



ZONING BY-LAW AMENDMENT / OFFICIAL PLAN AMENDMENT APPLICATION FORM

For Office Use Only		
File No:	Date Received:	Fee Paid:

For additional details on the application process, please contact:

Municipal Development Team Office
 Planning Services
 Municipality of Port Hope
 5 Mill Street South
 Port Hope, ON L1A 2S6

Tel. 905-885-2431
 Fax. 905-885-0507
 Email planning@porthope.ca

A complete application consists of the following:	
Application Fee	Cheques can be made payable to the Municipality of Port Hope – please note that there will be other fees imposed by other agencies for their review
Application Form	One (1) original copy of the completed and signed original
Recent Survey	One (1) copy prepared by an Ontario Land Surveyor
Drawings and/or plans	Twenty (20) copies of each drawing or plan required. Drawings and/or plans shall be prepared in accordance with the Municipality of Port Hope Development Guide
Reduced copy of drawings and/or plans	One full reduced set of all required drawings and/or plans (no larger than 11-inches x 17-inches)
Digital copy of drawings and/or plans	A digital PDF version of all required drawings and/or plans
Studies, Reports or other supporting materials identified during a pre-consultation meeting	Three (3) copies for Staff and/or agencies to undertake an adequate level of review

Fee Schedule			
<p><u>Note:</u> Any further costs and expenses which may be incurred by the Municipality of Port Hope in the processing of a zoning by-law and/or official plan amendment, as determined by Municipal Council, may be charged to the applicant.</p>			
Type of Application	Check for type submitted	Fee	Comments
Official Plan Amendment (OPA)		\$5,600.00	Basic Amendment
		\$9,250.00	Major (large scale residential and Industrial, Commercial, or Institutional projects)
Zoning By-law Amendment (ZBA)		\$3,700.00	Basic Amendment; Temporary Use
		\$5,700.00	Major (large scale residential and Industrial, Commercial, or Industrial projects); Interim Control
Extension of Temporary Use By-law		\$650.00	
Combined Zoning By-law Amendment and Official Plan Amendment		Applicable OPA Fee + 50% of ZBA	

Owner/Applicant/Agent Information <i>Particulars on the individual(s) involved in the application</i>		
Owner of Subject Lands:		
Mailing Address:		
Telephone:	Fax:	Email:
Applicant: <input type="checkbox"/> Check if same as Owner		
Mailing Address:		
Telephone:	Fax:	Email:
Agent: <input type="checkbox"/> Check if not applicable		
Mailing Address:		
Telephone:	Fax:	Email:

Notification <i>All communications should be sent to the following (check those that apply)</i>		
<input type="checkbox"/> Owner	<input type="checkbox"/> Applicant	<input type="checkbox"/> Agent

Location of the Subject Lands <i>Complete applicable lines</i>			
<input type="checkbox"/> Urban (former Town of Port Hope)			
<input type="checkbox"/> Rural (former Township of Hope)			
Municipal Number:		Street Name:	
Lot Number(s):		Concession:	
Lot(s)/Block(s):		Registered Plan No:	
Part Number(s):		Reference Plan No:	

Length of Ownership <i>Number of years subject lands have been owned in its current form by the present owner</i>

Encumbrances (i.e. Existing Mortgages, Easements, Right-of-Ways, Restrictive Covenants, Site Plan Agreements) <i>Are there any encumbrances affecting the subject lands?</i>	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, please describe:	

Description of Subject Lands <i>Complete applicable lines</i>			
Frontage:		Area:	
Average Width:		Average Depth:	
Existing Use(s):			
Proposed Use(s):			
Existing Building(s) or Structure(s):			
Proposed Building(s) or Structure(s):			

Details of Existing Buildings/Structures <i>Provide the following information (accuracy of measurements is important)</i>		
Type of Building:	Date constructed	
	Front lot line setback	
	Rear lot line setback	
	Side lot line setback	
	Side lot line setback	
	Height of building	
	Dimensions	
	Floor area	
Type of Building:	Date constructed	
	Front lot line setback	
	Rear lot line setback	
	Side lot line setback	
	Side lot line setback	
	Height of building	
	Dimensions	
	Floor area	
Type of Building:	Date constructed	
	Front lot line setback	
	Rear lot line setback	
	Side lot line setback	
	Side lot line setback	
	Height of building	
	Dimensions	
	Floor area	

