

## BACKGROUND INFORMATION

This is a zoning by-law amendment (ZBA) application under Section 34 of the *Planning Act* R.S.O. 1990, as amended. Prior to the Municipality processing the application, it is required that a copy of the attached application form be **COMPLETED** including the required formal consultation request form, an accurate sketch of your proposal per Section 27 of this application (refer to page 8) and the processing fees of:

**Pre-consultation fee:** \$1,200.00

**Zoning By-law Amendment application fee:** \$2,650.00 (minus \$1,200.00 pre-consultation fee when paid)

**Application for H removal:** \$500.00

## PLEASE NOTE

- The application must be completed in metric units.
- The receipt of inaccurate or incomplete information may cause delays in the processing of this application.
- Additional information and/or reports may be required by Council prior to a decision being issued. The Municipality reserves the right to determine what information is necessary in order to properly process an application.
- Any external consultants' or agency costs that the municipality may incur as a result of the review of this application will be the responsibility of the applicant as noted on this application. This includes potential Conservational Authority review fees.

**THE MUNICIPALITY IS NOT RESPONSIBLE FOR ANY THIRD PARTY CHARGES RELATED TO THIS APPLICATION**

## SUBMISSION REQUIREMENTS

An applicant must have **COMPLETED** a pre-consultation **PRIOR** to submitting an application.

Submit (1) digital copy **OR** (1) hardcopy of the completed application form, the required formal consultation request form, supporting documents as determined in the pre-consultation meeting, and fee(s) by mail, email, or in person to:

Municipality of Strathroy-Caradoc – Building and Planning Department  
52 Frank Street  
Strathroy ON, N7G 2R4  
Tel: (519) 245-1105  
Fax: (519) 245-6353  
Email: [planning@strathroy-caradoc.ca](mailto:planning@strathroy-caradoc.ca)

## ZONING BY-LAW AMENDMENT APPLICATION PROCESS

### STEP 1

**Schedule a required pre-consultation discussion(s) with the Planner.** The pre-consultation discussion(s) will review the purpose of the application, identify application requirements, and review the application material for completeness. More than 1 pre-consultation meeting may be required.

### STEP 2

**Submit a complete application, any required documents, and the applicable fees to the Municipality.** The application is to be signed and commissioned either at the municipal office with a commissioner of oaths, a notary public, lawyer or paralegal.

### STEP 3

**Submission of a complete application 'starts the clock' on the application.** A notice of complete application is issued.

### STEP 4

**A Notice of Application will be provided** within 15 days after the application is deemed complete.

### STEP 5

**A Notice of a Public Meeting is posted on the property and circulated** to the applicants, landowners within a minimum distance of 120 metres, and any relevant agencies at least 20 days before the meeting. The notice provides details about the upcoming public meeting. An Open House may be requested.

### STEP 6

**Staff collect public and agency comments and prepare a planning report** that includes background information, policy context and a summary of public and agency comments.

### STEP 7

**The application is presented during a public meeting** of Council for Council's consideration as well as public consultation. Council's decision to approve, deny or defer the application may take place during the public or future Council meeting.

### STEP 8

**A Notice of Passing is provided** to the applicants, agencies, and by request within 15 days of a Council Approval.

### STEP 9

**A 20-day appeal period begins on the date of the notice of passing.** Any appeals will be heard by the Ontario Land Tribunal for a final decision.

### STEP 10

Once the application has been approved and is final, **an application for a building permit or site plan can be submitted.**

## APPEAL TO THE ONTARIO LAND TRIBUNAL

An appeal to the Ontario Land Tribunal (OLT) may be submitted if you submitted oral or written comments to the Municipality before a decision of Council or at the statutory public meeting.

In the case of a non-decision, prior participation is not required in order to be able to appeal. You must submit a "Notice of Appeal" to the Municipality within 20 days of the date of the "Notice of Decision" being issued by the Municipal Clerk. The notice of appeal MUST set out the reasons for the objection to the decision and include the prescribed fee.

**Appeal forms are available from the OLT website:** <http://www.olt.gov.on.ca>

### MFIPPA Notice of Collection & Disclosure

Collection of information on this form is authorized under *Section 34 of the Planning Act* AND *O.Reg. 545/06* for the purpose of processing your planning application.

Pursuant to *Section 1.0.1 of the Planning Act*, and in accordance with *Section 32 (e) of the Municipal Freedom of Information and Protection of Privacy Act*, it is the policy of the Municipality of Strathroy-Caradoc to make all planning applications and supporting material available to the public.

