



**Haldimand**  
County

# Application for Amendment of Official Plan or Combined Official Plan and Zoning By-law

**NOTE:** All applications are to be submitted via Portal, through the County's website. Portal, along with further instructions can be found at the following link:  
<https://portal.haldimandcounty.on.ca/cityviewportal>  
An incomplete or improperly prepared application may not be accepted and could result in processing delays.

**For Office Use Only**

File No. **PLOP-HA-2024-** \_\_\_\_\_  
**PLOPZB-2024-** \_\_\_\_\_  
Roll No. \_\_\_\_\_  
Date Submitted \_\_\_\_\_  
Date Received \_\_\_\_\_  
Sign Issued \_\_\_\_\_  
Planner's Initials \_\_\_\_\_

## A. APPLICANT INFORMATION

1. Owner (s) \_\_\_\_\_ Phone No. \_\_\_\_\_  
 Address \_\_\_\_\_ Fax No. \_\_\_\_\_  
 \_\_\_\_\_ Postal Code \_\_\_\_\_  
 \_\_\_\_\_ E-Mail \_\_\_\_\_

2. Agent \_\_\_\_\_ Phone No. \_\_\_\_\_  
 Address \_\_\_\_\_ Fax No. \_\_\_\_\_  
 \_\_\_\_\_ Postal Code \_\_\_\_\_  
 \_\_\_\_\_ E-Mail \_\_\_\_\_

Please specify to whom all communications should be sent:  Owner  Agent

3. Names and addresses of any mortgagees, holders of charges or other encumbrances:  
\_\_\_\_\_

4. Are there any easements or restrictive covenants affecting the property?



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Yes  No

If Yes, please describe the easement or covenant and its effect: \_\_\_\_\_

## **B. LOCATION/LEGAL DESCRIPTION OF PROPERTY**

Geographic Township \_\_\_\_\_ Urban Area/Hamlet \_\_\_\_\_

Concession Number \_\_\_\_\_ Lot Number \_\_\_\_\_

Registered Plan Number \_\_\_\_\_ Lot(s) Block(s) \_\_\_\_\_

Reference Plan Number \_\_\_\_\_ Part Numbers \_\_\_\_\_

Property Address \_\_\_\_\_

## **C. PURPOSE OF APPLICATION**

1. Please explain what you propose to do on the land/premises which makes this application necessary and include the nature and extent of the zoning amendment requested. (If additional space is required, please attach a separate sheet):

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

2. Which official plan do you propose to amend? \_\_\_\_\_

3. Present Official Plan designation: \_\_\_\_\_

4. Proposed Official Plan designation \_\_\_\_\_

5. Does the proposed amendment change, replace or delete a policy in the County Official Plan?

Yes  No

If yes, identify the policy(ies) to be changed, replaced or deleted:

\_\_\_\_\_

6. Does the proposed amendment add a policy to the County official plan?



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Yes  No

7. If the answer to questions 5 or 6 is YES, include the proposed text of the amendment and schedule separately.

8. Current zoning: \_\_\_\_\_

9. Does this application also involve an amendment to the Zoning By-law?

Yes  No

If yes, the name of the zoning by-law \_\_\_\_\_

10. If a zoning amendment is proposed, what is the proposed zoning? \_\_\_\_\_

11. What is the approximate area of land affected by the proposed amendment? \_\_\_\_\_

12. Is there a time limit on this application?

Yes  No

If yes, please explain: \_\_\_\_\_

## **D. PROPERTY DIMENSIONS, ACCESS, SERVICING**

1. Dimensions of the subject lands in *metric units*:

<i>Frontage (m.)</i>	<i>Depth (m.)</i>	<i>Width (m.)</i>	<i>Area (ha.)</i>

2. Present use of the subject land: \_\_\_\_\_

3. Number and type of EXISTING buildings and structures on the subject land which are to be retained, demolished/removed: \_\_\_\_\_

4. Number and type of PROPOSED buildings and structures on the subject land: \_\_\_\_\_



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5. The date the subject land was acquired by the current owner: \_\_\_\_\_

