

INFORMATION SHEET

MUNICIPALITY OF HIGHLANDS EAST - APPLICATION FOR REZONING OR MINOR VARIANCE

1. **Completion of Application**

The attached application form is to be completed in full and submitted to the Clerk or CAO. In all cases, please ensure that you keep a copy for your files.

The application cannot be processed if insufficient or inaccurate information is provided. Complete the application and provide as much information as possible. Detailed information as to the reasons for the application/request, and particulars of any special circumstances which the applicant wishes to bring to the attention of the Committee in support of the application, should be stated. **The applicant is advised to pre-consult with the Clerk or CAO for Official Plan, Zoning and policy information before making a formal application to determine whether the application should proceed as a minor variance or for a rezoning.**

2. **Authorization of Agent**

The application is to be completed by the property owner or his authorized agent. Where the application is being submitted by an agent, the written authorization of the owner is required. Section "D" of the application form is provided for this purpose.

3. **Application Fee and Planning Services Agreement**

Each application shall be accompanied by a cheque, payable to the Municipality of Highlands East, in the amount of **\$1,200.00**, and shall be accompanied by one signed, witnessed and dated copy of the attached "Planning Services Agreement and Acknowledgement".

4. **Plans Required**

Each application shall be accompanied by two (2) copies of a plan showing:

- (a) The boundaries and dimensions of the property.
- (b) The accurate location, size and type of all proposed and existing buildings and structures on the property.
- (c) The distance from side, rear and front lot lines of all existing or proposed buildings.
- (d) The location, width and names of all roads within or abutting the property, indicating whether they are public travelled roads, private roads or rights of way or unopened road allowances. The location and number of parking and loading spaces, ingress, egress and direction of traffic.
- (e) The location of all natural and artificial features on the property (i.e. railways, wells, septic tanks, drainage ditches, watercourses, slopes, swamps, wooded areas), the location of any of these features on adjacent lands which may affect the proposal, and any proposed changes to the land, such as grading, blasting, plating or channelization.
- (f) The use of adjoining lands (i.e. residential, agricultural, commercial, etc.).
- (g) The location and nature of any restrictive covenant or easement affecting the property.

5. **Additional Information – Site Plan/Survey prepared by an Ontario Land Surveyor or Technologist**

All applications shall require a site plan/survey done by an Ontario Land Surveyor or Designer to properly process the application, and will be requested.

6. **Declaration Required**

The contents of this application and any maps/appendices shall be validated by the applicant in the form of a statutory declaration before a Commissioner or other person empowered to take affidavits.

7. **Responsibility of Applicant**

The filing of this application is considered as an undertaking by the applicant to accept all conditions as herein set forth.

8. **Effective Date**

The effective date of this application shall be deemed to be that on which it is received with sufficient information.

9. **Submission**

Mail or deliver the application to:

The Municipality of Highlands East
P.O. Box 295, Wilberforce, Ontario K0L 3C0

APPLICATION

File No. HE-RZ- _____

File No. HE-MV- _____

MUNICIPALITY OF HIGHLANDS EAST APPLICATION FOR REZONING OR MINOR VARIANCE

Rezoning Applications: Planning Act, 1990, R.S.O. c. P. 13 O. Reg. 199/96, Schedule; O. Reg. 428/96

Minor Variance: Planning Act, 1990, R.S.O. c. P. 13, O. Reg. 200/96

The undersigned hereby applies to the Municipality of Highlands East for a Rezoning or Minor Variance from By-law No. 2005-29, as amended, for lands described herein:

SECTION "A" - APPLICANT AND OWNERSHIP INFORMATION

1. Name of Owner(s): _____

Telephone No.: _____ Residence: _____ Office: _____

Address: _____

Postal Code: _____ Email: _____

2. Name of Agent (if any): _____

Telephone No.: _____ Residence: _____ Office _____

Address: _____

Postal Code: _____

Note: Unless otherwise requested, all communications will be sent to the agent, if any.

SECTION "B" - DESCRIPTION OF SUBJECT LAND

3. Legal Description of subject land:

Lot: _____ Concession: _____

Lot/Part _____ Plan _____

Township of _____ Property Roll _____

4. Dimensions of land affected:

(a) Area _____ Frontage _____

(b) 9-1-1 Address _____

Is it a public travelled road? Yes _____ No _____

SECTION "C" - PLANNING INFORMATION

5. Official Plan Designation: _____

6. Zoning By-law Designation: _____

7. Rezoning/Variance Requested: _____

8. Reasons for the Rezoning/Variance _____

8(a) Building Already Constructed: Yes: _____ No: _____

REZONING OR MINOR VARIANCE:

9. Dimensions of all buildings and structures on or proposed for the subject land (Specify ground floor area, gross floor area, number of storeys, width, length, height, etc.):

Existing: _____ Proposed _____

10. Location of all buildings and structures on or posed for the subject land (Specify distance from side, rear and front lot lines):

Existing: _____ Proposed _____

11. Date of Acquisition of the property: _____ Date of Construction of all building: _____

11. (a) Is this application a condition of consent of the Haliburton Land Division Committee:

Yes _____ No _____ File No. _____

**MINOR VARIANCE:
REQUEST TO MODIFY CONDITIONS OR RE-HEAR AN APPLICATION**

12(a) Reason for Request to Modify, Change or Remove a Condition of the Committee of Adjustment (variance only):

12(b) Reasons to Re-hear an Application: _____

Signature of Applicant - or - Authorized Agent

Dated at the _____ of _____, this _____ day of _____, 20____.