**For further information, visit our website at [www.strathroy-caradoc.ca](http://www.strathroy-caradoc.ca)**

**Questions pertaining to the application(s) prior to submission, contact:**

Eva Baker, Development Services Coordinator

Email: [ebaker@strathroy-caradoc.ca](mailto:ebaker@strathroy-caradoc.ca)

Tel: (519) 245-1105 ext. 234

Tim Williams, Senior Planner

Email: [twilliams@middlesex.ca](mailto:twilliams@middlesex.ca)

Tel: (519) 930-1007





FOR OFFICE USE ONLY	
File Number:	
Date Received:	
Pre-Consultation Date:	
Planner:	

## Zoning By-law Amendment Application PURSUANT TO SECTION 34 OF THE PLANNING ACT

<b>Date of Application:</b>	
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- Section 36 'H' Removal     
  Section 39 Temporary Use

### 1. Applicant information

#### 1a. Registered owner(s) of the subject land

Name:			
Address:			
Town:		Postal Code:	
Phone:		Cell:	
Fax:		Email:	

#### 1b. Agent (authorized by the owner to file the application) (if applicable)

Name:			
Address:			
Town:		Postal Code:	
Phone:		Cell:	
Fax:		Email:	

### 2. Description of Subject Land

Geographic Township:		Concession(s):	
Street Address:		Lot(s):	
Registered Plan:		Part(s):	
Reference Plan:		Municipal Roll Number:	

**3. If known, please indicate the names and addresses of the holders of any mortgages, charges or other encumbrances in respect of the subject land. Provide a separate sheet where needed:**

Name:			
Address:			
Town:		Postal Code:	
Phone:		Cell:	
Fax:		Email:	

**4a. Current Official Plan land use designation:**

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**4b. Please explain how this application conforms to the Official Plan:**

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**5a. Current Zoning:**

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**5b. Please explain the nature and extent of the rezoning:**

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**5c. Please provide an explanation for the requested rezoning:**

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<b>6. Dimensions of Subject Land (in metric units)</b>					
Frontage:		Depth:		Area:	
<b>7. Access to Subject Land</b> (please provide information for only those that apply to this property)					
Provincial Highway:		County Road:			
Municipal Road:		Other Public Road:			
Right of Way:		Water:			

**8. Describe all existing uses of the subject land:**

  
  
  
  

**9. Please indicate whether there are any existing buildings or structures on the subject land:**

<input type="checkbox"/>	YES*	<input type="checkbox"/>	NO
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\*If **YES**, please complete the following table indicating the types of building and structures, including date of construction, that currently exist on the lot and the specified measurements **(in metric units)**:

Type of Building/ Structure	Date of Construction	Distance from front lot line	Distance from rear lot line	Distance from side lot lines	Height	Ground Floor Area

**10. Describe all proposed uses of the subject land:**

**11. Please indicate whether any buildings or structures are proposed to be built on the subject land:**

<input type="checkbox"/>	YES*	<input type="checkbox"/>	NO
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\*If **YES**, please indicate the type of buildings or structures proposed on the subject land and the specified measurements (in metric units):

Type of Building/ Structure	Date of Construction	Distance from front lot line	Distance from rear lot line	Distance from side lot lines	Height	Ground Floor Area

**12. Please indicate the date when the subject land was acquired by the current owner:**

Day	Month	Year

**13. Please indicate the length of time that the existing uses of the subject land have continued:**

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**14. Water Supply: How is water to be supplied?**

<input type="checkbox"/>	Publicly owned and operated piped water system	<input type="checkbox"/>	Lake or other water body
<input type="checkbox"/>	Privately owned well or communal well	<input type="checkbox"/>	Other (please specify):

**15. Sewage Disposal: How is sewage to be disposed of?**

<input type="checkbox"/>	Publicly owned and operated sanitary sewage system	<input type="checkbox"/>	Privy
<input type="checkbox"/>	Privately owned individual or communal septic system	<input type="checkbox"/>	Other (please specify):

**16. Please indicate if the application would permit development on privately owned and operated individual or communal septic systems, and more than 4,500 litres of effluent produced per day as a result of the development being completed:**

<input type="checkbox"/>	YES*	<input type="checkbox"/>	NO
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\*If **YES**, have the following reports been submitted as part of the requested amendment?