<p>Proposed Uses/Buildings <i>Indicate proposed uses/buildings on the subject lands</i></p>
<p>Details:</p>
<p><input type="checkbox"/> Check here if there are no proposed changes to uses/buildings</p>

<p>Details of Proposed Buildings/Structures <i>Provide the following information (accuracy of measurements is important)</i></p>		
<p>Type of Building:</p>	Date constructed	
	Front lot line setback	
	Rear lot line setback	
	Side lot line setback	
	Side lot line setback	
	Height of building	
	Dimensions	
	Floor area	
<p>Type of Building:</p>	Date constructed	
	Front lot line setback	
	Rear lot line setback	
	Side lot line setback	
	Side lot line setback	
	Height of building	
	Dimensions	
	Floor area	
<p>Type of Building:</p>	Date constructed	
	Front lot line setback	
	Rear lot line setback	
	Side lot line setback	
	Side lot line setback	
	Height of building	
	Dimensions	
	Floor area	

Abutting Land Uses <i>Indicate uses of abutting lands in the applicable space below</i>	
Details:	

Access <i>Access to subject lands (Complete appropriate space(s))</i>	
Unopened road allowance	
Open Municipal Road/Street	
County Road	
Provincial Highway	
Other Public Road/Street	
Name of Road/Street	
Existing Right-of-Way	
If there is no access by public road or street, what means of access is proposed?	

Water and Sewage Services <i>Description of services intended for subject lands (Check appropriate space)</i>		
Water	Yes	No
Municipal Water System owned and operated		
Well - Privately owned and operated individual or communal		
Lake or other water body		
Other (specify)		
Sewage	Yes	No
Municipal Sanitary Sewage System owned and operated		
Septic System - Privately owned and operated individual or communal		
Privy		
Other (specify)		

Storm Drainage <i>Indicate the proposed method of storm drainage (Complete appropriate space(s))</i>		
Sewers	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Ditches	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Swales	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other, describe:		

Present Land Use <i>Indicate designation and zoning of subject lands in the applicable space below</i>	
Official Plan Designation	
Zoning By-law Designation	

Status of Other Planning Applications <i>Indicate status of other applications in the applicable space below</i>			
	Yes?	No?	If Yes, please describe and indicate File Number(s)
Is the subject property currently the subject of a Plan of Subdivision application?			
Is the subject property currently the subject of a Consent application?			
Is the subject property currently the subject of a Minor Variance application?			
Is the subject property currently the subject of a Site Plan application?			
Apart from this current application, have you applied for an Official Plan, Zoning By-law amendment, Plan of Subdivision, Consent, Minor Variance or Site Plan for any land that is located within 120 metres of the subject land?			

Purpose of Proposed Zoning By-law Amendment <i>Describe purpose and reasons for Zoning By-law Amendment in the applicable space below</i>	
Describe the nature and extent of the proposed rezoning.	
Why is this rezoning being requested?	

Purpose of Proposed Official Plan Amendment <i>Describe type, purpose and details of Official Plan Amendment in the applicable space below</i>	
Type of Proposed Amendment (Check appropriate box(es))	<input type="checkbox"/> To add a new policy to the Official Plan or change, delete or replace existing Official Plan policy <input type="checkbox"/> To change or replace the existing Official Plan land use designation of the subject lands
Is this a proposal to alter the boundary of a settlement area or to implement a new area of settlement?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, the subject application must be accompanied by supporting material to fulfill the requirements of a comprehensive review, as defined.
Is this a proposal to remove land from an area of employment?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, the subject application must be accompanied by supporting material to fulfill the requirements of a comprehensive review, as defined.
Describe the purpose of the proposed amendment.	
Describe the policy to be added, changed, replaced or deleted.	

