

**Instructions**

Each application must be accompanied by the application fee in the form of either cash or a cheque payable to the municipality. **An accurate scaled drawing of the subject land must be submitted.**

If the applicant is not the owner of the subject land, a written statement by the owner which authorizes the applicant to act on behalf of the owner as it relates to the subject application, must accompany the application (See Section 13.0).

Please bear in mind that additional information may be required by the Municipality, County, or local and provincial agencies in order to evaluate the proposed Amendment. The required information may include studies or reports to deal with such matters as impacts on: the environment; transportation network; water supply; sewage disposal; and storm water management.

In addition, the applicant may be required to submit a more detailed site plan in accordance with Section 41, of the Planning Act.

**Completeness of the Application**

The information in this form that **must** be provided by the applicant is indicated by **black arrows (➤)** on the left side of the section numbers. This information is prescribed in the Schedule to Ontario Regulations 198/96 and 199/96 made under the **Planning Act**. The mandatory information must be provided with the appropriate fee and draft plan. If the mandatory information is not provided, the municipality will return the application or refuse to further consider the application. The application form also sets out other information

(e.g. technical information or reports) that will assist the approval authority and others in their planning evaluation of the development proposal. To ensure the quickest and most complete review, this information should be submitted at the time of application. 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. As a result, the application may be refused.

**Approval Process**

Upon receipt of an application, the required fee and other information (as required) Council will determine whether there is sufficient merit in processing the application further (i.e. circulation of notice and the holding of a public meeting as required by the Ontario Planning Act). The applicant is encouraged to attend a public meeting, to present the proposal. The applicant will be provided notice of Council's decision concerning the application. If a notice of appeal is not received within 20 days, the Zoning By-law Amendment is in force.

Local municipal Official Plan Amendments are adopted by the local Council and then forwarded to the County of Perth, which involves circulation to various agencies for their comments. These agencies may require additional information to evaluate the proposal.

**For Help**

To help you complete the application form, please consult your local municipality. You can also call the County of Perth Planning and Development Office at (519) 271-0531 (ext. 230) and ask for the Planner that handles your municipality.

**Please Print and Complete or (✓) Appropriate Box(es)**

**1.0 Application Information**

➤ 1.1 Name of Owner(s) An owner's authorization is required if the applicant is not the owner (See Section 13.0)

Name of Owner(s)	Home Telephone No.	Business Telephone No.
Address	Postal Code	Fax No.

1.2 Agent/Applicant - Name of the person who is to be contacted about the application, if different than the owner. (This may be a person or firm acting on behalf of the owner.)

Name of Contact Person (and Firm)	Home Telephone No.	Business Telephone No.
Address	Postal Code	Fax No.

**➤ 2.0 Location and Size of the Subject Land**

Local Municipality		Former Municipality	
Concession Number(s)	Lot Number(s)	Registered Plan No.	Lot(s)/Block(s)
Reference Plan No.	Part Number(s)	Name of Street/Road	Street No.
Lot Frontage	Average Width	Average Depth	Lot Area

➤ 2.1 Is there a mortgage or charge in respect of the subject land?  Yes  No If yes, give the names and addresses of any mortgages or charges.

➤ 2.2 Are there any easements or restrictive covenants affecting the subject land?  Yes  No If yes, describe the easement or covenant and its effect.

➤ 2.3 When were the subject lands acquired by the current owner?

**➤ 3.0 Proposed and Current Land Use**

➤ 3.1 What is the proposed use of the subject land?

➤ 3.2 What is the current use of the subject land?

➤ 3.3 How is the subject land currently designated in the applicable Official Plan?

Local Official Plan (Wards of Listowel, Milverton, Mitchell)

County Official Plan

➤ 3.4 How is the subject land currently zoned in the applicable Zoning By-law?

► 3.5 Provide the following details for all buildings, both existing or proposed. (Should be shown on the Site Plan submitted with this Application).

