

The purpose of these Guidelines is to assist persons in completing the Zoning By-law Amendment Application form. Please contact the Municipal Office directly if you require clarification on any matter covered by this application form.

1. Before submitting your application, it is strongly recommended that you submit a request for a pre-consultation to discuss submission requirements.
2. Please submit this application form to the Senior Planner, Corporation of the Town of Erin, 5684 Trafalgar Road, Hillsburgh ON N0B 1Z0.
3. Application fees payable to the Town of Erin upon submission of the application are as per the Fee Schedule. Please note the deposit taken is used to pay all legal, planning and other associated costs with respect to the processing of the subject application. If additional costs are encountered by the Town through the processing of your application, you will be responsible for all said costs.
4. Studies and plans submitted with an application will be available to the public for review and may be reproduced for public use.
5. If the applicant (agent or solicitor) is not the owner of the subject land, Section I of the application must be filled out by the owner, which authorizes the applicant to act on behalf of the owner as it relates to the subject application.

Considerations

These factors may apply to the application and should be considered. To determine if additional technical studies are required, applicants should contact Town staff or the appropriate agency, as listed.

Factor	Potential Requirements	Agency Contact (if applicable)
Development on privately owned septic system with more than 4,500 litres of effluent produced daily as a result of development.	<ul style="list-style-type: none"> • Servicing options report • Hydrogeological report 	Town of Erin
Fronting onto a Provincial Highway	<ul style="list-style-type: none"> • Traffic Impact Study 	Ministry of Transportation
Fronting onto a Town or County Road	<ul style="list-style-type: none"> • Traffic Impact Study 	Town of Erin County of Wellington
Within area of min/max density or min/max height requirements	<ul style="list-style-type: none"> • Statement meeting how requirements will be met 	Town of Erin/County of Wellington
Within/near flood plain or hazard zone	<ul style="list-style-type: none"> • As requested 	Credit Valley Conservation or Grand River Conservation
Altering boundary of settlement area	<ul style="list-style-type: none"> • Statement of compliance with Official Plan 	County of Wellington/Town of Erin
Within area of zoning conditions	<ul style="list-style-type: none"> • Statement of compliance with zoning conditions 	Town of Erin

Within/near natural heritage area	<ul style="list-style-type: none"> • Natural Heritage Impact Study 	Credit Valley Conservation or Grand River Conservation
Within Source Water Protection Area/Wellhead Protection Area	<ul style="list-style-type: none"> • Applicable policies of Source Water Protection Plan, as approved 	Wellington Source Water Protection risk management officer
Application-dependent studies	<ul style="list-style-type: none"> • Geotechnical Study • Stormwater management study • Servicing report • Contaminated Site assessment • Planning Justification Report • Noise Impact Study • Archaeological Assessment • Vibration Study • Visual Impact Study • others as required 	Town of Erin County of Wellington

Site Plan Requirements

1. All applications must include an accurate and to scale drawing (in metric) with the following information:
 - all property boundaries and dimensions of the subject lands
 - all existing/proposed structures and their sizes
 - the distance between all existing/proposed structures and the property lines
 - all measurements
 - showing the boundary and dimensions of the subject property, and all existing and proposed buildings and structures
 - easements, restrictive covenants
 - natural features (i.e. water body and associated hazard lands, wetlands)
 - north arrow and scale
 - public/private road allowances and right-of-ways
 - if water access, the location of parking and docking facilities
 - any additional details requested by staff.

For further information, please contact:

Planning@erin.ca



Zoning By-law Amendment Application

<i>For Office use:</i>	Application Fee Received:
	Date Received:
	File Number:
	Date Complete Application Filed:
	Roll Number:

Zoning By-law Amendment Application Under Section 34, 36, or 39 of the Planning Act.