6. The date existing buildings or structures were constructed on the subject land: \_\_\_\_\_

7. The length of time the existing uses have continued on the subject land: \_\_\_\_\_

8. Existing or proposed access to the subject land:

<i>Existing/Proposed</i>	<i>Provincial Hwy</i>	<i>Municipal Road</i>	<i>Unopened Road</i>	<i>Other</i>
<i>Existing</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Proposed</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If other, please specify name of road/street: \_\_\_\_\_

9. Servicing: Please indicate what services are AVAILABLE and/or PROPOSED:

<i>Water Supply</i>			<i>Sewage Treatment</i>			<i>Storm Drainage</i>		
<i>Type</i>	<i>Avail.</i>	<i>Prop.</i>	<i>Type</i>	<i>Avail.</i>	<i>Prop.</i>	<i>Type</i>	<i>Avail.</i>	<i>Prop.</i>
Municipal Water	<input type="checkbox"/>	<input type="checkbox"/>	Municipal Sewers	<input type="checkbox"/>	<input type="checkbox"/>	Storm Sewers	<input type="checkbox"/>	<input type="checkbox"/>
Communal System	<input type="checkbox"/>	<input type="checkbox"/>	Communal System	<input type="checkbox"/>	<input type="checkbox"/>	Open Ditches	<input type="checkbox"/>	<input type="checkbox"/>
Individual Wells	<input type="checkbox"/>	<input type="checkbox"/>	Septic Tank & Tile Bed	<input type="checkbox"/>	<input type="checkbox"/>	Unknown	<input type="checkbox"/>	<input type="checkbox"/>
Cistern	<input type="checkbox"/>	<input type="checkbox"/>	Unknown	<input type="checkbox"/>	<input type="checkbox"/>			
Unknown	<input type="checkbox"/>	<input type="checkbox"/>						

10. Have you consulted with Public Works Department concerning storm-water management?

Yes No

11. Does a legal and adequate outlet for storm drainage exist?

Yes No Unknown



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12. Has the existing drainage on the subject land been altered?

Yes  No  Unknown

## **E. PREVIOUS USE OF THE PROPERTY & ADJACENT LANDS**

1. Has there been an industrial or commercial use on the subject land or adjacent lands?

Yes  No  Unknown

If yes, specify the uses \_\_\_\_\_

2. Has a gas station been located on the subject land or adjacent lands at any time?

Yes  No  Unknown

3. Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent sites?

Yes  No  Unknown

4. Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent sites?

Yes  No  Unknown

5. What information did you use to determine the answers to questions 1 through 4 above?

\_\_\_\_\_

6. If you answered yes to any of questions 1 through 4, a previous use inventory showing all known former uses of the subject land, or if appropriate, the adjacent lands, is needed. Is the previous use inventory attached?

Yes  No



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## F. PROVINCIAL POLICY

1. Is the proposal consistent with Provincial Policy Statements issued under Subsection 3(1) of the Planning Act, 1990, R.S.O. as amended?

Yes  No

Please explain: \_\_\_\_\_

2. Is the subject land within an area of land designated under any provincial plan(s)?

Yes  No

If yes, does the application conform to the applicable provincial plan(s)?

Yes  No

Please explain: \_\_\_\_\_

3. Are any of the following uses or features located on the subject land or within 500 metres (1,640 feet) of the subject land? Please check the appropriate boxes, if any apply. (If required, assistance from Planning staff is available to answer these questions)

<i>Use or Feature</i>	<i>On the Subject Land</i>	<i>Within 500 metres (1,640') of subject land</i>  <i>(Indicate distance)</i>
An agricultural operation, including livestock facility or stockyard		
A municipal landfill		
A sewage treatment or waste stabilization plant		
A Provincially significant wetland (Class 1,2 or 3 wetland) or other environmental feature		
Floodplain		



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<i>Use or Feature</i>	<i>On the Subject Land</i>	<i>Within 500 metres (1,640') of subject land</i>  <i>(Indicate distance)</i>
A rehabilitated mine site		
A non-operating mine site within 1 kilometre		
An active mine site		
An industrial or commercial use (specify the use)		
An active railway line		
Seasonal wetness of land		
Erosion		
Abandoned gas wells		

**Note: If there are any livestock operations within 500 metres (1,640 feet) of the subject land, please complete Form 3 which is available upon request.**

## **G. STATUS OF OTHER PLANNING APPLICATIONS**

1. Is this property also the subject of an application for approval of a plan of subdivision?

Yes  No  Unknown

If yes, indicate the file number and the status of the application.

