



TOWN OF HUNTSVILLE
DEVELOPMENT SERVICES DEPARTMENT
37 MAIN STREET EAST
HUNTSVILLE, ON P1H 1A1
TELEPHONE: (705)789-1751
FAX: (705)788-5153

CORPORATION OF THE TOWN OF HUNTSVILLE
APPLICATION FOR OFFICIAL PLAN AMENDMENT

The undersigned hereby applies to the Council for the Town of Huntsville under Section 17 of the Planning Act, R.S.O., c.P. 13, for approval as described in this application.

OFFICE USE ONLY		Application No.	_____
Fee	Major	\$2,500.00	_____ pd Date Received _____
	Minor	1,100.00	_____ pd Date Accepted _____
Public Works Fee	66.00	_____ pd Checked By _____	_____

1. NAME OF REGISTERED OWNER(S) _____
Address _____
Telephone (home) _____ (office) _____
Fax _____ e-mail _____
2. NAME OF AUTHORIZED AGENT (if any) _____
Address _____
Telephone (home) _____ (office) _____
Fax _____ e-mail _____
3. PROPERTY DESCRIPTION **PLEASE ATTACH COPY OF DEED**
Geographic or Former Township _____
Lot No. _____ Concession _____
Registered Plan of Subdivision No. (if any) _____
Lot No. on Plan _____ Assessment Roll No. _____
Reference Plan No. (if any) _____ Part No. _____
Street Address _____
4. DIMENSIONS OF PROPERTY (in metric and imperial if possible)
Frontage on Road _____ Frontage on Water _____
Depth _____ Width _____
Area _____

5. TYPE OF WATER SUPPLY

EXISTING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PROPOSED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Municipally owned and operated piped water
 Lake/River
 Well
 Other (specify) _____

6. TYPE OF SEWAGE DISPOSAL

EXISTING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PROPOSED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Municipally owned and operated sanitary sewers
 Septic Tank and Tile Field
 Pit Privy
 Other (specify) _____

7. TYPE OF ROAD ACCESS

EXISTING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PROPOSED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Municipal Road (Year round maintained)
 Municipal Road (Seasonally maintained)
 Private Road
 Water Access

Name of Street or Road _____

8. USE OF PROPERTY

EXISTING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PROPOSED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Vacant
 Seasonal Residential
 Permanent Residential
 Multiple Residential (e.g. Apartment, Townhouse, etc.)
 Agricultural
 Bushlot (no building potential)
 Commercial (give details as to type of use)
 Industrial (give details as to type of use)
 Addition to abutting lands
 Grant of Right-of-Way or Easement
 Other (specify)

What, if any, accessory uses are proposed on the site? (Be specific) _____

9. SURROUNDING LAND USE

Describe EXISTING land uses of surrounding lands

North _____
South _____
East _____
West _____

10. DOCUMENTATION

Present Official Plan Designation _____

Proposed Official Plan Designation _____

Reason for requesting proposed change (attach separate sheet if necessary)

11. OTHER APPLICATIONS

Is the property subject of this application currently being subdivided by a Plan of Subdivision, Condominium or Consent?

Yes No

If yes, provide file number _____

Is the property subject of this application currently subject of an application for amendment to the Zoning By-law 74-8, as amended?

Yes No

If yes, provide file number _____

12. PRE-CONSULTATION

Applicants are advised to request a pre-consultation with staff of the Planning Department, prior to the submission of the application to gain preliminary planning review and direction. Detailed information of the proposed development, lot characteristics, surrounding land uses and natural features are required at the pre-consultation stage. Pre-consultation can improve application processing times. Delays in processing the application may result if staff determine the application to be incomplete and/or inaccurate.

13. PROPOSAL

Please provide, by separate attachment, a detailed description of the proposal, including appropriate supporting maps, reports, studies, and documentation. To ensure a timely and complete review, **ten (10) copies** of ALL required information should be submitted at the time of application.

14. JUSTIFICATION

Please provide, by separate attachment, **ten (10)** copies of a written rationale as to how the proposal meets the requirements of the Provincial Policy Statement, District Municipality of Muskoka Official Plan, and the Town of Huntsville Official Plan.

