

**PLANNING DEPARTMENT**  
7855 Sideroad 30  
Alliston, Ontario  
L9R 1V1

Website: [www.adjtos.ca](http://www.adjtos.ca)  
Email: [ebrathwaite@adjtos.ca](mailto:ebrathwaite@adjtos.ca)  
Tel: (705) 434-5055

## GENERAL INFORMATION

**This application form must be completed in its entirety and submitted to the Township for consideration.**

The Zoning By-law is a document designed to regulate the use of land and the manner in which buildings are placed on the land. Uses are categorized by Zone with specific provisions on how to develop each use.

A Zoning By-law amendment is used to establish a use that is currently not permitted on a given property or to change the provisions that govern site configuration that cannot be achieved through a minor variance.

Pursuant to section 34 (10.1) of the *Planning Act, R.S.O. 1990* applicants shall provide the Township with such information or materials as they may require. The Township may refuse to accept or further consider an application until the prescribed information, material and the required fees are received, and may be refused for other reasons and without a public meeting. Personal information on this application is collected under the legal authority of the *Planning Act, R.S.O. 1990*, as amended.

Complete and accurate submissions are required to ensure that the file can be processed. **Incomplete or inaccurate applications will be returned to the applicant for re-submission.** Except for required signatures, answers must be typed or neatly printed in dark ink, suitable for reproduction. All sections must be completed or marked "N/A" (not applicable), as the case may be.

### ZONING BY-LAW AMENDMENT APPLICATION CHECKLIST

#### BEFORE SUBMITTING AN APPLICATION, PLEASE ENSURE THE FOLLOWING IS COMPLETED:

- Fully complete all parts of the application form.
- Sign the application form in all appropriate locations and obtain the signed authorization of the owner if you are not the property owner.
- Attach the applicable nonrefundable fees and deposits. Cheques should be made out to the Township of Adjala-Tosorontio
- Attached two (2) copies of any sketches or required drawings in accordance with the requirements outlined in the application.
- Attached one (1) copy of all studies and reports to be submitted with the application.
- Attached one (1) copy of any correspondence or permits from other agencies relevant to the submission.
- Attached one (1) digital copy of all required plans, sketches, reports, etc. that form part of this application.

**NOTE:** If a decision to this application is appealed to the Ontario Land Tribunal (OLT) and the Township is required, or requested by the applicant to appear as a party at the hearing of the appeal in support of its decision, **you will be responsible for paying all costs incurred by the Township necessary to defend the *Planning Act* approval granted by the Township.**

## **OUTLINE OF THE ZONING BY-LAW AMENDMENT REVIEW AND APPROVAL PROCESS**

The following is a brief description of the process which provides information on how to ensure that the application is reviewed as efficiently as possible:

### **Step 1 Application Pre-consultation**

All applicants **MUST** arrange a pre-consultation meeting with the Planning Department. Pre-consultation assists the applicant in making the appropriate submission. During the pre-consultation meeting, applicants will be provided with relevant information regarding the proposal including the policies and requirements of the Township and how they may impact the proposal. Applicants will also be advised of related approvals, and other agencies that could be consulted with to obtain further information.

### **Step 2 Submission of Application and Initial Review**

**Applications will not be officially accepted until they are deemed complete.** When an application has been submitted, it will then be reviewed to ensure that it is complete and that all relevant information and fees have been submitted. The application must be accompanied by a plan as prescribed in this application. The Planning Department may require that the plan be signed by an Ontario Land Surveyor. If the subject property has joint ownership, signatures of all joint owners, are required on the application.

### **Step 3 Comprehensive Review**

Following the initial review, and on the determination that the application is complete and accurate, a comprehensive review will take place. At this time the application will be reviewed by all relevant municipal departments and may also be reviewed by the Township's solicitor. During this process the application will also be circulated to other review agencies as applicable such as the Nottawasaga Valley Conservation Authority, the County of Simcoe, Provincial Ministries, etc. As this process takes place, applicants may be advised of additional submission requirements to address any issues which may arise.