<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Servicing options report
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Hydrological report

<b>17. Storm Drainage: How is storm drainage to be provided?</b>			
<input type="checkbox"/>	Storm sewers	<input type="checkbox"/>	Swales
<input type="checkbox"/>	Municipal drainage ditches	<input type="checkbox"/>	Other (please specify):

<b>18. Indicate the minimum and maximum density and height requirements if applicable:</b>	
	<b>Minimum</b>
<b>Height</b>	
<b>Density</b>	

<b>19. Is this an application to implement an alteration to the boundary of an area of settlement or to implement a new area of settlement?</b>	<input type="checkbox"/>	YES*	<input type="checkbox"/>	NO
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\*If **YES**, provide the current Official Plan policies, if any, dealing with the alteration or establishment of an area of settlement: *(please use a separate sheet)*

<b>20. Does this application remove land from an area of employment?</b>	<input type="checkbox"/>	YES*	<input type="checkbox"/>	NO
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\*If **YES**, provide the current Official Plan policies, if any, dealing with the removal of land from an area of employment: *(please use a separate sheet)*

<b>21. Are the subject lands within an area where zoning with conditions apply?</b>	<input type="checkbox"/>	YES*	<input type="checkbox"/>	NO
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\*If **YES**, provide an explanation of how the proposed amendment complies with the Official Plan policy relating to the zoning with conditions: *(please use a separate sheet)*

<b>22. If known, has the subject land ever been the subject of:</b>							
<b>An application for an amendment to the Official Plan under the <i>Planning Act</i>?</b>				<input type="checkbox"/>	YES*	<input type="checkbox"/>	NO
*If yes, provide the following:	File No.		Status:				
<b>An application for amendment to the Zoning By-law under the <i>Planning Act</i>?</b>				<input type="checkbox"/>	YES*	<input type="checkbox"/>	NO
*If yes, provide the following:	File No.		Status:				
<b>A Minister's zoning order under the <i>Planning Act</i>?</b>				<input type="checkbox"/>	YES*	<input type="checkbox"/>	NO
*If yes, provide the following:	File No.		Status:				
<b>An application for approval of a Plan of Subdivision under the <i>Planning Act</i>?</b>				<input type="checkbox"/>	YES*	<input type="checkbox"/>	NO
*If yes, provide the following:	File No.		Status:				
<b>An application for Consent under the <i>Planning Act</i>?</b>				<input type="checkbox"/>	YES*	<input type="checkbox"/>	NO
*If yes, provide the following:	File No.		Status:				



<b>An application for Minor Variance under the <i>Planning Act</i>?</b>				<input type="checkbox"/>	YES*	<input type="checkbox"/>	NO
*If yes, provide the following:	File No.		Status:				
<b>An application for Site Plan Approval under the <i>Planning Act</i>?</b>				<input type="checkbox"/>	YES*	<input type="checkbox"/>	NO
*If yes, provide the following:	File No.		Status:				
<b>23. Please indicate how the application is consistent with the Provincial Policy Statement (a copy of the Provincial Policy Statement is available at <a href="https://www.ontario.ca/page/provincial-policy-statement-2020">https://www.ontario.ca/page/provincial-policy-statement-2020</a> ):</b>							
<b>24. Is the subject land within an area of land designated under any provincial plan(s)?</b>				<input type="checkbox"/>	YES*	<input type="checkbox"/>	NO
*If yes, explain how the requested amendment conforms or does not conflict with the provincial plan(s):							
<b>25. Have any supporting studies, reports or documentation been submitted with this application?</b>				<input type="checkbox"/>	YES*	<input type="checkbox"/>	NO
*If yes, please list the titles:							

**26. Please provide a proposed strategy for consulting with the public with respect to the application:**

As per the requirements of the Planning Act only?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Additional consultation beyond requirements of the Planning Act?	<input type="checkbox"/>	YES*	<input type="checkbox"/>	NO

\*If you plan to consult beyond the requirements of the Planning Act, please detail:

**27. This application must be accompanied by a sketch showing the following information. Failure to supply this information will result in a delay in processing of the application. Please complete the checklist below to ensure you have included all the required information:**

<input type="checkbox"/>	The boundaries and dimensions of the subject land.
<input type="checkbox"/>	The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings, height of buildings and structures from the front yard lot line, rear yard lot line and the side yard lot lines.
<input type="checkbox"/>	The approximate 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 (for example buildings, railways, roads, watercourses, drainage ditches, rivers or stream banks, wetlands, wooded areas, wells and septic tanks).
<input type="checkbox"/>	The current uses on land that is adjacent to the subject land.
<input type="checkbox"/>	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.
<input type="checkbox"/>	If access to the subject land will be by water only, the location of the parking and docking facilities to be used.
<input type="checkbox"/>	The location and nature of any easements affecting the subject land.

