



The Corporation of the City of Pembroke
**Application for Official Plan and/or
Zoning By-law Amendment**

Application Guidelines

Introduction

The submission of an application to the municipality to amend the Official Plan or Zoning By-law is provided for in the Ontario Planning Act. As such, this form must be completed and accompanied with the required fee prior to consideration by Council. The purpose of these Guidelines is to assist persons in completing the application to amend the Official Plan or Zoning By-law.

Application Fee

Each application must be accompanied by the application fee in the form of a cheque payable to the Corporation of the City of Pembroke. This fee is used to pay all planning and other anticipated administrative costs with respect to the processing of the application.

Zoning By-law Amendment

\$750.00 + \$97.50 HST = \$847.50

Official Plan Amendment

\$900.00 + \$117.00 HST = \$1017.00

Zoning By-law and Official Plan Amendment for same property

\$1200.00 + \$156.00 HST = \$1356.00

Authorization

If the applicant (agent or solicitor) is not the owner of the subject land, a written statement by the owner must accompany the application which authorizes the applicant to act on behalf of the owner as it relates to the subject application (See Section H).

Drawing

All applications for an Official Plan and/or Zoning By-law Amendment must include an accurate to-scale drawing, preferably prepared by a qualified professional, showing the items listed below.

Supporting Information

Please bear in mind that additional information may be required by the municipality or local and provincial agencies in order to evaluate the proposed amendment. This information is often a requirement of the local Official Plan, provincial policies and/or applicable regulations. The required information may include studies or reports to deal with such matters as environmental impacts, traffic, water supply, sewage disposal and storm water management.

In addition, the applicant may be required to submit a more detailed site plan, under site plan control, prepared by a qualified professional and showing the proposed development including

all new buildings and structures, parking areas, landscaping and other site information as required by the municipality.

The Schedule to Ontario Regulation 543/06, as amended, outlines prescribed information for an Official Plan amendment. The Schedule to Ontario Regulation 545/06, as amended, outlines prescribed information for a Zoning By-law Amendment. Sections 22(5) and 34(10.2) of the Planning Act enable a Council to require “other information or material” that it considers necessary.

Approval Process

After the submission of an application, the Planning Department will determine if the application is complete, including whether all of the information prescribed by the Ontario Regulation(s), and the required fee, have been provided. If the application is complete, the Planning Department will deem the application to be received. The applicant/owner will be notified whether the application has been received or whether more information is required.

Upon receipt of a complete application; the required fee; and such other information as may be required, the application will be processed. The applicant will be requested to attend various meetings, including two public meetings, to present the proposal. The applicant will be provided notice of any decision made by Council concerning the application. Zoning and Official Plan amendments require approval by Council.

Please be advised that the Planning Act provides for appeal procedures in respect of Official Plan and Zoning By-law amendments.

Further Information

For further information, contact:

Colleen Sauriol, Manager of Planning, Building, and By-law Enforcement
The Corporation of the City of Pembroke
1 Pembroke Street East
Pembroke, ON K8A 3J5
Phone: 613-735-6821 x1301
Fax: 613-735-3660
Email: csauriol@pembroke.ca
Hours: 8:00 a.m. until 4:00 p.m.
Website: www.pembroke.ca

Letter of Application

To Whom It May Concern:

I, **[applicant first and last name]** _____, have made, on

the **[date]** _____ of **[month]** _____, an application for consideration of an Amendment to the Official Plan and/or Zoning By-law.

I understand that any amendment which City Council enacts in response to my application may be subject to the approval of the Local Planning Appeal Tribunal. My signature affixed hereto is evidence of my support of any amendment which the City may enact in response to my application.

Should the Local Planning Appeal Tribunal deem it expedient to convene a public hearing to inquire into the merits of this application, or to hear any objections which may be made to the approval of this application, I hereby undertake that I, or my agent, will attend any such hearing to support the application.

Should the Corporation of the City of Pembroke be held liable for any costs as a result of its actions in support of my application I hereby indemnify the City against any such liability.

Signed at the City of Pembroke, County of Renfrew, Province of Ontario, this **[date]** _____ day of **[month]** _____, **[year]** _____.

Applicant/Agent Signature

OFFICE USE ONLY

- Application submitted to municipality on: _____
- Complete application and fee of \$ _____ received by the Corporation of the City of Pembroke.

