



# COLEMAN TOWNSHIP

## Application for OFFICIAL PLAN AMENDMENT and/or ZONING BY-LAW AMENDMENT

- Introduction:** The submission of an application to the municipality for an Official Plan Amendment and/or Zoning By-law Amendment is provided for in the *Planning Act* ss. (22(4) and 34(10)). This form must be completed and accompanied with the required fee prior to consideration by Council or a Committee of Council. The purpose of these guidelines is to assist persons in completing the application for an Official Plan Amendment and/or Zoning By-law Amendment. Should you require clarification on any matter covered by this application form, please contact the Municipal Office.
- Application Fees:** Each application must be accompanied by the **application fee (deposit) of: \$1,200 (Official Plan Amendment), and/or \$1,000 (Zoning By-law Amendment)** in the form of a cheque payable to Coleman Township. This fee shall be considered a deposit, which is used to pay all legal, planning and other associated costs with respect to the processing of the subject application. If the total costs incurred by the municipality should exceed the amount of the application fee, the applicant shall pay the outstanding balance before the municipality finalizes the approval.
- Authorization:** If the applicant (agent or solicitor) is not the owner of the subject land, a written statement by the owner must accompany the application, which authorizes the applicant to act on behalf of the owner as it relates to the subject application (see page 7).
- Drawing:** All applications for an Official Plan Amendment and/or Zoning By-law Amendment must include an accurate, to scale, drawing (see page 6).
- Supporting Information:** Additional information may be required by the municipality, district, local and provincial agencies in order to evaluate the proposed Official Plan Amendment and/or Zoning By-law Amendment. This information is often a requirement of the local Official Plan, Provincial policies and/or applicable regulations. The required information may include studies or reports to deal with such matters as environmental impacts, traffic, water supply, sewage disposal and storm water management.
- In addition, the applicant may be required to submit a more detailed site plan, under **site plan control**, prepared by a qualified professional, showing the proposed development including all new buildings and structures, parking areas, landscaping and other site information as required by the municipality.
- Ontario Regulations 543/06 and 545/06 outline required information to be included in an application for an Official Plan Amendment or Zoning By-law Amendment. This is identified in the following application with an asterisk \* for an Official Plan Amendment application or double dagger † for a Zoning By-law Amendment application.
- Application Processing:** Upon receipt of an **application**, the required **fee** and **other information** as may be required, Council will determine whether there is sufficient merit in processing the application further (i.e. the circulation of notice and the holding of at least one public meeting as required by the *Planning Act*). The applicant will be provided notice of any decision made by the Council concerning the application. Official Plan Amendments are adopted by Council, and forwarded to the Ministry of Municipal Affairs and Housing for approval. Zoning By-law Amendments are approved by Council.
- Further Information:** Mr. Patrick Cormier  
CAO/Clerk-Treasurer  
Coleman Township  
937907 Marsh Bay Road, RR#1  
Coleman, ON P0J 1C0  
Telephone: (705) 679-8833
- |                |   |
|----------------|---|
| <b>Fees:</b>   | <b>\$1,200 (Official Plan Amendment)</b><br><b>\$1,000 (Zoning By-law Amendment)</b>                                  |
| <b>Copies:</b> | One (1) copy of this application, including the drawing and other information as may be specified, shall be required. |

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Note: Asterisk \* identifies required information for an Official Plan Amendment outlined in Schedule 1, Ontario Regulation 543/06.  
Double dagger † identifies required information for Zoning By-law Amendment outlined in Schedule 1, Ontario Regulation 545/06.

**1. \*† APPLICANT INFORMATION**

a) Registered Owner(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
e-mail address: \_\_\_\_\_

b) Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Fax: \_\_\_\_\_

If the application will be represented, prepared or submitted by someone other than the registered owner(s) please specify:

c) Authorized Agent(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
e-mail address: \_\_\_\_\_

d) Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Fax: \_\_\_\_\_

NOTE: Unless otherwise requested, all communication will be sent to the agent, if any.