A. General Information

Applicant Information		
a) Owner (Full name and address of Owner(s), whether a Corporation/Individual, must be provided)		
Owner(s):		
Address:		Municipality:
Phone:	E-Mail:	Postal Code:
Note: Authorization is required if the applicant is <u>not</u> the owner (See Page 7)		
b) Agent *** If different from above***		
Name:		
Address:		Municipality:
Phone:	E-Mail:	Postal Code:
c) Name of Mortgagee or Holders of Charges:		
Name:		
Address:		Municipality:
Phone:	E-Mail:	Postal Code:
d) Send correspondence to the following: (Please specify)		
Owner: <input type="checkbox"/>	Agent: <input type="checkbox"/>	Other: _____
e) Proof of ownership		
Copy of Registered Deed or Transfer: _____		
Other (please specify): _____		
(Copy of document indicated above must be attached hereto)		
f) Area of Amendment		
What portion of the property does the amendment cover?		
<input type="checkbox"/> The "entire" property <input type="checkbox"/> A "portion" of the property		
(This information should be illustrated on the requires drawings under Part 4 Item 17 of this application)		

B. Location of Subject Lands

a) Provide a description of the entire property:			
Street Address:		City/Town:	Municipality:
Concession:	Lot:	Registered Plan #:	
Width of Road Allowance (if known):			
Road or Street Providing access to subject property:			
Lot Frontage:	Lot Depth:	Lot Area:	
b) Encumbrances			
Are there any easements or restrictive covenants affecting the property? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, provide the names and addresses of the holders of any mortgages, charges, or other encumbrances with respect to the land(s). _____ _____			
c) Please indicate what the access to the subject property is:			
Provincial Highway	<input type="checkbox"/>	Other Public Road	<input type="checkbox"/>
Seasonally Maintained Municipal Road	<input type="checkbox"/>	Right-of-way	<input type="checkbox"/>
Continually Maintained Municipal Road	<input type="checkbox"/>	Water Access	<input type="checkbox"/>
If access is by water only; please describe the parking and docking facilities used or to be used and the approximate distance of these facilities from subject land to the nearest public road:			

C. Dates regarding subject property

Date of acquisition of subject property:	
Date of Construction of all buildings on subject property:	

D. Municipal Services Provided:

Please indicate the applicable water supply and sewage disposal:								
Building	Municipal Water	Communal Water	Private Well	Other Water Supply	Municipal Sewers	Communal Sewers	Private Septic	Other Sewage Disposal
Existing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please indicate what the storm drainage is provided by:								
Sewers	<input type="checkbox"/>				Swales	<input type="checkbox"/>		
Ditches	<input type="checkbox"/>				Other Means			

E. Planning Framework

1. Provincial Policy
Explain how the proposed zoning amendment application is consistent with the Policy Statements issued under section 3(1) of the Planning Act (i.e.: the Provincial Policy Statement)?
2. Is the subject lands within an area of land designated under any provincial plan?
Growth Plan for the Greater Golden Horseshoe <input type="checkbox"/> Yes <input type="checkbox"/> No
Greenbelt Plan <input type="checkbox"/> Yes <input type="checkbox"/> No
3. Provide an explanation of how the application conform or does not conflict with the provincial plan or plans?

Feature or Development Circumstance	Onsite or within 500m?		Distance (m) from site.	Potential Considerations
	Yes (x)	No (X)		
Class 1 industry (Small scale, self-contained plant, no outside storage, low probability of fugitive emissions and daytime operations only)	<input type="checkbox"/>	<input type="checkbox"/>		Assess development for residential and other sensitive uses within 70 metres.
Class 2 industry (Medium scale processing and manufacturing with outdoor storage, periodic output of emissions, shift operations and daytime truck traffic)	<input type="checkbox"/>	<input type="checkbox"/>		Assess development for residential and other sensitive uses within 300 metres.
Class 3 industry (Processing and manufacturing with frequent and intense offsite impacts and a high probability of fugitive emissions)	<input type="checkbox"/>	<input type="checkbox"/>		Assess development for residential and other sensitive uses within 1000 metres
Land Fill Site	<input type="checkbox"/>	<input type="checkbox"/>		Address possible leachate, odour, vermin and other impacts

