



Town of
East Gwillimbury

Zoning By-law Amendment

Application Guide

MATERIALS ENCLOSED

General Information
Application Form
Site Information Questionnaire
Authorization Of Owner Form
Conservation Authority Fee Collection
Form Check List For Owner/Agent/Solicitor

Town of East Gwillimbury, Development Services - Planning Branch
19000 Leslie Street, Sharon, Ontario L0G 1V0
Telephone: (905) 478-4282 Fax: (905) 478-2808
Website: www.eastgwillimbury.ca



ZONING BY-LAW AMENDMENT APPLICATION GENERAL INFORMATION

1. PURPOSE OF THE APPLICATION

The purpose of this Zoning By-law Amendment Application Guide is to provide information required by the Town to facilitate a proper evaluation of the application.

The attached application form is to be used only when applying for a Zoning By-law Amendment to the Corporation of the Town of East Gwillimbury.

2. APPLICATION FEES

Please refer to the Development Application Fees By-law for the schedule of fees. The basic application fee is required to cover normal costs incurred in processing a Zoning By-law Amendment Application. The fee is payable to the Town of East Gwillimbury. The Ontario Municipal Board fee is refundable should there be no appeals to the Zoning By-law Amendment.

Refund Policy

Fifty percent (50%) of the fee required may be refunded if the application is withdrawn prior to the preparation of a planning report. No refunds will be given where a planning report has been prepared.

Revisions to Applications

Should revisions require re-circulation, a fee in the amount of \$1,000.00 must accompany the request for revision.

Additional Fees

In the event that additional costs are incurred by the Town for Special Studies necessitated by an application(s), the additional costs shall be paid by the applicant in the manner and amount to be determined by the Council of the Town of East Gwillimbury.

Ontario Municipal Board Hearing Deposits

Ontario Municipal Board Hearing Deposits are due and payable upon the receipt of an appeal with respect to the application. The deposit shall be paid by the applicant in a manner and amount to be determined by the Council of the Town of East Gwillimbury. Fees incurred by the Municipality above and beyond the amount of deposit required will be invoiced to and payable by the applicant. Should the fees incurred be less than the amount of deposit required, the appropriate refund will be issued to the applicant.



3. APPLICATION FORM

The application form should be completed by the owner of the subject lands, his/her solicitor, or his/her authorized agent. If this application is to be submitted by a solicitor or agent on behalf of the owner, the attached authorization form must be completed and signed by the owner. If the owner is a corporation acting without an agent or solicitor, the application must be signed by an officer of the corporation, who has the authority to bind the corporation, and the corporation's seal, if any, must be affixed.

[NOTE TO OWNER: If the application is to be prepared by a solicitor or agent, authorization should not be given until the completed application and its attachments have been examined and approved by the owner.]

It is important to note that the signature on the application form must be witnessed by a Commissioner. Where the subject lands are owned by a corporation, the application must be under corporate seal and/or must be signed by an authorized signing officer who has the authority to bind the corporation. Names and titles are to be typed under the signatures, where shown. If there is more than one owner, all parties are required to sign the application and/or authorization form.

The questions on the application form identified with an asterisk (*) provide information prescribed in accordance with The Ontario Planning Act, R.S.O. 1990. Those questions not identified in this manner provide the Town with required information in order to facilitate a complete review and proper analysis of the proposed Amendment.

4. INFORMATION REQUIRED

It is the responsibility of the owner/authorized agent/applicant to provide complete and accurate information. This form will not be accepted as an application until all questions have been answered and all requirements have been met in the manner requested herein. If the form is incomplete or inaccurate, the application will be returned for completion, correction or clarification prior to processing.

