

Zoning By-law Amendment Application and Process

The following steps are the basis for processing a zoning by-law amendment:

1. Submission of completed Zoning By-law Amendment Application to the Planning Administrator with appropriate fee.
2. Application circulated for pre-consultation – may require meeting onsite with staff and other agencies with identified interest.
3. Notice circulated for Public Meeting held by Planning Advisory Committee (PAC). PAC advises Council by resolution for support or concerns with the proposed zoning by-law amendment.
4. Application forwarded to Municipal Planner for preparation of zoning by-law amendment, Council directs staff to proceed with formal Public Notice and to schedule a Public Meeting.
5. Council hears public comments. Council at next meeting, if in agreement will give three readings to the by-law amendment. Notice is provided to all interested parties, if no appeal is filed within the identified time in the Notice, the by-law automatically comes into full force and effect upon the date of passing by Council.
6. If an appeal is made, the fee paid – all information is forwarded to the Ontario Municipal Board for consideration of an appeal.

If you require assistance in this matter please contact Fred VanRooyen, Planning Administrator at 705-752-2608, ext. 22 or fvanrooyen@callander.ca

Fee schedule for Zoning By-law Amendments as per By-law 2015-1478:
\$600.00 plus all direct costs incurred by the Municipality in processing of an application which can include but may not be limited to Planning Report, North Bay Mattawa Conservation Authority review fee, legal fees, title searches, newspaper advertisements, etc. All fees shall be charged back to the applicant by way of detailed invoice.

Municipality of Callander

APPLICATION FORM FOR A ZONING BY-LAW AMENDMENT

Date _____

1. APPLICATION INFORMATION

Name of Applicant: _____

Mailing Address: _____

Telephone Number (Home): _____ Fax Number: _____

Telephone Number (Business): _____ Email Address: _____

2. OWNER

If the Applicant is not the Owner of the subject lands, then authorization from the Owner is required, as well as the following information:

Name: _____

Mailing Address: _____

Telephone Number: _____ Fax Number: _____

3. MORTGAGES, CHARGES OR OTHER ENCUMBRANCES

Name: _____

Mailing Address: _____

Name: _____

Mailing Address: _____

4. SUBJECT LANDS

Lot: _____ Concession: _____

Reference Plan: _____ Part/Block/Lot: _____

Street Name and Number: _____
(if corner lot please include both street names)

Area of subject lands: _____ Frontage: _____

Depth: _____

5. ZONING AND OFFICIAL PLAN INFORMATION

What is the current designation of the subject lands in the approved Official Plan?

What is the current zoning? _____

Please describe the nature and extend of the requested rezoning: _____

6. ACCESS

Is the subject lands accessible by:

- Provincial highway
- Municipal road (seasonal maintained)
- Municipal road (maintained year round)
- Right of way
- Water
- Public Road
- Other, describe _____

7. BUILDINGS, STRUCTURES AND USES

What is the existing use of the subject land? _____

Are there any buildings or structures on the subject lands?

yes no

If yes, please complete the following for each building or structure:

	Building One	Building Two	Building Three
Type of Building:			
Setback from Front Lot Line:			
Setback from Rear Lot Line:			
Setback from Side Lot Line:			
Setback from Side Lot Line:			
Height (metres):			
Dimensions:			
Floor Area:			
Date of Construction:			

What is the proposed use of the subject lands? _____

Are any buildings or structures being proposed to be built on the subject lands?

yes no

If yes, please complete the following for each building or structure:

	Building One	Building Two	Building Three
Type of Building:			
Setback from Front Lot Line:			
Setback from Rear Lot Line:			
Setback from Side Lot Line:			
Setback from Side Lot Line:			
Height (metres):			
Dimensions:			
Floor Area:			
Date of Construction:			

When were the subject lands acquired by the current owner? _____

How long have the existing uses continued on the subject lands? _____

5. 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;
6. If access to the subject land is by water only, the location of the parking and docking facilities to be uses; and
7. The location and nature of any easement affecting the subject land.

11. PAYMENT OF FEES

As of the date of this application, I hereby agree to pay for and bear the entire cost and expense for any engineering, legal, landscape architectural and/or external planning consulting expenses incurred by the Municipality of Callander during the processing of this application, in addition to any application fee set by the Municipality of Callander.

_____ Date

_____ Signature of Owner/Applicant

Note: All invoices for payment shall be sent to the person indicated in section 2 of this application, unless otherwise requested.

12. AFFIDAVIT

I, _____ of the _____
 in the _____ solemnly declare that all of the above
 statements contained herein and in all exhibits transmitted herewith are true and I make
 this solemn declaration conscientiously believing it to be true, and knowing that it is of
 the same force and effect as if made under oath, and by virtue of "The Canada Evidence
 Act".

DECLARED BEFORE ME AT _____
 in the _____ of the _____
 this _____ day of _____,

_____ Witness

_____ Signature of Registered Owner (s) or Agent