



# TOWNSHIP of MATACHEWAN

## Application for OFFICIAL PLAN AMENDMENT and/or ZONING BY-LAW AMENDMENT

- Introduction:** The submission of an application to the municipality for an Official Plan Amendment and/or Zoning By-law Amendment is provided for in the *Planning Act* ss. (22(4) and 34(10)). This form must be completed and accompanied with the required fee prior to consideration by Council or a Committee of Council. The purpose of these guidelines is to assist persons in completing the application for an Official Plan Amendment and/or Zoning By-law Amendment. Should you require clarification on any matter covered by this application form, please contact the Municipal Office.
- Application Fees:** Each application must be accompanied by the **application fee (deposit) of: \$2,000 (Official Plan Amendment), and/or \$1,500 (Zoning By-law Amendment)** in the form of a cheque payable to the Township of Matachewan. This fee shall be considered a deposit, which is used to pay all legal, planning and other associated costs with respect to the processing of the subject application. If the total costs incurred by the municipality should exceed the amount of the application fee, the applicant shall pay the outstanding balance before the municipality finalizes the approval.
- Authorization:** If the applicant (agent or solicitor) is not the owner of the subject land, a written statement by the owner must accompany the application, which authorizes the applicant to act on behalf of the owner as it relates to the subject application (see page 7).
- Drawing:** All applications for an Official Plan Amendment and/or Zoning By-law Amendment must include an accurate, to scale, drawing (see page 6).
- Supporting Information:** Additional information may be required by the municipality and local and provincial agencies in order to evaluate the proposed Official Plan Amendment and/or Zoning By-law Amendment. This information is often a requirement of the local Official Plan, Provincial policies and/or applicable regulations. The required information may include studies or reports to deal with such matters as environmental impacts, traffic, water supply, sewage disposal and storm water management.
- In addition, the applicant may be required to submit a more detailed site plan, under **site plan control**, prepared by a qualified professional, showing the proposed development including all new buildings and structures, parking areas, landscaping and other site information as required by the municipality.
- Ontario Regulations 543/06 and 545/06 outline required information to be included in an application for an Official Plan Amendment or Zoning By-law Amendment. This is identified in the following application with an asterisk \* for an Official Plan Amendment application or double dagger † for a Zoning By-law Amendment application.
- Application Processing:** Upon receipt of an **application**, the required **fee** and **other information** as may be required, Council will determine whether there is sufficient merit in processing the application further (i.e. the circulation of notice and the holding of at least one public meeting as required by the *Planning Act*). The applicant will be provided notice of any decision made by Council concerning the application. Official Plan Amendments and Zoning By-law Amendments are approved by Council.
- Further Information:** Ms. Janet Gore  
CAO-Clerk-Treasurer  
Township of Matachewan  
PO Box 177; 283 Moyneur Avenue  
Matachewan, ON P0K 1M0  
Telephone: (705) 565-2274
- Fees:** **\$2,000 (deposit) (Official Plan Amendment)**  
**\$1,500 (deposit) (Zoning By-law Amendment)**
- Copies:** One (1) copy of this application, including the drawing and other information as may be specified, shall be required.

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Note: Asterisk \* identifies required information for an Official Plan Amendment outlined in Schedule 1, Ontario Regulation 543/06. Double dagger † identifies required information for Zoning By-law Amendment outlined in Schedule 1, Ontario Regulation 545/06.

Official Plan Amendment application:

10. \* OFFICIAL PLAN TO BE AMENDED: \_\_\_\_\_

11. \* LAND USES PERMITTED IN CURRENT OFFICIAL PLAN DESIGNATION: \_\_\_\_\_

Why is the Official Plan Amendment being requested? \_\_\_\_\_

\_\_\_\_\_

12. \* THE PURPOSE OF THE REQUESTED AMENDMENT (check if yes):

Change a policy

Delete a policy

Replace a policy

Add a policy

If "Yes", please identify the policy to be changed, replaced, deleted or added and the text of the requested amendment:

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

\* Does the requested amendment change or replace a designation or schedule in the Official Plan? Yes  No

If "Yes", please identify the proposed designation and land uses the requested designation would permit and/or provide the requested schedule change and the text that accompanies it:

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

13. \* LAND USES THAT THE REQUESTED AMENDMENT WOULD PERMIT: \_\_\_\_\_

Both applications:

14. \*\* Does the application alter the boundary of or implement a new settlement area? Yes  No

If "Yes", please explain Official Plan policies dealing with alteration or establishment of a settlement area and provide details of Official Plan Amendment (if applicable) which deal with the matter:

\_\_\_\_\_

15. \*\* Does the application remove land from an employment area? Yes  No

If "Yes", please explain Official Plan policies dealing with removal of land from an employment area and provide details of Official Plan Amendment (if applicable) which deal with the matter:

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

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**Zoning By-law Amendment application:**

**22. † PROPOSED REZONING REQUESTED:** \_\_\_\_\_

‡ In the proposed zone, please provide the following:      Maximum Height (m) \_\_\_\_\_ Maximum Density \_\_\_\_\_

‡ Why is the rezoning being requested: \_\_\_\_\_

**23. † Explain how the application conforms to the Official Plan:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**24. † EXISTING USE OF LAND:** \_\_\_\_\_

‡ Date of Construction: \_\_\_\_\_ ‡ Length of Time Existing Uses have Continued: \_\_\_\_\_

**25. † PROPOSED USE OF LAND:** \_\_\_\_\_

**26. † PARTICULARS OF ALL EXISTING AND PROPOSED BUILDINGS (use an additional sheet if necessary)**

	Existing	Proposed
Type	_____	_____
Length (m) x Width (m)	_____	_____
Floor Area (m <sup>2</sup> )	_____	_____
Height (m)	_____	_____
No. of Storeys	_____	_____
Front Lot Line Setback (m)	_____	_____
Rear Lot Line Setback (m)	_____	_____
Side Lot Line Setback (m)	_____	_____
Side Lot Line Setback (m)	_____	_____

**ACCESS / SERVICING**

**27. † ACCESS TO LAND:**

Provincial Highway	Year-Round Municipal Road	Seasonal Municipal Road	Other Public Road or Right-of-way	Water
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If access to the subject land is by water only, describe the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road:

\_\_\_\_\_

**28. † INDICATE THE STORM DRAINAGE METHOD:**

Sewers	Ditches	Swales	Other: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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**AFFIDAVIT**

I (we) \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_  
(municipality), District of \_\_\_\_\_ solemnly declare that all the statements  
contained in this application are true, and I (we) make 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 the Township of Matachewan in the District of Timiskaming this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_\_.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Commissioner

\_\_\_\_\_  
Date

**AUTHORIZATION FOR AGENT/SOLICITOR TO ACT FOR OWNER**

(If affidavit is signed by an Agent/Solicitor on Owner's behalf, the Owner's written authorization below must be completed.)

I (we) \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_  
(municipality), District of \_\_\_\_\_ do hereby authorize \_\_\_\_\_  
\_\_\_\_\_ to act as my agent in this application.

\_\_\_\_\_  
Signature of Owner(s)

\_\_\_\_\_  
Date

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APPLICATION AND FEE OF \$ \_\_\_\_\_ RECEIVED BY THE MUNICIPALITY

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date