SECTION "D" - AUTHORIZED AGENT(S)

SKETCH/REFERENCE PLAN

<input type="checkbox"/> Owner or <input type="checkbox"/> Authorized agent of owner				
a. Applicant				
Applicant is:				
Last name	First name	Corporation or partnership		
Street address			Unit number	Lot/con.
Property Roll Number	Postal code	Province	E-mail	
Telephone number ()	Fax ()	Cell number ()		

Attach Sketch/Reference Plan showing location of building(s), septic system on lot, driveway(s), hydro lines, distances to property lines showing front, side and rear yard measurements

Date

Signature of applicant

The following acknowledgement must be signed by the registered owner(s), witnessed and dated:

SECTION "F" – PLANNING SERVICES AGREEMENT AND ACKNOWLEDGEMENT

The filing of this application is considered as an undertaking by the registered owner(s) to accept all terms and conditions as set forth herein:

APPLICANT'S RESPONSIBILITY:

(Applicant place his/her initials beside section 2, 3, 4 & 5)

1. The Applicant agrees to provide the Municipality with the following:
 - (a) Any information in the Applicant's possession concerning all planning matters with respect to this application.
 - (b) All surveys, drawings, sketches or plans as required to process this application.
 - (c) The required application fee as follows:

Deposit	\$2,000.00	- Official Plan Amendment (\$350.00 non-refundable)
Deposit	\$1,200.00	- Zoning By-law Amendment (\$350.00 non-refundable)
Deposit	\$1,200.00	- Minor Variance (\$750.00 retained for administration and committee fees, balance for Planning Consultant's fee) plus - Building Already Constructed (\$200.00 non-refundable)
	\$ 175.00	- Minor Variance – Modify a Condition of the Committee of Adjustment
	\$ 550.00	- Minor Variance – To Rehear an Application
Deposit	\$ 300.00	- Site Plan on Residential Lot
Deposit	\$1,000.00	- Site Plan – other (\$350.00 non-refundable)
Deposit	\$2,000.00	- Subdivision Agreement (\$350.00 non-fundable)
2. The Applicant understands and agrees that where the services of the Municipal Planner and or Municipal Solicitor are required to process this application, the Applicant shall reimburse the Municipality for all such costs immediately upon receipt of the invoice. **Applicant's initial _____**
3. **Additional Information – Site Plan/Survey done by an Ontario Land Surveyor or Designer**
All applications shall require a site plan/survey done by an Ontario Land Surveyor or Designer to properly process the application, and will be requested. **Applicant's Initial _____**

ALL APPLICATIONS FOR MINOR VARIANCES WILL BE FORWARDED TO A PLANNING CONSULTANT FOR COMMENTS. APPLICATIONS FOR MINOR VARIANCE MAY REQUIRE SITE PLAN AGREEMENT, REGISTERED ON TITLE AT THE APPLICANT'S COST. **Applicant's Initial _____**

ALL APPLICATIONS FOR REZONING MAY REQUIRE SITE PLAN AGREEMENT, REGISTERED ON TITLE AT THE APPLICANT'S COST. **Applicant's Initial _____**

4. The Applicant understands and agrees that where the Municipality is required to engage the services of any other professional, including but not limited to, a surveyor, a hydrologist, a limnologist, etc. to process this application, the Applicant shall reimburse the Municipality for all such costs immediately upon receipt of an invoice. **Applicant's initial _____**
5. If an Ontario Municipal Board Hearing is required, a deposit of One Thousand Dollars (\$1,000.00) is required upon submission of the request for referral to the Ontario Municipal Board. This amount shall be applied towards any costs incurred by the Municipality during the preparation for this Hearing and during the presentation of the Municipality's case at the Hearing. The Applicant acknowledges that this may include, but may not be limited to:
 - all fees and disbursements paid to the Municipal Solicitor and the Municipal Planner;
 - all fees and disbursements paid to any expert witness; and
 - all disbursements incurred by the Municipality.**Applicant's initial _____**

MUNICIPALITY'S RESPONSIBILITY:

6. The Municipality agrees to process the application in accordance with the provision of the Planning Act, R.S.O. 1990,c.P.13, as amended.

SITE VISITS:

6. The Applicant acknowledges that Municipal staff, Councillors or Committee members may be required to visit the property which is the subject of this application in order to process this application. The Applicant consents to such site visits as may be required.
7. The Applicant acknowledges that the processing of this application may require the taking of pictures, either still or video, of the subject property. The Applicant consents to such pictures as may be required.

INTERIM BILLING:

8. Where the Municipality finds it necessary to make extensive use of professional assistance in the processing of this application, the Municipality may submit to the Applicant, and the Applicant agrees to pay promptly, interim accounts from time to time in respect of all reasonable expenses incurred by the Municipality, payment for which have been made by the Municipality or invoices for which have been received by the Municipality.

WITNESSED BY:

Per: _____
Owner's Signature

Per: _____
Owner's Signature

DATE: _____ **20** _____