



**GREENSTONE  
 PLANNING DEPARTMENT  
APPLICATION FORM**

_____	Official Plan Amendment	\$800.00
_____	Zoning By-law Amendment	\$800.00
_____	Minor Variance	\$125.00
_____	Consent to Sever	\$550.00

office use only	
OPA-	_____ / _____
ZBA-	_____ / _____
A-	_____ / _____
B-	_____ / _____

<u>Governing By-laws</u>	<u>Zoning</u>	<u>Official Plan</u>
_____ Greenstone		04-23
_____ Beardmore	544	504
_____ Geraldton	80-1004	98-1
_____ Longlac	927	906
_____ Nakina	15-86	4-83
_____ Rural		

This Application reflects the mandatory information that is prescribed in the Schedules to the Ontario Regulations made under the Planning Act, as amended. In addition to this form, the Applicant will be required to submit the appropriate fee, a site plan drawn to scale and any additional information or studies that may be necessary to assess the proposal. Failure to submit all of the required information may prevent or delay the consideration of this Application. If more space is required, please use additional sheets.

**Sections 1 through 6, plus 11 and 12 MUST be completed.  
 Please complete Sections 7, 8, 9 or 10 as applicable.**

**1) IDENTIFICATION**

a) Owner  
 Name \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 Phone (daytime) \_\_\_\_\_ FAX \_\_\_\_\_  
 e-mail (optional) \_\_\_\_\_

**Have you provided a copy of your Deed or Abstract to prove ownership?**

b) Agent  
 Name \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 Phone (daytime) \_\_\_\_\_ FAX \_\_\_\_\_  
 e-mail (optional) \_\_\_\_\_

c) Are there any other encumbrances, liens, mortgages, etc.?  
 \_\_\_\_\_ Yes \_\_\_\_\_ No  
 Name \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 Phone (daytime) \_\_\_\_\_ FAX \_\_\_\_\_  
 E-mail (optional) \_\_\_\_\_  
 Particulars (attach sheets as necessary)

**2) DESCRIPTION OF SUBJECT PROPERTY** (from top right corner of tax bill)

a) Street address \_\_\_\_\_

b) Legal description \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c) Tax roll number \_\_\_\_\_

d) Dimensions of subject lands

Frontage \_\_\_\_\_ Depth \_\_\_\_\_ Area \_\_\_\_\_

e) Location and description of any easements or rights-of-way on the subject property. \_\_\_\_\_  
\_\_\_\_\_

**3) ACCESS**

a) Street access to the subject lands is by  
\_\_\_\_ provincial highway (specify) \_\_\_\_\_  
\_\_\_\_ municipal road - year round (specify) \_\_\_\_\_  
\_\_\_\_ municipal road - seasonal (specify) \_\_\_\_\_  
\_\_\_\_ Right-of-way (specify) \_\_\_\_\_  
\_\_\_\_ other public road (specify) \_\_\_\_\_  
\_\_\_\_ water (specify) \_\_\_\_\_

b) Where access to the subject land is by water only:  
docking facilities (specify) \_\_\_\_\_  
parking facilities (specify) \_\_\_\_\_  
distance from subject land \_\_\_\_\_  
distance from nearest public road \_\_\_\_\_

**4) SERVICES**

a) **WATER** is provided to the subject land by  
\_\_\_\_ publicly owned/operated piped water  
\_\_\_\_ privately owned/operated individual well  
\_\_\_\_ privately owned/operated communal well  
\_\_\_\_ lake or other water body  
\_\_\_\_ other means (specify) \_\_\_\_\_

b) **SEWAGE DISPOSAL** is provided to the subject land by  
\_\_\_\_ publicly owned/operated sanitary sewer system  
\_\_\_\_ privately owned/operated individual septic system  
\_\_\_\_ privately owned/operated communal septic system  
\_\_\_\_ privy  
\_\_\_\_ other means (specify) \_\_\_\_\_

c) **STORM DRAINAGE** is provided to the subject land by  
\_\_\_\_ sewers \_\_\_\_\_ ditches  
\_\_\_\_ swales \_\_\_\_\_ other (specify) \_\_\_\_\_

**5) CURRENT STATUS**

a) Zone Category \_\_\_\_\_

b) Official Plan Designation \_\_\_\_\_

c) If this property has ever been the subject of a site-specific amendment to the Official Plan under Section 17 of the *Ontario Planning Act* please provide amending by-law number(s).

