



Application to Amend the Official Plan

Application to Amend the Zoning By-law

PLEASE READ BEFORE COMLETING THIS APPLICATION

This application reflects the mandatory information that is prescribed in the schedules to Ontario Regulations 543/06 and 545/06 made under the Planning Act, R. S. O. 1990 as amended. In addition to this form, the Applicant will be required to submit the appropriate fee, site plan as detailed herein, and any additional information or studies that may be necessary to assess the proposal.

Failure to submit all of the required information may prevent or delay the consideration of this Application. If more space is required please use additional sheets. Two copies of the completed Application accompanied by the fee must be filed with the Administrator/Clerk/Treasurer or designate with the Corporation of the Town of Mattawa.

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

1. APPLICANT INFORMATION			
1.1	Name of Owner(s). An owner's authorization is required in Section 10, if the applicant is not the owner.		E-mail Address
	Name of Owner(s)	Home Telephone No.	BusinessTelephone No.
	Address	Postal Code	Fax No.
1.2	Agent/Applicant: Name of the person who is to be contacted about the applicant, if different than owner. (This may be a person or firm acting on behalf of the owner.)		E-mail Address
	Name of Contact Person/Agent	Home Telephone No.	Business Telephone No.
	Address	Postal Code	Fax No.
1.3	Communications to be between the Municipality and Owner _____ Applicant/Agent _____, all _____.		
2. LOCATION OF THE SUBJECT LAND (Complete applicable boxes in 2.1)			
2.1	Municipal Address		
	Concession Number(s)	Lot Number(s)	Registered Plan No. Lot(s)
	Reference Plan No.	Part Number(s)	Parcel Number

2.2	Are there any easements or restrictive covenants affecting the subject land? <input type="checkbox"/> No <input type="checkbox"/> Yes <i>If Yes, describe the easement or covenant and its effect.</i>				
3.	NAMES AND ADDRESSES OF ANY MORTGAGES, CHARGES OR OTHER ENCUMBRANCES IN RESPECT OF THE SUBJECT LANDS:				
4.	DESCRIPTION OF SUBJECT LAND(S) (Complete each subsection)				
4.1	Description: (m)	Frontage			
		Depth (m)			
		Area (ha)			
4.2	Use of Property: Use(s)	Existing			
	Use (s)	Proposed			
5.	LAND USE				
5.1	What is the existing Official Plan designation and the land uses that the designation authorizes?				
5.2	What is the existing Zoning?				
5.3	What is the proposed Zoning?				
5.4	Complete the following chart for all EXISTING buildings or structures on the subject land(s)				
		BUILDING #1	BUILDING #2	BUILDING #3	BUILDING #4
a)	Type				
b)	Height				
c)	Dimensions				
d)	Ground Floor Area				
e)	Date Constructed				
6.	HISTORY OF THE SUBJECT LAND				
6.1	Has the subject land ever been the subject of an application for approval of a previous official plan or zoning amendment? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Unknown <i>(if Yes and if known, provide the details and decision of the previous application.)</i>				

6.2	If this application is a re-submission of a previous application, describe how it has been changed from the original application.				
6.3	Provide the date that the current owner acquired the subject land.				
6.4	Provide the length of time that the existing uses of the subject lands have continued (<i>Proof may be required</i>).				
7.	CURRENT APPLICATION				
7.1	Describe why this amendment is being requested:				
7.2	Is the subject land the subject of any other planning approval application at this time? <input type="checkbox"/> Yes <input type="checkbox"/> No (<i>If yes, indicate the type and file number</i>)				
7.3	Complete the following chart for all PROPOSED buildings or structures on the subject land(s).				
		BUILDING #1	BUILDING #2	BUILDING #3	BUILDING #4
a)	Type				
b)	Height				
c)	Dimensions				
d)	Ground Floor Area				
e)	Proposed Constructed Date				
8.	THE APPLICATION SHALL BE ACCOMPANIED BY A SKETCH SHOWING THE FOLLOWING:				
i)	The boundaries and dimensions of the subject land;				
ii)	All sketches must be dimensional and to scale in every respect;				
iii)	All existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines;				
iv)	The appropriate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, watercourses, draining ditches and wooded areas;				
v)	The current uses on land that is adjacent to the subject land;				
vi)	The 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;				
vii)	If access to the subject land is by water only, the location of the parking and docking facilities to be used;				
viii)	The location and nature of any easement affecting the subject land.				
9.	OFFICIAL PLAN AMENDMENT				
9.1	Does this application involve an amendment to the Official Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes, Complete Section 9, if No skip to Section 10</i>				

9.2	What is the purpose of the proposed Official Plan amendment?

9.3	Does the proposed Official Plan Amendment
	i) change policy? <input type="checkbox"/> Yes <input type="checkbox"/> No
	ii) replace policy? <input type="checkbox"/> Yes <input type="checkbox"/> No
	iii) delete policy? <input type="checkbox"/> Yes <input type="checkbox"/> No
	iv) adds policy? <input type="checkbox"/> Yes <input type="checkbox"/> No
	List all policy sections to be amended:

9.4	Does the proposed Official Plan Amendment change a land use designation within the Official Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No
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9.5	What is the proposed Official Plan designation?

10. DECLARATION

NOTE: ALL APPLICANTS SHALL ENSURE THAT A 'COMPLETED APPLICATION' UNDER THE PLANNING ACT HAS BEEN MADE BEFORE COMPLETING THE DECLARATION

I, _____ of the _____ of _____ in the District 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 _____ of _____

in the District of _____

this _____ day of _____, _____.

Signature

Commissioner of Oaths

Applicant or Agent

11.	AUTHORIZATION
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If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form or the authorization set out below must be completed.

AUTHORIZATION OF OWNER FOR AGENT TO MAKE THE APPLICATION

I, _____, am the owner of the land that is the subject of this application and I authorize _____ to make this application on my behalf.

_____ _____

Date *Signature of Owner*

If the applicant is not the owner of the land that is the subject of this application, complete the authorization of the owner concerning personal information set out below.

AUTHORIZATION OF OWNER FOR AGENT TO MAKE THE APPLICATION

I, _____, am the owner of the land that is the subject of this application and for the purposes of the Freedom of Information and Protection of Privacy Act, I authorize _____ 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 the application.

_____ _____

Date *Signature of Owner*

12.	APPLICANT'S CHECKLIST	YES
	2 copies of the completed application	<input type="checkbox"/>
	2 copies of the required sketch	<input type="checkbox"/>
	2 copies of any required technical or justification study	<input type="checkbox"/>
	The required fee (Official Plan Amendment \$750.00 incl. HST) (Zoning By-law Amendment \$500.00 incl. HST)	<input type="checkbox"/>