The comprehensive review process also includes public input. Information concerning the application will be circulated by mail to adjacent property owners and interest groups and the applicant will be required to post a sign on the property. Sign guidelines are attached to this application. It is the responsibility of the applicant to ensure that all signs are posted in accordance with the instructions attached to this application, and that the signs stay in place for the required posting period. Failure to do so will require that this process be repeated resulting in unnecessary delays to the processing of the application.

### **Step 4 Public Meeting /Council Meeting**

Following the comprehensive review, the Planning Department will prepare a public meeting report detailing the application. The public meeting is the opportunity for anyone to voice their support or objection to the application. Following the public meeting, the application is usually referred to staff for further consideration, and to address any comments made at the public meeting. The applicant may also be required to submit further information because of the discussion regarding the application.

Following the public meeting, a second report will be prepared by the Planning Department addressing all comments received as well as Township concerns. The Planning Department then makes a recommendation to approve, refuse or defer the application. The Council makes the decision. It is advised that the applicant be present at the meeting to answer any questions of Council or the public.

**Decisions regarding Zoning By-law amendments are subject to an appeal period of 20 days during which an appeal may be filed by applicants, agencies, interest groups and/or the public to the Ontario Land Tribunal.** If a decision is appealed, you will be contacted to discuss the appeal and its implications on the proposal.

APPLICATION FOR ZONING BY-LAW AMENDMENT

FOR OFFICE USE ONLY  
File No.:

1. Applicant Information

All communication will be directed to the Prime Contact only. Please indicate who this will be. <b>Prime Contact:</b>	
a) <b>Registered Owner(s)</b> Name(s):	
Address:	Mailing Address (If Different):
Telephone:	Fax:
Email Address:	
Date Subject Land was acquired by current owner:	
Date of the Application:	
Are the subsurface rights and the surface rights held by the same owner? <b>YES or NO</b> If <b>NO</b> , who owns the rights? Please provide contact information.	
b) <b>Agents</b> Name:	
<input type="checkbox"/> Solicitor <input type="checkbox"/> Planner <input type="checkbox"/> Other: _____	
Address:	
Telephone:	Fax:
Cell Phone:	
Email Address:	



**4. Existing and Proposed Structures** Please fill in appropriate information in the chart below.  
If more space is needed, please attach a separate page to this application.

a) Are there any existing buildings or structures on the subject land? <b>YES</b> or <b>NO</b> b) Are there any proposed buildings or structures for the subject land? <b>YES</b> or <b>NO</b>				
<b>Building Type:</b>				
<b>Existing or Proposed</b>				
<b>Date of Construction</b>				
<b>Ground Floor Area (m<sup>2</sup>)</b>				
<b>Gross Floor Area (m<sup>2</sup>)</b>				
<b>Number of Storeys</b>				
<b>Width (m)</b>				
<b>Length (m)</b>				
<b>Height (m)</b>				
<b>Use</b>				
<b>Setback from Front Lot Line (m)</b>				
<b>Setback from Rear Lot Line (m)</b>				
<b>Setback from Side Lot Lines (m)</b>				

## 5. Purpose/Effect of the Amendment

a) What is the nature and extent of the proposed rezoning? (Include reasons why the rezoning is requested).

b) Is this a resubmission of a previous Zoning By-law Amendment Application?

**YES** or **NO**

c) Is the subject land within an area of pre-determined minimum and maximum density or height requirements?

**YES** or **NO**

**If Yes**, what are the requirements?

d) Is the application required to implement an alteration to a settlement area boundary, or to establish a new settlement area?

**YES** or **NO**

**If Yes**, identify the Official Plan Amendment that supported the alteration or establishment, and give a brief explanation of the purpose.

e) Is the application required to remove land from an area of employment?

**YES** or **NO**

**If Yes**, identify the Official Plan or Official Plan Amendment that supports the removal.

f) Does the Official Plan identify the area of this Zoning By-law Amendment to be subject to conditions?

**YES** or **NO**

**If Yes**, please explain how the application conforms to the Official Plan policies relating to zoning with conditions.

g) List the land uses that would be permitted by the proposed amendment:

**6. Servicing**

Please check the appropriate box under each of the servicing options.

