

A. Applying for a Zoning Amendment

Note that the attached application form is only to be used when applying to the Manitoulin Planning Board for a Zoning Amendment in the Unorganized Townships/Areas of the Manitoulin Planning Area.

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 **\$725.00** for Residential, Rural or Open Space Applications or **\$900.00** for Commercial, Industrial or Institutional Applications, 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 your local 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 199/96.
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 Manitoulin Planning Board to refer the decision to the Local Planning Appeal Tribunal (LPAT)
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.

Do not return this instruction sheet with completed application.

Note: This application consists of Part A and Part B. To avoid delays, the information supplied on both parts must be complete and accurate. A sketch map and a legal description are required.

Incomplete applications will be returned.
 All applications must be signed.
 Metric units should be used.
 Please Print

Mail 3 copies of this completed application to:
 MANITOULIN PLANNING BOARD
 P. O. BOX 240
 GORE BAY, ON POP 1H0

PART A

1. Applicant Information						
1.1 Name of Owner(s) An owner's authorization is required, if the applicant is not the owner.						
Name of Owner(s)	Home Telephone No.	Bus. Telephone No.				
Address	Postal Code					
1.2 Name of the person who is to be contacted about the application, if different than the owner. (This may be a person or firm acting on behalf of the applicant.)						
Name of Contact Person	Home Telephone No.	Bus. Telephone No.				
Address	Postal Code	Fax No.				
2. Location of the Subject Land (Complete applicable boxes in 2.1)						
2.1 Township						
Concession Number(s)	Lot Number(s)	Name of Street/Road	Street/911 No.			
Reference Plan No.	Part Number(s)	Subdivision Plan No.	Lot(s)/Block(s)			
3. Description of Land						
Frontage	Depth	Area				
4. Creation of Lot - Date Created		File No. (if applicable)				
4.1 How long has the lot been in the owner's possession?						
4.2 If consent to sever is required, has a severance application been made? <input type="checkbox"/> Yes <input type="checkbox"/> No File No.						
4.3 Are there any easements or restrictive covenants affecting the subject land? <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, describe the easement or covenant and its effect.						
5. Present Zoning on the Property						
5.1 Why is the Zoning Amendment needed? (If known, specify the sections of the Zoning By-law being contravened.)						
5.2 Has the property, or any portion, been the subject of a previous zoning amendment application? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, quote ministry/planning board file number.						
5.3 What is the Official Plan Designation of the subject lands?						
6. Present Use of Property						
<input type="checkbox"/> Residential <input type="checkbox"/> Farmland <input type="checkbox"/> Seasonal Residential <input type="checkbox"/> Other _____ <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Open Space Storage _____ <input type="checkbox"/> Past Uses of Property _____ (Include uses that may result in health, safety or environmental risks)						
7. List Any Existing Buildings or Structures on the Land						
Buildings or Structures	Indicate all Yard Setbacks				Building Dimensions	Building Height
	Front	Back	Side	Side		
1.						
2.						
3.						

8. Proposed Use of Property

- Residential Farmland Seasonal Residential Other _____
 Industrial Commercial Open Space Storage

9. List Proposed Buildings or Structures

Buildings or Structures	Indicate all Yard Setbacks				Building Dimensions	Building Height
	Front	Back	Side	Side		
1.						
2.						
3.						

Number of Parking Spaces (if Commercial or Industrial Use) _____

10. Types of Servicing - The property will be serviced by (please check appropriate box)

10.1 Water Supply

- Publicly Owned and Maintained Piped Water System Private Well Other (Specify Source of Water e.g. Lake) _____

10.2 Sewage Disposal

- Publicly Owned and Maintained Sanitary Sewage System Septic Tank & Tile Field Other (Please Specify e.g. Private Communal Sewage System) _____

10.3 Road Access

- A Public Road Owned and Maintained by: a Local Roads Board; the Ministry of Transportation
 Private Road
 Road Over Crown Land Maintained by the Ministry of Natural Resources
 Water Access Only. (Identify location of nearest public access) _____
 Other (Specify) _____

10.4 Other Services

- Electricity Garbage Collection School Busing Telephone

11. Other Information - Is there any other information that you think may be useful to the Planning Board or other agencies in reviewing this application? If so, explain below or attach on a separate page.

12. I/We _____ of the _____ in the

_____ certify that all statements and information contained in this application are true, accurate and current.

Date _____

Signature of Owner(s) _____

Signature of Owner(s) _____

13. Authorizations

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form or the authorization set out below must be completed.

Authorization of Owner for Agent to Make the Application

I/We, _____, am/are the owner(s) of the land that is the subject of this application for a zoning amendment and I/We Authorize _____ to make this application on my/our behalf.

Date _____

Signature of Owner(s) _____

Signature of Owner(s) _____

14. Permission to Enter

I/We hereby authorize the members of the staff of the Manitoulin Planning Board to enter upon the subject lands and premises for the limited purpose of evaluating the merits of this application. This is their authority for doing so.

Date _____

Signature of Owner(s) _____

Signature of Owner(s) _____

PART B

Sketch Sheet

**Sketch Accompanying Application. (Please use metric units)
(See Information Sheet and Sample Sketch for Guidance)**

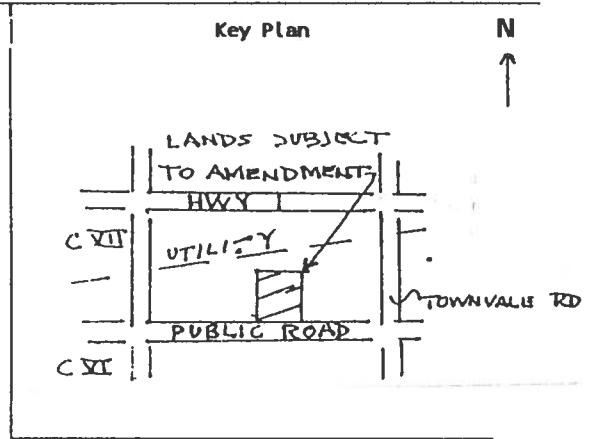
Key Plan



PART B

Sketch Sheet

Sketch Accompanying Application. (Please use metric units)
(See Information Sheet and Sample Sketch for Guidance)



SAMPLE SITE PLAN SKETCH

AREA OF SUBJECT LAND = 0.5 hectares

