Application for ZONING BY-LAW AMENDMENT

IT IS RECOMMENDED THAT YOU CONSULT WITH THE TOWNSHIP PLANNING DEPARTMENT PRIOR TO SUBMITTING YOUR APPLICATION.

Please ensure you have completed the following prior to submitting your application:

- ❑ Fully complete all sections of the application.
- ❑ Sign application in all appropriate locations and obtain signed authorization from the Owner(s) if you are acting as their Agent.
- ❑ Declaration of Owner(s)/Agent must have a Commissioner's stamp and signature.
- ❑ Application fees attached. Cheque made payable to the Township of Seguin.
    - Please reference the current Planning Fees By-law for a list of application fees.
- ❑ Copy of a sketch or site plan (in metric) in accordance with the requirements of the application form. All sketches or site plans must be *drawn to scale, in metric units only*.
- ❑ Copy of any correspondence, approvals or permits from outside agencies/departments.
- ❑ Copy of all studies and reports required to be submitted with your application.
- ❑ Copy of your completed Consultation Form from the Planning Department.
- ❑ Copy of your Deed.

TOWNSHIP PROCEDURES

- A sign will be posted that is clearly visible, approximately 14" x 18" bearing your name, your Application number, lot and concession number, and the Plan number, on the main access side of your property, preferably where your driveway accesses onto the Township Road.

APPLICANTS POSTING INSTRUCTIONS

In order to facilitate consideration of your Application for Zoning By-law Amendment, we ask that you complete the following upon submission of the application to the Township.

- Mark out, on the ground, the location of the proposed lot lines - marking it clearly with stakes and coloured ribbon.
- It is the responsibility of the Applicant to mark the property which is the subject of this Application.

Council members and/or Township staff may conduct site inspections of your lands. By submitting this application, you are authorizing the Township to access your lands for the purposes of conducting the required site inspection.

Please be advised that where access is by water or by summer maintained municipal road or by private road, the consideration of the application may be delayed during the winter until such time as safe access can be obtained to the lands.

You may be required to submit a copy of the Deed for the subject land. If access is provided by private road/right-of-way from a municipal road, attach a copy of the deed indicating if the access is registered on title.

Your application will not be processed until it is complete. A complete application will be determined in accordance with the requirements of the Planning Act, the Provincial Planning Statement, and the Township of Seguin Official Plan. Please be advised that technical and supporting studies submitted as part of a complete application may be required to be peer reviewed.

If a Peer Review is required, the cost will be at the expense of the applicant in accordance with policies of the Seguin Official Plan. The Planning Department will obtain prior authorization to proceed with the peer review from the applicant. To expedite the processing of your application please ensure it is complete upon submission. Incomplete applications will be returned for you to attend to the identified submission deficiencies. We will not hold incomplete applications in our office.

If you require additional assistance regarding this application, please contact the Planning Department at:

Township of Seguin
5 Humphrey Dr., Seguin,
ON, P2A 2W8
Bus: 705- 732-4300 **Toll Free:** 1-877-473-4846
planning@seguin.ca

List of Appendices

1. Emergency Contact References
2. Septic System Installation & Approval (see Appendix 2) – Planning Act Proposal
3. Endangered Species Act (ESA), 2007 Implications for Landowners

Application for ZONING BY-LAW AMENDMENT

OFFICE USE ONLY Application No.: R- - - File Name: Civic Address:		Date Stamp:
Application Complete: ❑ Yes ❑ No	Fee Received: ❑ Yes ❑ No	

ROLL # 4903-_____-_____-_____0000

Did you pre-consult with the Township Planning Department? ❑ Yes ❑ No

Please submit a copy of your completed "Pre-Consultation Form".

Pre-consultation Date: _____

Attending Planner: _____

1. CONTACT INFORMATION:

All communication will be directed to the Primary Contact only. Copies of correspondence will be sent to all parties and filed according to Township procedure.

