



## Zoning By-Law Amendment & Temporary Use By-Law Application Form

**Pre-Consultation** with Township Planning Staff is recommended to aid in determining the level of detail, types of studies, and number of copies required for a complete application. Advice will also be offered as to any other agencies which may be involved in reviewing the application and their requirements.

For a **standard** Zoning By-law Amendment or Temporary Use By-law application the following should be submitted to the Planning & Development Coordinator:

**Completed Application Form**

- Please complete, sign and submit the attached application form in its entirety.

**Letter of Explanation**

- A cover letter or Planning Justification Report detailing the proposal must accompany the application.

**Survey or Scaled Drawings**

- Appendix A of the Application Form provides additional information regarding requirements of the mandatory Site Sketch, as well as a sample sketch.

**Application Fee**

- Major \$3,000.00
- Minor \$1,500.00
- Lifting of Holding Provision \$500.00
- Temporary Use By-law \$1,500.00
- Extension of Temporary Use \$500.00
- Fee can be paid by cash, debit or cheque payable to "Township of Springwater".

**Additional Fee(s) (If Applicable)**

- Septic Review Fee: \$100.00 (Payable to "Township of Springwater")

Please note, the Planning & Development Coordinator will assign a file number for complete applications and this should be used in all communications.

If any questions may arise please feel free to contact the Planning Department.



## Zoning By-Law Amendment & Temporary Use By-Law Application Form

Office Use Only	
Application No. _____	Application Fees
Date Received: _____	Fee Received: _____
Date Complete: _____	Date Received: _____
Roll No. _____	Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit <input type="checkbox"/>

### 1.0 General Information

1.1 Applicant(s) Name: \_\_\_\_\_

Address: \_\_\_\_\_  
PO Box      Street Name & Number      City      Province      Postal Code

Telephone: \_\_\_\_\_      Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

1.2 Owner(s) Name (If Different From Above): \_\_\_\_\_

Address: \_\_\_\_\_  
PO Box      Street Name & Number      City      Province      Postal Code

Telephone: \_\_\_\_\_      Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

1.3 Agent's Name & Firm: \_\_\_\_\_

Address: \_\_\_\_\_  
PO Box      Street Name & Number      City      Province      Postal Code

Telephone: \_\_\_\_\_      Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Please submit a list as a separate appendix of any additional individuals or firms that will be working on this application (e.g. Planners, Engineers, Surveyors, Solicitors) if you wish.

1.4 The **primary contact** for all matters relating to this application (pick one):

- Applicant
- Owner
- Agent

1.5 Please list below the holders of any mortgage, other charge, or encumbrance on the subject lands:

**Mortgagee:** \_\_\_\_\_

Address: \_\_\_\_\_  
                    PO Box                      Street Name & Number                      City                      Province                      Postal Code

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Holder of any other charge or encumbrance:**

\_\_\_\_\_

Address: \_\_\_\_\_  
                    PO Box                      Street Name & Number                      City                      Province                      Postal Code

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**2.0 Property Details**

<b>2.1 Subject Property</b>	
Legal Description	
Municipal Address	
Roll Number	

<b>2.2 Frontage, Depth and Area</b>	
Frontage	
Depth	
Area	

**2.3 Easements and Restrictive Covenants:**

Are there any easements, restrictive covenants, right-of-way, or other registered agreements affecting the subject property?  Yes  No

If you answered **yes** above, please provide a description of each and its purpose:

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

**2.4** Date the Subject Land was acquired by the current Owner: \_\_\_\_\_

**3.0 Proposal Details**

<b>3.1 Current and Proposed Land Uses</b>	
Current Uses	
Length of time the current uses have occurred on the subject lands.	
Proposed Uses	

**3.2 Current Official Plan & Zoning By-law:**

Current Official Plan Designation of the subject lands: \_\_\_\_\_

Current Zoning of the subject lands: \_\_\_\_\_

**3.3 Nature and extent of the Zoning By-Law Amendment or Temporary Use By-Law request.**

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

3.4 Reason why the Zoning By-Law Amendment or Temporary Use By-law is being requested:

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

3.5 How does the application conform to the Township of Springwater Official Plan?

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

3.6 What type of uses are currently occurring within 500 metres of the subject lands?	
North:	
South:	
East:	
West:	

3.7 Is the subject land within an area where the municipality has pre-determined the minimum and maximum density requirements or the minimum and maximum height requirements?  Yes  No

