

Planning Department Office Use Only

Application No. Z/_____/2023/HTE

Date Received: _____, 2023

Roll #: 4442-_____-_____-_____

Deemed Complete: _____, 2023

Receipt: _____



Application for Zoning By-law Amendment / Re-zoning

Complete this form to request changes to the zoning of a property in order to amend permitted uses or lot requirements.

Applicants are required to request a pre-consultation with Planning Department staff 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. Delays in processing the application may result if the application is determined to be incomplete and/or inaccurate.

Requirements

Please ensure that your application contains the following information. Insufficient information will result in the application being returned to you.

- Completed application form, along with a digital or scanned copy, emailed with attachments to planning@huntsville.ca
- Record of pre-consultation
- Commissioned signatures of Owner and/or Agent
- Parcel Registry (or Title Abstract) from the Land Registry Office (dated within 14 days of submission of application)
- Fee:** \$2,150.00
- Written description under separate attachment summarizing the proposal and planning justification
- A proposed strategy for consulting with the public with respect to the application
- Two (2) copies of applicable drawings. Plans must be to scale and include:

- The boundaries and dimensions of the lands;
- The location, size and type of all existing and proposed buildings and structures on the land, indicating their distance from the front lot line, rear lot line and side lot lines;
- The approximate location of all natural and artificial features (buildings, roads, watercourses, drainage ditches, wooded areas, etc.), that are located on the subject land and on land adjacent to it, and that may affect the application;
- The current uses of land that is adjacent to the subject land;
- The 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;
- If access to the subject land will be by water only, the location of the parking and boat docking facilities to be used; and
- The location and nature of any easement affecting the land.

Supplemental information, as noted in Section 13.23 of the Huntsville Official Plan, may be requested upon further review of the application.

The undersigned hereby applies to the Council of the Corporation of the Town of Huntsville under Section 34 of the *Planning Act*, R.S.O. 1990, c.P.13, for an amendment to Zoning By-law 2008-66P, as amended, as described in this application.

Personal information on this form is collected under the authority of the *Planning Act*, R.S.O. 1990, Chapter P.13, as amended, and will be used in processing this application. Questions regarding the collection of this information should be directed to: Manager of Planning, Corporation of the Town of Huntsville, 37 Main Street East, Huntsville, Ontario, P1H 1A1, (705) 789-1751 or planning@huntsville.ca.

1. Applicant/Agent Information

Name of Applicant: _____

Address: _____ Postal Code: _____

Telephone: _____ Cell: _____ Email: _____

Name of Owner: _____

Address: _____ Postal Code: _____

Telephone: _____ Cell: _____ Email: _____

Name and address of the holders of any mortgages, charges or other encumbrances in respect of the subject land: _____

2. Location of Subject Land

Civic (911) Address: _____

Concession: _____ Lot: _____ Former Geographic Township: _____

Reference Plan: _____ Part(s): _____

Assessment Roll Number: 4442-_____-_____-_____

3. Description of Land to be Re-zoned

Frontage (road): _____ Frontage (water): _____

Depth: _____ Area: _____

Existing Use(s): _____

Length of time, if known, that existing use(s) have existed: _____

Are there any buildings or structures on the lands? Yes No

If yes, complete table on following page:

Existing Structures	Footprint Area	Gross Floor Area	Number of Stories	Date Constructed	Front Yard Setback	Side Yard Setback	Rear Yard Setback	Height	Dimensions	Zone Compliance
Example: Dwelling										

4. Services

Check the appropriate box for each category:

Access

- Municipal Road (Year-round maintained)
- Municipal Road (Seasonally maintained)
- District Road
- Existing Private Road
- Provincial Highway
- Other _____
- Water*

*If access is by water only, please indicate the parking and docking facilities to be used and the approximate distance of those facilities from the subject land and nearest public road.

