

**Municipality of Trent Lakes**  
**Application for Zoning By-law Amendment**  
(Under Section 34 of the *Planning Act*)

**Requirements for Complete Application:**

It is the responsibility of the property owner or owner's agent to ensure accuracy and completeness of the application and to supply all plans necessary. No application shall be deemed complete by the Planning Technician or Council until all the prescribed information is received.

- Original of the completed application form
- Authorization form (if applicant is not the property owner)
- 1 copy of the site plan/sketch (digitally if possible, see site plan requirements for details)
- 1 copy of the survey plan or Surveyor's Real Property Report (if proposed development is located within 30 m of the high water mark)
- Any other background reports or plans as required during pre-consultation
- (Minor ZBA) \$1750 Application Fee (Major ZBA) \$2,650.00 + &1,750.00 deposit (cash, debit or cheque payable to the Municipality of Trent Lakes)
- \$500 KRCA Review Fee (applicable in KRCA Regulated Area ONLY)

Applications must be completed in **dark blue or black ink only** – do not use pencil. If submitting photocopies of your application, **the original copy must also be filed.**

The following application form sets out the information that must be provided by the applicant, as prescribed in the schedules to Ontario Regulation 545/06 made under the *Planning Act*. It also sets out other information that will assist the Municipality and others in their evaluation of the application. To ensure the most complete review, this information should be submitted at the time of application. As part of the required information, a sketch is required and should be drawn in accordance with the site plan requirements contained herein. In the absence of this information, it may not be possible to do a complete review within the legislated time frame for making a decision. **If the requested information, including the applicable fees and deposit, is not provided, the Municipality will return the application or refuse to further consider the application until the information, sketch, plan and fees have been provided.**

**Note to Applicants:**

Pre-consultation with municipal staff to discuss your proposal is strongly recommended. In some cases, it may be appropriate to obtain professional services to assist you with the completion of your application. In this form the term "subject land" means the land that is the subject of the application for a zoning amendment or permission.

**Application Fee:**

After Pre-consultation, staff will determine if the application is minor or major and the fee shall be paid in accordance with the current Fee's and Charges By-law. The application fee covers all staff time and mailing costs related to the application. The deposit is to cover all related costs for professional services incurred by the Municipality associated with processing the application as well as any fees related to processing an appeal to the Ontario Land Tribunal ("OLT"). If the subject lands are under the jurisdiction of the Kawartha Region Conservation Authority, an additional **\$500** review fee is required (paid by cheque made payable to 'Kawartha Conservation').

**Please make an appointment 48 hours prior to submission in order for a staff member to review your application and/or commission your signature. The Planning Technician is available on Monday through Friday during regular office hours 8:30 a.m. to 4:30 p.m. by telephone (705-738-3800 ext. 234), or by appointment.**

## **Zoning By-law Amendment Application Process:**

Section 34(1) and 34(10.1) of the Planning Act, R.S.O. 1990,c.P.13, as amended, authorizes Council to pass zoning by-laws to regulate the use of land within the municipality (e.g. use, building types, lot sizes, lot line setbacks, building heights, parking requirements, etc.) and approve applications to amend zoning by-laws, respectively. If an applicant wishes to develop a property in a manner that deviates from the current zoning provisions, they must apply for a Zoning By-law Amendment. Before making an application, you should discuss your proposal with municipal planning staff and any other appropriate agencies (e.g. Health Unit, Conservation Authority, etc) to determine if any applicable studies are required.

Once an application for a zoning by-law amendment is received, along with all supporting documents (i.e. site plans/maps, reports or technical studies), and the applicable fee, the application will be reviewed and the Planning Technician will respond within 30 days regarding the completeness of the application. A 'notice of complete application' and 'notice of public meeting' will then be posted on the subject lands by the Planning Technician at least 20 days prior to the scheduled meeting and circulated to all property owners within 120 metres of the subject lands. The notice is also circulated for comment to all applicable agencies and public bodies in accordance with the regulations under the Planning Act.

Once all comments have been received, the Municipality will hold the public meeting and the Planning Technical (or Municipal Planner) will prepare a planning report for Council with all pertinent information about the application, a summary of any correspondence received and a recommendation to approve or refuse the application. Any comments from the attending public will be heard at this time as well. If Council supports the proposed amendment, Council will pass a by-law at the next (or future) meeting of Council. A 'notice of passing' along with a copy of the by-law will be circulated within 15 days to the property owner and any interested party who submitted a written request to be notified. A 20-day appeal period is provided for, once notice of passing has been given. If not appeals are received by the end of the appeal period, the amendment is in full force and effect.

