

TOWNSHIP OF WELLESLEY
APPLICATION FOR OFFICIAL PLAN
AND/OR ZONING BY-LAW AMENDMENT

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 or a committee of Council. The purpose of these Guidelines is to assist persons in completing the application to amend the Official Plan or Zoning By-law. Should you require clarification on any matter covered by this application form, please contact the Municipal Office at the address at the bottom of the page.

APPLICATION FEES:

Each application must be accompanied by an application fee in the form of a cheque/cash/money order payable to the Township of Wellesley. This fee shall be considered a deposit which is used to pay all legal, planning and other associated costs with respect to the processing of the subject application. If the total costs incurred by the Municipality should exceed the amount of the above- noted application fee, the applicant shall provide the Municipality with an additional deposit or may be requested to pay the outstanding balance. Alternatively, if the application costs are less than the deposit, the balance will be returned once all matters are finalized.

Official Plan Amendment - \$1 ,800.00 Deposit

A deposit of Eighteen Hundred Dollars (\$1 ,800.00) is required to be made by the applicant. A Township Administration and Planning Fee of \$950.00 will be charged against the application. If the amendment is approved by the Township, it will be the responsibility of the applicant to pay the appropriate Regional Municipality of Waterloo fee. Any unused portion of said deposit shall be refunded to the applicant after all Township expenses have been paid. A Planning Fee surcharge may be levied in the case of an application requiring excessive staff time commitments.

Zone Change Amendment - \$1,600.00 Deposit

A deposit of Sixteen Hundred Dollars (\$1 ,600.00) is required to be made by the applicant. A Township Administration and Planning Fee of \$850.00 will be charged against the application. The application will not be processed until a sign, supplied by the Township, has been erected; the posting of said sign is the responsibility of the applicant. The sign must stay on the said property until the appeal period is over. If the sign is returned, a refund of \$50.00 will be made to the applicant. If a replacement sign is required, a further \$50.00 deposit is required. Any unused portion of said deposit shall be refunded to the applicant after all Township expenses have been paid. A Planning Fee surcharge may be levied in the case of an application requiring excessive staff time commitments.

Official Plan Amendment and Zone Change Amendment - \$2,500.00 Deposit

A deposit of Twenty-Five Hundred Dollars (\$2,500.00) is required to be made by the applicant. A Township Administration and Planning Fee of \$1,050.00 will be charged against the application. The application will not be processed until a sign, supplied by the Township, has been erected; the posting of said sign is the responsibility of the applicant. The sign must stay on the said property until the appeal period is over. If the sign is returned, a refund of \$50.00 will be made to the applicant. If a replacement sign is required, a further \$50.00 deposit is required. If the amendment is approved by the Township, it will be the responsibility of the applicant to pay the appropriate Regional Municipality of Waterloo fee. Any unused portion of said deposit shall be refunded to the applicant after all Township expenses have been paid. A Planning Fee surcharge may be levied in the case of an application requiring excessive staff time commitments.

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.

DRAWING

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

1. The land subject to the application including its boundaries and dimensions, and the location and nature of any easements or restrictive covenants which affect the subject land;
2. The uses of adjacent and abutting lands (e.g., residential, agricultural, extractive, commercial, industrial, recreational, institutional);
3. All abutting lands owned by the owner (if any) and its boundaries and dimensions;
4. The location of all existing as well as proposed buildings, their uses, widths, lengths, numbers of storeys, and setbacks from front, side and rear lot lines;
5. The location of all natural and artificial features on the subject land and on the land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. (e.g., buildings, structures, fencing, parking areas, road allowances, railways, wells, septic tanks, wooded areas, watercourses, ditches),
6. The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public traveled road, a private road or a right of way.

SUPPORTING INFORMATION:

Please bear in mind that additional information may be required by the Township, Region, local and provincial agencies in order to evaluate the proposed amendment. This information is often a requirement of the local Official Plan, the Regional Official Plan, Provincial Policy 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 stormwater management.

