



**APPLICATION FOR AN OFFICIAL PLAN  
AND/OR ZONING BY-LAW AMENDMENT**

Personal information contained on this form is collected pursuant to the Municipal Freedom of Information and Protection of Individual Privacy Act and will be used for the purpose of responding to your request. Questions about this collection should be directed in writing to the Freedom of Information and Privacy Coordinator of the Town of Hawkesbury.

**APPLICANT'S GUIDE**

The following notes for the assistance of applicants should not be regarded as complete or exhaustive. Reference should be made to the Planning Act, and the Official Plan and Zoning By-Law of the Town of Hawkesbury. In case of doubt or difficulty, enquiries should be directed to the:

Planning Department  
Corporation of the Town of Hawkesbury  
600 Higginson Street  
Hawkesbury, Ontario  
K6A 1H1

Telephone: (613) 632-0106  
Email: [ccordonnier@hawkesbury.ca](mailto:ccordonnier@hawkesbury.ca)

## NOTES

1. This application is to be fully completed and submitted to the Planner of the Corporation of the Town of Hawkesbury, signed by both the applicant(s) and owner(s) of the affected lands, and accompanied by:

- i) A cheque made payable to the Corporation of the Town of Hawkesbury for the amount indicated on the attached Schedule "A".

These amounts represent the anticipated cost for the processing of applications related to planning matters by the Corporation of the Town of Hawkesbury.

Refund: Eighty percent (80%) of the Initial Application Fee shall be returned if an application is rejected by the Council as being incomplete or withdrawn prior to circulation.

Should the zoning and/or official plan amendment application require an Ontario Municipal Board hearing, the applicant shall pay the O.M.B. application fees as established by O.M.B. from time to time. In the event the Town attends the O.M.B. hearing on behalf of the applicant to defend the Official Plan or Zoning By-law or other related planning matters, the applicant shall deposit to the Town an amount of \$10,000.00 for all legal and administrative fees.

- ii) A recent survey plan and/or building location survey report of the concerned property.
- iii) An accurate, to scale site plan of the proposal (see Item #18 of the application form).
- iv) A copy of any additional supporting information (see Item #21 of the application form).

2. Preconsultation discussions with the Planning Department and the concerned ministries and agencies are recommended before submitting a complete application. The ministries with the largest review functions are Ministry of Natural Resources and Ministry of the Environment and Energy.

3. If, in the opinion of the Planner, the application is not complete, necessary circulation of the application and any necessary hearing will be delayed until a complete application is submitted.

4. Upon receipt of a complete application, the Planning Department will be responsible for obtaining the comments and recommendations from all other municipal departments. The application will be submitted to the Municipal Council for recommendation.

5. The Planner will, if the application receives approval from Municipal Council, initiate the procedures set forth in the Planning Act.

**CORPORATION OF THE TOWN OF HAWKESBURY**

**APPLICATION FOR OFFICIAL PLAN AND/OR ZONING BY-LAW AMENDMENT**

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**A. THE AMENDMENT**

**1. TYPE OF AMENDMENT?**

\_\_\_\_\_ Official Plan [ ]    Zoning By-Law No. \_\_\_\_\_ [ ]    Both [ ]

**2. WHAT IS THE PURPOSE OF AND REASONS FOR THE PROPOSED AMENDMENT(S)?**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**B. GENERAL INFORMATION**

**3. APPLICANT INFORMATION**

a) Registered Owner's Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: Home ( ) \_\_\_\_\_ Work ( ) \_\_\_\_\_ Email: \_\_\_\_\_

b) Applicant (Agent) Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: Home ( ) \_\_\_\_\_ Work ( ) \_\_\_\_\_ Email: \_\_\_\_\_

c) Name, Address, Phone of all persons having any mortgage charge or encumbrance on the property: \_\_\_\_\_

\_\_\_\_\_

d) Send Correspondence To? Owner [ ] Agent [ ] Other [ ] \_\_\_\_\_

**4. WHAT AREA DOES THE AMENDMENT COVER?**

- a) [ ] the "entire" property or
- b) [ ] just a "portion"

**5. PROVIDE A DESCRIPTION OF THE "ENTIRE" PROPERTY:**

Municipal Address: \_\_\_\_\_

Concession: \_\_\_\_\_ Lot: \_\_\_\_\_ Required Plan No.: \_\_\_\_\_

Area:        hectares                      Depth:        meters                      Frontage (Width):        meters  
       acres           feet           feet

**6. PROVIDE A DESCRIPTION OF THE AREA TO BE AMENDED IF ONLY A "PORTION" OF THE PROPERTY:**

Area:        hectares                      Depth:        meters                      Frontage (Width):        meters  
       acres           feet           feet

