

**MANITOULIN PLANNING BOARD**  
**ZONING CONFORMITY PERMIT APPLICATION**

The fee for a Zoning Conformity Permit Application  
to the Manitoulin Planning Board

For Zoning By-Law 2022-05

Shall be:

**\$150.00** before any construction

**\$1110.00** after any construction  
*(effective March 26, 2025)*

for all Zone Classifications

Payable at the time a complete application is submitted.

If the applicable fee is being paid by cheque or money order,  
such cheque or money order shall be payable to:

**“Manitoulin Planning Board”**

**The application is to be printed on legal (8.5" X 14") size paper .**

Thank you.

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40 Water Street, Unit 1, P.O Box 240 Gore Bay, Ontario P0P 1H0  
Telephone: (705) 282- 2237 Fax: (705) 282-3142  
[www.manitoulinplanning.ca](http://www.manitoulinplanning.ca)

**APPLICATION FOR A ZONING CONFORMITY PERMIT**  
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**Submission of an application must be complete and shall consist of the following:**

1. The applicable fee by cheque or money order payable to the “ Manitoulin Planning Board”.
2. One (1) original signed application form and two (2) copies. All questions on the application form must be answered. Incomplete applications shall be returned to the applicant. An additional fee of \$5.00 for copies can be paid to the Manitoulin Planning Board if you wish to have the Planning Board Office make the extra copies.
3. If an application is being submitted by a limited company or corporation, signature(s) must be under corporate seal, if applicable, or signed by an individual having authority to bind the corporation. Similarly, any authorization from a limited company or corporation shall be under corporate seal, if applicable, or signed by an individual having authority to bind the corporation.
4. One Copy of a site plan (8-1/2” x 14”) to scale is required. Please indicate the scale being used, identify the north arrow, and identify all dimensions in metric units. The site plans must indicate the following:
  - i. The boundaries and dimensions of the subject lands and relationship of property lines to boundaries of the township lot and concession;
  - ii. The location, size, and type of all existing and proposed buildings on the subject lands, indicating the distance of the buildings from the front lot line, the rear lot line, and the side lot lines;
  - iii. The approximate location of all natural and artificial features on the subject lands and on the land that is adjacent to the subject lands that, in the opinion of the applicant, may affect the application (i.e buildings, transmission lines, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells, and septic tanks;)
  - iv. The location, width, and name of any roads within or abutting the subject lands, indicating whether it is a public traveled road, an unopened road allowance, a private road, or right-of way;
  - v. If access to the subject lands is by water only, the location of the public parking and docking facilities to be used;
  - vi. The location and nature of any easements affecting the subject lands; and
  - vii. The current use(s) of the subject lands and of the lands that are adjacent to the subject lands.
5. The Manitoulin Planning Board requires that if a property is accessed by a private road, the following is required:
  - i) proof of a registered right-of-way or easement for the private road; OR
  - ii) in the case of an access road over Crown Land (i.e. road allowance), a letter from the Ministry of Natural Resources confirming authorized access to the property.
6. The Manitoulin Planning Board requires that the subject property must be identified by a 911 Emergency Number. A 911 number (Civic Address number) will be provided by the Local Roads Board.
7. **If a complete application (all questions answered on the application, property owner(s) signatures on the application, one (1) copy of a site plan, and the applicable application fee) is not provided, the application will be returned until it is complete.**

**ADDITIONAL INFORMATION REGARDING THIS APPLICATION  
 MAY BE OBTAINED BY CONTACTING THE MANITOULIN PLANNING BOARD**

**Note: Section 48 of The Planning Act, 1990, stipulates that local and provincial authorities may not issue any permit or approval if the proposed use or construction conflicts with a Minister's Zoning Order/By-Law 2022-05**

**The Planning Board will assign a File Number for complete applications and this should be used in all communications.**

<b>Applicant’s Checklist: Have you remembered to attach:</b>	<b>Yes</b>
- the completed original application form?	_____
- two (copies)	_____
- a copy of the sketch?	_____
- the required fee, by cheque or money order payable to the Manitoulin Planning Board?	_____
- a copy of your deed/land transfer?	_____
- proof of legal right-of-way, if required?	_____

**MANITOULIN PLANNING BOARD  
ZONING CONFORMITY PERMIT APPLICATION FORM**

<b>FOR OFFICE USE ONLY:</b>	<b>DATE STAMPED-RECEIVED -</b>
	<b>- AS COMPLETE</b>
<b>Application File No.</b> _____	
<b>Application Fee.</b> _____	
<b>Assessment Roll No.</b> _____	
<b>Current Zoning:</b> _____	

**All application questions must be answered and the declaration of Owners(s) Section must be signed. Incomplete applications shall be returned to the applicant (please type or print in black ink & use metric units).**

1. Registered Owners(s): \_\_\_\_\_ Tel. No.: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Agent: (if Applicable) \_\_\_\_\_ Tel No.: \_\_\_\_\_
4. Address: \_\_\_\_\_  
Email: \_\_\_\_\_

5. Legal Description of the Subject Lands:

Township:		Assessment Roll No.	
Concession No.	Lot Number:	Subdivision Plan No.	Subdivision Lot No.
Street/ Road Name:	911 No.	Survey Plan No.	Part No. on Survey Plan