The following additional information in support of this application is also required by the Town:

- (a) A legal survey of the subject lands, prepared by an Ontario Land Surveyor, showing all dimensions, the location of all existing buildings, structures, driveways, etc., and with the proposed land to be rezoned outlined in red;
- (b) A plot plan of the immediate vicinity identifying such items as abutting buildings, streets, location and nature of any easements, rights-of-way, soil conditions and drainage, water courses and any areas requiring fill. [Note: The plan must include the location, width, and name of any roads within or abutting the subject lands, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right-of-way];
- (c) A plot plan of the immediate vicinity identifying the current uses on land that is adjacent to the subject lands;
- (d) If access to the subject lands is by water only, a plot plan showing the location of the parking and docking facilities to be used;
- (e) Plans indicating the location, size and type of all existing and proposed buildings and structures on the subject lands, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines;
- (f) Plans identifying the approximate location of all natural and artificial features on the subject lands and on land that is adjacent to the subject lands that, in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks;



- (g) Supporting material including such items as market studies, traffic studies, and environmental impact reports, where applicable.
- (h) A copy of the deed for the subject lands **must** accompany each application as proof of ownership.

5. **APPLICATION SIGN**

Signs shall be erected at the direction of the Town of East Gwillimbury to advise the public of the following types of development applications.

- (a) Amendments to the Zoning By-law
- (b) Amendments to the Official Plan
- (c) Plans of Subdivision

The signs shall be erected and maintained in accordance with the following requirements.

The sign[s] shall be installed at least 20 days prior to the public meeting date scheduled by the Town's Planning Committee.

Written confirmation must be forwarded to the Town advising that the required sign[s] has been erected.

The sign[s] shall be constructed of 5/8" melamine or 3/4" plywood [good one side or better grade] and approximately 4 feet square. It shall be supported by a minimum of two uprights and secured in the ground. The sign face should be at eye level [approximately 5 feet above ground].

The sign[s] shall have black lettering on white background and be clearly visible from the street. The lettering should be plain upper case [Helvetica medium or similar typeface].

One sign shall be erected on each street frontage approximately at the mid point along the frontage. The sign shall be completely unobstructed, clearly visible from the street, and shall not be set back more than 15 feet from the lot line.

The notice shall contain the following information and in the following form:

NOTICE
Application [File No. _____] has been made for amendment to the Town's Zoning By-law No. 97-50, as amended, with the purpose and effect of permitting _____ _____ on the subject property. A public meeting has been scheduled for _____ at ____ p.m. to be held at the Civic Centre Council Chambers, 19000 Leslie Street, Sharon, to discuss this matter.
A copy of the written notice and additional background information are now available in the offices of the Town of East Gwillimbury, Development Services, Planning Branch [Telephone No. (905) 478-4282.]

All proposed wording must be approved by the Town.

The sign[s] shall be removed within seven days after one of the following events has taken place:

- (a) the application is turned down by Council or is withdrawn by the applicant;
- (b) the Official Plan Amendment is approved or turned down by the Regional Municipality of York or the Ontario Municipal Board;
- (c) the Zoning By-law comes into force or is approved by the Ontario Municipal Board.

Written confirmation must be forwarded to the Town advising that the subject sign[s] has/have been removed.

The applicant and/or owner of the lands shall be responsible for preparing, erecting and maintaining the sign, removal of the same, and all costs involved.



Failure to maintain the prescribed signs in good order may be considered sufficient grounds to stop the processing of the application at any time.

6. APPLICATION PROCESS

It is recommended that the owner/authorized agent/applicant meet with Planning Staff prior to making the formal submission. This should assist in avoiding delays due to incomplete applications or lacking information requirements. Staff may also recommend pre-consultation with other applicable commenting public bodies or agencies.

Once the completed application has been submitted, the Town will contact you regarding the date scheduled for the initial review of your application by the Planning Committee. Upon receipt of the complete application, Municipal staff may confer with applicable commenting public bodies or agencies to obtain information and comments from them. The initial report prepared may recommend that additional information be provided by the applicant, that the application be denied, or that a public meeting date be scheduled.

Should a public meeting date be scheduled, the owner is required to erect the required Development Application Sign, noted previously, and a notice of the proposal is sent to property owners within 120 metres [400 feet] of the subject lands. These owners will have the right to attend the scheduled hearing and express any concerns or support they may have. Notice of this public meeting is also circulated to various agencies to request their comments. The request for comments and notices of hearing are circulated a minimum of twenty days prior to the date of the public meeting.

The applicant, his/her staff and/or consultant, is required to attend the public meeting. They should be prepared to make a brief presentation of the proposal and answer any questions that may arise.

No decision is made at the public meeting.