Sewage Treatment Plant	<input type="checkbox"/>	<input type="checkbox"/>	Assess the need for a feasibility study for residential and other sensitive land uses
Waste Stabilization Pond	<input type="checkbox"/>	<input type="checkbox"/>	Assess the need for a feasibility study for residential and other sensitive land uses
Active Railway line	<input type="checkbox"/>	<input type="checkbox"/>	Evaluate impacts within 100 metres of active railway.
Controlled access highways or freeways, including designated future routes	<input type="checkbox"/>	<input type="checkbox"/>	Evaluate impacts within 100 metres
Mineral and petroleum resource areas	<input type="checkbox"/>	<input type="checkbox"/>	Will development hinder access to the resource or the establishment of new resource operations?
Significant wetlands	<input type="checkbox"/>	<input type="checkbox"/>	Development is not permitted
Significant portions of habitat of endangered species and threatened species	<input type="checkbox"/>	<input type="checkbox"/>	Development is not permitted
Significant fish habitat, woodlands, valley lands, areas of natural and scientific interest, wildlife habitat	<input type="checkbox"/>	<input type="checkbox"/>	Demonstrate no negative impacts
Significant groundwater recharge areas, headwaters and aquifers	<input type="checkbox"/>	<input type="checkbox"/>	Demonstrate that these features will be protected
Significant built heritage resources and cultural heritage landscapes	<input type="checkbox"/>	<input type="checkbox"/>	Development should conserve significant built heritage resources and cultural heritage landscapes
Significant archaeological resources	<input type="checkbox"/>	<input type="checkbox"/>	Assess development proposed in areas of medium and high potential for significant archaeological resources. These resources are to be studied and preserved, or, where appropriate, removed, catalogued and analysed prior to development.
Erosion hazards	<input type="checkbox"/>	<input type="checkbox"/>	Determine feasibility within the 1:100 year erosion limits of ravines, river valleys and streams
Floodplains	<input type="checkbox"/>	<input type="checkbox"/>	Approval from GRCA
Contaminated sites	<input type="checkbox"/>	<input type="checkbox"/>	Assess an inventory of previous uses in areas of possible soil contamination
Propane facility within 1000m	<input type="checkbox"/>	<input type="checkbox"/>	Address safety considerations
Agricultural operations	<input type="checkbox"/>	<input type="checkbox"/>	Demonstrate compliance with the Minimum Distance Separation Formulae
Mineral aggregate resource areas	<input type="checkbox"/>	<input type="checkbox"/>	Will development hinder access to the resource or the establishment of new resource operations?
Existing Pits and Quarries	<input type="checkbox"/>	<input type="checkbox"/>	Will development hinder continued operation or extraction?
Hazardous sites (property or lands that could be unsafe for development or alteration due to naturally occurring hazard. These hazards may include unstable soils or unstable bedrock)	<input type="checkbox"/>	<input type="checkbox"/>	Demonstrate that hazards can be addressed
Airports where noise exposure forecast (NEF) or noise exposure projection (NEP) is 28 or greater	<input type="checkbox"/>	<input type="checkbox"/>	Demonstrate feasibility of development above 28 NEF for sensitive land uses. Above the 35 NEF/NEP contour, development of sensitive land uses is not permitted

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2. Location of existing buildings and structures on the subject land.
 (specify distance from side, rear and front lot lines on submitted plan in metric)

Building(s): _____ _____ # of parking spaces: _____ # of loading spaces: _____ To be demolished? _____	Height of Building/Structures: _____ m Dimensions of Floor Area: _____ Total Floor Area: _____ sq. m. Lot coverage: ____% # of floors: ____	Front yard: _____ m Rear yard: _____ m Side yards: _____ m & _____ m
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3. What is the existing use of:

A) The Subject Property:	
B) The Abutting Property:	
C) How long have the existing uses continued on the subject property:	

G. Proposal

1. Explain the rationale for the purpose of the application

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2. Explain the proposed amendment of the Zoning By-law, including any proposed changes, deletion, replacement or addition to the regulations or mapping. Please list additional permitted uses and Zoning By-law sections numbers (where applicable):

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3. Location of proposed buildings and structures on the subject land.
 (specify distance from side, rear and front lot lines on submitted plan in metric)

Type of Building: _____ # of parking spaces: _____ # of loading spaces: _____	Height of Building/Structure: ____ m Dimensions of Floor Area: _____ Total Floor Area: _____ sq. m. Lot coverage: ____% # of floors: ____	Front yard: _____ m Rear yard: _____ m Side yards: _____ m & _____ m
Type of Building: _____	Height of Building/Structure: ____ m	Front yard: _____ m

# of parking spaces: _____	Dimensions of Floor Area: _____	Rear yard: _____ m
# of loading spaces: _____	Total Floor Area: _____ sq. m.	Side yards: _____ m &
	Lot coverage: ____% # of floors: ____	_____ m

H. Other related planning applications

List any applications made under the Planning Act for the subject lands, or lands within 120m of the subject lands. If a decision has been made on an application for the subject lands, please provide some information below.

