

**APPLICATION FOR A ZONING AMENDMENT AND/OR  
LOCAL OFFICIAL PLAN AMENDMENT  
THE CORPORATION OF THE VILLAGE OF CASSELMAN**

Personal information contained on this form is collected pursuant to the *Municipal Freedom of Information and Protection of Individual Privacy Act* and will be used for the purpose of responding to your request. Questions about this collection should be directed in writing to the Freedom of Information and Privacy Coordinator of the Corporation of the Village of Casselman.

**APPLICANT'S GUIDE**

The following notes for the assistance of applicants should not be regarded as complete or exhaustive. Reference should be made to the *Planning Act*, the Official Plan and Zoning By-Law of the Corporation of the Village of Casselman. In case of doubt or difficulty, enquiries should be directed to:

The Corporation of the Village of Casselman  
751 St-Jean Street,  
P.O. Box 710  
Casselma, ON  
K0A 1M0

Sylvain Boudreault, Planner  
1-800-667-6307 Ext: 7104

Gilles Lortie, Clerk  
Tel: (613) 764-3139, Ext: 515  
Fax: (613) 764-5709

## NOTES

1. This application for a Zoning amendment or a Local Official Plan Amendment is to be fully completed and submitted to the Corporation of the Village of Casselman signed by both the applicant(s) and owner(s) of the affected lands, and accompanied by:
  - i) A cheque made payable to the Corporation of the Village of Casselman:
    - (1) An application fee in the amount of \$4,000.00 plus a deposit of \$3,000.00 for an Official and Zoning By-law amendment made payable to the Corporation of the Village of Casselman (if applicable).
    - (2) An application fee in the amount of \$2,500.00 plus a deposit of \$3,000.00 for an Official Plan amendment made payable to the Corporation of the Village of Casselman (if applicable).
    - (3) An application fee in the amount of \$2,000.00 plus a deposit of \$3,000.00 for a Zoning By-law amendment made payable to the Corporation of the Village of Casselman (if applicable).
  - ii) An agreement signed with the owner (if applicable) to obtain additional money if the cost exceeds the initial fee paid.
  - iii) A recent survey plan and/or building location survey report of the concerned property;
  - iv) An accurate, to scale site plan of the proposal;
  - v) A copy of any additional supporting information (see Item # 21 of the application form).
2. Pre consultation discussions with municipal representatives are recommended before submitting a complete application.
3. If, in the opinion of the Planner, the application is not complete, necessary circulation of the application and any necessary hearing will be delayed until a complete application is submitted.



Application received:

**APPLICATION FOR A ZONING AMENDMENT AND/OR LOCAL OFFICIAL PLAN AMENDMENT**

**File No.:** \_\_\_\_\_

Official Plan Amendment

Zoning Amendment

Municipality: \_\_\_\_\_ Former municipality: \_\_\_\_\_

**1. Applicant Information**

Name of Registered Owner: \_\_\_\_\_

Name of Agent: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Tel. (home): \_\_\_\_\_

Tel. (home): \_\_\_\_\_

Tel. (work): \_\_\_\_\_

Tel. (work): \_\_\_\_\_

Fax.: \_\_\_\_\_

Fax.: \_\_\_\_\_

E-mail: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name, address, telephone number of all persons having any mortgage charge or encumbrance on the property:

**2. Specify the person who is to be contacted if more information is needed.**

*(All communication will be directed to this person, click the appropriate box)*

- Owner  French  English
- Agent  French  English
- Other (mortgagee)  French  English

**3. What is the purpose of and reasons for the proposed amendment(s)?**


**4. Why does the proposed/existing use not comply with the provisions of the Official Plan / Zoning By-Law?**


**5. What area does the amendment cover?**

- a)  the "entire" property
- b)  a "portion" of the property

**6. Provide a description of the "entire" property**

Civic address: \_\_\_\_\_

Lot: \_\_\_\_\_ Concession: \_\_\_\_\_

Lot # : \_\_\_\_\_ Part: \_\_\_\_\_ Registered Plan No.: \_\_\_\_\_

Area: \_\_\_\_\_ ha      Depth: \_\_\_\_\_ metres      Frontage (width): \_\_\_\_\_ metres  
 \_\_\_\_\_ acres      \_\_\_\_\_ feet      \_\_\_\_\_ feet

**7. Provide a description of the "portion" of the property to be amended**

Area: \_\_\_\_\_ ha      Depth: \_\_\_\_\_ metres      Frontage (width): \_\_\_\_\_ metres  
 \_\_\_\_\_ acres      \_\_\_\_\_ feet      \_\_\_\_\_ feet

