TOWNSHIP OF EAST ZORRA-TAVISTOCK

ZONE CHANGE APPLICATION GUIDE

Please read carefully before completing the attached application form.

1. The attached application form is to be used when applying to the Township of East Zorra-Tavistock for a change to the Township Zoning By-Law. The applicant is advised to approach the Township Office and/or the County of Oxford Community Planning for Official Plan, Zoning and Policy information before making a formal application.

   Completing the Application Form

2. The attached application form should be submitted to either the:
   a) CAO/Treasurer
      Township of East Zorra-Tavistock
      89 Loveys Street East
      Hickson ON N0J 1L0
      Phone: 462-2697 or 462-2498

   b) County of Oxford
      Community Planning
      P. O. Box 1614
      21 Reeve Street
      Woodstock ON N4S 7Y3
      Phone: 539-9800

3. The application consisting of **one original** must be accompanied by a fee of **$730.00** ($550.00 + $180.00 Public Works Review Fee) in cash or cheque payable to the "**Treasurer, Township of East Zorra-Tavistock".** Please be advised that further fees may apply, from outside agencies.

4. The application should be completed by the property owner(s) or his/her authorized agent. Where the application is being made by an agent, the written authorization of the owner(s) must accompany the application **or** if the application is being made under an agreement of purchase and sale, a signed copy of the agreement must be attached as authorization and will remain confidential.

5. The application must include a sketch/site plan showing the following information:
   a) the boundaries and dimensions of the subject lands;
   b) any proposed or existing building(s) and/or structure(s) on the subject lands and its location (including distance to lot lines), size and type;
   c) the land uses on all adjacent lands of the subject lands;
   d) approximate location of all natural and artificial features on subject and adjacent lands and shall include buildings, railways, roads, watercourse(s), municipal drains, drainage ditches, existing and proposed septic facilities, wells, wetlands and wooded areas;
   e) 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;
   f) if access to the subject land is by water only, the location of the parking and docking facilities to be used;
   g) the location and nature of any easement affecting the subject land;
   h) location of all landscaped areas, fencing, buffer strips and sidewalks.

6. In addition, all applications for commercial, industrial, institutional and multi-family residential uses must include the following additional information:
   a) floor plan with dimensions and proposed uses of any existing or proposed buildings; and
   b) an exterior elevation plan of any proposed buildings.

7. All site plans and floor plans must be drawn to scale at a maximum size of 11" x 17". Larger plans will be accepted with the inclusion of an original reduction of the plans at a maximum size of 11" x 17". **Large plans must be folded**.

   Processing the Application

1. After accepting the completed application, the County of Oxford Community Planning circulates the application to municipal officials, provincial authorities, and other agencies for comment. The public in the vicinity of the application are given 20 days' notice of a public meeting held by Municipal Council to consider the requested zone change. The applicant is required to attend the public meeting to support their application.

2. Section 34(19) of the Planning Act, 1990 provides for an appeal by any person to the Local Planning Appeal Tribunal of the decision of the Council within 20 days of the giving of written notice of the passing of the By-Law.

3. Section 34(11) of the Planning Act, 1990 allows the applicant to appeal to the Local Planning Appeal Tribunal if Council refuses the application or neglects to make a decision within 150 days of receipt of the completed application.

FILE NO: _____

DATE RECEIVED: _____

TOWNSHIP OF EAST ZORRA-TAVISTOCK

APPLICATION FOR ZONE CHANGE

1. **Registered Owner(s): (NAME AS IT APPEARS ON TITLE)**

Name: _____ **Phone:** _____

Address: _____ **Cell:** _____

_____ **Postal Code:** _____

E-mail: _____

Applicant (if other than registered owner)**:**

Name: _____ **Phone:** _____

Address: _____ **Cell:** _____

_____ **Postal Code:** _____

E-mail: _____

Solicitor or Agent (if any):

Name: _____ **Phone:** _____

Address: _____ **Cell:** _____

_____ **Postal Code:** _____

E-mail: _____

All correspondence will be sent to those listed above, unless otherwise advised

Name and address of any holders of any mortgage, charges or other encumbrances (if known):

_____

2. **Subject Land(s):**

a) Location:

Municipality _____ former municipality _____

Concession No. _____ Lot(s) _____

Registered Plan No. _____ Lot(s) _____

Reference Plan No. _____ Part(s) _____

The proposed lot is located on the _____ side of _____ Street/Road/Line, lying between Street/Road/Line and _____ Street/Road/Line.

