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[www.wilmot.ca/planning](http://www.wilmot.ca/planning)

Submission: ZCA-\_\_\_\_\_

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

*Under S.34 of the Planning Act*

## APPLICATION FOR AMENDMENT TO ZONING BY-LAW

The information in this form is prescribed in Schedule 1 to Ontario Regulation 545/06 made under the Planning Act. This Information must be provided with the appropriate fee(s). If the information and fee(s) are not provided, the Township will return the application or refuse to further consider the application until the information and fee(s) have been provided.

**Completed applications can be submitted and paid for online using the Township's electronic submission form: [www.Wilmot.ca/DevAppSubmission](http://www.Wilmot.ca/DevAppSubmission). Paper copies are not required.**

For assistance with completing the application, submitting online, or to make alternate submission arrangements, please contact the Planning division: [planning@wilmot.ca](mailto:planning@wilmot.ca).

### SUBMISSION REQUIREMENTS:

- Signed and completed application form
- 1 PDF version of a sketch (see Section 9 for sketch requirements).
- If subject lands are within a Source Protection Area (See Subsection 5.4), Notice of Source Protection Compliance.
- The required application fee(s) and review fee(s) identified during pre-consultation.
- Region of Waterloo review fee in the form of a cheque made payable to the Region of Waterloo. For current Regional fees, please visit [www.regionofwaterloo.ca/en/doing-business/applications.aspx](http://www.regionofwaterloo.ca/en/doing-business/applications.aspx).

Grand River Conservation Authority (GRCA) review fees may apply if the subject property is regulated by the GRCA. The GRCA will invoice the applicant/agent directly. For current GRCA fees, please visit [www.grandriver.ca/en/Planning-Development/Planning-Act-review-fees.aspx](http://www.grandriver.ca/en/Planning-Development/Planning-Act-review-fees.aspx).

### 1.0 APPLICANT INFORMATION

1.1 Name of Registered Owner(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Preferred method of communication:       Regular mail       Email

1.2 Name of Authorized Agent(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Preferred method of communication:       Regular mail       Email

1.3 Mortgagee Information (or holders of charges or encumbrances): \_\_\_\_\_  
\_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**2.0 PURPOSE OF THE APPLICATION**

2.1 The nature and extent of the rezoning requested: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2.2 The reason why the rezoning is requested: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2.3 Is this application filed to implement an alteration to the boundary of an area of settlement or to implement a new area of settlement?  Yes  No

If yes, details of the official plan or official plan amendment that deals with the matter:

\_\_\_\_\_  
\_\_\_\_\_

2.4 Is this application filed to remove land from an area of employment?  Yes  No

If yes, details of the official plan or official plan amendment that deals with the matter:

\_\_\_\_\_  
\_\_\_\_\_

**3.0 LOCATION OF THE SUBJECT LAND**

Lot(s): \_\_\_\_\_ Concession: \_\_\_\_\_ Block: \_\_\_\_\_

Registered Plan Number: \_\_\_\_\_ Lot(s) and/or Block(s): \_\_\_\_\_

Reference Plan Number: \_\_\_\_\_ Part(s): \_\_\_\_\_

Municipal Address: \_\_\_\_\_

**4.0 DESCRIPTION OF SUBJECT LAND AND SERVICING INFORMATION**

4.1 Frontage: \_\_\_\_\_ Depth: \_\_\_\_\_ Area: \_\_\_\_\_

4.2 Type of access (check where appropriate):

Provincial highway  Regional road  Township road  Private road  Right-of-way

4.3 Type of water supply proposed (check where appropriate):

Publicly owned/operated piped water system  Privately owned/operated individual well

Privately owned and operated communal well  Other means

4.4 Type of sewage disposal proposed (check where appropriate):

- Publicly owned/operated sanitary sewer
- Privately owned/operated individual septic
- Privately owned/operated communal septic\*
- Other means

\*If selected, and if more than 4,500 litres of effluent would be produced per day as a result of the development being complete, a servicing options report and hydrogeological report must accompany the application.

4.5 Type of storm drainage (check where appropriate):

- Storm sewers
- Ditches
- Swales
- Other means

**5.0 DESCRIPTION OF BUILDINGS OR STRUCTURES AND USES OF PROPERTY**

5.1 Existing use(s) of the subject property and, if known, length of time the uses have continued:

\_\_\_\_\_

5.2 Are there existing buildings or structures on the subject lands?  Yes  No

If yes, please provide the particulars of all existing buildings or structures in the table below:  
(if this information is provided on the required sketch, print "see sketch" in the appropriate column)

Building or Structure Type	Date of Construction	Setbacks from Property Lines				Height	No. of Storeys	Dimensions of Building or Floor Area
		Front	Rear	Right	Left			

5.3 Proposed use(s) of the subject property: \_\_\_\_\_

\_\_\_\_\_

5.4 Are any buildings or structures proposed on the subject lands?  Yes  No

If yes, please provide the particulars of all proposed buildings or structures in the table below:  
(if this information is provided on the required sketch, print "see sketch" in the appropriate column)

Building or Structure Type	Date of Construction	Setbacks from Property Lines				Height	No. of Storeys	Dimensions of Building or Floor Area
		Front	Rear	Right	Left			

**6.0 LAND USE**

6.1 Township Official Plan designation of the subject land and a brief explanation how the application conforms to policies under the Township Official Plan:

\_\_\_\_\_  
\_\_\_\_\_

6.2 Regional Official Plan designation of the subject land and a brief explanation how the application conforms to policies under the Regional Official Plan:

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6.3 An explanation of how the application for an amendment to the zoning by-law is consistent with policy statements issued under subsection 3 (1) of the Planning Act (i.e. Provincial Policy Statement):