Servicing	Type of Servicing	Existing		Proposed	
		Yes	No	Yes	No
Potable Water System	Publicly owned and operated piped water system				
	Privately owned and operated well				
	Lake or other water body				
	Other Means				
Sewage Disposal (See (a))	Publicly owned and operated sanitary sewage system				
	Privately owned and operated individual septic tank				
	Privately owned and operated communal septic system				
	Privy				
	Other means				
Storm Drainage	Storm Sewer				
	Ditches/Swales				
	Other : <i>Please Specify</i>				
Roads (See (b))	Provincial Highway				
	Municipal Road - Maintained Year Round				
	Municipal Road - Maintained Seasonally				
	Other public road				
	Right of Way				

a) Development utilizing privately owned and operated individual or communal septic systems producing more than 4500 litres/day of effluent are required to submit a *servicing options report* and a *hydrogeological report* in support of this application.

b) If access to the subject land is by private road, or if “other public road” or “right of way” was indicated, indicate who owns the land or road, who is responsible for its maintenance and whether it is maintained seasonally or all year.

Servicing	Type of Servicing	Existing		Proposed	
		Yes	No	Yes	No
Other Services	Electricity				
	School Bussing				
	Garbage Collection				
	Natural Gas				

## 7. History of the Subject Lands/Status of Other Planning Applications

a) Has the subject land ever been the subject of an application for a minor variance, consent, site plan approval, Official Plan amendment, Zoning By-law amendment, Minister's zoning order or approval of a plan of subdivision?

**YES** or **NO**

If **yes**, and if known, indicate the file number and the status of the application.

b) Has the subject land ever been (or currently) the subject of an application under section 34 of the *Planning Act R.S.O. 1990*?

**YES** or **NO**

c) Has the subject land ever been (or currently) the subject of a Minister's Zoning Order?

**YES** or **NO**

If **yes**, and if known, indicate the Ontario Regulation number of the order.

## 8. County of Simcoe Official Plan

a) What is the current County of Simcoe Official Plan Designation?

Designation: \_\_\_\_\_

b) Please explain or attach on a separate piece of paper how this application conforms with the County Official Plan.

## 9. Provincial Policy/Plans

a) Using a separate piece of paper, please confirm how this proposal is consistent with the Provincial Policy Statement, 2020 issued under subsection 3(1) of the *Planning Act R.S.O. 1990*.

b) Does the subject land fall within a designated area under any provincial plan or plans?

**YES** or **NO**

If **yes**, please list and state the designation:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

c) If **yes** to b), does the application conform to, or not conflict with the plan(s)?

**YES** or **NO**



## 10. Drawings and Additional Information

a) **Please attach 2 hard copies and 1 digital copy of a sketch drawn to scale or survey** showing existing and proposed information:

- boundaries and dimensions of the subject land
- 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 yard lot line, rear yard lot line and the side yard lot lines
- approximate location of all 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 (i.e. buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks)
- current uses on land that is adjacent to the subject land
- 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
- location and nature of any easement affecting the subject land

**Please refer to the attached example sketch.**

**\*Additional copies may be required depending on the complexity of the amendment.**

## 11. Pre-consultation

a) Which municipal departments/agencies (if any) have you pre-consulted with in regard to this application?