If a change is made to the proposal following the public hearing, or if the proposal is revised significantly from what was originally circulated and/or advertised, Council may consider whether further notice is required. In some instances, an additional public hearing may be required, depending on the extent of the changes or modifications.

A further report(s) is then scheduled for review by the Planning Committee. The report(s) will make recommendations as to the final disposition of the application.

If a Zoning By-law Amendment is passed by Council, Notice of Decision is forwarded to each person or public body that filed, with the Town, a request to receive notification. There is an appeal period of twenty days from the mailing of the Notice of Decision.

If no appeal is lodged, a Clerk's Certificate is issued and the Zoning By-law becomes final and binding.

If an appeal is lodged, together with the required fee, a record of information pertaining to the Amendment will be forwarded to the Ontario Municipal Board [O.M.B.]. The O.M.B. will schedule and hold a public hearing to decide the final disposition of the application.



ZONING BY-LAW AMENDMENT APPLICATION

This application must be filed with the Development Services, Planning Branch of the Town of East Gwillimbury together with the required documents and fees.

I hereby submit this application to the Town of East Gwillimbury for a change of zoning or a change in the provisions of the Town's Zoning By-law in respect of the property herein after described.

1. *Date of the Application: _____

2. Assessed Owner[s] of the subject property:

Name: _____

Mailing Address: _____

Postal Code: _____

Phone(Daytime): _____ Cell: _____ Fax : _____

Contact E-mail: _____

3. *Applicant/Agent:

Name: _____

Mailing Address: _____

Postal Code: _____

Phone(Daytime): _____ Cell: _____ Fax : _____

Contact E-mail: _____

4. Solicitor:

Name: _____

Mailing Address: _____

Postal Code: _____

Phone(Daytime): _____ Cell: _____ Fax : _____

Contact E-mail: _____

5. *If known, the names and addresses of the holder(s) of any mortgages, charges or other encumbrances in respect of the subject land.

[If space is insufficient, attach a separate sheet.]



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16. *Current Official Plan designation of the property and the land uses authorized by that designation:

[If space is insufficient, attach a separate sheet.]

17. Explain how the proposed Amendment conforms to the policies of the Town's Official Plan:

[If space is insufficient, attach a separate sheet.]

18. *Current zoning of the property:

19. *Proposed use of the property:



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24. *If the answer to item #23 is yes, and if known, identify the file number and the status of the application.

[If space is insufficient, attach a separate sheet.]

25. *Have the subject lands ever been the subject to a previous Zoning By-law Amendment application?

- Yes No Unknown

26. *Indicate what type of access is provided to the subject property.

- Provincial Highway Regional Road
 Open Town Road Unopened Town Road
 Right-of-way Water

27. *If access to the subject property is by water only, identify the parking and docking facilities used or to be used and the approximate distance of these facilities from the subject property and the nearest public road.

[If space is insufficient, attach a separate sheet.]

28. *Identify the water supply provided to the subject property?

- Municipal Water Individual Well
 Communal Well Lake or Other Water Body
 Other (explain) _____



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29. *Identify the type of sewage disposal system provided to the subject property?

- Municipal Sanitary Sewer Private Septic System
 Communal Septic System Privy
 Other (explain) _____

30. *Identify the type of storm drainage provided to the subject property?

- Municipal Sewers Ditches Swales
 Other (explain) _____

31. Does the subject property have any of the following located thereon? [if so, show location[s] on a plot plan]

- Marshland, or area[s] subject to flooding or surface ponding
 Watercourses or drainage ditches or drainage swales
 Oak Ridges Moraine

32. Is the subject property predominately:

- | | | |
|-----------|------------------------------|-----------------------------|
| Low Lying | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Level | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Rolling | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Hilly | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

33. Does the assessed owner[s] of the subject property agree to pay the costs of the Town related to an appeal if the application is approved and the matter comes before the Ontario Municipal Board?

- Yes No



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Dated at the _____ this _____
[Name of Municipality] [Day]
day of _____, _____, I, _____
[Month] [Year] [Applicant's Full Name]
of the _____ in the
[Name of Municipality]

_____ solemnly declare that all the above
[Name of Regional Municipality]
statements contained in this application and all the exhibits transmitted herewith are true, and I 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".