**7. WHAT IS THE CURRENT PLANNING STATUS?**

Official Plan Designation: \_\_\_\_\_

Zoning: \_\_\_\_\_

**8. LIST LAND USES THAT ARE PERMITTED BY CURRENT OFFICIAL PLAN DESIGNATION:**

\_\_\_\_\_

**C. EXISTING AND PROPOSED LAND USES AND BUILDINGS**

**9. WHAT IS THE "EXISTING" USE OF THE LAND?**

\_\_\_\_\_

**10. WHAT IS THE "PROPOSED" USE OF THE LAND?**

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**11. PROVIDE THE FOLLOWING DETAILS FOR ALL BUILDINGS:** *(Use a separate page if necessary)*

	<u>Existing</u>	<u>Proposed</u>
a) Type of Building(s)	_____	_____
b) Main Building Height	_____ (m.) _____ (ft.)	_____ (m.) _____ (ft.)
c) % Lot Coverage	_____	_____
d) # of Parking Spaces	_____	_____
e) # of Loading Spaces	_____	_____
f) Number of Floors	_____	_____
g) Total Floor Area	_____ (sq.m.) _____ (sq.ft.)	_____ (sq.m.) _____ sq.ft.)
h) Ground Floor Area (exclude basement)	_____ (sq.m.) _____ (sq.ft.)	_____ (sq.m.) _____ sq.ft.)

**D. EXISTING AND PROPOSED SERVICES**

**12. INDICATE THE APPLICABLE WATER SUPPLY AND SEWAGE DISPOSAL:**

	<u>Municipal Water</u>	<u>Municipal Sewers</u>	<u>Private Septic</u>
a) Existing	[ ]	[ ]	[ ]
b) Proposed	[ ]	[ ]	[ ]

13. ARE STORMWATER SEWERS PRESENT? [ ] Yes [ ] No

14. WHAT IS THE NAME OF THE ROAD PROVIDING ACCESS? \_\_\_\_\_

**E. OFFICIAL PLAN AMENDMENT** *(Proceed to Question No. 18 (Drawing) if an Official Plan Amendment is not proposed)*

15. DOES THE PROPOSED OFFICIAL PLAN AMENDMENT DO THE FOLLOWING?

Change a policy in the Official Plan Yes [ ] No [ ] Unknown [ ]

Replace a policy in the Official Plan Yes [ ] No [ ] Unknown [ ]

Delete a policy in the Official Plan Yes [ ] No [ ] Unknown [ ]

Add a policy in the Official Plan Yes [ ] No [ ] Unknown [ ]

Add or Change a designation in the Official Plan Yes [ ] No [ ] Unknown [ ]

16. IF APPLICABLE AND KNOWN AT TIME OF APPLICATION, PROVIDE THE FOLLOWING:

a) Section Number(s) of Policy to be Changed  
\_\_\_\_\_

b) Text of the proposed new policy attached on a separate page? Yes [ ] No [ ]

c) New designation name:  
\_\_\_\_\_

d) Map of proposed new Schedule attached on a separate page? Yes [ ] No [ ]

17. LIST LAND USES THAT WOULD BE PERMITTED BY THE PROPOSED AMENDMENT:  
\_\_\_\_\_

**F. APPLICATION DRAWING**

18. Please provide drawing of the proposal, preferably prepared by a qualified professional. In some cases, it may be more appropriate to prepare additional drawing at varying scales to better illustrate the proposal.)

**THE DRAWING MUST BE ACCURATE TO SCALE.**

<u>The drawing(s) should show:</u>		
- Property boundaries and dimensions	- Dimensions of area of amendment	- Distance to lot lines
- Easements or restrictive covenants	- Buildings and dimensions	- Neighbouring properties
- Neighbouring adjacent land uses	- Parking and loading areas	- Driveways and lanes
- Public roads, allowances, rights of way	- Municipal Drains / Award Drains	- Natural watercourses
- Wetlands, floodplain, wet areas	- Woodlots, forested areas, ANSI's, ESA's	- North arrow
- Other features (bridges, wells, railways, septic systems, springs, slopes, gravel pits)		

**G. OTHER RELATED PLANNING APPLICATIONS**

19. **HAS THE APPLICATION OR OWNER MADE APPLICATION FOR ANY OF THE FOLLOWING, EITHER ON OR WITHIN 120 METERS OF THE SUBJECT LAND?**

Official Plan Amendment	Yes [ ]	No [ ]
Zoning By-Law Amendment	Yes [ ]	No [ ]
Minor Variance	Yes [ ]	No [ ]
Plan of Subdivision	Yes [ ]	No [ ]
Consent (Severance)	Yes [ ]	No [ ]
Site Plan Control	Yes [ ]	No [ ]

**20. IF THE ANSWER TO QUESTION 19 IS YES, PLEASE PROVIDE THE FOLLOWING INFORMATION:**

File No. of Application: \_\_\_\_\_

Approval Authority: \_\_\_\_\_

Lands Subject to Application: \_\_\_\_\_

Purpose of Application: \_\_\_\_\_

Status of Application: \_\_\_\_\_

Effect on the Current Application for Amendment: \_\_\_\_\_

**H. OTHER SUPPORTING INFORMATION**

**21. PLEASE LIST THE TITLES OF ANY SUPPORTING DOCUMENTS:** *(e.g. Planning Report, Environmental Impacts Study, Hydrogeological Report, Traffic Study, Market Area Study, Aggregate License Report, Stormwater Management Report, etc.)*