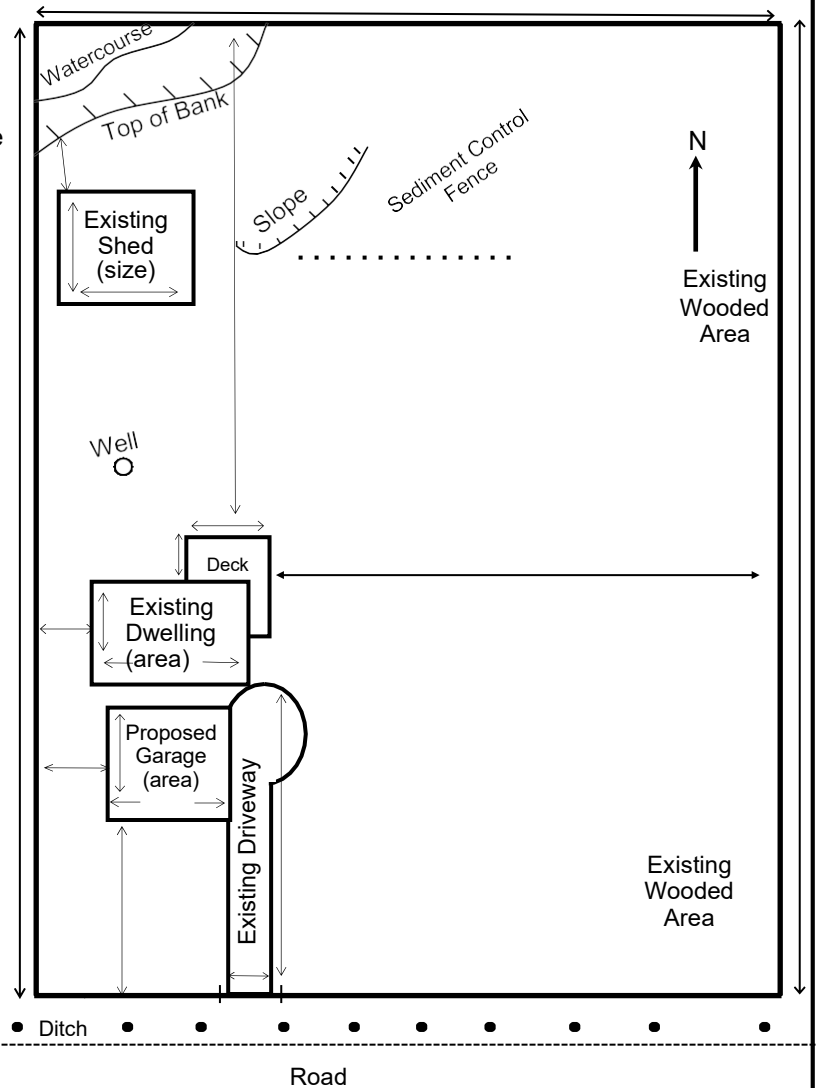
Please attach any relevant correspondence or briefs.

## Example Sketch

Your sketch **must** show the following information:

- Legal description of property and roll number
- North Arrow (North should be to the top of the page)
- Lot frontage & depth measurements, and total size
- Proposed location, dimension, and size of the proposed lot in relation to the existing lot.
- Location of all land previously severed from land originally acquired by the current owner.
- Boundaries & dimensions of any land abutting the subject land that is owned by the applicant
- Existing uses on adjacent lands
- Location of topographical, natural & built features, including:
  - cliff edges, steep slopes
  - streams, wetlands, watercourses, ponds, drainage areas
  - woods, hedgerows, trees
  - agricultural fields and features
  - railway, hydro easements, trails, etc.
  - existing buildings, structures, etc.
- Location and distance from property line of all proposed and existing development, including:
  - buildings
  - accessory buildings, facilities, structures, including pools and decks
  - driveway, septic system, wells, etc.
  - parking areas, storage areas
  - cut &/or fill areas, berms, retaining walls, culverts, etc.
  - hydro, gas, phone, water, sewer services
  - sidewalks
- Measurements showing distance from proposed development to:
  - front, side and rear lot lines
  - any cliff edges, streams, woods fence lines, hedgerows, septic systems, etc.
  - any roads, railways, hydro corridors
- Sediment and erosion control measures
- Existing direction of drainage and swales
- Proposed changes in grade (filling, excavation, etc.)

NOTE: Each arrow needs to be accompanied by a distance!



**Failure to provide the requested information may result in your application being delayed.**

This information is being collected in accordance with the Planning Act, 1990, c.P.13, for the purpose of defining the development proposal. A site visit to the property may be conducted to review this application, without further notice in accordance with the Planning Act, 1990, C.p.13.