Primary Contact: _____

a) Registered Owner(s): _____

(List all owners and contact information if multiple exist)

Mailing Address: _____

Home Phone: _____ Business Phone: _____

Email Address: _____

b) Agent: _____

Mailing Address: _____

Home Phone: _____ Business Phone: _____

Email Address: _____

c) Planner: _____

Mailing Address: _____

Phone Number: _____ Business Phone: _____

Email Address: _____

d) Surveyor: _____

Mailing Address: _____

Phone Number: _____ Business Phone: _____

Email Address: _____

e) Solicitor: _____

Mailing Address: _____

Phone Number: _____ Business Phone: _____

Email Address: _____

f) Holders of any mortgages, charges, or other encumbrances in respect of the subject land:

_____

Mailing Address: _____

Phone Number: _____ Email: _____

2. DESCRIPTION OF SUBJECT LANDS

a) Concession(s): _____

b) Lot(s): _____

c) Registered Plan No. : _____ Lot(s)/Block(s): _____

d) Reference Plan No. : _____ Part(s): _____

e) Geographic Township (former municipality): _____

f) Civic Address: _____

g) Dimensions of subject lands:

Frontage (m)	Depth (m)	Area (ha)

h) Official Plan (current designation of subject lands): _____

_____

i) How does the application conform to the Official Plan:

_____

j) Are there any easements or right-of-ways affecting the subject lands?

- ❑ Yes
- ❑ No

If yes, indicate and describe the purpose of the easement or right-of-ways:

_____

_____

k) The subject land is within an area where zoning with conditions apply:

- ❑ Yes
- ❑ No

If yes, please attach an explanation of how the application conforms to the Official Plan policies relating to the zoning with conditions.

l) The subject land is within an area where the municipality has pre-determined the minimum and maximum density requirement or the minimum and maximum height requirements:

- ❑ Yes
- ❑ No

If yes, state the requirements: _____

_____

_____

m) The subject land is within an area of land designated under any provincial plan or plans:

- ❑ Yes
- ❑ No

If yes, does the application conform to or does not conflict with the applicable provincial plan or plans:

- ❑ Yes
- ❑ No

If yes, attach details of how the application conforms or does not conflict with the provincial plan or plans.

3. ZONING BY-LAW AMENDMENT

a) The current zoning of the subject land:_____

_____

b) The nature and extent of the proposed rezoning:_____

_____

c) The purpose of the proposed rezoning: _____

_____

_____

d) Dimensions of the proposed lands to be rezoned:

If only a portion of the subject property is being rezoned.

Frontage (m)	Depth (m)	Area (ha)

e) The application is to implement an alteration to the boundary of an area of settlement or to implement a new area of settlement:

- ❑ Yes
- ❑ No

If yes, attach details of the Official Plan or Official Plan amendment that deals with the above matter.

f) The application is to remove land from an area of employment:

- ❑ Yes
- ❑ No

If yes, attach details of the Official Plan or Official Plan amendment that deals with the above matter.

g) The requested amendment to the Zoning By-law is consistent with the policy statements issued under subsection 3 (1) of the Act:

- ❑ Yes
- ❑ No

4. EXISTING AND PROPOSED USES

a) Date the subject land was acquired by the current Owner: _____

b) Existing uses of the subject land: _____

_____

_____

c) Length of time that the existing uses have continued:_____

d) Proposed uses of the subject land:_____

_____

Attach a separate description if necessary

e) Date the existing building(s) or structure(s) on the subject land were constructed:

Type of building/ structure	Date Constructed
1.	
2	
3.	
4.	

f) Location of all existing and proposed structures on the subject land metric):

Existing:

Type of building/ structure	Front Yard (m)	Interior Side Yard (m)	Exterior Side yard (m)	Rear yard (m)
1.				
2.				
3.				
4.				

Proposed:

Type of building/ structure	Front Yard (m)	Interior Side Yard (m)	Exterior Side yard (m)	Rear yard (m)
1.				
2.				
3.				
4.				

Attach separate sheet if more than 4 existing or proposed structures

g) Dimensions of all existing and proposed structures on subject land.

Existing:

Building	Ground Floor Area (m^2)	Gross Floor Area (m^2)	# of Stories	Length (m)	Width (m)	Height (m)
1.						
2.						
3.						
4.						

Proposed:

Building	Ground Floor Area (m^2)	Gross Floor Area (m^2)	# of Stories	Length (m)	Width (m)	Height (m)
1.						
2.						
3.						
4.						

h) What are the adjacent land uses:

To the north: _____

To the south:_____

To the west:_____

To the east:_____

5. ACCESS

a) Access to the subject land is provided by: _____

- ❑ Provincial highway
- ❑ Municipal road (year round)
- ❑ Municipal road (seasonal)
- ❑ Private road / Right-of-Way
- ❑ Other road
- ❑ Water

b) If access to the subject land is by water only, indicate the following:
Provide written confirmation of parking and docking facilities.