	Existing Buildings	Proposed Buildings		Existing Buildings	Proposed Buildings
3.5.1 Front Yard			3.5.5 Height		
3.5.2 Rear Yard			3.5.6 Dimensions		
3.5.3 Side Yard			3.5.7 Gross Floor Area		
3.5.4 Side Yard			3.5.8 Date Constructed		

► **4.0 Official Plan Amendment (proceed to Section 5.0 if an Official Plan Amendment is not proposed)**

- 4.1 Does the Proposed Official Plan Amendment:
- |   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| 4.1.1 Add a Land Use designation to the Official Plan?    | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.1.2 Change a Land Use designation in the Official Plan? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.1.3 Replace a policy in the Official Plan?              | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.1.4 Delete a policy from the Official Plan?             | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.1.5 Add a policy to the Official Plan?                  | <input type="checkbox"/> | <input type="checkbox"/> |

If applicable, please provide the policy section number to be changed, and suggested policy wording on a separate page.

4.2 What is the purpose of the proposed Official Plan Amendment and what are the land uses proposed?

4.3 Explain how this proposal has regard to the principles of the Provincial Policy Statement issued under the Planning Act (attach a separate page if necessary).

► **5.0 Zoning By-law Amendment (proceed to Section 6.0 if a Zoning By-law Amendment is not proposed)**

- 5.1 Does the Proposed Zoning By-law Amendment:
- |   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| 5.1.1 Add a Zone Category to the Zoning By-law?         | <input type="checkbox"/> | <input type="checkbox"/> |
| 5.1.2 Change a Zone Category in the Zoning By-law?      | <input type="checkbox"/> | <input type="checkbox"/> |
| 5.1.3 Replace a zoning provision in the Zoning By-law?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5.1.4 Delete a zoning provision from the Zoning By-law? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5.1.5 Add a zoning provision to the Zoning By-law?      | <input type="checkbox"/> | <input type="checkbox"/> |

If applicable, please provide the provision section number to be changed, and suggested provision wording on a separate page.

5.2 What is the purpose of the proposed Zoning By-law Amendment and what are the land uses proposed?

**6.0 Previous Industrial or Commercial Uses**

6.1 Has there previously been an industrial or commercial use on the subject land or adjacent land? If Yes, specify the uses and dates.  Yes  No

6.2 Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent sites?  Yes  No

6.3 What information did you use to determine the answers to the above questions?

6.4 If Yes, to (6.1), (6.2) or (6.3), a previous use inventory showing all former uses of the subject land, or if appropriate, the adjacent land, is needed. Is the previous use inventory attached?  Yes  No

► **7.0 Status of Other Applications under the Planning Act**

Is the subject land also the subject of an application for an Official Plan Amendment, Consent, approval of a Site Plan, Minor Variance, Zoning By-law Amendment or Zoning Order Amendment?  Yes  No If Yes, indicate the type of application, the file number and the status of the application.



**► 12.0 Affidavit or Sworn Declaration**

I, \_\_\_\_\_ of the \_\_\_\_\_ in the County/Region of \_\_\_\_\_

make oath and say (or solemnly declare) that the information contained in the documents that accompany this application is true.

Sworn (or declared) before me at the \_\_\_\_\_

in the County/Region of \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

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

\_\_\_\_\_  
Applicant

**► 13.0 Authorization of Owner for Agent to Make the Application**

I (we), \_\_\_\_\_ of the \_\_\_\_\_ in the County/Region of \_\_\_\_\_

am the owner of the land that is the subject of this application of a Zoning By-law Amendment (or Official Plan Amendment) and I

(we) hereby authorize \_\_\_\_\_ to act as my (our) agent in the application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner(s)

**14.0 ACKNOWLEDGEMENT**

With the filing of this application, the applicant is aware of, and agrees, that if the decision of the Council of the Municipality of West Perth regarding this application is appealed by a third party (a party other than the applicant), all costs incurred by the Corporation of the Municipality of West Perth for legal counsel and other associated costs to represent the Corporation of the Municipality of West Perth in defending the decision before the Ontario Municipal Board will be solely the responsibility of, and paid for by the applicant.

Dated at the \_\_\_\_\_

in the County/Region of \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Applicant