\_\_\_\_\_  
\_\_\_\_\_

**22. PLEASE PROVIDE THE FOLLOWING INFORMATION IF KNOWN:**

a) the date of acquisition by the present owner of subject land \_\_\_\_\_

b) the date of construction of buildings or existing buildings on subject land, if applicable  
\_\_\_\_\_

c) how long has the actual use(s) of subject land been ongoing \_\_\_\_\_

**23. PLEASE PROVIDE THE FOLLOWING INFORMATION IF KNOWN:**

a) Indicate if the amendment complies with the provincial policy statements as defined in paragraph 3(1) of the Act. \_\_\_\_\_

b) Indicate if the subject land is located in an area designated in one or many provincial plans.  
\_\_\_\_\_



c) If affirmative at 23 (b), indicate if the application is consistent with the applicable provincial plan(s) or is not inconsistent with them. \_\_\_\_\_

**I. AUTHORIZATION FOR AGENT/SOLICITOR TO ACT FOR OWNER:**

*(If affidavit (J) is signed by an Agent/Solicitor on Owner's behalf, the Owner's written authorization below must be completed).*

I (we) \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_ County/Region of \_\_\_\_\_ do hereby authorize \_\_\_\_\_ to act as my agent in this application.

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

\_\_\_\_\_  
*Date*

**J. AFFIDAVIT:** *(This affidavit must be signed in the presence of a Commissioner)*

I (we) \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_ County/Region of \_\_\_\_\_ solemnly declare that all 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/Region of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
*Signature of Owner or Authorized Solicitor or Authorized Agent*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Commissioner*

\_\_\_\_\_  
*Date*

**APPLICATION AND FEE OF \$ \_\_\_\_\_ RECEIVED BY THE MUNICIPALITY:**

\_\_\_\_\_  
*Signature of Municipal Employee*

\_\_\_\_\_  
*Date*

**ANNEXE A / SCHEDULE A**

Les frais et les dépôts exigés doivent être acquittés au moment de la soumission d'une demande relative à une question d'aménagement. L'entente ci-jointe doit être complétée et signée en triplicata et doit accompagner la demande.

*The application fees and the deposit must be paid when submitting an application. The attached agreement must be completed and signed in triplicate and must be submitted with the application.*

**EXTRAIT DU RÈGLEMENT 21-2008  
ÉTANT UN RÈGLEMENT ÉTABLISSANT UN BARÈME DE DROITS  
À ACQUITTER POUR LE TRAITEMENT DES DEMANDES RELATIVES À DES  
QUESTIONS D'AMÉNAGEMENT.**

**EXCERPT OF BY-LAW 21-2008, BEING A BY-LAW  
TO PRESCRIBE A TARIFF OF FEES FOR THE PROCESSING OF  
APPLICATIONS IN RESPECT TO PLANNING MATTERS.**

Règlement adopté le 31 mars 2008. /  
By-law passed on the 31<sup>st</sup> day of March 2008.

<b>TYPE DE DEMANDE</b>	<b>DROITS / FEES</b>	<b>TYPE OF APPLICATION</b>
<b>Modification au Plan officiel local</b>		<b>Amendment to local Official Plan</b>
Modification de base au Plan officiel	\$3 000,00	Basic Amendment to Official Plan
Modification majeure au Plan officiel	\$5 000,00	Major Amendment to Official Plan

TYPE DE DEMANDE	DROITS / FEES	TYPE OF APPLICATION
<b>MODIFICATION AU RÈGLEMENT DE ZONAGE</b>		<b>AMENDMENT TO ZONING BY-LAW</b>
Modification de base au règlement de zonage	\$3 000,00	Basic Amendment to Zoning By-law
Modification majeure au règlement de zonage	\$5 000,00	Major Amendment to Zoning By-law
Retrait d'une zone différée	\$1 500,00	Removal of Holding Zone

<b>REMBOURSEMENT</b>		<b>REFUND</b>
Le montant des frais exigés à être remboursé si la demande est rejetée par le Conseil comme étant incomplète ou retirée avant la circulation.	80%	The amount of the Initial application Fee to be returned if an application is rejected by the Council as being incomplete or withdrawn prior to circulation.

<b>AUDIENCE DE LA COMMISSION DES AFFAIRES MUNICIPALES DE L'ONTARIO</b>		<b>ONTARIO MUNICIPAL BOARD HEARING</b>
Frais déterminés par la Commission des Affaires municipales de l'Ontario.	--	Application fees established by the Ontario Municipal Board.
Frais exigés par la ville pour assister à l'audience de la C.A.M.O. pour défendre le Plan officiel ou le règlement de zonage ou tout autre sujet d'aménagement au nom du requérant pour les frais légaux et administratifs.	\$10 000,00	Fees required by the Town to attend the O.M.B. hearing on behalf of the applicant to defend the Official Plan or Zoning By-law or other related planning matters, for all legal and administrative fees.