File No. \_\_\_\_\_ Status \_\_\_\_\_

2. Has this property ever been the subject of a previous application for a zoning amendment?

Yes  No  Unknown

If yes, indicate the file number and the status of the application.

File No. \_\_\_\_\_ Status \_\_\_\_\_



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3. Is this property also the subject of an application for approval of consent/severance?

Yes  No  Unknown

If yes, indicate the file number and the status of the application.

File No. \_\_\_\_\_ Status \_\_\_\_\_

4. If the consent/severance application has been approved, what is the lapsing date of the approval?

\_\_\_\_\_

5. Do you have any other development applications within 400 feet (120 metres) of the subject

land?

Yes  No

If yes, indicate file number and the status of the application

File No. \_\_\_\_\_ Status \_\_\_\_\_

6. Is there any other application on this property that would affect this application?

Yes  No

If yes, please describe \_\_\_\_\_

**H. OTHER INFORMATION**

1. Is there any other information that you think may be useful in the review of this application? If so,

please explain below or attach on a separate page: \_\_\_\_\_

\_\_\_\_\_





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## I. SUPPORTING MATERIAL TO BE SUBMITTED WITH THE APPLICATION

In order for your application to be considered complete, the following must be included as part of this application (**all figures must be provided in bold numerals, black ink, and metric units**):

1. Supporting Sketch: a sketch (on a 8.5 x 11 inches paper) drawn to scale showing the following must be included:

<input type="checkbox"/>	The area and dimensions of the property
<input type="checkbox"/>	The topographical features
<input type="checkbox"/>	The location of all features, including but not limited to, pipelines, gas wells, watercourses, ditches, wetlands, wooded areas
<input type="checkbox"/>	The location of any wells, septic systems and tile beds
<input type="checkbox"/>	The location, name, status and width of any road, lanes, highways, railways, driveways or encroachments, both existing and proposed
<input type="checkbox"/>	The location and nature of any easements
<input type="checkbox"/>	Outlines of all buildings, including building setbacks, building dimensions, height and groupings for each building existing and proposed on the site
<input type="checkbox"/>	Outlines of all planting beds, buffer planting, lawn areas, areas to be seeded and sodded and any other landscaping or site improvements
<input type="checkbox"/>	Location and dimensions of off-street parking, parking structures and aisles, the number of parking spaces to be provided and location of accesses
<input type="checkbox"/>	Any pylon signs, fascia signs, etc., any lighting facilities and their location
<input type="checkbox"/>	Any proposed subdivision of the property
<input type="checkbox"/>	The nature of existing uses of adjacent lands
<input type="checkbox"/>	The legal description of the property in question (Lot, Concession, Registered Plan No., Geographic Township)
<input type="checkbox"/>	Location of outside storage, refuse storage and disposal facilities
<input type="checkbox"/>	The location, size and distances to buildings and property lines of any existing sewage system treatment units (septic tanks) and distribution piping (septic beds) on the subject lands



2. Zoning by-law deficiency form, if applicable (blank form attached).
3. Public Consultation Strategy – Standard Form or Complex Information/Commitment Form
4. Application fee (see Fee Schedule at page 13).
5. Conservation Authority fee, if applicable (Information available from staff. Conservation Authority fee schedules are also available at these websites: Niagara Peninsula Conservation Authority: [www.conservation-niagara.on.ca](http://www.conservation-niagara.on.ca); Grand River Conservation Authority: [www.grandriver.ca](http://www.grandriver.ca); and Long Point Region Conservation Authority: [www.lprca.on.ca](http://www.lprca.on.ca)).

**Note:** In case other documentation/supporting material become necessary, you will be asked to submit that prior to processing of your application.