# PROCEDURAL REQUIREMENTS FOR THE POSTING OF NOTICE SIGNS FOR PLANNING APPLICATIONS

## LEGISLATIVE REQUIREMENTS

Provincial regulations established under the *Planning Act* set out how an approval authority is to notify the public of a planning application e.g. a severance, rezoning, subdivision or minor variance. The Municipality of Strathroy-Caradoc, these regulations are generally satisfied through direct mailing to surrounding property owners and the posting of a sign on the subject property.

## RESPONSIBILITIES OF THE APPLICANT/AGENT

The required notice signs will be prepared by municipal staff and made available at the Strathroy-Caradoc municipal office. Once the public meeting date(s) has/have been set for the application(s) and signs prepared, the applicant/agent will be contacted by municipal staff. The applicant will also be informed of the date by which the sign(s) must be erected in order to comply with the Planning Act regulations.

### It will then be the responsibility of the applicant to:

1. Obtain and erect the required sign(s) by the date and in the manner prescribed.
2. Ensure that all signs are properly maintained from the prescribed date until the day after the last public meeting date indicated on the sign.
3. Remove the sign(s) and return them to the Planning Department within 1 week of the meeting date.

If the sign(s) is/are not posted as set out in the regulations, any decision made by Committee or Council on this application could be declared null and void should it be challenged because of lack of proper notice.

**Should it be determined that the sign(s) was/were not posted properly, the Committee or Council will defer the application and additional fees will be required to cover the costs of issuing an additional notice for any new hearing/meeting date(s).**

## LOCATION OF SIGNS

The notice sign(s) shall be placed in accordance with the following:

1. A minimum of one sign shall be placed on each property which is the subject of the application.
2. A minimum of one sign shall be located at or near the centre of each property line with frontage on a public road, or where the main driveway meets each public road.
3. Each sign shall be placed parallel to the public road upon which it fronts.
4. Each sign shall be clearly visible and legible from the travelled portion of the public road upon which it fronts.
5. Where posting on the property is impractical, the sign(s) shall be placed at a nearby location approved by the Municipality.

**Please contact the Building and Planning Department if you have any questions or need additional or replacement signs.**

I, the undersigned do hereby agree to my responsibilities as outlined in this document.

Signature of Applicant/Agent	Date

# STATUTORY DECLARATION

I, \_\_\_\_\_ of the \_\_\_\_\_  
(Name) (Name of City, Town, Township, Municipality, etc.)

in the \_\_\_\_\_  
(Name of County, Region or District)

## SOLEMNLY DECLARE THAT

The information provided in this application is true.

**AND** I make this solemn Declaration conscientiously believing it to be true, and knowing that is of the same force and effect as if made under oath.

Declared before me at the \_\_\_\_\_ in the \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

A Commissioner of Oaths

Applicant or Authorized Agent\*

**\*If applicable, please complete the authorization for an agent to act on behalf of the owner of the subject land.**

<b>Permission to Enter</b>	
The undersigned, being the registered owner(s) of the subject land, hereby authorize the Members of the Municipality of Strathroy-Caradoc Council and Municipality of Strathroy-Caradoc staff members, to enter upon the above noted property for the purpose of conducting a site inspection with respect to the attached application for Zoning By-law Amendment.	
Signature of owner or person having authority to bind the owner	Date

<b>MUNICIPAL COSTS</b>	
Please be advised that the Municipality may incur expenses associated with obtaining outside legal/ engineering/ planning review/ assistance from its consultants, relating to your application. Any expenses that the Municipality incurs in this regard will be forwarded to you, the owner, for payment.	
I, _____, (the owner) acknowledge that I will pay all legal/ engineering/ planning expenses the Municipality incurs as outlined above.	
Signature	Date

<b>AGENT AUTHORIZATION</b>	
I, _____, being the owner of the property described in Section 1 (Name)	
of this application for Zoning By-law Amendment, hereby authorize _____ (Agent)	
to act as my agent in matters related to this application for Zoning By-law Amendment.	
Dated this _____ day of _____ 20 _____	
_____ Owner	