

Application for Amendment to the Zoning By-law

under The Planning Act, R.S.O. 1990 c.P.13, as amended



Township of Puslinch

7404 Wellington Road 34
R.R. #3 Guelph, ON N1H 6H9
Tel: (519) 763-1226
Fax: (519) 763-5846

Guidelines

Introduction

The submission of an application to the municipality to amend the Zoning By-law is provided for in the Ontario Planning Act. As such, 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 to amend the Zoning By-law. Should you require clarification on any matter covered by this application form, please contact the Municipal Office at the address at the bottom of the page.

Application Fees

Each application must be accompanied by the application fee in the form of a cheque payable to the Township of Puslinch. 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 is required to pay the outstanding balance.

Fees: \$ 2000.00 Non-refundable Deposit

Authorization

If the applicant (agent or solicitor) is not the owner of the subject land, a written statement by the owner should accompany the application which authorizes the applicant to act on behalf of the owner as it relates to the subject application (See Section I, page 5).

Drawing

All applications for Zone change must include an accurate to scale drawing (see Question 24, page 4), preferably prepared by a qualified professional, showing the items listed below:

1. The land subject to the application including its boundaries and dimensions; and the location and nature of any easements or restrictive covenants which affect the subject land;
2. The uses of adjacent and abutting land (e.g. residential, agricultural, extractive, commercial, industrial, recreational, institutional);
3. All abutting lands owned by the owner (if any) and its boundaries and dimensions;
4. The location of all existing as well as proposed buildings, their uses, widths, lengths, numbers of storeys, and setbacks from front, side and rear lot lines;
5. The location of all natural and man-made features on the land (e.g. buildings, structures, fencing, parking areas, road allowances, railways, wells, septic tanks, wooded areas, watercourses, ditches) and the location of any of these features on adjacent or abutting land that may affect this application.

Supporting Information

Please bear in mind that additional information may be required by the municipality, County, local and provincial agencies in order to evaluate the proposed amendment. This information is often a requirement of the County Official Plan, Provincial policies and/or applicable regulations. The required information may include studies or reports to deal with such matters as the natural environment, land use compatibility, 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 Regulation 545/06 for zoning by-law amendments outlines "prescribed" information which is identified by the symbol ' ❖ ' beside the question number in the attached application form.

Approval Process

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 Ontario Planning Act). The applicant will be requested to attend various meetings, including a public meeting, to present the proposal. The applicant will be provided notice of any decision made by Council concerning the application. Zoning amendments are approved by Council. Official Plan amendments are adopted by Council and then forwarded to the County of Wellington for approval, which involves circulation to various agencies for their comments. These agencies may require additional information to evaluate the proposal.

Further Information

Mrs. Brenda Law, Clerk/CAO
Township of Puslinch
7404 Wellington Road 34
R.R. #3 Guelph, ON N1H 6H9

Tel.: (519) 763-1226
Fax: (519) 763-5846

Office Hours: Monday to Friday
9:00 a.m. to 5:00 p.m.
(except noon hour)

Copies

10 copies of this application, including the drawing and other information as may be specified, shall be required.