15. REQUIRED MAPS AND PLANS

The Owner/Agent is required to submit **TEN (10)** copies of the following maps/plans with this application, which will form part of this application:

- a) Concept Plan which may include:
 - 1. building locations
 - 2. service locations (wells, septic pipes)
 - 3. landscaping, buffering
 - 4. parking, traffic flow
- b) Location Plan
A **SURVEY PLAN** or scaled sketch based on an Ontario Land Surveyor's description of **ALL LANDS IN THE OWNER'S POSSESSION** (whether by ownership or option) with the lands subject of this application hatched in **RED**.
- c) Other Applicable Documentation which may include:
 - 1. traffic study
 - 2. hydrology study
 - 3. market study
 - 4. servicing study
 - 5. social impact study
 - 6. detailed site design from a Landscape Architect
 - 7. water quality studies
 - 8. storm water management

d) **ONE (1)** Copy of a large scale detailed map of the existing and proposed development on the lands subject of this application, showing the location of driveways, parking or loading spaces, landscaping areas, watercourses, planting strips and other uses of lands.

16. THE APPLICANT HEREBY ACKNOWLEDGES AND AGREES

- a) to reimburse the Municipality for any costs incurred in processing this application which are above and beyond the amount of the application fee;
- b) if required by the Municipality to pay a deposit in addition to the application fee, prior to the processing of this application to cover anticipated professional and other processing costs beyond normal application requirements;
- c) to pay all costs legal and otherwise, that may be incurred by the Municipality with respect to an Ontario Municipal Board Hearing, that may be held as a result of this application;
- d) to have the lands subject of this application properly posted as required and recognizes that failure to do so may result in a delay in processing this application;
- e) that this application and all studies submitted in support of this application may be made available for public review, pursuant to the provisions of the Municipal Freedom of Information and Protection of Privacy Act;
- f) that plans submitted in conjunction with this application are not reviewed for compliance with the Ontario Building Code (O.B.C.) and related regulations. It is the responsibility of the owner/agent and designer to ensure that all plans submitted with this application comply with the basic requirements of the O.B.C. If you need assistance in determining whether your plans comply with the O.B.C. please contact the Building Department, at (705) 789-1751 ext. 2349;
- g) that there may be additional approvals (i.e., rezoning application, consent application, site plan application, building permit, etc.) and additional fees and charges (i.e., building permit fees, parkland dedication fees, development charges) associated with any development approved in conjunction with this application; and
- h) they may be required to provide additional information that will assist the Town in assessing this application. Applicants and agents acknowledge that the Town may not be able to process the application unless the additional information is submitted.

I hereby submit this application for an amendment to the Official Plan of Huntsville, as amended, in respect of the lands hereinbefore described.

AFFIDAVIT OR SWORN DECLARATION FOR THE PRESCRIBED INFORMATION

I/We _____ solemnly declare that all the statements contained in this application and in all statements contained in all exhibits transmitted herewith 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. I further agree for the purposes of the Municipal Freedom of Information and Protection of Privacy Act, to authorize and consent to the use by of the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application.

DECLARED before me at the Corporation of)
)
the Town of Huntsville, in the District)
)
Municipality of Muskoka, this ____ day)
)
of _____, 200 ____)
)

A Commissioner, etc.

Signature of Owner, Solicitor
or Authorized Agent

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 attached or the authorization set out below must be completed by the owner.

Consent of Owner

I, _____ am the owner of the land that is the subject of this application and, for the purposes of the Freedom of Information and Protection of Privacy Act, I authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application.

DECLARED before me at the Corporation of)
)
the Town of Huntsville, in the District)
)
Municipality of Muskoka, this ____ day)
)
of _____, 200 ____)
)

Signature of Owner

A Commissioner, etc.

Authorization of Owner for Agent to make the application

I, _____ am the owner of the land that is the subject of this application and I authorize _____ to make this application on my behalf.

Date

Signature of Owner

If the applicant is not the owner of the land that is the subject of this application, complete the authorization of the owner concerning personal information set out below.

Authorization of Owner for Agent to Provide Personal Information

I, _____ am the owner of the land that is the subject of this application, and for the purposes of the Freedom of Information and Protection of Privacy Act, I authorize _____ as my agent for this application, to provide any of my personal information that will be included in this application or collected during the processing of the application.

Date

Signature of Owner

**PERMISSION TO ENTER
OFFICIAL PLAN AMENDMENT**

Date: _____

Manager of Planning
Town of Huntsville
37 Main Street East
Huntsville, ON P1H 1A1

RE: Official Plan Amendment Application to Council

Location of Land: _____
(municipal address or legal description)

I hereby authorize the members of the Town Council, members of the staff of the Town of Huntsville and designated consultants to enter onto the above-noted property for the limited purposes of evaluating the merits of this application over the time this application is under consideration by the Town.

Signature of owner or authorized agent

Please print name