Signature of Municipal Employee

Date

Application for Official Plan and/or Zoning By-law Amendment

Under Section 22 of The Planning Act and Ontario Regulation 543/06, as amended, and/or
Section 34 of The Planning Act and Ontario Regulation 545/06, as amended

Approval Authority: City of Pembroke City Council, 1 Pembroke Street East, Pembroke, ON,
K8A 3J5

A. General Information

1. Type of Amendment: Official Plan Zoning By-law Both

2. Owner, Applicant, Solicitor Information

a) Name of Applicant: _____

Address: _____ Postal Code: _____

Home Phone: _____ Business Phone: _____

Email: _____ Fax: _____

b) Is the applicant the registered owner of the land in question? Yes No

Name(s) of Owner(s): _____

Address: _____ Postal Code: _____

Home Phone: _____ Business Phone: _____

Email: _____ Fax: _____

c) Solicitor's Name (if applicable): _____

Address: _____ Postal Code: _____

Home Phone: _____ Business Phone: _____

Email: _____ Fax: _____

d) To whom should correspondence be sent?

Owner Applicant Solicitor Authorized Agent All

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

Name: _____

Address: _____ Postal Code: _____

3. Description and Approximate Area of the Subject Land

a) Municipal Address: _____

b) Registered Plan Number: _____

c) Block or Lot Numbers in the Plan: _____

d) Concession: _____

e) Lot: _____

f) Lot Dimensions

i) Lot Depth: _____ metres/_____ feet

ii) Lot Frontage: _____ metres/_____ feet

iii) Lot Area: _____ square metres/_____ square feet

4. Current Planning Status

a) Official Plan Designation: _____

b) How does the application conform with the Official Plan?

c) Zoning: _____

B. Official Plan Amendment

Proceed to Part C if an Official Plan Amendment is not required.

5. Name of Official Plan to be amended: _____

6. List land uses that are permitted by the current Official Plan designation:

7. Does the proposed Official Plan Amendment do any of the following?

- a) Change a policy in the Official Plan Yes No
- b) Replace a policy in the Official Plan Yes No
- c) Delete a policy from the Official Plan Yes No
- d) Add a policy to the Official Plan Yes No
- e) Change or replace a designation in the Official Plan Yes No

8. If applicable, provide the following information:

a) Section number(s) of policy to be changed, replaced or deleted:

b) Purpose of the proposed amendment, if a policy is to be changed, replaced, deleted or added:

c) Designation to be changed or replaced:

d) Attach the text of proposed amendment on a separate page if a policy is being changed, replaced, deleted or added.

e) Attach the proposed schedule (map) and the accompanying text if the proposed amendment changes or replaces a schedule (map).

9. List land uses that would be permitted by the proposed amendment:

C. Zoning By-law Amendment

Proceed to Part D if a Zoning By-law Amendment is not proposed.

10. Zoning being requested: _____

11. What is the reason the rezoning is being requested?

12. Is the subject land within an area where zoning with conditions may apply?

Yes No

If Yes, explain how the application conforms to the official plan policies relating to zoning with conditions:

13. Check the boxes that apply. The application is intended to:

- a) Implement an alteration to the boundary of an area of settlement
- b) Implement a new area of settlement
- c) Remove land from an area of employment

14. Check and list the most appropriate types and names of the roads providing access to the subject land:

- a) Provincial highway _____
- b) Municipal road maintained all year _____
- c) Municipal road maintained seasonally _____
- d) Registered right-of-way _____
- e) Water access (If applicable, describe the parking and docking facilities to be used and the approximate distance of these facilities from the subject land to the nearest public road.)

15. What are the existing uses of the subject land and, if known, how long have they continued?

16. Is the subject land within an area where the municipality has predetermined the minimum and maximum density requirements or the minimum and maximum height requirements?

Yes No

If Yes, state the requirements that pertain to the subject land.

a) Minimum Density _____

b) Maximum Density _____

c) Minimum Height _____

d) Maximum Height _____

17. Are there any buildings or structures on the subject land?

Yes No

If Yes, describe the buildings or structures on the subject land:

18. If known, when was the subject land acquired by the current owner? _____

19. What are the proposed uses of the subject land?

20. Will any buildings or structures be built on the subject land? If so, please describe:

21. Please provide details for all buildings and structures on the subject land as follows:

Building Element or Parameter	Existing Building 1	Existing Building 2	Proposed Building 1	Proposed Building 2
a) Description (type of building)				
b) Setback from front lot line				
c) Setback from rear lot line				
d) Setbacks from side lot lines				
e) Height (metres or feet)				
f) Dimensions or floor area				
g) Date constructed, if known				