If this property has ever been the subject of a site-specific amendment to the Zoning By-law under Section 34 of the *Ontario Planning Act* please provide amending by-law number(s).

If this property has ever been the subject of a minor variance to the parent by-law under Section 45 of the *Ontario Planning Act* please provide the file number, explanation of variance requested and decision of the Committee of Adjustment.

If this property has ever been the subject of a consent to sever under Section 53 of the *Ontario Planning Act* please provide file number, explanation of application and decision of the consent granting authority.

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(attach sheets as necessary)

d) Existing use of land \_\_\_\_\_

e) Existing building on lands \_\_\_\_\_

f) Length of time of use \_\_\_\_\_

g) Historical use of lands/buildings \_\_\_\_\_

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h) Are any of the following uses or features on the subject land or within 500 meters of the subject land, unless otherwise specified?

	on	within 500M
·an agricultural operation including livestock facility or stockyard	/	/
·a landfill	/	/
·a sewage treatment plant or waste stabilization plant	/	/
·a provincially significant wetland (class 1, 2 or 3)	/	/
·a provincially significant wetland within 120 meters of the subject	/	/
·a flood plain/flood fringe area	/	/
·a rehabilitated mine site	/	/
·a non-operating mine site within 1 km of the subject	/	/
·an active railway line	/	/
·a municipal or federal airport	/	/
·utility corridors	/	/
·heritage buildings, structures, sites	/	/

**6) PROPOSAL**

a) Describe in detail the proposed outcome. \_\_\_\_\_

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b) Complete the following chart for all proposed building or structures on the subject land (attach sheets as necessary)

	BLDG 1	BLDG 2	BLDG 3
·type	_____	_____	_____
·height	_____	_____	_____
·dimensions	_____	_____	_____
·ground floor area	_____	_____	_____
·proposed date of construction	_____	_____	_____

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**7) OFFICIAL PLAN AMENDMENT**

*An Official Plan Amendment must be adopted by the Municipality and approved by the Ministry of Municipal Affairs and Housing. Expect a minimum of 9 to 12 months before everything is complete.*

a) Does this application involve an amendment to the Official Plan?

No \_\_\_\_\_ Yes \_\_\_\_\_

b) What is the purpose of the proposed Official Plan amendment? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

c) Does the proposed Official Plan amendment

·change policy?	No	_____	Yes	_____
·replace policy?	No	_____	Yes	_____
·delete policy?	No	_____	Yes	_____
·add policy?	No	_____	Yes	_____

d) List all policy sections to be amended \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

e) Does the proposed Official Plan Amendment change a land use designation within the Official Plan? No \_\_\_\_\_ Yes \_\_\_\_\_

f) What is the proposed Official plan designation? \_\_\_\_\_

\_\_\_\_\_

**8) ZONING BY-LAW AMENDMENT**

*A Zoning By-law Amendment is expected to take a minimum of 12 to 14 weeks to complete.*

a) Does this application involve an amendment to the Zoning By-law?

No \_\_\_\_\_ Yes \_\_\_\_\_

b) What is the proposed zone for this property?

\_\_\_\_\_

c) What is the purpose of the proposed Zoning By-law amendment?

\_\_\_\_\_  
\_\_\_\_\_

d) Is the subject land the subject of any other planning approvals application at this time? No \_\_\_\_\_ Yes \_\_\_\_\_ Please attach details.

**9) MINOR VARIANCE**

*A Minor Variance to the Zoning By-law is expected to take a minimum of 7 to 10 weeks to complete.*

a) Does this application involve a Minor Variance to the Zoning By-law?

No \_\_\_\_\_ Yes \_\_\_\_\_

b) RELIEF - nature and extent of relief from the zoning by-law: (attach additional sheets as necessary)

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c) REASON why the proposed cannot comply with the provisions of the zoning by-law:

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**10) CONSENT TO SEVER**

*A Consent to Sever is expected to take a minimum of 12 to 14 weeks to complete, prior to the implementation of conditions.*

a) Does this application involve a consent to sever land?