Application	Yes	No	File Number:	File Status:
Official Plan Amendment	<input type="checkbox"/>	<input type="checkbox"/>		
Zoning By-law Amendment	<input type="checkbox"/>	<input type="checkbox"/>		
Plan of Subdivision	<input type="checkbox"/>	<input type="checkbox"/>		
Site Development Plan	<input type="checkbox"/>	<input type="checkbox"/>		
Building Permit	<input type="checkbox"/>	<input type="checkbox"/>		
Consent (Land Division Committee)	<input type="checkbox"/>	<input type="checkbox"/>		
Previous Minor Variance Application	<input type="checkbox"/>	<input type="checkbox"/>		

I. Authorization for Agent/Solicitor to Act for Owner

If affidavit is signed by an Agent/Solicitor on Owner's behalf, and/or the Agent will act on behalf of the Owner with regards to this application, the Owner's written authorization below must be completed.

I (we) 2779181 Ontario Inc., Tom Baskerville, of the Town of Erin, County of Wellington do hereby authorize Terry Korsiak, c/o Korsiak Urban Planning to act as my agent in this application.


Signature of Owner(s)

JUNE 7, 2022
Date

I. Permission to Enter

Owner or Authorized Agent:

I 2779181 Ontario Inc., Tom Baskerville, of the Town of Erin, County of Wellington do hereby authorize the members of the Committee of Adjustment and members of the staff of the Town of Erin to enter upon the subject lands and premises for the limited purpose of evaluating the merits of this application. This is their authority for doing so.

Location of Land: 5552 Eighth Line

Signed: 
Owner or Authorized Agent

Date: JUNE 7, 2022

Print Name: TOM BASKERVILLE A.S.O.

J. Affidavit:

This affidavit must be signed in the presence of a Commissioner.

I (we) Terry Korsiak, c/o Korsiak Urban Planning of the Town of Erin, County of Wellington, do solemnly declare that all the statements contained in this application are true, and I, (we), make this 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.

This 8th day of June, 2022.



Signature of Owner or Authorized Solicitor/Agent

June 8th 2022
Date

Declared before me at the Town of Erin in the County of Wellington:



Signature of Commissioner
Catherine Ina McEwan, a Commissioner, etc.,
Province of Ontario, for Korsiak Urban Planning,
Expires May 10, 2022.

June 8, 2022
Date

Stamp:



Complete Application Public Consultation Strategy Requirement

Zoning By-law Amendment Applications

As per O. Reg 545/06, as amended, a strategy for consulting with the public is required to be submitted by the proponent of a Zoning By-law Amendment application before it can be deemed “complete” as defined by the *Planning Act*. Please discuss your proposal with Town/County Planning staff prior to the submission of any applications.

The *Planning Act* requires that your application be circulated to property owners within 120 m of the subject lands, a notice sign be posted on the property and a public meeting be held regarding the proposal.

Please select any and all forms of further public consultation that you, as the applicant / agent / owner intend to undertake, if any, beyond the formal notification requirements of the *Planning Act* outlined above.

- Planning Act* requirements provide sufficient notification and consultation;
- Speak to adjacent landowners directly about proposed development;
- Post signs within a common area (for multi-residential buildings and developments);
- Provide additional advertisement of the proposal and public meeting in a local newspaper (Please discuss with County planning staff prior to initiating);
- Host an open house regarding the proposal;
- Other measures (please elaborate)

Dated this _____ day of _____, 20_____

Please print name



Signature (applicant / agent / owner)

Please return the completed Zoning By-law Amendment application and this form to planning@erin.ca