Purpose of Proposed Official Plan Amendment - <i>continued</i> <i>Describe type, purpose and details of Official Plan Amendment in the applicable space below</i>	
If applicable, what is the requested land use designation for the subject land?	
What land uses are permitted by the current designation?	
What land uses would be permitted by the proposed amendment?	

Previous Land Use of the Subject Land <i>Provide details of previous land uses in the applicable space below</i>	
What was the previous use of the subject land?	Describe:
Has there been an industrial or commercial use on the subject land or land adjacent to the subject land?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Has the grading of the subject land been changed by adding earth or other material?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Has a gas station been located on the subject land or land adjacent to the subject land?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Has there been petroleum or other fuel stored on the subject land or land adjacent to the subject land?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown

Previous Land Use of the Subject Land – (continued) <i>Provide details of previous land uses in the applicable space below</i>	
Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent sites?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
What information did you use to determine the answers to the above questions?	Details:
If you answered Yes to any of the questions above, a previous use inventory showing all former uses of the subject lands and/or adjacent lands is required. Is the previous use inventory attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Provincial Policy <i>The table below lists the features or development circumstances of interest to the Municipality. Please complete the table below and be advised of the potential requirements in the noted sections.</i>				
Features or Development Circumstances	(a) If a feature, is it on site or within 500 metres OR (b) If a development circumstance, does it apply		If a feature, specify distance (in metres)	Potential Information Needs
	Yes	No		
Class I industry. (Small scale, self-contained plant, no outside storage, low probability of fugitive emissions and daytime operations only)				Assess development for residential and other sensitive uses within 70 metres.

Features or Development Circumstances	(a) If a feature, is it on site or within 500 metres OR (b) If a development circumstance, does it apply		If a feature, specify distance (in metres)	Potential Information Needs
	Yes	No		
Class II industry. (Medium scale processing and manufacturing with outdoor storage, periodic output of emissions, shift operations and daytime truck traffic.)				Assess development for residential and other sensitive uses within 300 metres.
Class III industry within 1000 metres. (Processing and manufacturing with frequent and intense off-site impacts and a high probability of fugitive emissions.)				Assess development for residential and other sensitive uses within 1000 metres.
Landfill site				Address possible leachate, odour, vermin and other impacts.
Sewage treatment plant				Assess the need for a feasibility study for residential and other sensitive uses.
Waste stabilization pond				Assess the need for a feasibility study for residential and other sensitive uses.
Active railway lines				Evaluate impacts within 100 metres.
Controlled access highways or freeways, including designated future ones				Evaluate impacts within 100 metres.

Features or Development Circumstances	(a) If a feature, is it on site or within 500 metres OR (b) If a development circumstance, does it apply		If a feature, specify distance (in metres)	Potential Information Needs
	Yes	No		
Operating mine site				Will development hinder continuation or expansion of operations?
Non-operating mine site within 1000 metres				Have potential impacts been addressed? Has mine been rehabilitated so there will be no adverse effects?
Electric transformer stations				Determine possible impacts within 200 metres.
High voltage electric transmission lines				Consult the appropriate electrical power service.
Transportation and infrastructure corridors				Will the corridor be protected?
Prime agricultural land				Demonstrate the need for use other than agricultural and indicate how impacts are to be mitigated
Agricultural operations				Development to comply with the Minimum Distance Separation Formulae.
Mineral Aggregate resource areas				Will development hinder access to the resource or the establishment of new resource operations?
Mineral Aggregate operations				Will development hinder continuation of extraction?
Existing pits and quarries				Will development hinder continued operation or expansion?

Features or Development Circumstances	(a) If a feature, is it on site or within 500 metres OR (b) If a development circumstance, does it apply		If a feature, specify distance (in metres)	Potential Information Needs
	Yes	No		
Significant wetlands				Demonstrate no negative impacts.
Significant portions of habitat of endangered and threatened species				Demonstrate no negative impacts.
Significant: fish habitat, woodlands, valleylands, areas of natural and scientific interest, wildlife habitat				Demonstrate no negative impacts.
Sensitive groundwater recharge area, headwaters, and aquifers				Demonstrate the groundwater recharge areas, headwaters and aquifers will be protected.
Significant built heritage resources and cultural heritage landscapes				Development should conserve significant built heritage resources and cultural heritage landscapes.
Significant archaeological resources				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				Determine feasibility within the 1:100 erosion limits of ravines, river valleys and streams.