No \_\_\_\_\_ Yes \_\_\_\_\_

b) Type and purpose of proposed transaction:

Transfer: \_\_\_\_\_ creation of a new lot, \_\_\_\_\_ addition to a lot, \_\_\_\_\_ easement, \_\_\_\_\_ other purpose

Other: \_\_\_\_\_ a charge, \_\_\_\_\_ a lease, \_\_\_\_\_ a correction of title

c) Name of person(s), if known, to whom land or interest in land is to be transferred, leased or charged;

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d) If a lot addition, identify the lands to which the parcel will be added;

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**10.1) DESCRIPTION OF LAND INTENDED TO BE SEVERED**

a) frontage \_\_\_\_\_ depth \_\_\_\_\_ area \_\_\_\_\_

b) existing use \_\_\_\_\_

c) proposed use \_\_\_\_\_

d) number and use of buildings and structures (both existing and proposed) on the lands to be severed: \_\_\_\_\_

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e) ACCESS to the subject (severed) land is by:

\_\_\_\_ provincial highway                      \_\_\_\_ municipal road - year round  
\_\_\_\_ municipal road - seasonal            \_\_\_\_ Right-of-way  
\_\_\_\_ other public road (specify) \_\_\_\_\_  
\_\_\_\_ water

If information is different from Section 3 or 4 above, please provide information.

**10.2) DESCRIPTION OF LAND INTENDED TO BE RETAINED**

a) frontage \_\_\_\_\_ depth \_\_\_\_\_ area \_\_\_\_\_

b) existing use \_\_\_\_\_

c) proposed use \_\_\_\_\_



**b) AUTHORIZATION OF OWNER FOR AGENT TO THE USE AND DISCLOSURE OF 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

**11.2) CONSENT OF THE OWNER TO THE USE AND DISCLOSURE OF 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 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.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

**12) DECLARATION OF APPLICANT/AGENT**

I, \_\_\_\_\_ of the \_\_\_\_\_  
of \_\_\_\_\_, in the \_\_\_\_\_  
of \_\_\_\_\_, solemnly declare that:

All the statements contained in this application and provided by me are true and I make this solemn declaration conscientiously believing it to be true and knowing that is of the same force and effect as if made under oath.

**DECLARED** before me at the \_\_\_\_\_

of \_\_\_\_\_

in the \_\_\_\_\_ of \_\_\_\_\_,

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

\_\_\_\_\_  
Signature of Applicant/Agent

\_\_\_\_\_  
Signature of Commissioner, etc.

**PLANS REQUIRED**  
**IT IS NECESSARY TO SUBMIT PRELIMINARY SITE PLANS**  
**FOR THE DEVELOPMENT AT THE TIME OF THE FILING OF THIS**  
**APPLICATION**

**Minimum requirements will be a sketch drawn to scale**  
**on paper 8 ½" X 11" or 8 ½" X 14" showing the following:**

- The boundaries and dimensions of the subject land.
- The location, size and type of all existing 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.
- The location, size and type of all 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.
- The location of access to the land, on site parking and loading areas (dimension and number of spaces) and landscaping proposal for non-residential proposals.
- The approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that 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 adjacent lands.
- The 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.
- If access to the subject land is by water only, the location of the parking and docking facilities to be used.
- The location and nature of any easement affecting the subject land.

Without the above information the application is incomplete and will not be processed.

Once the COMPLETED application is received a public hearing will be set.

A Notice of Public Hearing will be published in the local print media.

The Hearing will proceed. It is strongly advised that you or your representative be in attendance at this meeting, but be advised that it will proceed in your absence.

A decision will be made. Conditions may be imposed.

A Notice of Decision will be made public as required.

Upon the lapse of the mandatory appeal period (20 days) a letter of completion will be forwarded to the applicant/agent and the Director of Protective & Planning Services.

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Under the *Ontario Planning Act*, the **Municipality of Greenstone** has:

- 180 days to make a decision regarding an Official Plan Amendment, which then goes to the Ministry of Municipal Affairs and Housing for review and final decision, which may take another 180 days. The mandatory appeal period will follow.
- 120 days to make a decision regarding a Zoning By-law Amendment.
- 30 days to make a decision regarding a Minor Variance.
- 90 days to make a decision regarding a Consent application.