Any person or public body may appeal the decision to the Ontario Land Tribunal ("OLT") in respect of the Zoning By-law Amendment within 20 days of the decision. You must submit the notice of appeal setting out the objection to the Zoning By-law Amendment and the specific grounds for the appeal including how the decision is inconsistent/consistent with the Provincial Policy Statement, or fails to conform with or conflicts with a provincial plan or Official Plan. The notice of appeal must be accompanied by the fee required by the Ontario Land Tribunal (\$1,100.00) payable by certified cheque or money order to the Minister of Finance and a completed Appellant Form (A1) available from the Ontario Land Tribunal ("OLT") website ([olt.gov.on.ca](http://olt.gov.on.ca)). Each appeal **must** be filed with the Clerk of the municipality either personally or by registered mail at the address listed below:

**Clerk**  
Municipality of Trent Lakes  
760 County Road 36  
Trent Lakes, ON K0M 1A0

## Site Plan Requirements:

The application must be accompanied by a site plan/sketch drawn to an appropriate scale showing the following (this is not an exhaustive list, for reference only):

- Boundaries and dimension of the subject lands
- Location, size and type of all existing buildings and structures
- Location, size and type of all proposed buildings and structures
- Setbacks of the buildings and structures from the front, rear and side lot lines
- Setbacks of the buildings and structures from the high water mark (if applicable)
- Approximate location of all natural and artificial features on the subject lands and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application, such as buildings, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks, tile beds, utilities (e.g. overhead hydro lines or buried cables), retaining walls
- Current uses on land that is adjacent to the subject land
- Location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way
- If access to the subject land is by water only, the location of the parking and docking facilities to be used
- The location and nature of any easement affecting the subject land
- All present and proposed entrances and culverts onto the subject lands
- All proposed loading and parking areas or waste disposal areas (commercial/industrial only)
- Location of any agricultural buildings capable of housing animals, if the buildings are located within 500 metres of the subject lands
- North arrow

Measurements on the sketch shall correspond to those identified in the application. Photocopies of your survey, if you have one, should be used. If no survey is available, a detailed, to-scale, hand-drawn sketch is acceptable. **In some cases, it may be appropriate to obtain professional services to determine the accuracy of your property dimensions.**

**Please Note:** As of April 1, 2016, the Municipality of Trent Lakes will be amending the application process for building permits, Minor Variances, and Zoning By-law Amendments by requesting a survey for any construction (not including a sewage system) within the 30 meter water yard setback. This survey is to be prepared by an Ontario Land Surveyor. If the application is to rebuild on the same footprint, the Chief Building Official may allow a Surveyor's Real Property Report in lieu of a survey. If the property is located on any body of water governed by the Trent Severn Waterway, a flood contour line is to be added to the survey.

**Notice of Collection** Personal information contained in this form and schedules collected will be used in the administration of the application and information contained herein may be available to the public in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions regarding this collection and its release under the Act should be directed to the Municipality of Trent Lakes, Attention: Clerk, 760 County Rd 36, Trent Lakes, ON K0M 1A0, telephone 705-738-3800 ext. 240 during business hours.

Pre-consultation completed  
Yes No

Date application received \_\_\_\_\_

If yes, date of pre-consultation \_\_\_\_\_

Date fee received \_\_\_\_\_

Type of Zoning By-law Amendment  
Minor Major

Date application deemed complete \_\_\_\_\_

File No. \_\_\_\_\_

Roll No. \_\_\_\_\_

**APPLICATION FOR AMENDMENT TO MUNICIPALITY OF TRENT LAKES  
COMPREHENSIVE ZONING BY-LAW B2014-070  
(Section 34 of the Planning Act, R.S.O. 1990, c. P.13, as amended)**

Name of Owner:

Name of Applicant/Agent:

\_\_\_\_\_

\_\_\_\_\_

Address:

Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

If known, the name(s) and address(es) of holder(s) of any mortgages, charges or other encumbrance(s) in respect of the subject land: \_\_\_\_\_

**Municipal Address** of subject property \_\_\_\_\_

**Legal Description** of the subject land (ward, concession and lot numbers, registered plan and lot numbers, reference plan and part numbers):

\_\_\_\_\_

\_\_\_\_\_

**Dimensions of Subject Land** (in Metric & Imperial Units):

Frontage: \_\_\_\_\_ Depth: \_\_\_\_\_ Area: \_\_\_\_\_

**Official Plan** – current designation of the subject land: \_\_\_\_\_

**Explain how the application conforms to the Official Plan:**

\_\_\_\_\_

\_\_\_\_\_

**Zoning** – current zoning of the subject land: \_\_\_\_\_

**Rezoning** – Nature and extent of rezoning requested:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Rezoning** – Reason why rezoning requested:

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**Does this application conform to the Provincial Policy Statement?** \_\_\_\_\_