Docking facility: _____

Distance from docking to subject land: _____

Distance from docking to nearest public road: _____

Parking facility: _____

Distance from docking to parking: _____

Distance from parking to nearest public road: _____

6. SERVICES

a) Water is provided to the subject land by:
- ❑ Private well
- ❑ Privately owned/operated communal well
- ❑ Lake or other water body
- ❑ Other: _____

b) Sewage disposal is provided to the subject land by:
- ❑ Private sewage system
- ❑ Privately owned/operated communal sewage system
- ❑ Privy
- ❑ Other:_____

c) Storm drainage is provided to the subject land by:
- ❑ Ditches
- ❑ Swales
- ❑ Natural
- ❑ Other: _____

7. OTHER APPLICATIONS

Indicate if the subject land has ever been the subject of an application under the Planning Act:

Application	File #	Status
Plan of Subdivision/ Condominium (Section 51)		
Consent (Section 53)		
Minor Variance (Section 45)		
Zoning By-law (Section 34)		
Official Plan (Section 22)		
Site Plan (Section 41)		

Indicate if the subject land has ever been the subject of a Minister's Zoning Order:

Minister's Zoning Order	Ontario Regulation Number

8. DIRECTIONS: HOW TO GET THERE

Civic Address: _____

Directions from Seguin Township Office (5 Humphrey Dr. Hwy 141) to your site:

_____

_____

_____

_____

_____

_____

9. EXPLANATION

An explanation of how the application for an amendment to the Zoning By-Law is consistent with the policy statements issued under subsection 3(1) of the act:

10. PUBLIC CONSULTATION

A Proposed strategy for consultation with the public with respect to the application.

11. PLANS REQUIRED

Please attach a copy of the sketch, site plan or survey **drawn to scale, in metric.**

Minimum requirements will be a sketch showing the following:

- ❑ The boundaries and dimensions (frontage, depth and area) of the subject land.

- ❑ Indicate the area to be rezoned.

- ❑ The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front lot line, rear lot line and the side lot lines.

- ❑ The approximate location of all topographical, natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the Applicant, may affect the Application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.
- ❑ The current uses on land that is adjacent to the subject land.

- ❑ The location and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public road, a private road or a right-of-way.

- ❑ If access to the subject land is by water only, the location of the parking and docking facilities to be used.

- ❑ If the subject land has lake frontage, label the lake name.

- ❑ The location and nature of any easement affecting the subject land.

- ❑ North arrow and scale.

12. AUTHORIZATION BY OWNER

Applicable if an Agent is making this application on your behalf.

If the Applicant is not the Owner of the subject land of this Application, the written authorization of the Owner stating that the Agent is authorized to make the Application on their behalf must be included with this application form or the authorization set out below must be completed.

Please Note: If the Owner is an incorporated company, authorization of the appropriate signing officer(s) is required in accordance with the company's by-laws.

I (we), _____the undersigned,

Registered Owner(s)

being the Registered Owner(s) of the subject land, hereby authorize

_____ to act as my Agent with respect to the

Agent

preparation and submission of this Application.

_____ _____

Signature of Owner Date

_____ _____

Signature of Owner Date

13. FREEDOM OF INFORMATION AND PRIVACY

Personal information contained in this form, collected and maintained pursuant to Section 34 of The Planning Act, will be used for the purpose of responding to the Application and creating a public record. The Owner's Signature acknowledges that "personal information [is] collected and maintained specifically for the purpose of creating a record available to the general public;" per Section 14(1)(c) of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M. 56.

The applicant acknowledges that the Township considers the application forms and all supporting materials, including studies and drawings, filed with this application to be public information and to form part of the public record. With the filing of an application, the applicant consents to the Township photocopying and releasing the application and any supporting material either for its own use in processing the application or at the request of a third party, without further notification to or permission from the applicant. The applicant also hereby states that it has authority to bind its consultants to the terms of this acknowledgement. Questions regarding the collection of information should be directed to the Director of Planning at the Township of Seguin at (705) 732-4300.

_____ _____

Signature of Owner Date

_____ _____

Signature of Owner Date

_____ _____

Signature of Witness Date

14. **DECLARATION OF OWNER/AGENT**

Must be signed by the Owner(s)/Agent in the presence of a Commissioner.

I, _____ (Name of Owner(s)/Agent) of the_____(Town/City) of _____ (name of Town/City) in the County/District/Regional Municipality of_____do solemnly declare that all of 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.

Declared before me at the _____

in the_____ of _____

this _____day of _____, 20_____.

_____ _____

Signature of Owner Signature of Owner

_____

Signature of Agent (if Applicable)

_____ _____

Signature of Commissioner Commissioners Stamp

15. ADDITIONAL FEES AND ACKNOWLEDGEMENT

If Planning, Engineering and/or legal fees are incurred by the Township pertaining to this Application, the Applicant, by endorsing below, hereby agrees to submit the balance due, upon receipt of an invoice for same.