**8. Access to the subject land**

- |  |  |
|--|--|
| <input type="checkbox"/> Provincial Highway          | <input type="checkbox"/> Municipal Road – Seasonal |
| <input type="checkbox"/> Municipal Road – Year round | <input type="checkbox"/> Right-of-way              |
| <input type="checkbox"/> County Road                 | <input type="checkbox"/> Water ways                |
| <input type="checkbox"/> Private Road                | <input type="checkbox"/> Other ( <i>specify</i> )  |

**9. What is the current planning status?**

County Official Plan: \_\_\_\_\_

Secondary Official Plan: \_\_\_\_\_

Local Official Plan: \_\_\_\_\_

Zoning: \_\_\_\_\_

**10. List the land uses that are permitted by the current Official Plan designation**

\_\_\_\_\_

\_\_\_\_\_

**11. Existing and proposed land uses**

Existing use(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed use(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Existing use(s) and description of abutting property :	North:	
	South:	
	East:	
	West:	

**12. (a) Provide the following details for the “main building or structure”:** *(Use a separate page if necessary)*

	Existing	Proposed
i) Type of building(s) / structure(s)		
ii) Date of construction <i>(day/month/year)</i>		
iii) Type of unit(s)		
iv) Number of units		
v) Main building height	_____ m. _____ ft.	_____ m. _____ ft.
vi) Dimensions of building	_____ m. _____ ft.	_____ m. _____ ft.
vii) Number of storeys		
viii) % Lot coverage		
ix) Number of parking spaces		
x) Number of loading spaces		
xi) Total floor area	_____ m <sup>2</sup> _____ ft. <sup>2</sup>	_____ m <sup>2</sup> _____ ft. <sup>2</sup>
xii) Ground floor area	_____ m <sup>2</sup> _____ ft. <sup>2</sup>	_____ m <sup>2</sup> _____ ft. <sup>2</sup>
xiii) Number of street entrances		
xiv) Location of all building and structures on or proposed for the subject land <i>(specify distance from side, rear and front lot lines)</i>		
Existing building/structure(s):	Side limit(s): _____ Metres _____ Feet	_____ Metres _____ Feet
	Front limit(s): _____ Metres _____ Feet	
	Rear limit(s): _____ Metres _____ Feet	
Proposed building/structure(s):	Side limit(s): _____ Metres _____ Feet	_____ Metres _____ Feet
	Front limit(s): _____ Metres _____ Feet	
	Rear limit(s): _____ Metres _____ Feet	

**(b) Provide the following details for the “accessory building or structure”:** *(Use a separate page if necessary)*

	Existing	Proposed
i) Type of building(s) / structure(s)		
ii) Date of construction <i>(day/month/year)</i>		
iii) Type of unit(s)		
iv) Number of units		
v) Main building height	_____ m. _____ ft.	_____ m. _____ ft.
vi) Dimensions of building	_____ m. _____ ft.	_____ m. _____ ft.
vii) Number of storeys		
viii) % Lot coverage		

ix) Number of parking spaces	_____	_____	
x) Number of loading spaces	_____	_____	
xi) Total floor area	_____ m <sup>2</sup>	_____ ft. <sup>2</sup>	_____ m <sup>2</sup> _____ ft. <sup>2</sup>
xii) Ground floor area	_____ m <sup>2</sup>	_____ ft. <sup>2</sup>	_____ m <sup>2</sup> _____ ft. <sup>2</sup>
xiii) Number of street entrances	_____	_____	
xiv) Location of all building and structures on or proposed for the subject land <i>(specify distance from side, rear and front lot lines)</i>			
Existing building/structure(s):	Side limit(s):	_____ Metres	_____ Metres
		_____ Feet	_____ Feet
	Front limit(s):	_____ Metres	
		_____ Feet	
	Rear limit(s):	_____ Metres	
		_____ Feet	
Proposed building/structure(s):	Side limit(s):	_____ Metres	_____ Metres
		_____ Feet	_____ Feet
	Front limit(s):	_____ Metres	
		_____ Feet	
	Rear limit(s):	_____ Metres	
		_____ Feet	

**13. Existing and proposed services**

a) Indicate the applicable water supply and sewage disposal.