22. Indicate the applicable water supply and sewage disposal type by checking the appropriate boxes below:

Supply Type	Existing	Proposed
a) Municipal water	<input type="checkbox"/>	<input type="checkbox"/>
b) Communal water	<input type="checkbox"/>	<input type="checkbox"/>
c) Private well	<input type="checkbox"/>	<input type="checkbox"/>
d) Municipal sewers	<input type="checkbox"/>	<input type="checkbox"/>
e) Communal septic	<input type="checkbox"/>	<input type="checkbox"/>
f) Private septic	<input type="checkbox"/>	<input type="checkbox"/>
g) Other	<input type="checkbox"/>	<input type="checkbox"/>

23. Would the proposed amendment permit development on a privately owned and operated individual or communal septic system **and** produce more than 4500 litres of effluent per day?

Yes No

If Yes, you must provide a servicing options report and a hydrogeological report.

24. How is storm drainage provided?

- a) Sewers
- b) Ditches
- c) Swales
- d) Other _____

D. Other Related Planning Applications

25. Other Applications

- a) Has the applicant or owner made application for any of the following, either on or within 120 metres of the subject land? Check all that apply.
- i) Official Plan Amendment Yes No
- ii) Zoning By-law Amendment Yes No
- iii) Minor Variance Yes No
- iv) Plan of Subdivision Yes No
- v) Consent (Severance) Yes No
- vi) Site Plan Control Yes No

If any answer is Yes, please provide the following information, if known:

vii) Application file number: _____

viii) Approval authority: _____

ix) Lands subject to application: _____

x) Purpose of application: _____

xi) Status of application: _____

xii) Effect on this application for Official Plan amendment:

b) Has the subject land been the subject of a Minister's Zoning Order?

Yes No

If Yes, list the O. Reg. number: _____

26. Is the proposed amendment consistent with the policy statements issued under subsection 3(1) of the Planning Act?

Yes No

Explain how the proposed amendment is consistent with policy statements:

27. Is the subject land within an area of land designated under any provincial plan or plans?

Yes No

28. If Yes, please provide an explanation of how the proposed amendment conforms or does not conflict with the provincial plan or plans.

E. Application Sketch

29. On a separate page or pages, please provide an accurate, to-scale drawing of the proposal, preferable prepared by a qualified professional. In some cases, it may be more appropriate to prepare additional drawings at varying scales to better illustrate the proposal.

The drawing should show:

- a) Applicant's name
- b) Location, width, and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right-of-way
- c) Date of drawing
- d) The scale to which the drawing is drafted (1 cm = 50 m)
- e) North arrow
- f) Property boundaries and the true dimensions of the subject land for which the amendment is being sought
- g) The location, dimensions and use of all existing and proposed buildings and structures, and use of open areas on the subject land. Distances must be indicated from the front lot line, rear lot line and the side lot lines to the buildings (proposed and/or existing)
- h) The locations and dimensions of off-street parking spaces and off-street loading facilities.
- i) Planting strips and landscaped areas
- j) Rights-of-way, easements, or restrictive covenants
- k) The approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land which 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, etc.
- l) Neighbouring adjacent land uses
- m) Buildings to be demolished or relocated
- n) If access to the subject land is by water only, the location of the parking and docking facilities to be used

F. Other Supporting Information

30. Please list the titles of any supporting documents included with this application. (E.g. Environmental Impact Study, Hydrogeological Report, Traffic Study, Market Area Study, Aggregate License Report, Stormwater Management Report, etc.)

G. Affidavit

This affidavit must be signed in the presence of a Commissioner.

To be completed by Owner/Applicant:

I, **[applicant or owner name]** _____, of the

[city or town] _____ in **[county]** _____

solemnly declare that the information required under Ontario Regulation 543/06, as amended, and/or Ontario Regulation 545/06, as amended, and all other 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.

To be completed by a Commissioner of Oaths:

Sworn or Declared before me at the **City of Pembroke** in the **County of Renfrew** this

[date] _____ day of **[month]** _____, **[year]** _____.

_____ Signature of Owner or Authorized Agent	_____ Date
_____ Signature of Commissioner	_____ Date

H. Authorization of Owner for Agent to Make the Application
***if owner not making application**

I, **[owner]** _____ do hereby authorize

[applicant] _____, of the

[city or town] _____ in **[county]** _____

to act as my agent in this application.

_____ Signature of Owner(s)	_____ Date
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