



APPLICATION TO AMEND OFFICIAL PLAN

Date Received: _____
File Number: _____
Receipt Number: _____

I/We enclose herewith the **Cost Deposit** of Three Thousand Dollars (\$3,000.00) being, a non-refundable administration fee of \$1,000.00 and a **\$2,000.00 deposit towards the total cost of administering the file**, paid by **cash or cheque**, to the Township of Minden Hills. I/We agree to pay any further costs and expenses, including but not limited to, survey fee, legal fees and advertising costs, which may be determined by the Council of the Corporation of the Township of Minden Hills, in connection with the processing of this application

In the event of withdrawal of the application, any surplus amount remaining, after payment of all expenses incurred by the township in processing this application, including the non-refundable administration fee, shall be remitted to the applicant. The applicant is required to notify the township, in writing, of the intent to withdraw the application.

PART ONE - GENERAL INFORMATION

Name of Applicant: _____
Address: _____
Telephone No.: _____ E-mail: _____

Name of Registered Owner (If other than applicant): _____
Address: _____
Telephone No.: _____ E-mail: _____

Note: The Applicant, if not the registered owner of the subject lands, must attach a letter from the registered owner, authorizing the application or have Section 8.2 of this application completed by the registered owner.

PART TWO - DESCRIPTION OF SUBJECT LANDS

Legal Description:
Lot(s): ____ Concession(s): ____ Geographic Township: _____ Part(s): ____ Plan: _____

Assessment Roll No.: 46-16- -000- -0000

Total Area in square metres or hectares: _____

Frontage (metres) Average Width (metres) Average Depth (metres) Average Area (square metres)

Directions to the Property: **(Include the 911 Number and Street/Road Name)**

PART THREE - OFFICIAL PLAN AND ZONING BY-LAW STATUS

Current Official Plan Designation _____ Current Zoning _____

Proposed Official Plan Designation _____

Basis for Amendment: Reason(s) for requesting the amendment to the Official Plan (if not sufficient space, a covering letter should be prepared by the Applicant and attached to this application).

PART FOUR - EXISTING AND PROPOSED USES OF SUBJECT LANDS

Please briefly describe the existing use(s) of the subject lands.

Date that existing land use(s) was established: _____ Date that existing lot was established _____

Please briefly describe the proposed use(s) for the subject lands.

Where there are any **existing buildings** please complete the following:

- a) Dimension of Dwelling Unit Metres and (Feet): _____
- b) Accessory Buildings (use and size of each) Metres and (Feet): _____
- _____
- c) Gross Floor Area Metres and (Feet): _____
- d) Front Yard Setback or High Water Mark Setback Metres and (Feet): _____
- e) Exterior Side Yard Setback (if applicable) Metres and (Feet): _____
- f) Interior Side Yard Setback (if applicable) Metres and (Feet): _____
- g) Rear Yard Setback Metres and (Feet): _____
- h) Building Height (Per Section 3.75 of Zoning By-law 06-10) Metres and (Feet): _____
- _____
- i) Date of Construction: _____
- j) Other (specify): _____

Where there are any **proposed buildings** please complete the following:

- a) Dimension of Dwelling Unit Metres and (Feet): _____
- b) Accessory Buildings (use and size of each) Metres and (Feet): _____
- _____
- c) Gross Floor Area Metres and (Feet): _____
- d) Front Yard Setback or High Water Mark Setback Metres and (Feet): _____
- e) Exterior Side Yard Setback (if applicable) Metres and (Feet): _____
- f) Interior Side Yard Setback (if applicable) Metres and (Feet): _____
- g) Rear Yard Setback Metres and (Feet): _____
- h) Building Height (Per Section 3.75 of Zoning By-law 06-10) Metres and (Feet): _____
- _____
- i) Other (specify): _____

Water Supply
Municipal piped water supply _____
Drilled or dug well _____
Communal well _____
Lake or river _____
Other (specify) _____

Sewage Disposal
Municipal sanitary sewers _____
Individual septic systems _____
Pit Privy _____

Access
Provincial Highway _____
Municipal or Other Public Road _____
Private Right of Way _____
Water _____

Note: Where access is by means of water, please indicate the location of available docking and parking facilities and their location relative to access from a public road _____

PART SIX - CONCURRENT PLANNING APPLICATIONS

Will you be considering or are there any other planning applications (i.e. zoning by-law amendments, plan of subdivision, consent, or site plan control) for the area covered by this application?

Yes _____ No _____

If the answer to the previous question is YES, please list the applications filed with the Province, the County of Haliburton, or the Township of Minden Hills and briefly describe the lands affected, the purpose of the application and, the stage in the planning process.

PART SEVEN - SUPPLEMENTARY INFORMATION (to be attached to this application)

Appendix 1 - Location Plan, please attach two (2) copies of a location plan, drawn to an appropriate scale, properly dimensioned, and showing thereon:

- a) boundaries of the subject lands; and,
- b) existing uses of all lands within 120 metres of the subject lands.

AFFIDAVIT, OWNER'S AUTHORIZATION AND ACKNOWLEDGEMENT

I, _____ of the _____ in the County/District/Regional Municipality of _____ solemnly declare that all the statements contained in this application are true, and 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 the _____ of _____ in the _____ of _____ this _____ day of _____

(Signature of owner or authorized agent)

A commissioner of Oaths

If the applicant is not the owner of the land that is subject of this application, the owner must complete the following or a similar authorization attached to the application:

Authorization of Owner for Agent to Make the Application, Provide Personal Information

I/We, _____, being the registered owner(s) of the lands subject of this application and I/we hereby authorize _____ to prepare and submit this application on my/our behalf.

(Date)

(Signature of owner)

(Date)

(Signature of owner)

Authorization of Owner for Agent to Provide Personal Information

I/We, _____, being the registered owner(s) of the lands subject of this application, and for the purposes of the **Freedom of Information and Protection of Privacy Act**, authorize _____, as my/our agent for this application, to provide any of my/our personal information that will be included in this application or collected during the processing of the application.

(Date)

(Signature of owner)

(Date)

(Signature of owner)

Consent of the Owner

The owner must also complete the following or a similar authorization attached to the application:

Consent of the Owner to the Use and Disclosure of Personal Information and to Allow Site Visits to be Conducted

I/We, _____, being the registered owner(s) of the lands subject of this application and, for the purposes of the Freedom of Information and Protection of Privacy Act, I/we hereby authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application. I/we also authorize and consent to representatives of the Township of Minden Hills and the persons and public bodies conferred with under Section 53(10) of the Planning Act entering upon the lands subject of this application for the purpose of conducting any site inspections as may be necessary to assist in the evaluation of this application.

For the purposes of the **Freedom of Information and Protection of Privacy Act**, I further authorize and consent to the use of my name in any Notices required under the authority of the Planning Act for the purpose of processing this application.

(Date)

(Signature of owner)

(Date)

(Signature of owner)

Acknowledgement

I/We, _____, hereby acknowledge that in the event that this application is appealed to the Ontario Municipal Board the Township of Minden Hills will require a further deposit of up to Five Thousand (\$5,000.00) Dollars to process the appeal. I/We further agree and acknowledge that any costs in excess of this amount will become my/our responsibility. The Township of Minden Hills hereby acknowledges that any funds not used for the processing of the appeal will be refunded to the applicant once the appeal process has been completed. The undersigned have recognized this notice and have signed below.

(Date)

(Signature of owner)

(Date)

(Signature of owner)