In addition, the applicant may be required to submit a more detailed site plan, under site plan control, prepared by a qualified professional, showing the proposed development, including all new buildings and structures, parking areas, landscaping and other site information as required by the Township.

APPROVAL PROCESS:

Upon receipt of an application, the required fee and other information as may be required, Council will determine whether there is sufficient merit in processing the application further (i.e., the circulation of notice and the holding of at least one public meeting as required by the Ontario Planning Act). The applicant will be requested to attend various meetings, including a public meeting, to present the proposal. The applicant will be provided notice of any decision made by Council concerning the application. Zoning amendments are approved by Council. Official Plan amendments are adopted by Council and then forwarded to the Region of Waterloo for approval, which involves circulation to various agencies for their comments. These agencies may require additional information to evaluate the proposal.

If this application is appealed to the Ontario Municipal Board by any person other than the applicant, the applicant shall pay a deposit of \$5,000.00 for each day of the Ontario Municipal Board Hearing. The Township Solicitor shall determine how many days the hearing will take and a Deposit of \$5,000.00 must be made prior to any time being expended by the Township Solicitor. The deposit can be by way of cash or an irrevocable Letter of Credit. Any unused portion of said deposit shall be refunded to the applicant after all Township expenses have been paid.

OTHER INFORMATION:

The acceptance of this application and the processing thereof does not guarantee the approval of this application and if the Township refuses to grant the application, this application shall be terminated and the applicant agrees to pay all costs to the date of termination.

I/We also understand that this application cannot be processed until the information required is provided to the satisfaction of the Township of Wellesley.

I/We have read the Guideline Sheet and understand the material contained therein. This guideline sheet forms part of the application.

**FURTHER INFORMATION: Susan Duke, C.A.O./Clerk/Director of Planning
Township of Wellesley Municipal Office,
4639 Lobsinger Line, R.R. #1
St. Clements, Ontario NOB 2M0
Telephone: 519 699-46 1 1 Fax: 519 699-4540**

TOWNSHIP OF WELLESLEY
APPLICATION FOR OFFICIAL PLAN AND/OR ZONING BYPLAW
AMENDMENT

1. Type of Amendment

- Amendment to the Official Plan of Wellesley Township
- Amendment to the Zoning By-law of Wellesley Township, By-law Number 35/8 3, as amended
- Both

2. Name of Owner(s)

Address

Telephone Number

3. Name of agent (if any)

Address

Telephone Number

Note : Unless otherwise requested, all communication will be sent to the agent, if any.

4. Name and address of any mortgagees, charges or other encumbrances in respect of the subject land.

5. The current designation of the subject land in the Township of Wellesley Official Plan and the land uses that are authorized by the designation.

6. The current zoning of the subject land.

7. The existing use(s) of the subject land and the length of time the existing uses have continued.

8. The current use of lands adjacent to the subject land.

9. The proposed use(s) of the subject land,

10. Legal description of subject land (registered plan number and lot number, lot and concession number, reference plan and part numbers, and/or name of street and number)

11. Dimensions of land affected:

Frontage

Depth

Area

12. a) Access to the subject land is provided by:

Provincial Highway

Regional Road

Township Road that is maintained all year

Township Road that is maintained seasonally

Another Public Road or right of way

Water

b) If access to the subject land is by water only, indicate the parking and docking facilities used or to be used and the approximate distance of these facilities from the subject land and the nearest public road.

.....
.....

13. Particulars of all buildings and structures on or proposed for the subject land (specify use, distance from side, rear and front lot lines, height and dimensions) (see Schedule A attached).

14. The length of time that the existing uses of the subject land have continued.

.....
.....

15. The date the subject land was acquired by the current owner(s).

.....
.....