By signing this application form, I also confirm that I have read and understand the information included in the Zoning By-law Amendment Application Guide.

Signature of Assessed Owner/Authorized Agent

Declared before me at the _____ in the
[Name of Municipality]
_____ this _____ day of
[Name of Regional Municipality] [Day]
_____, _____
[Month] [Year]

Signature of a Commissioner, etc.

[If signed by other than Owner, written authorization of the
Owner must accompany the application.]

NOTE: The questions on the application form identified with an asterisk () represent information prescribed in accordance with The Ontario Planning Act, R.S.O. 1990. Those questions not identified in this manner provide the Town with required information in order to facilitate a complete review and proper analysis of the proposed Amendment.*



SITE INFORMATION QUESTIONNAIRE

COMPLETE AND SUBMIT WITH APPLICATION

1.	Does the application propose development on private services or redevelopment on a site where private services were used?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
2.	Is the application on lands or adjacent to lands that were previously used for industrial uses, where filling had occurred, or where there is reason to believe that the lands may be contaminated based on historical land use? <i>Note: Possible offending uses may include: disposal of waste minerals, raw material storage, residues left in containers, maintenance activities and spills. Some commercial properties such as gasoline stations, automotive repair garages, and dry-cleaning plants have similar potential. The longer a property is under industrial or similar use, the greater the potential for site contamination. Also, a series of different industrial or like uses upon a site could potentially increase the number of chemicals which are present.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
3.	Has the grading of the subject land been changed by either the addition of earth or other fill material?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
4.	Has a gas station been located on the subject land or adjacent land at any time?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
5.	Has there been petroleum or other fuel stored on the subject land or adjacent land?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
6.	If yes to any of the above, a previous use inventory showing all former uses of the subject land or, if appropriate, the adjacent land, is required. Is the previous inventory attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.	What information did you use to determine the answers to the above questions? _____ _____ _____	
8.	Is the nearest boundary line of the application within 500 m (1,640 ft) of an operational or non-operational landfill or dump?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.	Have previous agricultural operations ever included sewage sludge application on the lands?	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.	Are you aware of any underground storage tanks, or other buried waste on the property?	<input type="checkbox"/> Yes <input type="checkbox"/> No
11.	If there are any existing or previously existing buildings, are there building materials remaining which may be hazardous to health (i.e. asbestos, PCB's, etc.)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
12.	Is there a current Environmental Site Assessment for the site or has one been prepared within the last five years? If yes, has it been submitted with the application? <i>Note: If an Environmental Site Assessment has been prepared, a copy is required to be submitted with the development application.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No

I, _____ of the _____
_____ of _____ in the _____
_____ of _____ solemnly declare that all the above
statements contained in this application and all the exhibits transmitted herewith are true, and I 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 the _____ of _____ in the
_____ of _____ this _____
day of _____, _____.

Signature of a Commissioner, etc.

Signature of Applicant/Agent/Solicitor



AUTHORIZATION OF OWNER

I _____, hereby authorize
[print full name of assessed owner]

_____, to submit the enclosed
[print full name of agent]

application to the Development Services, Planning Branch of the Town of East Gwillimbury, and to appear on my behalf at any Hearing[s] of the application and to provide any information or material required by the Council or Planning Committee of said Town relevant to the application.

Furthermore, for the purposes of the Freedom of Information and the Protection of Privacy Act, I authorize _____, as my agent for this application, to
[print full name of agent]

provide any of my personal information that will be included in this application or collected during the processing of the application.

Dated at the _____ of

this ____ day of _____,

_____.

[signature of assessed owner]



LAKE SIMCOE REGION CONSERVATION AUTHORITY
Fee Collection Form

Please complete the following and attach to your planning application.

Lake Simcoe Region Conservation Authority

120 Bayview Parkway, Box 282, Newmarket, ON L3Y 4X1 (905) 895-1281, FAX (905) 853-5881

Please be advised that effective April 1, 2004 the Board of Directors of the Lake Simcoe Region Conservation Authority adopted Staff Report 13-04-BOD which provided for the collection of fees for the review of planning and engineering submissions to the Conservation Authority.