Features or Development Circumstances	(a) If a feature, is it on site or within 500 metres OR (b) If a development circumstance, does it apply		If a feature, specify distance (in metres)	Potential Information Needs
	Yes	No		
Floodplains				Where two-zone floodplain management is in effect, development is not permitted in the floodway. Where a Special Policy Area (SPA) is in effect, development must meet the official plan policies for the SPA.
Contaminated sites				Assess an inventory of previous uses in areas of possible soil contamination.

Consistency with Provincial Policy Statement and Provincial Plans

Identify how the application is consistent with the Provincial Policy Statement. Further identify any applicable Provincial Plans and whether the proposal conforms to or does not conflict with the applicable Plans. Explain below or attach separate pages.

Authorization of Owner for Applicant/Agent to Make the Application	
<i>If the applicant/agent is <u>not</u> the owner of the land that is the subject of this application, the written authorization of the owner that the applicant/agent is authorized to make the application must be included with this form, or the authorization set out below must be completed. If the applicant is a corporation, the application shall be signed by an Officer of the Corporation and the Corporation's seal shall be affixed.</i>	
I,	
am the owner of the land that is the subject of this application for a Zoning By-law / Official Plan Amendment and I authorize:	
Applicant/Agent (Please Print)	
to make this application on my behalf.	
Owner's Signature	x
Date	

Authorization of Owner for Applicant/Agent to Provide Personal Information	
<i>If the applicant is <u>not</u> the owner of the land that is the subject of this application, complete the authorization of the owner concerning personal information set out below.</i>	
I,	
am the owner of the land that is the subject of this application for a Zoning By-law / Official Plan Amendment and for the purposes of the <i>Municipal Freedom of Information and Protection of Privacy Act</i> , I authorize:	
Applicant/Agent (Please Print)	
as my Agent for this application, to provide any of my personal information that will be included in this application or collected during the processing of this application.	
Owner's Signature	x
Date	

Consent of Owner to the Use and Disclosure of Personal Information	
<i>If the applicant is the owner of the land that is the subject of this application, complete the authorization of the owner concerning personal information set out below.</i>	
I,	
am the owner of the land that is the subject of this application for a zoning by-law/official plan amendment and for the purposes of the <i>Municipal Freedom of Information and Protection of Privacy Act</i> , I authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the <i>Planning Act</i> for the purposes of processing this application.	
Owner's Signature	x
Date	

Cost Reimbursement	
<i>It is required that the applicant agree to be responsible for all reasonable costs and expenses as stated below.</i>	
I,	
am the applicant and agree to reimburse the Municipality of Port Hope for all reasonable costs and expenses, as determined by Municipal Council, in excess of the application fee, which may be incurred by the Municipality in the processing of this Zoning By-law/Official Plan Amendment.	
Applicant's Signature	x
Date	

Affidavit							
I,							of the
			of				
in the			of				
<p>Make oath and say (or solemnly declare) that all the above information and statements contained in this application are true and that the information contained in documents that accompany this application are true and I 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 <i>Canada Evidence Act</i>.</p>							
Sworn (or declared) before me at							
the			of				
in the			of				
this			day of			20	
A Commissioner of Oaths, etc.			X _____ Applicant's Signature				
<i>Commissioner Stamp Here</i>							

While every attempt will be made to ensure all submission requirements have been relayed to the applicant, the Municipality of Port Hope does not constitute this application to be a “complete application.” The Council of the Municipality of Port Hope will notify the applicant that the information and material required has been provided, or has not been provided, as the case may be, and in accordance with the Planning Act.

Personal information is being collected on this form under the authority of the *Municipal Act* and the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA). Please note that personal information collected will form part of the public record and is public information subject to the MFIPPA regulations and may be published as part of Council agenda and / or public consultation processes. Questions about the collection of personal information may be directed to the Municipal Clerk at 905.885.4544 or clerk@porthope.ca.