	Existing	Proposed	
Municipal water	<input type="checkbox"/>	<input type="checkbox"/>	
Communal water	<input type="checkbox"/>	<input type="checkbox"/>	
Private well	<input type="checkbox"/>	<input type="checkbox"/>	
Municipal sewers	<input type="checkbox"/>	<input type="checkbox"/>	
Communal sewers	<input type="checkbox"/>	<input type="checkbox"/>	
Private septic	<input type="checkbox"/>	<input type="checkbox"/>	
Other <i>(specify)</i>	_____	_____	

**14. Are stormwater sewers present?**       Yes       No

If yes, what type: \_\_\_\_\_

**15. Characteristics of subject land**

a) Type of soil

- Clay
- Sand
- Gravel
- Rock
- Other *(specify)*

b) Is the land subject to:

i) Flooding	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
ii) Swamp ness	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
iii) Erosion	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
iv) Sensitive slope	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

**OFFICIAL PLAN AMENDMENT** (Proceed to Question 19 if an Official Plan Amendment is not proposed)

**16. Does the proposed Official Plan amendment do the following?**

Change a policy in the Official Plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
Replace a policy in the Official Plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
Delete a policy in the Official Plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
Add a policy in the Official Plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
Add or change a designation in the Official Plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown

**17. If applicable and known at time of application, provide the following information.**

a) Section number(s) of Policy to be changed \_\_\_\_\_

b) Text of the proposed new policy attached on a separate page?  Yes  No

c) New designation name \_\_\_\_\_

d) Map of proposed new schedule attached on a separate page?  Yes  No

**18. List land uses that would be permitted by the proposed amendment:**

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**19. Has the applicant or owner made an application for any of the following, either on or within 120 metres of the subject land? (if you answer YES below, please provide file number if known)**

	Yes	No	File number
Official Plan Amendment	<input type="checkbox"/>	<input type="checkbox"/>	_____
Zoning By-Law Amendment	<input type="checkbox"/>	<input type="checkbox"/>	_____
Minor Variance	<input type="checkbox"/>	<input type="checkbox"/>	_____
Plan of Subdivision	<input type="checkbox"/>	<input type="checkbox"/>	_____
Consent (severance)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Site Plan Control	<input type="checkbox"/>	<input type="checkbox"/>	_____

**20. If the answer to question 19 is YES, please provide the following information.**

Approval Authority : \_\_\_\_\_

Lands subject to application: \_\_\_\_\_

Purpose of application: \_\_\_\_\_

Status of application \_\_\_\_\_

Effect on the current application for Amendment: \_\_\_\_\_

**21. List the titles of any supporting documents** (e.g. Environmental Impacts Study, Hydrogeological Report, Traffic Study, Market Area Study, Aggregate License Report, Stormwater Management Report, etc.)

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**22. Please submit a location plan prepared to scale with the following criteria:**

*(Please provide drawing of the proposal on a sheet of paper 8½" X 11 or 8½" X 14, preferably prepared by a qualified professional. In some cases, it may be more appropriate to prepare additional drawing at varying scales to better illustrate the proposal.)*

The location plan should show:

- Property boundaries and dimensions
- Easements or restrictive covenants
- Neighbouring adjacent land uses
- Public roads, allowances, rights-of-way
- Wetlands, floodplain, wet areas
- Dimensions of area of amendment
- Distance between farm buildings lodging animals and the neighbouring properties
- Buildings and dimensions
- Parking and loading areas
- Municipal drains/award drains
- Woodlots, forested areas
- Distance to lot lines
- Neighbouring properties
- Driveways and lanes
- Natural watercourses
- North arrow
- Other features (bridges, wells, railways, septic systems, springs, slopes, gravel pits)

**23. Affidavit or Sworn Declaration**

I/WE \_\_\_\_\_ of the \_\_\_\_\_  
in the County of \_\_\_\_\_ solemnly declare that all the statements contained in this 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 *Canada Evidence Act*.

SWORN/DECLARED before me )  
at the \_\_\_\_\_ )  
in the County of \_\_\_\_\_ )  
This \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ )  
) )  
) )  
\_\_\_\_\_ )  
A Commissioner of Oaths ) Applicant(s) or \*\*Authorized Agent

\*\* If signed by an Agent, the declaration at item 24 on the bottom part of this page must be signed by the Owner authorizing the Agent to signed the application on his or her behalf.

**24. Authorisation** *(If the applicant is not the owner of the land that is the subject to this application, complete the authorization of the owner concerning personal information set out below.)*

I/WE \_\_\_\_\_ of the \_\_\_\_\_  
in the County of \_\_\_\_\_ authorize \_\_\_\_\_ (name)  
to be my agent in this matter and to sign all documentation relating to this application.

\_\_\_\_\_  
Date

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