6. Dimensions of the subject lands:  
Frontage (m.) \_\_\_\_\_ Depth (m.) \_\_\_\_\_ Area (sq.m./Hec.) \_\_\_\_\_
7. By which method was the subject land created: (check where applicable)  
Registered Plan of Subdivision Year \_\_\_\_\_ File No. \_\_\_\_\_ Consent Year \_\_\_\_\_ File No. \_\_\_\_\_  
Other (Please Specify) \_\_\_\_\_
8. Access to subject lands and road maintenance: (i.e.-name of access road and year –round or seasonal road maintenance)  
\_\_\_\_\_ Publicly owned and maintained Seasonal Year Round
9. If access is by private road/right-of-way/easement, please indicate the distance from the subject lands to the nearest publicly owned/maintained road:  
\_\_\_\_\_
10. If access is by water, public parking and docking facilities to be used and distance of such facilities from the subject land  
\_\_\_\_\_
11. Existing use(s) of the subject lands: \_\_\_\_\_
12. Proposed use(s) of the subject lands: \_\_\_\_\_
13. Has there been an Amendment to the Zoning By-law on the subject lands? Yes No  
If yes, please give File No. \_\_\_\_\_ By-law No. \_\_\_\_\_
14. Particulars of ALL existing and ALL proposed building(s), including septic system, on the subject lands:  
(If additional space is required, please attach a separate page)

ALL Existing Buildings/Structures      Dimensions      Date Constructed      Front Yard      Side Yard      Side Yard      Rear Yard

1.							
2.							
3.							
4.							

ALL Proposed Buildings/Structures

Dimensions Front Yard Side Yard Side Yard Rear Yard

1.					
2.					
3.					

15. Is there any other information that you think may be useful to the Manitoulin Planning Board in reviewing this Application? If so, please attach a separate page.

**AUTHORIZED AGENT**

I/We \_\_\_\_\_ am/are the registered owners(s) of the subject lands for which this application is to apply. I/We do hereby grant authorization to \_\_\_\_\_ to act on/my behalf in regard to this application.

\_\_\_\_\_ Date

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

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

**DECLARATION OF OWNER(S) OR AUTHORIZED AGENT**

I/We \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_

Solemnly declare that the information contained in this application and in the documents that accompany this application are true. I/We make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and affects as if made under oath and by virtue of the CANADA EVIDENCE ACT.

Sworn or Declared before me

at the \_\_\_\_\_

in the \_\_\_\_\_

This \_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_ Signature of Registered Owner(s) or Agent

DATE: \_\_\_\_\_

\_\_\_\_\_ A Commissioner of Oaths, etc

\_\_\_\_\_ Signature of Registered Owner(s) or Agent

DATE: \_\_\_\_\_

This information has been collected in accordance with Section 48 of the Planning Act, R.S.O. 1990, Chapter P.13 This information is to be used solely for the purpose of administering this application. For further information, please contact the Manitoulin Planning Board, 40 Water Street, Unit 1, P.O Box 240, Gore Bay, ON POP 1H0 – Telephone 705-282-2237 & Fax 705-282-3142

**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.

\_\_\_\_\_ Signature of Registered Owner(s) or Authorized Agent

DATE: \_\_\_\_\_

\_\_\_\_\_ Signature of Registered Owner(s) or Authorized Agent

DATE: \_\_\_\_\_

**Based on the information provided by the applicant, it is my opinion that the proposal complies with the applicable regulations of Zoning By-Law 2022-05 of the Manitoulin Planning Board. A Zoning By-Law Amendment is not required. Local/Provincial Agencies may issue any permit or approval required when satisfied that their requirements have been met.**

**Note: The applicant is responsible for obtaining all further required permits or approvals from local and provincial agencies.**

\_\_\_\_\_ Date

\_\_\_\_\_ Theresa Carlisle, ACST

Secretary-Treasurer, Manitoulin Planning Board

**REQUIRED SKETCH**

Registered Owner: \_\_\_\_\_

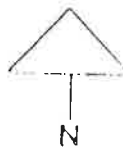
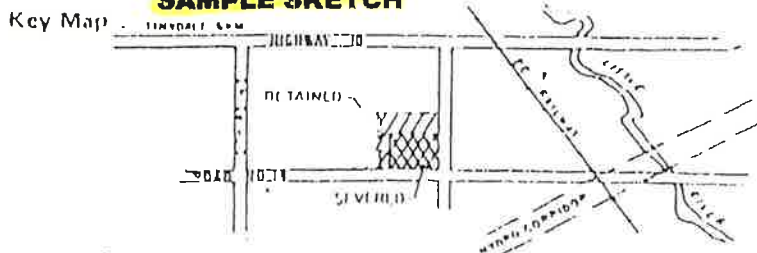
Location: \_\_\_\_\_

(See Instruction Page and Sample Sketch)

Please Use Metric Units

To Convert	Multiply by	To Find
Feet	0.3048	Metres
Acres	0.4046	Hectares

**SAMPLE SKETCH**



*SAMPLE SKETCH*