If yes, identify the requirement: \_\_\_\_\_  
\_\_\_\_\_

3.8 Is the subject land within an area where zoning with conditions may apply?  Yes  No

If yes, please identify how the application conforms to the official plan policies relating to zoning with conditions: \_\_\_\_\_  
\_\_\_\_\_

3.9 Does the application propose to implement an alteration to a settlement area boundary or implement a new area of settlement?  Yes  No

If yes, please provide details of the Official Plan Amendment that deals with this matter:

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**3.10** Does the application propose to remove land from an area of employment?  Yes  No

If yes, please provide details of the Official Plan Amendment that deals with this matter:

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**4.0 Property Servicing Information**

**4.1 Access to subject lands will be gained by:**

- Provincial Highway     County Road     Private Road     Other
- Township Road (maintained year round)     Township Road (maintained seasonally)

*If access to the subject lands is by water only, please include with submission identification of the parking and docking facilities used or to be used and the approximate distance of these facilities from the subject land and the nearest public road.*

**4.2 Sewage and Water Services:**

Service Type	Sewage Service	Water Service
Municipal	<input type="checkbox"/>	<input type="checkbox"/>
Private Communal	<input type="checkbox"/>	<input type="checkbox"/>
Private - Single	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

*If the application will permit development on privately owned and operated individual or communal septic systems, and more than 4500 litres of effluent would be produced per day as a result of the development being completed a servicing options report and a hydrogeological report will be required.*

**4.3 Storm Drainage will be provided by:**

- Municipal Sewers     Ditches     Swales     Other

**5.0 Buildings & Structures**

Details of the existing and proposed structures on the subject lands (If additional space is required to list structures please attach the information to the application):

Please note, that a plan showing the dimensions of the subject lands and all existing and proposed buildings thereon (including setbacks to property lines) must be submitted along with this application form. Refer to Appendix A for additional information.

<b>Existing Buildings &amp; Structures</b>			
<b>Building/Structure Type:</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>Building height:</b>			
<b>Number of storeys:</b>			
<b>Front yard setback (m):</b>			
<b>Rear yard setback (m):</b>			
<b>Side yard setback (m):</b>			
<b>Side yard setback (m):</b>			

<b>Proposed Building &amp; Structures</b>			
<b>Building/Structure Type:</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>Building height:</b>			
<b>Number of storeys:</b>			
<b>Front yard setback (m):</b>			
<b>Rear yard setback (m):</b>			
<b>Side yard setback (m):</b>			
<b>Side yard setback (m):</b>			

**6.0 Planning Policy Framework & Other Approvals**

**6.1** Is the subject land currently or has it been the subject of an application for approval of any of the following:

- Plan of Subdivision/Condominium  Consent  Minor Variance
- Zoning By-law Amendment  Minister’s Zoning Order  Official Plan Amendment

If you checked any of the above, please complete the fields below for all **past and concurrent** Applications (*Please include the O.Reg number of the Minister’s Zoning Order, if known.*):

**Application One**

Application type: \_\_\_\_\_ File No. \_\_\_\_\_ Status: \_\_\_\_\_

Approval Authority: \_\_\_\_\_ Land Affected: \_\_\_\_\_

Purpose of the application: \_\_\_\_\_

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**Application Two**

Application type: \_\_\_\_\_ File No. \_\_\_\_\_ Status: \_\_\_\_\_

Approval Authority: \_\_\_\_\_ Land Affected: \_\_\_\_\_

Purpose of the application: \_\_\_\_\_

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**6.2** Is the requested amendment consistent with the **Provincial Policy Statement**?  Yes  No

**6.3** Does the requested amendment conform to the **Growth Plan for the Greater Golden Horseshoe**?  Yes  No

If yes, how does the application conform: \_\_\_\_\_

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**6.4** Does the requested amendment conform to the **County of Simcoe Official Plan**?  Yes  No

**6.5** Is the subject land located within the regulation limits of the **Nottawasaga Valley Conservation Authority (NVCA)**?  Yes  No



### 7.0 Checklist of Submission Materials

Please use the space provided below to list all of the reports and plans that are included with your submission. Alternatively, a complete list of all materials can be attached to this application form.

