



# Township of Wellesley

4639 Lobsinger Line, St. Clements, ON, N0B 2M0  
Office: 519.699.4611 | Fax: 519.699.4540

## ZONING BY-LAW AMENDMENT APPLICATION

### COMPLETENESS OF THIS APPLICATION

A formal Pre-Submission Consultation Meeting with the Township staff is **mandatory** prior to submission of this application.

The prospective applicant shall pay the Township of Wellesley **the prescribed, non-refundable pre-submission consultation meeting fee of \$100.00**, payable to the Township of Wellesley, prior to the pre-submission consultation meeting.

The Township of Wellesley requires, at minimum, **three weeks notice** prior to the scheduling of a pre-submission consultation meeting. More time may be required depending on the complexity of the proposal.

Applications must be accompanied by the submission requirements in order to be considered complete. **This application will not be accepted in the absence of a Formal Record of Pre-Submission Consultation** issued by the Township of Wellesley. Through the Pre-Submission Consultation, other information and material (e.g. technical information or reports) may be required to assist the Township and other agencies in their planning evaluation of the proposed Zoning By-law amendment.

This application will not be considered complete in the absence of any material specified in the Record of Pre-Submission Consultation. **Incomplete applications will not be processed** until all information is provided. If the information, including copies of the required plans and the applicable fees are not provided, the Township may return the application or refuse to give the application further consideration until receipt of all the required information and fees have been provided.

### DEPOSITS/FEES

The completed **Zoning By-law Amendment** application must be accompanied by the prescribed deposit of **\$2,500.00** (\$1,400.00 minimum to be deducted for Administration & Planning Fees) payable to the Township of Wellesley.

**The applicant is responsible for 100% of ALL third-party expense incurred by the Township of Wellesley associated with this application** – including but not necessarily limited to advertising, engineering, administrative and legal expenses).

Please note the application will not be accepted for processing until the deposits are received.



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## ZONING BY-LAW AMENDMENT PROCEDURE

An application for a Zoning By-law Amendment generally requires **approximately four (4) to nine (9) months** to process. This procedure generally encompasses the following steps:

1. The application is reviewed by planning staff to ensure all prescribed information and the required fee has been provided. Within **thirty (30) days** of the receipt of an application, the applicant will be notified in writing, whether the application is considered “complete”.
2. Within **fifteen (15) days** of the application being deemed complete, a “Notice of Application” will be circulated to land owners within **120 metres** of the subject land and prescribed departments and agencies for comment.
3. A Notice of the Statutory Public Meeting is advertised in a local newspaper **twenty (20) days** in advance of the Statutory Public Meeting.
4. Following the circulation period, a staff report containing a recommendation and any conditions of approval, if required, will be formulated. This report is sent to any persons who responded to the preliminary circulation outlined above.
5. At the public meeting, opportunity is afforded to the applicant and any other interested parties to make verbal and/or written submissions concerning the **Zoning By-law Amendment** application. The Township Council may choose to approve, refuse or defer the application.
6. If the amending zoning by-law has been passed by Council, a further notice of passing of the by-law is given to property owners and various public agencies **who requested further notice** and there is a **20 day appeal period** commencing the day after this further notice is given in which an appeal may be made to the Ontario Municipal Board. Should no appeal be lodged, the amending zoning by-law is final and binding as of the date of Council's passing.



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OFFICE USE ONLY		
Application #:  <b>ZBA</b>	Date application and deposit received:	
Was there a Pre-Submission Meeting with staff?  <input type="checkbox"/> Yes <input type="checkbox"/> No	Application deemed complete:  <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date of Pre-Submission Meeting:	Date Application was deemed to be complete:	
TO BE COMPLETED BY APPLICANT (Please type or print neatly in blue or black ink)		
CONTACT INFORMATION		
MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT <b>Personal Information on this form is collected under authority of <i>The Planning Act</i> and will be used to process this application</b>		
<b>All correspondence will be directed to the Agent (if any), unless otherwise requested.</b>		
1.0 Registered Owner		
Name:		
Principal of Company (if Owner is a Company)		
Mailing Address:		
Phone	Ext.	Fax:
Email:		
2.0 Agent (If other than the registered owner)		
Name/ Primary Contact Person		
Mailing Address:		
Phone	Ext.	Fax:
Email:		
3.0 All persons or institutions who have any mortgage charge or encumbrance on the property		
Name:		
Mailing Address:		
4.0 SUBJECT PROPERTY		
Municipal Address:		
Legal Description:		
Lot Area:	Frontage:	Depth
5.0 PLANNING INFORMATION		
Current Official Plan Designations		
Identify the current Official Plan Designation(s) for the subject property:		



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What land uses does the current designation authorize?

