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A GUIDELINE FOR APPLICANTS TO THE APPLICATION FOR ZONING BY-LAW/OFFICIAL PLAN AMENDMENT

1. Completing Required Application Form and Site Plan

- a) The Applicant shall complete an Application for each proposed Zoning By-law/Official Plan Amendment.
- b) The Applicant should ensure the questions on the Application are completed accurately. All parties on the Deed must be included on the Application.
- c) A copy of the Deed/Transfer of the Property should accompany the Application.
- d) Ensure the site plan is accurate, drawn to scale and includes the required information (see attached checklist). Please provide measurements in metric. Applicants may produce a Sketch on a separate sheet of paper rather than on the space provided in the Application. Frontenac Maps available at www.frontenacmpas.ca may be helpful in preparing the sketch.
- e) The Declaration at the bottom of the Application must be signed in the presence of a person who has been legally appointed as a commissioner to take an oath (Township staff who can complete this include the Clerk, Deputy Clerk, Treasurer, and Deputy Treasurer). If the Applicant is a Corporation, a representative of the Corporation must sign the Application and the corporate seal must be included.
- f) If the Declaration is signed by one owner (in the case of multiple owners), an Agent or a Solicitor the Authorization must be completed.

2. Pre-Consultation

- a) Prior to submitting the Draft Application, it is recommended the Applicant arrange a pre-consultation meeting with the Clerk/Planning Manager to discuss the Draft Application and ensure it is complete.
- b) All Draft Applications shall be submitted to the Clerk. The submission shall include the Township's Planning Fee, per the Tariff of Fees and the signed Indemnity Agreement.
- c) The Fees for the applicable Agencies, as determined by the Clerk (see attached Agency Consultation Criteria) must also accompany the Application, as a money order or a cheque made payable to the applicable Agency.

- d) The Secretary will assess the Application to determine if the Application has been accurately completed and if the site plan is acceptable. Any Application that is not complete or accurate will be returned to the Applicant along with the fees, until it is properly completed and re-submitted.

3. Processing and Circulating the Application

- a) The Clerk will deem the Application complete and schedule the Public Meeting. The scheduled Public Meeting will be determined based on the Council of the Township of North Frontenac's schedule and the required circulation of the Application.
- b) The Clerk will provide the Applicant with a cover letter (containing pertinent information); a copy of the completed Application; Notice of Complete Application (includes the date, time and location of the Public Meeting); and a land marking card(s).
- c) The land marking card is a laminated sign(s) which provides information about the proposed Zoning By-law/Official Plan Amendment. The Applicant is required to post the card(s) along the road frontage and waterfront, if applicable. The Applicant may also be required to post additional signs on a main road to ensure the property is easily located and the public are notified of the Application. It is imperative the sign can be easily seen by anyone required to inspect the property.
- d) A copy of the Application, Notice of Application and the required fee (if applicable) will be provided by the Clerk to the applicable agencies and the Township's Contract Planner. A minimum of 20 days' Notice is required. The Township would therefore require the completed Application and fees at least one month before.
- e) A copy of the Notice and applicable information will be provided by the Clerk to every property owner and/or tenant who owns or resides on property within 120 metres of the subject land.

4. Public Meeting

- a) Council will consider reports from the Planner and Agencies, and public comments.
- b) The schedule for Council Meetings is determined by the Council, at the end of the previous year and posted on the Township's website. The Meetings are held at the Clar/Mill Fire Hall Upstairs Meeting Room unless another location is determined necessary (this information will be included on the Notice of Complete Application).
- c) All Meetings are open to the public. Members of the public are provided an opportunity to speak with respect to an Application.
- d) A Public Meeting provides an opportunity for Applicants or Agents to answer and pose questions, provide and request additional information and to respond to reports from agencies to which the application was circulated.

- e) It is in the Applicant's best interest to attend the Public Meeting. If an Applicant does not attend or is not represented at the meeting Council will proceed with the Public Meeting.
- f) A Notice of Passing will be provided to the Applicant within fifteen (15) days of the Public Meeting.

5. Appealing a Decision or Condition of Zoning By-law/Official Plan Amendment

- a) If a Decision to an Application is not made within 120 days from the date the completed Application was submitted, the Applicant may appeal the matter to the Ontario Municipal Board (OMB) for deliberation.
- b) Anyone wishing to appeal the Decision shall complete an Appellant Form. Forms are available on the OMB website at www.omb.gov.on.ca or from the Clerk. An OMB fee made payable to the Minister of Finance is required. The completed form and fee shall be submitted to the Clerk within the appeal period.
- c) The Clerk will advise the Applicant if there is an Appeal filed.
- d) If no appeal is filed within the twenty (20) day appeal period, the Decision of the Council becomes final and binding.

Site Plan Checklist

The application shall be accompanied by a *clean, legible, accurate site plan* showing the following information. Failure to supply this information will result in a delay in processing the application.

A site plan shall be submitted with this application that provides the following information:

1. The boundaries and dimensions of the subject land;
2. 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, the rear lot line, each side yard lot line and the shoreline of any water body, where applicable;
3. The approximate location of all natural and artificial features such as railways, roads, water body, drainage ditches, wetlands, wooded areas, wells and septic tanks, all easements, flood plain, organic (muck) soils or leda clay; (Note: these features must be shown for both the subject land and on any adjacent lands where these features may affect the application.)
4. The current uses of land that is adjacent to the subject land.
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 road, a private road or a right-of-way
6. If access to the subject land will be by water only, the location of the parking and docking facilities to be used.
7. North arrow and scale
8. Other (as indicated by Municipality) _____