Title	Date	Author

**Please Note:**  
The Developer is hereby advised that prior to commencing any work within the subject lands, the Developer must confirm that sufficient wire-line **communication/telecommunication infrastructure** is currently available within the proposed development to provide communication/telecommunication service to the proposed development. In the event that such infrastructure is not available, the Developer is hereby advised that the Developer may be required to pay for the connection to and/or the extension of the existing communication/telecommunication infrastructure. If the Developer elects not to pay for such connection to and/or extension of the existing communication/telecommunication infrastructure, the Developer shall be required to demonstrate to the municipality that sufficient alternative communication/telecommunication facilities are available within the proposed development to enable, at a minimum, the effective delivery of communication/telecommunication services for emergency management services (i.e. 911 Emergency Services)

## 8.0 Agreement of Owner/Agent

The Owner/Agent hereby agrees that he/she shall reimburse the Township of Springwater on demand for all costs incurred by the Township of Springwater in processing this application over and above the application fee, including, but without limiting the foregoing, the costs of planning assessment and planning surveys, legal fees, peer review costs, the costs of servicing notices and advertising, survey fees and engineering fees.

The Owner/Agent hereby authorizes municipal staff, committee members and/or agents of the municipality (i.e. engineers) to enter the property for the purposes of performing inspections and the posting of a public notice sign, without further notice, related to the processing of this application and fully indemnify the municipality for any and all claims or damages arising or resulting from such access.

The Owner/Agent hereby provides consent, for the purposes of the **Freedom of Information and Protection of Privacy Act**, to the Township of Springwater to use and disclose personal information to any person or public body that is collected under the authority of the **Planning Act** for the purposes of this application.

The Owner/Agent hereby acknowledges that the application will not be deemed to be complete until all of the relevant prescribed information set out in the Schedules to Ontario Regulations to the Planning Act, R.S.O. 1990, c.P.13 do not begin until the Township has acknowledged that all of the prescribed and requested information had been submitted to form a complete application.

The Owner/Agent hereby declare that I have read and understand the information set out in Section 8.0 of this application.

Date: \_\_\_\_\_

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

\_\_\_\_\_  
Signature of Agent

## 9.0 Declaration

I [the Owner/Agent], \_\_\_\_\_ of the Township of Springwater (or other) \_\_\_\_\_ of the County of Simcoe (or other) \_\_\_\_\_ do solemnly declare that all above statements and contained in all of the exhibits submitted herewith are true, and I make this solemn declaration conscientiously believing it to be true and knowing it has the same force and effect as if made under oath and by virtue of the “**Canada Evidence Act**”.

\_\_\_\_\_  
**Signature of Owner or Agent**

**Declared before me at:**  
The Township of Springwater  
in the County of Simcoe  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

or

**Declared before me at:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Commissioner of Oaths**

## 10.0 Authorization

### 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, and to provide any of my personal information that will be included in this application or collected during the processing of the application under the **Freedom of Information and Protection of Privacy Act**.

Date: \_\_\_\_\_

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

## Appendix A – Site Plan Requirements & Example

- a) The boundaries and dimensions of the subject land.
- b) The location, size and type of all existing and proposed buildings and structures on the subject land, indicating their distance from the front lot line, rear lot line and side lot lines.
- c) The approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks), that,
  - Are located on the subject land and on land that is adjacent to it, and
  - In the applicant's opinion, may affect the application.
- d) The current uses of land that is adjacent to the subject land.
- 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 will be by water only, the location of the parking and boat docking facilities to be used.
- g) The location and nature of any easement affecting the subject land.