**2. PURPOSE OF THE APPLICATION**

- Official Plan Amendment  Both  
 Zoning By-law Amendment

**3. \*† Date of Application:** \_\_\_\_\_

**4. \*† LEGAL DESCRIPTION OF THE ENTIRE PROPERTY**

Municipal Address: \_\_\_\_\_

Lot: \_\_\_\_\_ Concession: \_\_\_\_\_ Township: \_\_\_\_\_ Registered Plan No.: \_\_\_\_\_

Part/Lot/Block: \_\_\_\_\_ Parcel: \_\_\_\_\_

**5. \*† DIMENSIONS OF THE LANDS AFFECTED** Lot Frontage (m) \_\_\_\_\_ Lot Depth (m) \_\_\_\_\_ Lot Area (ha) \_\_\_\_\_

**6. † Names and addresses of any mortgages, charges or other encumbrances in respect of the subject land:**  
\_\_\_\_\_

**7. † Date the subject land was acquired by the current owner:** \_\_\_\_\_

**8. \*† CURRENT OFFICIAL PLAN DESIGNATION:** \_\_\_\_\_

**9. † CURRENT ZONING OF SUBJECT LAND:** \_\_\_\_\_

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*Official Plan Amendment application:*

**10. \* OFFICIAL PLAN TO BE AMENDED:** \_\_\_\_\_

Name of Municipality requested to initiate Official Plan Amendment: \_\_\_\_\_

**11. \* LAND USES PERMITTED IN CURRENT OFFICIAL PLAN DESIGNATION:** \_\_\_\_\_

Why is the Official Plan Amendment being requested? \_\_\_\_\_

\_\_\_\_\_

**12. \* THE PURPOSE OF THE REQUESTED AMENDMENT (check if yes):**

- |   |  |
|---|--|
| <input type="checkbox"/> Change a policy  | <input type="checkbox"/> Delete a policy |
| <input type="checkbox"/> Replace a policy | <input type="checkbox"/> Add a policy    |

If "Yes", please identify the policy to be changed, replaced, deleted or added and the text of the requested amendment:

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

\* Does the requested amendment change or replace a designation or schedule in the Official Plan? Yes  No

If "Yes", please identify the proposed designation and land uses the requested designation would permit and/or provide the requested schedule change and the text that accompanies it:

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

**13. \* LAND USES THAT THE REQUESTED AMENDMENT WOULD PERMIT:** \_\_\_\_\_

*Both applications:*

**14. \*† Does the application alter the boundary of or implement a new settlement area?** Yes  No

If "Yes", please explain Official Plan policies dealing with alteration or establishment of a settlement area and provide details of Official Plan Amendment (if applicable) which deal with the matter:

\_\_\_\_\_

**15. \*† Does the application remove land from an employment area?** Yes  No

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If "Yes", please explain Official Plan policies dealing with removal of land from an employment area and provide details of Official Plan Amendment (if applicable) which deal with the matter:

**Zoning By-law Amendment application:**

**16. ‡ PROPOSED REZONING REQUESTED:** \_\_\_\_\_

‡ In the proposed zone, please provide the following: Maximum Height (m) \_\_\_\_\_ Maximum Density \_\_\_\_\_

‡ Why is the rezoning being requested: \_\_\_\_\_

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

**17. ‡ Explain how the application conforms to the Official Plan:** \_\_\_\_\_

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

**18. ‡ EXISTING USE OF LAND:** \_\_\_\_\_

‡ Date of Construction: \_\_\_\_\_ ‡ Length of Time Existing Uses have Continued: \_\_\_\_\_