Are there any other applications being submitted concurrently with the requested Zoning By-law Amendment (such as Official Plan Amendment, Plan of Subdivision, Site Plan, etc.?)

YES  NO

If yes, provide the application no.:

## 6.0 PROPOSED ZONING BY-LAW AMENDMENT

What is the existing zoning on the subject lands?

What is the purpose of the proposed Zoning By-law amendment?

## 7.0 SITE CONDITIONS

What are the existing use(s) of the subject land?

What is the length of time that the existing use(s) of the subject land have continued?

Are there existing buildings on the subject property?

If YES, list the type of building(s) and the date(s) that each building or structure was constructed:

**Please use back of page if more space is required**

If YES, identify the setbacks, in metres, of each building from the front, side and rear lot lines

**Please use back of the page if more space is required**

Is there any Demolition/Alteration of buildings proposed? Explain



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

YES  NO

If YES, identify the type, height and dimensions/floor area of each building or structure (in metres)

## 8.0 SERVICES

Sewage Disposal		Water Supply	
<input checked="" type="checkbox"/> Service Type		<input checked="" type="checkbox"/> Service Type	
Public owned and operated piped sewage system		Public owned and operated piped sewage system	
Privately owned and operated individual septic system(s)		Privately owned and operated individual septic system(s)	
Other (describe):		Other (describe):	
Do not know		Do not know	

Stormwater Drainage		Access	
<input checked="" type="checkbox"/> Service Type		<input checked="" type="checkbox"/> Service Type	
Sewers		Provincial Highway	
Ditches or Swales		Regional Road	
SWM Pond		Township Road	
Infiltration Trenches		Water	
Other (describe):		Other (describe):	
Do not know		Do not know	

## 9.0 OTHER APPLICATIONS

Has the subject land ever been the subject of a Planning Act application(s), such as other zoning by-law amendment, consent, minor variance, etc.)?

YES  NO

If YES, provide the file number and status of each application:



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## 10.0 REGIONAL MUNICIPALITY OF WATERLOO ENVIRONMENTAL SITE SCREENING QUESTIONNAIRE

**This form must be completed by the property owner(s) for all development applications submitted to the Township of Wellesley on behalf of the Regional Municipality of Waterloo.**

1.	What are the current uses of the property?			
2.	Was the subject property ever used for industrial purposes?  <b>If yes</b> , please describe approximate dates and types of industry:	Y	N	Uncertain
3.	Was the subject property ever used for commercial purposes where there is potential for site construction (i.e. automotive repair, gas station, dry cleaning operation, chemical warehousing, etc.)?  <b>If yes</b> , please describe approximate dates and types of commercial activity:	Y	N	Uncertain
4a.	Has waste (garbage, solid wastes, liquid wastes) ever been placed on this property?	Y	N	Uncertain
4b.	<b>If yes</b> , when?  Please provide description of waste materials:	Y	N	Uncertain
5.	Have hazardous materials ever been stored or generated on the property (e.g. have HWIN registration or other permits been required)?  <b>If yes</b> , please summarize details:	Y	N	Uncertain
6.	Is there reason to believe that this property may be potentially contaminated based on historical use of this or an abutting property?  <b>If yes</b> , please describe the nature of the suspected contamination:	Y	N	Uncertain



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7.	Has the subject property or adjacent property ever been used as an agricultural operation where cyanide products may have been used as pesticides?	Y	N	Uncertain
8.	Are there or were there ever any aboveground or underground storage tanks for fuels or chemicals on the property?  <b>If yes, please summarize details:</b>	Y	N	Uncertain
9.	Does this property have or has it ever had a water supply well, monitoring well, and/or geothermal well?  <b>If yes, please provide details:</b>	Y	N	Uncertain
10.	Does the property use or has it ever used a septic system?	Y	N	Uncertain
11.	Have any environmental documents been prepared or issued for this property, including but not limited to a Phase I and II Environmental Site Assessment, Risk Assessment, Record of Site Condition or Certificate of Property Use?  <b>If yes, please provide details:</b>	Y	N	Uncertain
12.	Will lands be dedicated to the Region of Waterloo as part of this application (including road allowances, daylight triangles?)	Y	N	Uncertain

**PLEASE REVIEW CHECKLIST ON THE FOLLOWING PAGE**



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## SUBMISSION CHECKLIST (please retain for your own information)

**Formal Record of Pre-Submission Consultation** issued by the Township of Wellesley

### **Deposit:**

- \$2,500.00 – payable to the Township of Wellesley  
- Administration & Planning Fees (to be deducted from deposit): \$1,400.00 min

**The applicant is responsible for 100% of ALL third-party expense incurred by the Township of Wellesley associated with this application** – including but not necessarily limited to advertising, engineering, administrative and legal expenses).