16. a) Water is provided to the subject property by:
- a publicly owned and operated piped water system
 - a privately owned and operated individual well
 - a privately owned and operated communal well
 - a lake or other water body or other means, specify
- b) Sewage disposal is provided to the subject property by:
- a publicly owned and operated sewage disposal system
 - a communal sewage disposal system
 - a privately owned septic system
 - privy or other means, specify
- c) Storm drainage is provided to the subject property by:
- sewers
 - ditches
 - swales
 - other means, specify

17. Official Plan Amendment

- a) Does the proposed amendment:
- | | | | | |
|--|-----|------|----|------|
| change a policy in the Official Plan | Yes | | No | |
| replace a policy in the Official Plan | Yes | | No | |
| delete a policy in the Official Plan | Yes | | No | |
| add a policy to the Official Plan | Yes | | No | |
| add or change a designation in the Official Plan | Yes | | No | |

b) Please provide the following:
i) Section number of the policy or schedule to be changed, replaced or deleted:
.....

ii) Purpose of the Official Plan Amendment:
.....

iii) Text of the proposed new policy attached on a separate page? Yes ... No

iv) Copy of the proposed new schedule or map attached on a separate page? Yes No

v) The designation in the Official Plan to be changed or replaced:
.....
.....

vi) The land uses which would be authorized by the proposed amendment:
.....
.....

18. Zoning By-law Amendment

i. The nature and extent of the rezoning requested:

.....
.....

ii. The reason why the rezoning is requested:

.....
.....

19. Has the current owner or any previous owner made application for any of the following, either on or within 1 20 metres of the subject land?

Official Plan Amendment (Section 22 of the Planning Act)	Yes....	No....
Zoning By-law Amendment (Section 34 of the Planning Act)	Yes....	No....
Minor Variance (Section 45 of the Planning Act)	Yes....	No....
Plan of Subdivision (Section 51 of the Planning Act)	Yes....	No....
Consent (Severance) (Section 53 of the Planning Act)	Yes....	No....
Site Plan Control	Yes....	No....
Minister's Zoning Order	Yes....	No....

If yes, provide the following:

Application file number

Name of the approval authority

Lands affected by the application

Purpose of the application

Status of the application

Effect on the current application for amendment

I hereby authorize

to act on my behalf in regard to the above application for Official Plan or Zoning By-law amendment.

Dated at the..... Of
this..... day of 19...

Signature of Owner(s)

I, of the.....
ofin the
of..... solemnly declare that all the statements contained in this
application are true and I 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.

Signature of applicant or authorized agent

DECLARED before me at the
.....of.....)
in the..... of.....)
this..... Day of19.)

A Commissioner, etc.

For Office Use Only:

File No.:
Date Received
Date Complete Application Accepted by Township:.....

Roll Number:

SCHEDULE A

Particulars of all buildings and structures on or proposed for the subject land (specify use, distance from side, rear and front lot lines, height, dimensions, etc.).

<u>Building/Structure 1</u>	<u>Existing</u>	<u>Proposed</u>
Use
Ground Floor Area
Dimensions
Height
Side Yard
Front Yard
Rear Yard
Date of Construction

<u>Building/Structure 2</u>	<u>Existing</u>	<u>Proposed</u>
Use
Ground Floor Area
Dimensions
Height
Side Yard
Front Yard
Rear Yard
Date of Construction

<u>Building/Structure 3</u>	<u>Existing</u>	<u>Proposed</u>
Use
Ground Floor Area
Dimensions
Height
Side Yard
Front Yard
Rear Yard
Date of Construction

<u>Building/Structure 4</u>	<u>Existing</u>	<u>Proposed</u>
Use
Ground Floor Area
Dimensions
Height
Side Yard
Front Yard
Rear Yard
Date of Construction

<u>Building/Structure 5</u>	<u>Existing</u>	<u>Proposed</u>
Use
Ground Floor Area
Dimensions
Height
Side Yard
Front Yard
Rear Yard
Date of Construction