



MUNICIPALITY OF
GREENSTONE

PLANNING APPLICATION FORM

Official Plan Amendment	\$6,680.00
Zoning By-law Amendment	\$6,688.00
Minor Variance	\$724.71
Consent to Sever	\$1560.00
Certificate of Validation	\$2,300.00
Property Addition	\$776.48

Office Use Only	
OPA-	____/____
ZBA-	____/____
A-	____/____
B-	____/____

Governing By-laws	Zoning	Official Plan
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? Y N

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.

(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

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.

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	_____	_____	_____

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)

c) REASON - Why the proposed cannot comply with the provisions of the Zoning By-law:

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;

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

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:

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

- Provincial highway Municipal road - year round
- Municipal road - seasonal Right-of-way
- Water
- Other public road (specify) _____

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 _____

d) Number and use of buildings and structures (both existing and proposed) on the lands to be retained:

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

Provincial highway _____ Municipal road - year round _____

Municipal road - seasonal _____ Right-of-way _____

Water _____

Other public road (specify) _____

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

10.3) OTHER APPLICATIONS

If known, indicate if the subject land is the subject of an application under the Planning Act for

a) Approval of a plan of subdivision (under section 51)

File # _____ Status _____

b) Previous consent application (under section 53)

File # _____ Status _____

c) Explain

d) Is the applicant applying for additional consents on this holding simultaneously with this application, or considering applying for additional consents in the future?

Yes _____ No _____

e) Is the applicant applying for any zoning by-law amendment or minor variance in relation to any land that is the subject of this application at this point or is an application anticipated as a condition of consent?

Yes _____ No _____

11) AUTHORIZATION (only complete 11.1 or 11.2 - not both)

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.

11.1) a) AUTHORIZATION OF OWNER FOR AGENT TO MAKE THE APPLICATION

I, _____, am the owner of the land that is the subject of this application, and I authorize _____ to make this application on my behalf.

Date

Signature of Owner

If the applicant is not the owner of the subject land, complete the authorization of the owner concerning personal information set out below.

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 Services.

Under the Ontario Planning Act, the municipality 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.