The Regional Municipality of Waterloo of Waterloo charges a \$1000.00 fee for review of Zoning By-law amendment applications.

### **Application:**

- The original of the completed and signed application form;
- The signed Record of Pre-Submission Consultation;
- Hard copies of all information and materials(including plan/diagram) required to be provided with the initial submission pursuant to the Record of Pre-Submission Consultation;
- Electronic copies (.pdf) of all information and materials (including plan/diagram) required to be provided with the initial submission pursuant to the Record of Pre-Submission Consultation.

THE RECORD OF PRE-SUBMISSION WILL INDICATE HOW MANY COPIES ARE REQUIRED.

### **Plan:**

The Planning Act regulations require that the plans, drawings or survey be to scale and show the following information. It is very important to be as accurate as possible – **should deficiencies be found, you may be required to re-apply.**

- The boundaries and accurate dimensions of the subject land
- The size, location and type of all existing and proposed buildings, structures or additions on the subject land, measured from the front, rear and side lot lines
- The location of all driveways and parking spaces
- The location, width and name of any roads within or abutting the subject land
- Identify any natural features on subject land (trees, streams, etc.)
- All measurements must be shown in metric.**

### **Note:**

- Where possible, application forms should be submitted in person to the Planning Dept. at the Township of Wellesley, 4639 Lobsinger Line, St. Clements, ON, N0B 2M0. This will allow the application to be reviewed with staff to identify any possible issues or further information required, therefore avoiding unnecessary delays during processing.





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- **This is YOUR application - make sure that you know the exact details of why you are applying.** It is your responsibility to provide a complete and accurate application. Staff are available for consultation, but are not permitted to complete the form.
- An application will not be accepted as complete unless all legislated requirements have been met, and will not be processed until all necessary information has been received.
- In addition to the submission requirements found on the application form, **it is imperative that the applicant provide all the planning evidence necessary in support of the request being made.** This will assist the Council in making an informed decision regarding your application.
- The owner or agent **must** attend the Statutory Public Meeting in support of their application.

## ACKNOWLEDGEMENT

I/We understand that receipt of this application by the Township of Wellesley does **not** guarantee it to be a ‘complete’ application. Further review of the application will be undertaken and I/We may be contacted to provide additional information and/or resolve any discrepancies or issues with the application as submitted. Once the application is deemed to be fully complete, the application deposit will be deposited and the application will be circulated to the public, internal Township departments and prescribed agencies and will go forward to a future Council meeting.

The applicant(s) has the responsibility to advise the Township of Wellesley of any changes in ownership, agents, their names, addresses and telephone numbers etc. to ensure that they are advised of all matters pertaining to their application.

Submission of this application constitutes consent for authorized municipal staff to enter upon the subject property for the purpose of conducting site visits, including photographs, which are necessary for the evaluation of this application.

Name of Owner:

Name of Owner:

Signature of Owner:

Signature of Owner:

Date:

Date:



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<b>AFFIDAVIT</b> (to be completed in person in the presence of a Commissioner of Oaths)	
<p>I/We, _____ of _____ in the  <b>Name</b> <span style="float: right;"><b>City/Township</b></span>  County/Regional Municipality of _____, solemnly declare that all of  the above statements contained in the application 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 <i>Canada Evidence Act</i>.</p>	
Signature of Applicant	Signature of Applicant
<p><b>Declared before me at the</b>  _____ in the County/Regional Municipality of  <b>City/Township</b>  _____ this _____ day of _____, 20____</p> <p><b>Commissioner of Oaths</b></p>	
<b>AUTHORIZATION</b>	
<p>If this application is being made by an agent/solicitor on behalf of the property owner, the following  authorization must be completed:</p> <p>I/We _____ hereby authorize  <b>Owner(s)</b>  _____ to act on my behalf in regard to the above application.  <b>Agent</b></p>	
<p>_____  <b>Signature of Owner(s)</b></p>	
Name of Witness	Signature of Witness
<p><b>Grand River Conservation Authority (GRCA)</b>  The GRCA has implemented user fees for review of development applications. In this regard, you may  be assessed a plan review fee if the property to which your application applies is within the GRCA's  area of interest.</p> <p><b>Please contact the GRCA for more information if required, toll-free at 1-866-900-4722.</b></p>	