**Does this application conform (or not conflict) with the Growth Plan for the Greater Golden Horseshoe?** \_\_\_\_\_

**Minimum and maximum density requirements:** \_\_\_\_\_ Are they being met? \_\_\_\_\_

**Minimum and maximum height requirements:** \_\_\_\_\_ Are they being met? \_\_\_\_\_

**Does this application propose to implement or alter a boundary of an area of settlement?**

If yes, please explain the details of the Official Plan or Official Plan Amendment that deal with this matter. \_\_\_\_\_

**Does this application propose to remove land from an area of employment?** \_\_\_\_\_

If yes, please explain the details of the Official Plan or Official Plan Amendment that deal with this matter. \_\_\_\_\_

**Is the subject land in an area where zoning conditions may apply?** \_\_\_\_\_

If yes, please explain how the application conforms to the Official Plan policies relating to zoning with conditions. \_\_\_\_\_

**Access** – to the subject land will be by:

_____ Municipal Road – year round	_____ Private Road
_____ County Road	_____ Right-of-way
_____ Provincial Highway	_____ Water
_____ Other public road (specify): _____	

**Water Access** – where access to the subject land is only by water:

Docking facilities (specify) \_\_\_\_\_ Parking facilities (specify) \_\_\_\_\_

Distance from subject land \_\_\_\_\_ Distance from subject land \_\_\_\_\_

Distance from nearest public road \_\_\_\_\_ Distance from nearest public road \_\_\_\_\_

**Existing Uses** of subject land: \_\_\_\_\_

**Length of time** the existing uses of the subject land have continued: \_\_\_\_\_

If known, **the date the subject land was acquired by current owner:** \_\_\_\_\_

**Proposed Uses** of the subject land: \_\_\_\_\_

**Existing Buildings & Structures** – Where there are any buildings on the subject land, provide a sketch and indicate for each (In Metric Units):

**Building 1**

Type:	Date Constructed:
Existing Use:	Date Existing Use Commenced:
Ground Floor Area:	Gross Floor Area:
Water Yard Setback:	Front Lot Line Setback:
Interior Side Lot Line Setback 1:	Interior Side Lot Line Setback 2:
Exterior Side Lot Line Setback:	Rear Lot Line Setback:
Building Height:	Dimensions:
No. of Units:	Gross floor area per unit:
Loading Spaces:	Parking Spaces:

(Commercial and Industrial Uses)

**Building 2**

Type:	Date Constructed:
Existing Use:	Date Existing Use Commenced:
Ground Floor Area:	Gross Floor Area:
Water Yard Setback:	Front Lot Line Setback:
Interior Side Lot Line Setback 1:	Interior Side Lot Line Setback 2:
Exterior Side Lot Line Setback:	Rear Lot Line Setback:
Building Height:	Dimensions:
No. of Units:	Gross floor area per unit:
Loading Spaces:	Parking Spaces:

(Commercial and Industrial Uses)

**Proposed Buildings & Structures** – where any buildings or structures are proposed to be built on the subject land, indicate for each (In Metric Units):

**Building 1**

Type:	Date Constructed:
Existing Use:	Date Existing Use Commenced:
Ground Floor Area:	Gross Floor Area:
Water Yard Setback:	Front Lot Line Setback:
Interior Side Lot Line Setback 1:	Interior Side Lot Line Setback 2:
Exterior Side Lot Line Setback:	Rear Lot Line Setback:
Building Height:	Dimensions:
No. of Units:	Gross floor area per unit:
Loading Spaces:	Parking Spaces:

(Commercial and Industrial Uses)

**Building 2**

Type:	Date Constructed:
Existing Use:	Date Existing Use Commenced:
Ground Floor Area:	Gross Floor Area:
Water Yard Setback:	Front Lot Line Setback:
Interior Side Lot Line Setback 1:	Interior Side Lot Line Setback 2:
Exterior Side Lot Line Setback:	Rear Lot Line Setback:
Building Height:	Dimensions:
No. of Units:	Gross floor area per unit:
Loading Spaces:	Parking Spaces:

(Commercial and Industrial Uses)

**Water** is provided to the subject land by:

- Privately-owned/operated individual well
- Publicly-owned/operated piped water system
- Privately-owned/operated communal well
- Lake or other water body

Other (specify): \_\_\_\_\_

**Sewage Disposal** is provided to the subject land by:

- Privately-owned/operated individual septic system
- Publicly-owned/operated sanitary sewage system
- Privately-owned/operated communal septic system
- Privy

Other (specify): \_\_\_\_\_

**Does the application** permit development on **privately-owned/operated individual or communal septic systems** and more than **4500 Litres** of effluent would be produced per day as a result of the development being completed? \_\_\_\_\_