Date: _____ / _____ / _____ Application #: _____

1. Name of Applicant Agent: _____ Tel No: _____
Address: _____ Fax No: _____
2. Registered Owner: _____ Tel No: _____
Address: _____ Fax No: _____
3. Legal Description (Lot & Concession, Lot, Plan No.): _____
4. General Location: _____
5. Municipality: _____

Please contact the Lake Region Conservation Authority to obtain their most up to date Planning and Development Fees Policy to determine the appropriate fees made payable to the Lake Simcoe Region Conservation Authority.

Please check if receipt required from the Conservation Authority

NOTE: Additional fees may apply to applications which require extensive investigation (i.e. reports) by Conservation Authority staff. The applicant will be informed by letter of these additional fee requirements if applicable.

FOR CONSERVATION AUTHORITY USE ONLY

DATE RECEIVED: _____ / _____ / _____ CFN: _____ RECIPIENT: _____



CHECK LIST FOR OWNER/AGENT/SOLICITOR

NOTE: Additional forms may be obtained from the Development Services, Planning Branch, East Gwillimbury Civic Centre, 19000 Leslie Street, Sharon, Ontario L0G 1V0 or by phoning [905] 478-4282.

PLEASE COMPLETE AND SUBMIT WITH APPLICATION

THE FOLLOWING ITEMS HAVE BEEN COMPLETED:

- 1. The general information provided has been reviewed by the owner/authorized agent/applicant.
- 2. The proposal has been discussed with Planning Department staff.
- 3. All questions on the application have been fully completed or marked "not applicable" and the affidavit has been properly sworn.
- 4. The application has been signed by the owner[s] or a duly authorized agent. [NOTE: If a corporation is the owner, please place the corporation's seal over the signature of a signing officer of the corporation and designate his or her office.]
- 5. The Authorization form has been signed and dated by the owner appointing an agent, if applicable, to act on behalf of the owner.
- 6. The Lake Simcoe Region Conservation Authority Fee Collection Form has been completed.

THE FOLLOWING MATERIALS ARE ENCLOSED:

- 1. The completed Application Form.
- 2. The completed Authorization of Owner Form, if required.
- 3. N/A
- 4. The completed Lake Simcoe Region Conservation Authority Fee Collection form.
- 5. The additional information required in support of the application [i.e. market studies, traffic studies, environmental impact reports].
- 6. Five full size copies of any plans in support of the application. [Note: All plans submitted must be folded to letter size [8.5" x 11"] with the legend facing out.]
- 7. Two copies of the legal survey of the subject lands, prepared by an Ontario Land Surveyor, showing all dimensions, the location of all existing buildings, structures, driveways, etc., with the proposed land to be rezoned identified.
- 8. Five copies of a plot plan of the immediate vicinity identifying such items as abutting buildings, streets, location and nature of any easements, rights-of-way, soil conditions and drainage, water courses, and any areas requiring fill. [NOTE: The plan must include the location, width, and name of any roads within or abutting the subject lands, indicating whether it is an unopened road allowance, a public travelled road, a private road, or a right-of-way.]



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- 9. Two copies of a plot plan of the immediate vicinity identifying the current uses on land that is adjacent to the subject lands.
- 10. If access is by water only, five copies of a plot plan showing the location of the parking and docking facilities to be used.
- 11. Five copies of plans indicating the location, size, and type of all existing and proposed buildings or structures on the subject lands, indicating the distance of the buildings or structures from the front yard lot line, the rear yard lot line, and the side yard lot lines.
- 12. Two copies of plans identifying the approximate location of all natural and artificial features on the subject lands and on land that is adjacent to the subject lands that, in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.
- 13. One unmarked 8.5" x 11" reduction of the plans mentioned in Nos. 6, 7, 8, 9, 10 and 11 above, suitable for reproduction.
- 14. A copy of the proper deed for the subject lands confirming ownership.
- 15. The Application fee, payable to the "Town of East Gwillimbury".
- 16. N/A
- 17. The Conservation Authority fee, payable to "Lake Simcoe Region Conservation Authority".

I, _____, hereby confirm that the above noted has been complied with and/or completed for submission with this Zoning By-law Amendment Application.

Date

Assessed Owner

[If signed by other than Owner, written authorization of the Owner must accompany the application.]