**19. ‡ PROPOSED USE OF LAND:** \_\_\_\_\_

**20. ‡ PARTICULARS OF ALL EXISTING AND PROPOSED BUILDINGS (use an additional sheet if necessary)**

	Existing	Proposed
Type	_____	_____
Length (m) x Width (m)	_____	_____
Floor Area (m <sup>2</sup> )	_____	_____
Height (m)	_____	_____
No. of Storeys	_____	_____
Setbacks from:		
Front Lot Line (m)	_____	_____
Rear Lot Line (m)	_____	_____
Side Lot Line (m)	_____	_____
Side Lot Line (m)	_____	_____

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ACCESS / SERVICING

21. † ACCESS TO LAND: Provincial Highway, Year-Round Municipal Road, Seasonal Municipal Road, Other Public Road or Right-of-way, Water

If access to the subject land is by water only, describe the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road:

22. \*† INDICATE THE APPLICABLE WATER SUPPLY AND SEWAGE DISPOSAL:

Municipal Water, Communal Water, Private Well, Lake or other Water body, Municipal Sewers, Communal Septic, Private Septic, Privy or other means

23. \*† If the proposed development is serviced by a privately owned and operated individual or communal septic system, will more than 4500 litres of effluent be produced per day? Yes, No

If "Yes", please provide the following with this application: 1) a servicing options report; and 2) a hydrogeological report.

24. † INDICATE THE STORM DRAINAGE METHOD: Sewers, Ditches, Swales, Other:

PREVIOUS APPLICATIONS

25. \*† Has the subject land (or lands within 120 metres for an Official Plan Amendment Application) ever been, or is it now, the subject of an application for:

Plan of Subdivision, Consent, Official Plan Amendment, Zoning By-law Amendment, Minister's Zoning Order, Minor Variance, Site Plan

If "Yes", please provide the following information:

\*† File No. of Application(s), \*† Status of Application(s), \* Approval Authority, \* Lands Affected, \* Purpose of Application(s), \* Effect on Requested Amendment

PROVINCIAL POLICY

26. \*† Is the application consistent with policy statements issued under subsection 3(1) of the Planning Act? Yes, No

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**27. \*† Is the land within an area designated under any provincial plan or plans? Yes  No**

If "Yes", does the application conform to or not conflict with the applicable provincial plan or plans? \_\_\_\_\_

\_\_\_\_\_

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**APPLICATION SKETCH**

**28. † ACCURATE, TO SCALE, DRAWING OF PROPOSAL:** In the space below or on a separate page(s), please provide a drawing of the proposal. In some cases, it may be more appropriate to prepare additional drawings at varying scales to better illustrate the proposal.

**APPLICANT'S NAME:**

**DATE:**

\* The drawing(s) should show:

- Property boundaries & dimensions
- Location, size and type of existing and proposed buildings and structures, indicating setbacks to all lot lines
- Adjacent land uses (residential, commercial, agricultural, etc.)
- Easements or restrictive covenants
- Location, name and width of abutting public roads, allowances, rights-of-way
- Approximate location of all natural and artificial features on subject land and on land adjacent to subject land that, in the opinion of the applicant, may affect the application (buildings, railways, watercourses, drainage ditches, rivers or stream banks, wells and septic tanks)
- If access to subject land is by water only, location of parking & docking facilities to be used

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- North arrow

**AFFIDAVIT**

I (we) \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_ (municipality),  
District of \_\_\_\_\_ solemnly declare that all the statements contained in this application are  
true, and I (we) make 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 Coleman Township in the District of Timiskaming this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_\_.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Commissioner

\_\_\_\_\_  
Date

**AUTHORIZATION FOR AGENT/SOLICITOR TO ACT FOR OWNER**

(If affidavit is signed by an Agent/Solicitor on Owner's behalf, the Owner's written authorization below must be completed.)

I (we) \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_ (municipality),  
District of \_\_\_\_\_ do hereby authorize \_\_\_\_\_  
to act as my agent in this application.

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

\_\_\_\_\_  
Date

**APPLICATION AND FEE OF \$ \_\_\_\_\_ RECEIVED BY THE MUNICIPALITY**

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date