Street and/or Civic Address (911): _____

FOR OFFICE USE ONLY

DATE PRESCRIBED INFORMATION COMPLETE PIN

_____

b) Official Plan Designation: Existing: _____

Proposed: _____

If the proposed designation is different than the existing designation, has an application for Official Plan Amendment been filed with the County of Oxford? ☐ No ☐ Yes

c) Zoning: Present: _____

Proposed: _____

d) Uses: Present: _____

Proposed: (Include description) _____

_____

3. Buildings/Structures:

For all buildings/structures, either **existing or proposed** on the subject lands, please supply the following information:

☐ None Existing ☐ None Proposed

Existing	Building 1	Building 2	Building 3
Use:			
Date Constructed (if known):			
Floor Area:			
Setbacks:			
Front lot line			
Side lot lines			
Rear lot line			
Height			

Proposed	Building 1	Building 2	Building 3
Use:			
Date Constructed (if known):			
Floor Area:			
Setbacks:			
Front lot line			
Side lot lines			
Rear lot line			

4. Site Information (proposed use(s)):

Lot Frontage		Landscaped Open Space (%)	
Lot Depth		No. of Parking Spaces	
Lot Area		No. of Loading Spaces	
Lot Coverage		Building Height	
Front Yard		Width of Planting Strip	
Rear Yard		Driveway Width	
Interior Side Yard(s)		No. of Units	
Exterior Side Yard (corner lot)			

5. Services: (check appropriate box)

		Existing	Proposed
Water supply	Publicly owned and operated piped water system	☐	☐
	Privately owned and operated communal piped water system	☐	☐
	Privately owned and operated individual well	☐	☐
	Lake or other water body	☐	☐
	Other (specify) _____	☐	☐
Sewage Disposal	Publicly owned and operated sanitary sewer system	☐	☐
	Privately owned and operated communal septic system	☐	☐
	Privately owned and operated individual septic tank	☐	☐
	Pit Privy	☐	☐
	Other (specify) _____	☐	☐

Storm Drainage	Municipal Sewers	☐	Ditches	☐
	Municipal Drains	☐	Swales	☐

6. **Access:**

Provincial Highway	☐	Unopened Road Allowance	☐
County Road	☐	Right-of-Way owned by _____	☐
Municipal Road maintained all year	☐	Water Access (describe below)	☐
Municipal Road seasonally maintained	☐	Other (specify) _____	☐

If proposed access is by water, what boat docking and parking facilities are available on the mainland?

_____

7. General Information:

a) Is the Subject Land the subject of regulations for flooding or fill and construction permits of a Conservation Authority?

☐ No ☐ Yes → Name of Conservation Authority _____

Has an Application been filed with the appropriate Conservation Authority? ☐ No ☐ Yes

b) Present land use(s) of adjacent properties:

_____

c) Characteristics of subject land (check appropriate space(s) and add explanation, if necessary)

(i) Is the land swampy or subject to seasonal wetness? ☐ No ☐ Yes

(ii) Is any part of the land used for agricultural purposes? ☐ No ☐ Yes

If yes, describe type of crop, or operation and amount of land used: (include woodlots)

_____

_____

8. Historical Information:

a) Is the subject land the subject of a current Application for Consent to the Oxford County Land Division Committee or a current application for draft plan of subdivision to the County of Oxford?

☐ No ☐ Yes → Application No.? _____

b) Have the subject land(s) ever been the subject of any other application under the Planning Act, such as an application for approval of an Official Plan amendment, a zoning by-law amendment, a Minister's Zoning Order amendment, consent, a minor variance, or approval of a plan of subdivision?