If yes, the following are required:

- a) A servicing options report                      Date Received: \_\_\_\_\_
- b) A hydrogeological report                      Date Received: \_\_\_\_\_

**Storm Drainage** is provided to the subject land by:

- Sewers                       Ditches                       Swales

Other (specify): \_\_\_\_\_

**Other Applications** – If known, indicate if the subject land has ever been the subject of an application under the Act for:

- Previous minor variance (under section 17)                      File # \_\_\_\_\_ Status: \_\_\_\_\_
- Previous rezoning (under section 34)                      File # \_\_\_\_\_ Status: \_\_\_\_\_
- Approval of a plan of subdivision (under section 51)                      File # \_\_\_\_\_ Status: \_\_\_\_\_
- Consent (ROW/Severance) (under section 53)                      File # \_\_\_\_\_ Status: \_\_\_\_\_
- Minister's Zoning Order                      Ontario Regulation # \_\_\_\_\_

**DECLARATION OF APPLICANT**

I/We, \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_ make oath and say (or solemnly declare) that all the information and statements contained in this application and that the information contained in the documents that accompany 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.

Sworn (or declared) before me at the \_\_\_\_\_ of \_\_\_\_\_, in the \_\_\_\_\_ of \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Commissioner of Oaths

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Applicant

I/We, \_\_\_\_\_, being the registered owner(s) of the land that is the subject of this application for zoning by-law amendment, hereby agree and acknowledge that this application and any supporting material, including studies and drawings, filed with the application is public information, and forms part of the public record. As public information, and for the purposes of the Municipal Freedom of Information and Protection of Privacy Act, I/We hereby authorize and consent to the Municipality disclosing, copying and releasing the application and supporting materials for either its own use in the processing of the application or at the request of any person, agency, public body or third party.

I/we hereby authorize the members of the Municipality of Trent Lakes Council, staff or the agent(s)/representative(s) to enter onto the property subject to this application during normal working daytime hours in order to evaluate the application. This permission does not include entering any buildings or doing any alterations to the property.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Signature of Witness

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### AUTHORIZATION BY OWNER

If the applicant is not the sole owner of the land that is the subject of this application, the written authorization of all owner(s), that the applicant is authorized to make the application, must be included or the authorization set out below must be completed by the owner(s).

I/We, \_\_\_\_\_ am/are the registered owner(s) of the land that is the subject of this application and I/We authorize \_\_\_\_\_ to prepare and submit this application on my/our behalf and to provide any of my/our personal information that will be included in this application or collected during the processing of the application and to act on my/our behalf with respect to this application.

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

*Note: if the Owner is a corporation, the signature of signing officer and corporate seal is required or the wording "I have authority to bind the corporation" is required.*



760 County Road 36 Trent Lakes ON K0M 1A0 Tel: 705-738-3800 Fax: 705-738-3801

## Planning Application Costs Acknowledgement Form

I/We, \_\_\_\_\_, hereinafter called the "Applicant" **do** hereby acknowledge and agree that the payment of the fee that is submitted with the application for \$ 1,750.00, as being an application fee only, and will be used to defray the costs of processing this application, and;

**do** also hereby acknowledge to pay the Corporation of the Municipality of Trent Lakes (hereinafter referred to as the "Corporation") a deposit amount of One Thousand Seven Hundred and Fifty Dollars (**\$1750.00**) to be applied to all related costs for professional services incurred by the Corporation associated with the processing of this application including, but not limited to, professional planning fees, engineering fees, and legal fees. It is also to cover the fees of the Ontario Land Tribunal ("OLT") or the actual expense incurred by the Township in the processing of an appeal to the OLT or the preparation or giving evidence at an OLT hearing on the applicant's behalf. Without limiting the generality of the foregoing, the Applicant covenants and agrees to an immediate security deposit of One Thousand Dollars (\$1000.00). At any time that the balance of the deposit falls below Five Hundred Dollars (\$500.00), and upon request of the Treasurer, sufficient funds to increase the balance of the Deposit to \$1000.00 shall be deposited with the Corporation. In this regard, the Corporation shall produce to the Applicant invoices that have been paid with the request that the amount of these invoices be matched by the Applicant forthwith. Should the Deposit at any time fall below \$0.00 the file shall be held in abeyance by the Corporation and no further action will occur until sufficient funds are deposited by the Applicant to return the Deposit to \$1000.00. Any monies remaining in the Deposit will be released to the Applicant after a formal decision on the application has been made by the Corporation and the 20-day appeal period has expired.

**do** also hereby acknowledge and agree to assume all costs incurred by the Municipality of Trent Lakes associated with any appeal to the Ontario Land Tribunal with respect to this application.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Applicant