Water Supply

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

Sewage Disposal

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

Storm Water Drainage

- Municipally owned and operated sewers
- Ditches
- Swales
- Other (specify) _____

5. Official Plan and Provincial Policy Statements

Huntsville/ Muskoka Official Plan Designations: _____

Does the application conform with the Official Plans? Yes No

Please explain: _____

Is the application consistent with Provincial Policy Statements issued under subsection 3(1) of the Planning Act? Yes No

Please explain: _____

6. Zoning

Existing Zoning: _____

Nature and Extent of Rezoning: _____

Reason for zoning amendment: _____

Proposed Uses: _____

Are there any proposed buildings or structures on the lands?

Yes No If yes, complete table:

Proposed Structures	Footprint Area	Gross Floor Area	Number of Stories	Date Constructed	Front Yard Setback	Side Yard Setback	Rear Yard Setback	Height	Dimensions	Zone Compliance
Example: Cabin										

Number of Parking Spaces being provided: _____

Are the parking spaces being provided in compliance with the zoning by-law provisions?

Yes No If no, explain: _____

7. History of the Subject Lands

Date that the Owner acquired the lands: _____

Is or has the subject land ever been the subject of an application for Official Plan Amendment, Zoning By-law Amendment, Consent, Minor Variance, Plan of Subdivision or Condominium, or Minister's Order under the Planning Act?

Yes No Unknown

If yes, please provide file numbers and the status of the decisions: _____

Are there any restrictive covenants or easements affecting the subject lands (rights-of-way, utility easements, etc.)? Explain and show location on the sketch plan.

Yes No Unknown

If yes, please explain: _____

8. Public Consultation

Outline a proposed strategy for consulting with the public with respect to this application (i.e. signage posted on property, letter to neighbours, etc.):

9. Authorizations

The applicant hereby acknowledges and agrees:

- 1) to reimburse the Municipality for any costs incurred in processing this application which are above and beyond the amount of the application fee;
- 2) if required by the Municipality to pay a deposit in addition to the application fee, prior to the processing of the application to cover anticipated professional and other processing costs beyond normal application requirements;
- 3) to pay all costs, legal and otherwise, that may be incurred by the Municipality with respect to a Local Planning Appeal Tribunal Hearing that may be held as a result of this application;
- 4) that the subject lands shall have the required public notification sign posted for the legislated time frame of a minimum of 20 days prior to the Public Meeting;
- 5) to grant the Town permission to reproduce, in whole or in part, any document submitted as part of a complete application for internal use, inclusion in staff reports or distribution to the public either online or through other means for the purpose of application review, pursuant to the provisions of the *Planning Act*, R.S.O. 1990, c. P.13, s.1.0.1 and the *Municipal Freedom of Information and Protection of Privacy Act*;
- 6) there may be additional approvals (i.e., 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
- 7) 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.

Consent of Owner for Use and Disclosure for Personal Information

I, _____ am the Owner of the land that is the subject of this application and for the purposes of the Municipal Freedom of Information and Protection of Privacy Act I 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.

Date

Signature of Owner

Authorization of Owner for Agent

If the Applicant is not the Owner of the land that is subject of this application, the written authorization of the Owner that the applicant is authorized to make the application must be completed below.

I, _____ am the Owner of the land that is the subject of this application and I authorize _____ to make this application on my behalf and to provide any personal information that will be included in this application or collected during the process of this application.

Date

Signature of Owner

Authorization of Owner for Access

I, _____ hereby authorize Town of Huntsville staff, and its representatives, to enter upon the premises for the purpose of evaluating the merits of the application for the time this application is under consideration by the Town.

Date

Signature of Owner

Affidavit or Sworn Declaration

I, _____ do solemnly affirm and declare that all of the statements contained in this application and in all exhibits and attachments transmitted herewith are true and I make this solemn declaration conscientiously believing it to be true and knowing 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 _____

in the _____
this ____ day of _____, 2023.

Signature of Applicant, Agent or Owner

A Commissioner, etc.