☐ No ☐ Unknown

☐ Yes → File No. _____ Status/Decision _____

c) If known, the date the subject land was acquired by the owner? _____

d) If known, the length of time that the existing uses of the subject land have continued? _____

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 included with this form, or the authorization set out below must be completed. (See Item 4 in the Zone Change Application Guide attached.)

Authorization of Owner(s) for Applicant/Agent to Make the Application

I/We, _____ , am/are the owner(s) of the land that is the subject of this application for zone change

and I/We authorize _____ , to make this application on my/our behalf.

_____	_____	_____
Date	Signature of Owner(s)	Signature of Owner(s)

THIS SECTION TO BE COMPLETED IN THE PRESENCE OF A COMMISSIONER FOR TAKING AFFIDAVITS

I/We _____ of the _____

of _____ in the _____ of _____ ,

DO SOLEMNLY DECLARE THAT:

All of the prescribed information contained in this application is true and that the information contained in the documents that may accompany this application is 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.

DECLARED before me at the _____

of _____ in the _____
Owner(s)/Applicant

_____ of _____

this _____ day of _____ 20____ _____
Owner(s)/Applicant

_____
A Commissioner for Taking Affidavits

Notes:

1. Applications will not be considered complete until all required information has been supplied.

2. It is required that **one original** of the complete application (including the sketch) be filed, accompanied by the applicable fee of **$730.00 (**$550.00 + $180.00 Public Works Review Fee), payable to the **Treasurer, Township of East Zorra-Tavistock**.

Municipal Freedom of Information and Protection of Privacy Act – Notice of Collection & Disclosure

The collection of personal information on this form is legally authorized under Sec.34 of the *Planning Act* and O.Reg.545/06 for the purpose of processing your planning application. Questions about this collection should be directed to the Director of Community Planning at the County of Oxford, 21 Reeve St., P.O. Box 1614, Woodstock, ON N4S 7Y3 or at 519-539-9800 (ext.3207).

Pursuant to Sec.1.0.1 of the *Planning Act*, and in accordance with Sec 32(e) of the *Municipal Freedom of Information and Protection of Privacy Act*, it is the policy of the County of Oxford to make all planning applications and supporting material available to the public.

SKETCH/SITE PLAN

USE THIS PAGE FOR SKETCH (OR SURVEY PLAN IF AVAILABLE) AND ATTACH TO THE APPLICATION FORM.
WITHOUT SKETCH OR SURVEY PLAN, THE APPLICATION WILL NOT BE PROCESSED.
SKETCH OR SURVEY PLAN MUST CONTAIN THE INFORMATION SET OUT IN ITEM 5 OF THE ZONE CHANGE APPLICATION GUIDE.

SCALE: _____

Public Consultation Strategy
Official Plan & Zoning By-Law Amendments
& Plans of Subdivision

As per recent changes to the Planning Act introduced through the *Smart Growth for Our Communities Act*, a public consultation strategy is required for applications for Official Plan Amendment, Zoning By-law Amendment or Draft Plan of Subdivision before the application is deemed to be 'complete' as defined by the Planning Act. Please discuss your proposal with County Planning staff in advance of submission of any application.

Formal notifications, as prescribed by the Planning Act include:

- Circulation to all landowners within 120 m of subject lands and posting of a public notice sign;

Please select any and all forms of **further** public consultation that you, as the applicant / agent / owner intend to undertake:

- ☐ None
- ☐ Speak to adjacent landowners directly about proposed development;
- ☐ Post signs within a common area (for multi-residential buildings and developments);
- ☐ Advertise the proposal and public meeting in a local newspaper (please discuss this with County planning staff prior to initiating)
- ☐ Host an open house regarding the proposal;
- ☐ Other measures (please elaborate)

_____

_____

Dated this _____ day of _____ , 20_____
(month) (year)

_____ _____
Please print Name Signature (applicant / agent / owner)

Return the completed Official Plan Amendment, Zone Change, or Draft Plan of Subdivision application and this form to:

County of Oxford
Community Planning Office
P.O. Box 1614,
21 Reeve St.
Woodstock, ON N4S 7Y3

Phone: 519 539-9800 ext 3912
Fax: 519 421-4712
Email: planning@oxfordcounty.ca