### **J. NOTIFICATION SIGN REQUIREMENTS**

For the purpose of public notification and in order for staff to easily locate your land, you will be given a sign to indicate the intent and purpose of your application. It is your responsibility to:

1. **Post sign as soon as you receive it.**
2. **Post one sign per frontage in a visible location on the subject property.**
3. **Ensure one sign is posted at the front of the property at least three feet above ground level.**
4. **Notify the Planner when the sign is in place in order to avoid processing delays.**
5. **If the sign is not posted in accordance with the above, your application may be deferred.**
6. **Maintain the sign until notice of decision is received and thereafter removed.**

For the purposes of this application, the Owner/Applicant/Agent grants permission to the relevant County staff to enter upon the said property for inspection purposes, and the owner will not be held responsible or liable if any accident or injury occurs.



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## K. COLLECTION OF PERSONAL INFORMATION

Personal Information collected on this form is collected pursuant to the Planning Act and will be used for the purposes of processing this application. Questions about this collection may be directed to Haldimand County's Planning & Development Division at 905-318-5932 ext. 6209 or [planning@haldimandcounty.on.ca](mailto:planning@haldimandcounty.on.ca).

## L. DECLARATION

Through submission of this application, I/we solemnly declare that I/we have reviewed and completed this application and all of the above statements and the statements contained in all of the exhibits/attachments transmitted herewith are true and correct. I acknowledge that all legislation and requirements governing this type of application shall be complied with whether specified herein or not. 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.

## M. AUTHORIZATION

If the applicant is not the owner of the land that is the subject of this application, the authorization set out below must be completed by the owner.

### **AUTHORIZATION OF OWNER (S)**

I/we \_\_\_\_\_ am/are the owner(s) of the land that is the subject of this zoning application. I/we authorize \_\_\_\_\_ to make this application on my/our behalf and to provide any of my/our personal information necessary for the processing of this application.

Acknowledgement of Owner(s) Authorization

\_\_\_\_\_

Signature (s)

\_\_\_\_\_

Date

**N. SCHEDULE OF FEES**

**Notes:**

1. Please make cheques for application fee payable to Haldimand County.
2. A separate cheque payable to the relevant Conservation Authority is also required for applications that fall within that Conservation Authority's watershed.

<b><i>Fee Category</i></b>	<b><i>Fee (\$)</i></b>
A. Base Fee: i) Major application* ii) Regular application**	8,719.00 5139.00
B. Combined Official Plan and Zoning Amendment: i) Major fee ii) Regular fee	12051.00 7,756.00
C. Building Review Fee - Sewage System Assessment (applicable only to properties without municipal water/sewer)	363.00
E. Conservation Authorities' Fee:	For lands located within Conservation Authorities' (Niagara Peninsula Conservation Authority, Grand River Conservation Authority, or Long Point Region Conservation Authority) watersheds, please contact planning staff, or refer to the Zoning By-law Interactive Map via the County's website.
F. Application Recirculation (to agencies) Fee	182.00
G. Re-circulation of Public Notice	534.00
H. Application Deferral at Applicant's request	309.00
I. Additional Fees For Legal Costs: i) Ontario Land Tribunal (OLT) appeal ii) Preparation of OLT Appeal Record	2,564.00 228.00

\* *Major Application: An application relating to circumstances that are complex and require extensive staff review, and involve the submission of various planning justification and technical reports and plans to support the application.*

\*\* *Regular Application: An application relating to circumstances that are simple and require minimal staff review, and involve the submission of minimal plans to support the application.*



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**O. SUBMISSION OF COMPLETE APPLICATION/FOR MORE INFORMATION**

For submitting a complete application, getting additional information or assistance in completing this application, please contact a Planner. In case reference to Haldimand County maps is required to complete the application, they are available at the County website: [www.haldimandcounty.ca](http://www.haldimandcounty.ca). Complete applications can be submitted at the following office Monday to Friday between 8:30 am and 4:30 pm:

Haldimand County Planning and  
Development Division  
53 Thorburn Street South  
Cayuga ON N0A 1E0  
Phone: (905)-318-5932