

## ZONING BY-LAW AMENDMENT APPLICANT'S GUIDE

### **PLEASE READ THESE GUIDELINES BEFORE COMPLETING THIS APPLICATION.**

These notes are provided to assist applicants, and should not be regarded as complete or exhaustive. Reference should be made to the *Planning Act*, to the Official Plan of the Desbarats to Echo Bay Planning Area, and to the Zoning By-Law of The Township of Tarbutt. Please direct all enquiries to:

Carol O. Trainor, CAO / Clerk / Deputy Treasurer  
The Township of Tarbutt  
Telephone: 705-782-6776 E-mail: [clerk@tarbutt.ca](mailto:clerk@tarbutt.ca)

1. Complete and submit SEVEN COPIES of this application to the Clerk, signed by the applicant(s) and/or owner(s) of the subject lands.
  2. The following items must be attached to your application:
    - (a) A cheque for \$2,000.00 made payable to The Township of Tarbutt  
NOTE: The application requires your agreement to reimburse the Township for all reasonable expenses, fees or charges which may be incurred while processing the application.
    - (b) Seven (7) copies of a detailed sketch of the building and property, or a plan of survey.
    - (c) Seven (7) copies of supporting information as listed in Item #7 on the application.
  3. Upon receipt of an application, the Clerk will review the application and prepare a report for Council outlining any concerns or conditions to be considered. The applicant's reasons for requesting the amendment (Item #6) should be stated in detail.
  4. Once Council has received the application, a public meeting date will be set, and Notice will be sent to all property owners within 120 metres (400 feet) of the limits of the subject lands advising of the proposed amendment.
  5. It is in the applicant's best interest to submit a complete application with all supporting documentation to expedite processing. If, in the opinion of the Council or Planning Board, the application is not complete, circulation of the application and any hearing date will be delayed until a complete application is submitted.
- NOTE: Not all applications require the supporting information requested by Item #7 (b) on the application, however most applications will be considered incomplete without the information requested in Item #7 (b).
6. Any application filed less than one week before the next regular meeting of Council will be deferred to a subsequent regular meeting.
  7. The general procedure outlined below shall be followed for the review of applications for Official Plan amendments, Zoning By-law amendments or Draft Plans of Subdivisions:

Please see reverse side for Procedures

GENERAL PROCEDURES FOR A ZONING AMENDMENT

- 1) The Clerk, or designate, shall be responsible for all initial contacts between the municipality and an applicant/owner or agent.
- 2) The Clerk or designate shall meet with the applicant to discuss the application.
- 3) Council shall consider the complete application and make a decision to:
  - Reject
  - Defer to a later date
  - Refer to specific agency(ies) or persons
  - Approve in principle subject to technical review
  - Other
- 4) In the event that Council agrees with the request, in principle, and the applicant wishes to proceed, the Owner shall enter into an agreement with the municipality to guarantee payment of fees and expenses resulting from the review of the application and preparation of any documents directly related to the application.
- 5) Copies of the application and supporting documents will be provided to various agencies and Ministries in accordance with O. Reg 545/06, Public Notice requirements for Zoning By-laws. Same agencies will be provided with a Notice of Decision upon completion of the appeal period.
- 6) Upon the signing of the agreement, Council shall employ the services of its Solicitor, Road Superintendent, Building Inspector, Clerk, Algoma Public Health Environmental Services Department, or one or more of them, to review the application, advise Council and prepare any necessary documents.
- 7) Council shall proceed with the application only when the findings of the review are available.
- 8) Following the Public Meeting and a decision by Council to approve or not to approve the request, a 20 day appeal period will be implemented during which any person, including the owner or applicant, may appeal the decision of Council to the Ontario Land Tribunal.

I, \_\_\_\_\_ being the owner/applicant of the subject lands, agree and acknowledge that I have read and understand the terms and conditions of this application, and the process set out therein. I agree that the information contained on these forms will become public information for the purposes of processing this application.