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6.4 Is the subject land within an area of land designated under any provincial plan or plans (ie. Growth Plan for the Greater Golden Horseshoe)?  Yes  No

If yes, an explanation of how the application conforms or does not conflict with the provincial plan or plans:

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6.5 Zoning of the subject land: \_\_\_\_\_

**7.0 APPLICATION HISTORY**

7.1 Has the subject land ever been the subject of an application for approval of a plan of subdivision or consent under the Planning Act?  Yes  No  Uncertain

If yes, and if known, provide the application file number and the status of the application:

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7.2 Has the subject land ever been the subject of a zoning amendment application?  Yes  No  Uncertain

If yes, and if known, provide the application file number and the status of the application:

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7.3 Has the subject land ever been the subject of a Minister's Zoning Order?  Yes  No  Uncertain

If yes, and if known, provide the Ontario Regulation number of that order:

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**8.0 OTHER INFORMATION**

8.1 Date of acquisition of property by current owner (if known): \_\_\_\_\_

8.2 Proposed strategy for consulting with the public with respect to the application:

The public consultation process will follow the Planning Act statutory requirements

Additional strategy (if any): \_\_\_\_\_

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8.3 Is there any other information that you think may be useful to the Township, Region or other agencies in reviewing this application? If so, explain below or attach on a separate page.

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**9.0 ENVIRONMENTAL SCREENING QUESTIONNAIRE** (collected on behalf of the Region of Waterloo)

9.1 Was the subject property ever used for industrial purposes?  Yes  No  Uncertain

If yes, please describe approximate dates and types of industry:

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9.2 Was the subject property ever used for commercial purposes where there is potential for site contamination (i.e., automotive repair, gas station, dry cleaning operation, chemical warehousing etc.)?

Yes  No  Uncertain

If yes, please describe approximate dates and types of commercial activity:

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9.3 Has waste (garbage, solid wastes, liquid wastes) ever been placed on this property?

Yes  No  Uncertain

If yes, please describe approximate dates and description of waste materials:

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9.4 Have hazardous materials ever been stored or generated on the property (e.g. has HWIN registration or other permits been required?)

Yes  No  Uncertain

If yes, please summarize details:

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9.5 Is there reason to believe that this property may be potentially contaminated based on historical use of this or an abutting property?

Yes  No  Uncertain

If yes, please describe the nature of the suspected contamination:

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9.6 Has the subject property or adjacent property ever been used as an agricultural operation where cyanide products may have been used as pesticides?

Yes  No  Uncertain

9.7 Are there or were there ever any above ground or underground storage tanks for fuels or chemicals on the property?

Yes  No  Uncertain

If yes, please summarize details:

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9.8 Does the property have or ever had a water supply well, monitoring well, geothermal well?

Yes  No  Uncertain

If yes, please provide details:

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9.9 Does this property use or has it ever used a septic system?  Yes  No  Uncertain

9.10 Have any environmental documents been prepared or issued for this property, including but not limited to a Phase I and II environmental site assessment, risk assessment, Record of Site Condition or Certificate of Property Use?  Yes  No  Uncertain

9.11 Will lands be dedicated to the Region as part of this application (including road allowances, daylight triangles)?  Yes  No  Uncertain

9.12 Are the lands located within a Source Protection Area?

Yes  No

If yes, please provide a copy of the Notice of Source Protection Plan Compliance (Section 59 Notice) obtained from the Regional Municipality of Waterloo. For more information, visit the Region's interactive tool at [taps.regionofwaterloo.ca](https://taps.regionofwaterloo.ca) or email [rmo@regionofwaterloo.ca](mailto:rmo@regionofwaterloo.ca).

## 10.0 SKETCH

The application shall be accompanied by a sketch showing the following:

- the boundaries and dimensions of the subject land;
- the location, size and type of all existing and proposed buildings and structures on the subject land, indicating their distance from the front lot line, rear lot line and side lot lines;
- the approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks) that,
  - are located on the subject land and on land that is adjacent to it, and
  - in the applicant's opinion, may affect the application;
- the current uses of land that is adjacent to the subject land;
- 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;
- if access to the subject land will be by water only, the location of the parking and docking facilities to be used; and
- the location and nature of any easement affecting the subject land.

**11.0 ACKNOWLEDGEMENT, AUTHORIZATION, AND AFFIDAVIT**

**11.1 Acknowledgement**

I/We understand that receipt of this application by the Township of Wilmot does not guarantee it to be a complete application. Further review of this application will be undertaken and I/we may be contacted to provide additional information and/or resolve any discrepancies or issues with the application submitted.

Once the application is deemed to be fully complete, the application fee will be deposited, the application will be circulated for agency comments, a notice of public meeting will be mailed to neighbouring property owners within 120 metres of the subject property, and a notice of development application sign will be posted in front of the subject property.

Submission of this application constitutes consent for authorized municipal staff to enter upon the subject property during regular business hours for the purposes of conducting site visits, including photographs, which are necessary for the evaluation of this application.

\_\_\_\_\_  
Signature of Owner/Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner/Agent

\_\_\_\_\_  
Date

**11.2 Authorization**

If this application is being made by an agent/solicitor on behalf of the property owner, the following authorization must be completed.

I/We, \_\_\_\_\_, owner of the land that is the subject of this application, hereby authorize \_\_\_\_\_ to make this application and to act on my/our behalf.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

**11.3 Affidavit**

I/We, \_\_\_\_\_ of the \_\_\_\_\_ in the \_\_\_\_\_ solemnly declare that the information contained in this application is true and that the information contained in the documents that accompany this application in respect of the above Sections is true.

Declared before me

At the \_\_\_\_\_

in the \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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

\_\_\_\_\_  
Signature of Owner/Agent