned by the applicant or in which the applicant has an interest. (This can be shown on a small key plan.)
- d) The relationship of the boundaries of the subject land to the boundaries of the township lot and to the boundaries of any adjacent lots or registered plans.
- e) The location and dimensions of all existing and proposed structures on the subject land, and all yard set-backs.
- f) Natural and artificial features such as buildings, (siting measurements may be required for some applications, i.e. where the siting of a building would encroach on a required side yard or front yard, etc.), railways, highways, pipelines, watercourses, drainage ditches, swamps, and wooded areas within or adjacent to the subject land.
- g) The nature of the existing uses of land within a radius of 300 metres of the property.
- h) The slope of the land, in order to establish the relationship between the grade of abutting highways and the grade of the subject land and to determine the drainage of the land (this information may be given in the form of contours, spot elevations, or written description).
- i) Easements, right of way, and/or restrictive covenants.

D. Dealing With the Application

1. A Zoning By-law is used to control land use and development in areas of northern Ontario. On Manitoulin Island Mobile Homes may be permitted only by an approved amendment to the by-law.
2. If you are proposing a land use that is not permitted in the category the land is zoned, or does not meet one of the zone's requirements, then you may need to apply to amend the zoning by-law. Please consult with the Municipality or the Planning Board Office.
3. Your proposed use must conform to the local official plan, it must conform to all other requirements of the zoning by-law, and it must meet the requirements of local and provincial agencies.
4. When the application form is complete, the applicant may be required to obtain certain preconsultation reports, i.e. the Ministry of Transportation/the Sudbury and District Health Unit. Public notice will then be given as required by Ontario Regulation 545/06.
5. If your application does not conform to the local official plan or other agency concerns, then it may be refused. You should investigate an official plan amendment with the local Planning Board office before you submit your application. If the zoning amendment application is refused, you may ask the Municipality to refer the decision to the Ontario Municipal Board.
6. For help in filling out this form you may consult an agent working on your behalf, such as a planner, lawyer, or surveyor. Questions on the process can be referred to the local Planning Board Office.
7. You must answer all questions as completely as possible and provide a sketch and key map that are clear and accurate. You must also submit a complete legal description including a photocopy of your deed or reference plan. Send 3 copies of your completed application to the address on the application form. Applications that are incomplete will be returned.

The legal description may be a metes and bounds description, a reference plan which has been deposited in the local Registry Office or Land Titles Office, or if it is a registered plan, the Registered Plan Number and Lot No.

Note: This application cannot proceed without a legal description of the property.