In consideration of being permitted to proceed with the application without first securing the required development approval(s), the registered owner(s) and agent hereby release and discharge the Township from any and all claims for liability, costs, expenses, damages, losses associated with or resulting from an inability to meet, or failure to meet, the conditions imposed in any conditional approval of the application in this matter requiring the obtaining of development approval(s).

_____ _____

Signature of Owner(s)/Agent Date

Please submit this application to the Township of Seguin Planning Department at:

Township of Seguin
5 Humphrey Dr.,
Seguin, ON, P2A 2W8
Bus: 705-732-4300 **Toll Free:** 1-877-473-4846
planning@seguin.ca

APPENDIX 1

Agency Contact References

1. **Ministry of Transportation**
   Pre-Consultation Office Contact

Ministry of Transportation

Northern Regional Office:
PO Box 3030
447 McKeown Ave
North Bay ON P1B 8L2
Attn: Planning & Design Section Corridor Control Office
(705) 497-5456
(705) 497-5223

Huntsville Area Office:
207 Main Street West
Huntsville, Ontario P1H 1Z9
(705) 789-2392

2. **Township of Seguin -**
   Septic System Installation & Approval (see Appendix 2)

3. **Ministry of Environment, Conservation, and Parks**

North Bay Area Office
Unit 16 & 17, 191 Booth Rd
North Bay, ON P1A 4K3 (705)
497-6865

4. **Ministry of Natural Resources and Forestry**

Parry Sound Office 7
Bay St
Parry Sound, ON P2A 1S4 (705)
746-4201

Planning / Severance Proposal

This application will allow Seguin Township to review your planning / severance proposal and comment whether it will be in accordance with Part 8 of the Ontario Building Code (OBC). An inspector will determine if the proposed properties to be severed (or other planning related / lot line alterations) will be in accordance with Part 8 of the Ontario Building Code (OBC) based on the OBC's minimum requirements for a 3-bedroom dwelling with less than or equal to 20 fixture units, less than 200m^2 floor area, sewage system sizing calculations based on a fully raised system with a native soil T-time of 50. The retained lands are also assessed to ensure that the minimum setbacks as required under the OBC are maintained from proposed lot lines.

The applicant must pay the required application fee, confirm that the application is complete, with all information requested and forms completed to a level of detail that does not leave any uncertainty.

The applicant MUST flag lot lines (existing and proposed) to ensure staff can properly complete an inspection. Lots that have not been properly marked will not be evaluated; consequently a site re-inspection fee will be required.

Site plan required to accompany application must include the following:

1. Applicants name, property address (civic);
2. The boundaries and dimensions of the subject land; the part(s) that is to be severed and the part that is to be retained;
3. Lot sizes (area), property dimensions, roads, existing/proposed rights-of-way or easements, municipal/utility corridors, and all owned or un-owned lakeshore road allowances;
4. The existing uses on adjacent lands, including the location of: wells, structures, and sewage systems;
5. The location and size of all existing on-site sewage system components (tanks, pump chambers, alarms, distribution bed if applicable);
6. The distances of on-site sewage system components to: structures; property lines, easements, rights-of-way, driveways, structures, wells, lakes, streams, wetlands (if applicable);
7. Show the direction of water flow (surface);
8. Show the approximate location of all natural and artificial features on the subject land and adjacent lands that in the opinion of the applicant may affect the application, such as buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells, septic tanks, steep slopes, and narrow waterbodies; and
9. Indicate the direction of North on the site plan.

APPENDIX 3

Ministry of Natural Resources
Ministère des Richesses naturelles

Parry Sound District Office
Southern Region
7 Bay Street
Parry Sound, Ontario P2A 1S4

Telephone: (705) 746-4201
Facsimile: (705) 746-8828

Ontario

February 28, 2011

ENDANGERED SPECIES ACT (ESA), 2007
IMPLICATIONS FOR LANDOWNERS

WHAT IS THE ESA, 2007?

Ontario is home to more than 30,000 plant and animal species. Most have stable populations, but some have declined or disappeared. Currently, more than 180 species are considered "at risk" because of a variety of threats including habitat loss, pollution, competition from invasive species, climate change and over harvesting.

Ontario's new *Endangered Species Act (ESA), 2007* provides a strong legislative framework for the protection and recovery of Ontario's native endangered and threatened species and their habitats, while balancing the social and economic well-being of citizens and communities.

One component of the *ESA, 2007* is the establishment of the Species at Risk in Ontario (SARO) List. This list identifies species that have been classified as being at risk by the Committee on the Status of Species at Risk in Ontario (COSSARO).