**12. Owner's Authorization**

I, (we) \_\_\_\_\_, being the registered owner(s) of the subject  
(Name(s) of owner, individuals or company)  
lands, hereby authorize \_\_\_\_\_ to prepare and submit a  
(Name of Agent)  
Zoning By-law amendment application for approval.

\_\_\_\_\_  
Signature of Owner(s) Date

\_\_\_\_\_  
Signature of Owner(s) Date

**Note:** If the owner is an incorporated company, the company seal shall be applied. If there is not a company seal, a statement of authority to bind is required.

**13. Agreement on Costs**

I have enclosed the applicable application processing fees and deposits.

I, \_\_\_\_\_, being the applicant for the  
(Name of Applicant)  
subject lands, hereby agree that notwithstanding that the agent may make payments on my behalf, I shall be solely and fully responsible for paying all costs the municipality may incur in the processing of this application. I further agree that such costs shall be paid promptly upon being invoiced by the Township, failing which, such costs, and interest and administration fees, may be collected, which may include recovering costs as taxes.

NOTE: Development Charges may be applicable to the development, which this application, if approved, will facilitate. Any questions with respect to the applicability of the Township's Development Charge By-law should be made to the Treasurer.

\_\_\_\_\_  
Signature of Applicant Date

**14. Declaration:** *This must be signed by the applicant in the presence of a Commissioner.*

I (we), \_\_\_\_\_, of the \_\_\_\_\_ of  
\_\_\_\_\_, County/Region of \_\_\_\_\_ solemnly  
declare that all the statements contained in this application and all supporting documentation 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**.

DECLARED before me at the \_\_\_\_\_ in the County/Region of  
\_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Signature of Owner(s) or Authorized Agent Signature of Commissioner

\_\_\_\_\_  
Signature of Owner(s) or Authorized Agent

**15. Applicant's Consent (Freedom of Information)**

In accordance with the provisions of the *Planning Act R.S.O. 1990*, it is the policy of the Township of Adjala-Tosorontio to provide public access to all development applications and supporting documentation. In submitting this development application and supporting documentation, I

\_\_\_\_\_, the applicant, hereby acknowledge the above-noted and provide my consent in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990* that all the information in this application and any supporting documentation provided by myself, my agents, consultants and solicitors, as well as commenting letters or reports issued by the municipality and other review agencies will be part of the public record and will also be available to the general public.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**16. Public Notification of Planning Application and Signage Agreement**

In compliance with the *Planning Act R.S.O. 1990*, your application for Zoning By-law Amendment will be circulated to affected parties who, in all probability, will be visiting the site prior to submitting their comments. The area subject to the proposed amendment must be clearly marked in accordance with a public meeting and remain posted until the date the appeal period has expired.

It is the responsibility of the applicant to ensure the complete application and public meeting sign are securely posted on the subject lands so that they're visible and legible from a public roadway. It is the responsibility of the applicant to provide the signs, therefore the Township is not responsible for any damages from the improper posting of the signs. Please consult the sign notice guidelines as attached to this application.

In the event that the property is not marked, Council may decline to hear the application until such time as the posting of the sign has been done, and a date for the next meeting is available, or Council may deny the application. Any additional cost caused by the deferment shall be paid by the applicant, agent or solicitor. In the case of rural properties, the appropriate emergency number (911) must be part of the site address on the application.

I/We \_\_\_\_\_ (owner/agent) have submitted a Zoning By-law Amendment application to the Corporation of the Township of Adjala-Tosorontio, and hereby confirm that I acknowledge the information outlined above.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Witness

**17. Owners Consent For Municipal Staff and Council to Enter the Site**

I/We, \_\_\_\_\_ am/are the owner(s) of the land that is the subject of this Zoning By-law Amendment application and give permission to Township Staff and the Council of the Township of Adjala-Tosorontio to enter onto the subject land for the purpose of inspecting the lands to evaluate the merits of the application.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

**This application package is to be submitted to:**

**The Planning Department  
Township of Adjala-Tosorontio  
7855 30<sup>th</sup> Sideroad  
Alliston, Ontario  
L9R 1V1**