\_\_\_\_\_  
Signature of Owner or Agent

\_\_\_\_\_  
Date

THE TOWNSHIP OF TARBUTT

APPLICATION TO AMEND THE ZONING BY-LAW

This application is submitted to request a property specific change to the use of a parcel of land within The Township of Tarbutt, or for a change to the zone standards. I/WE certify that, to the best of my/our knowledge and belief, the particulars given in the following application and accompanying plans are correct. In accordance with the provisions of The *Planning Act*, I/We apply for the change of zoning described in this Application. In addition to the fee payable upon the filing of this Application, I/WE hereby undertake and agree to reimburse The Township of Tarbutt for all reasonable expenses, fees or charges incurred in the processing of this Application.

1. APPLICANT:

\_\_\_\_\_  
Name Phone No.

\_\_\_\_\_  
Mailing Address Postal Code

Registered Owner's Authorization:  
I/WE, the owner(s) of the subject property, hereby endorse the application.

OWNER(S)

\_\_\_\_\_  
Name Phone No.

\_\_\_\_\_  
Address Postal Code

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Owner's Signature Date

2. AGENT (IF APPLICABLE)

\_\_\_\_\_  
Name Phone No.

\_\_\_\_\_  
Address Postal Code

\_\_\_\_\_  
E-Mail address

\_\_\_\_\_  
Title / Relationship to Property Owner

3. LOCATION AND DESCRIPTION OF THE LAND

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Lot and Concession No.

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Municipal or Civic Address

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Registered Plan No.

Lot No.

4. REQUESTED CHANGE IN ZONING AND AMENDMENT TO THE OFFICIAL PLAN.

(a) Existing section of the Zoning By-laws affecting lands: \_\_\_\_\_

(b) What is the change being sought and the reason? Explain in detail. \_\_\_\_\_

(c) Is an amendment to the Official Plan required? Yes \_\_\_\_\_ No \_\_\_\_\_

If "YES", describe fully the Section, the required change to the Official Plan, and the reason.

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5. LAND USE

(a) Current use of the land \_\_\_\_\_  
(shoreline residential, vacant, farmland, commercial, etc.)

(b) Proposed change to use of the lands and/or buildings: \_\_\_\_\_

6. REASONS FOR REQUESTING AMENDMENT (Complete as fully as possible.)

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7. SUPPORTING INFORMATION TO BE ATTACHED TO THIS APPLICATION 8 copies

(a) Sketch, illustration or survey plan showing:

- Applicant/Owner’s total holding in the area (entire parcel)
- Land(s) which are the subject of the proposed amendment
- The location, size and use of all existing building or structures on the subject lands and on immediately adjacent properties

(b) Site Plan Showing (see page 6 for sample site plan)

- Proposed buildings or structures together with height, size, setbacks and exterior design
- Ingress/egress, parking, unloading and driveway areas
- Landscaping, including fencing and buffers.

(c) The applicant is requested to submit any further information which they feel may affect the proposal or support this application.

8. If the application is approved by Council, and the Ontario Land Tribunal where applicable, by what date will the owner:

(a) Commence use of the lands and/or structures for the purpose outlined in the application?

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(b) Complete construction (if a building is proposed)?

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Information collected on this form is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act, and will be used only for the purposes for which it is intended, being any requirements under the Municipal Act or the Planning Act and its statutes.

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FOR OFFICIAL USE ONLY

Date Received: \_\_\_\_\_

Application No: ZA - \_\_\_\_\_

Previous Application: \_\_\_\_\_

Checked by: \_\_\_\_\_

## SAMPLE SITE PLAN:

Site Plans must include the entire parcel and show any entrance, fencing, structures already in place such as residences, accessory structures, location of septic bed and systems, and the distance of each of these items from the front yard property boundary, the rear hard boundary, and both side yard boundaries.

Figure 1: Example of Site Plan for a Zoning By-law Amendment.