There are two key protection provisions in the *ESA, 2007*:

- Section 9 prohibits killing, harming, harassing, possessing, collecting, buying and selling etc species listed as extirpated, endangered or threatened on the SARO List.
- Section 10 prohibits the damage or destruction of the protected habitat of species listed as extirpated, endangered or threatened on the SARO List.

DOES THIS AFFECT ME?

The *ESA, 2007* came into force in June 2008 and is binding on everyone including individuals, businesses, municipal governments and the provincial government. This information sheet is designed to assist you in understanding the various responsibilities under the *ESA* when planning or conducting activities that may affect endangered or threatened species and their habitat.

DEFINITIONS

Species are classified based on five status definitions that include:

Extinct – A native species that no longer lives anywhere in the world.

Extirpated – A native species that no longer exists in the wild in Ontario but still exists elsewhere.

Endangered – A native species facing extinction or extirpation.

Threatened – A native species at risk of becoming endangered in Ontario.

Special Concern[1] – A native species that is sensitive to human activities or natural events which may cause it to become endangered or threatened.

[1] Special Concern species are listed on the SARO list but are not protected under the *ESA 2007*. However, new Planning Act decisions should ensure that the significant habitat of special concern species is protected as "significant wildlife habitat" (as per the Provincial Policy Statement).

ROLES AND RESPONSIBILITIES

Landowners and Development Proponents:

Landowners and development proponents are responsible for ensuring that they follow *all* relevant laws in Ontario including the *ESA*. They may need to take specific action to ensure that land uses or activities would not contravene the *ESA*.

Proponents considering new development or land use activities should consult with the municipality and MNR as appropriate, to determine the potential for endangered or threatened species in an area. Proponents should consider conducting an appropriate level of ecological site assessment[2] where there is potential that an endangered or threatened species or its habitat is present on a site. The purpose of such site assessment is to obtain information on endangered and threatened species and their habitat that may exist on or adjacent to a site, and the nature of these values.

Since the *Building Code Act* does not enable a municipality to withhold issuance of a building permit where the *ESA* could be contravened, the onus is on the proponent to ensure that a development or activity under the authority of a building permit is in compliance with the *ESA*.

Municipalities:

As with other landowners and development proponents, municipalities are responsible for ensuring that their activities don't contravene the ESA.

Municipalities must also continue to ensure that their *Planning Act (PA)* decisions are consistent with the habitat protection direction set out in the Provincial Policy Statement (PPS) and ensure they have adequate information about the potential for listed species and their habitats before making a *PA* decision.

MNR recommends that municipalities check existing available information sources to determine the potential endangered and threatened species whose range encompasses a subject property, and then review available information on the habitat requirements of these species. Where there is a potential that an endangered or threatened species or its habitat is present on or adjacent to a site, MNR recommends that municipalities generally require proponents to undertake an appropriate level of ecological site assessment as described in MNR's *Natural Heritage Reference Manual* (2010).

Municipalities may also assist by raising awareness with landowners and proponents about the *ESA*, and endangered and threatened species, and could play a valuable role in knowledge transfer, communication and stewardship.

Ministry of Natural Resources (MNR):

MNR is available to advise municipalities, landowners or development proponents on how to avoid being in contravention with the *ESA* and when authorizations may be required for activities, where there is a potential impact on an endangered or threatened species or its protected habitat.

To assist municipalities and planning boards, MNR's Parry Sound District provided information in 2009 that identified the species at risk that are either known to occur, or presumed to occur, in each geographic township and municipality. The information provided included descriptions of the key habitats and the timing of key life history events for each species. MNR will provide updates as new information becomes available.

MNR's role under the PA and One Window Planning Service (OWPS) **was not changed by the *ESA, 2007*** such that MNR does not have a role in reviewing site-specific development applications that are under municipal approval authority unless the municipality makes a request through MMAH. MNR will continue to provide technical advice and approve what is significant habitat for endangered and threatened species for purposes of the PA and the PPS.

For more information on the *ESA, 2007* or to view the Species at Risk in Ontario List, please visit the species at risk website at: **www.ontario.ca/speciesatrisk** or contact:

Phung Tran, Landscape Planning Biologist
Telephone: 705-646-5557 E-mail: phung.tran@ontario.ca

[2] Additional information regarding ecological site assessment may be obtained from MNR's *Natural Heritage Reference Manual, 2nd Edition, 2010* at http://www.mnr.gov.on.ca/en/Business/LUEPS/Publication/249081.html