



## **APPLICATION FOR ZONING BY-LAW AMENDMENT**

### **GUIDELINES**

#### **Introduction:**

The submission of an application to the Township of Wellington North to amend the Zoning By-law is provided for in the Ontario Planning Act. As such, 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 to amend the Zoning By-law. Should you require clarification on any matter covered by this application form, please contact the Municipal Office at the address at the top of the page.

#### **Pre-Consultation**

Pre-consultation may be mandatory for a zoning by-law amendment application. Please contact Darren Jones, Chief Building Official for confirmation. 519-848-3620, Ext. 4462

#### **Application Fees:**

Each application must be accompanied by the applicable application fee (see below) in the form of a cheque payable to the Township of Wellington North. 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 above-noted application fee, the applicant is required to pay the outstanding balance.

#### **Authorization:**

If the applicant (agent or solicitor) is not the owner of the subject land, a written statement by the owner should accompany the application which authorizes the applicant to act on behalf of the owner as it relates to the subject application (See Section H).

#### **Drawing:**

All applications for Zone change must include an accurate to scale drawing (see Question 24), preferably prepared by a qualified professional, showing the items listed below:

1. The land subject to the application including its boundaries and dimensions; and the location and nature of any easements or restrictive covenants which affect the subject land;
2. The uses of adjacent and abutting land (e.g. residential, agricultural, extractive, commercial, industrial, recreational, institutional)
3. All abutting lands owned by the owner (if any) and its boundaries and dimensions;
4. The location of all existing as well as proposed buildings, their uses, widths, lengths, numbers of storey's, and setbacks from front, side and rear lot lines;

5. Location of all natural and man-made features on the land (e.g. buildings, structures, fencing, parking areas, road allowances, railways, wells, septic tanks, wooded areas, watercourses, ditches) and the location of any of these features on adjacent or abutting land that may affect this application.

### **Supporting Info:**

Please bear in mind that additional information may be required by the municipality, County, local and provincial agencies in order to evaluate the proposed amendment. This information is often a requirement of the County Official Plan, Provincial policies and/or applicable regulations. The required information may include studies or reports to deal with such matters as the natural environment, land use compatibility, 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 Regulation 545/06 for zoning by-law amendments outlines "prescribed" information which is identified by this symbol (\*) beside the question number.

### **Approval Process:**

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 Ontario Planning Act). The applicant will be requested to attend the public meeting to present the proposal. The applicant will be provided notice of any decision made by Council concerning the application. Zoning amendments are approved by Council. Official Plan amendments are adopted by Council and then forwarded to the County of Wellington for approval, which involves circulation to various agencies for their comments. These agencies may require additional information to evaluate the proposal.

### **Further Information:**

Tammy Pringle, Development Clerk  
Township of Wellington North  
7490 Sideroad 7 West, P.O. Box 125  
Kenilworth, ON N0G 2E0  
[tpringle@wellington-north.com](mailto:tpringle@wellington-north.com)  
Phone: 519.848.3620 Ext. 4435  
Fax: 519.848.3228

**or**

Karren Wallace, Clerk  
Township of Wellington North  
7490 Sideroad 7 West, P.O. Box 125  
Kenilworth, ON N0G 2E0  
[kwallace@wellington-north.com](mailto:kwallace@wellington-north.com)  
Phone: 519.848.3620 Ext. 4227  
Fax: 519.848.3228

**2025 Fees:                    \$10,300.00**

**Copies:**                    The original commissioned copy of this application, with pdf drawings and other information as may be specified shall be required.

**CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH**

**Application for Zoning By-law Amendment**

Application No.: \_\_\_\_\_

**A. THE AMENDMENT**

1. \*TYPE OF AMENDMENT? Site Specific [ ] Other \_\_\_\_\_

2. \*WHAT IS THE PURPOSE OF AND REASONS FOR THE PROPOSED AMENDMENT(S)?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B. GENERAL INFORMATION**

**3. \*APPLICANT INFORMATION**

a. \*Registered Owner's Name(s): \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

b. \*Applicant (Agent) Name(s): \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

c. \*Name, Address, Phone of all persons having any mortgage charge or encumbrance on the property:

i. \_\_\_\_\_

ii. \_\_\_\_\_

iii. \_\_\_\_\_

d. \*Send Correspondence To? Owner [ ] Agent [ ] Other [ ] \_\_\_\_\_

e. \*When did the current owner acquire the subject land? \_\_\_\_\_

f. Did you have a **Pre-consultation** meeting with planning staff prior to filling out this application?  YES  NO

If **YES**, please indicate the people you met with: \_\_\_\_\_

4. **\*WHAT AREA DOES THE AMENDMENT COVER?**  
(This information should be illustrated on the required drawing under item G of this application.)

[ ] the "entire" property [ ] a "portion" of the property

5. **\*PROVIDE A DESCRIPTION OF THE "ENTIRE" PROPERTY:**

- a. Municipal Address: \_\_\_\_\_
- b. Concession: \_\_\_\_\_ Lot: \_\_\_\_\_ Registered Plan No: \_\_\_\_\_
- c. Area: \_\_\_\_\_ hectares Depth: \_\_\_\_\_ meters Frontage (Width): \_\_\_\_\_ meters  
Area: \_\_\_\_\_ acres Depth: \_\_\_\_\_ feet Frontage (Width): \_\_\_\_\_ feet

6. **\*PROVIDE A DESCRIPTION OF THE AREA TO BE AMENDED IF ONLY A "PORTION" OF THE PROPERTY:**

- a. Area: \_\_\_\_\_ hectares Depth: \_\_\_\_\_ meters Frontage (Width): \_\_\_\_\_ meters  
Area: \_\_\_\_\_ acres Depth: \_\_\_\_\_ feet Frontage (Width): \_\_\_\_\_ feet

7. **\*WHAT IS THE CURRENT COUNTY OF WELLINGTON OFFICIAL PLAN DESIGNATION OF THE SUBJECT PROPERTY?**

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8. **HOW DOES THE PROPOSED ZONING AMENDMENT APPLICATION CONFORM WITH THE OFFICIAL PLAN?**

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9. **\*HOW IS THE PROPOSED ZONING AMENDMENT APPLICATION CONSISTENT WITH POLICY STATEMENTS ISSUED UNDER SUBSECTION 3 (1) OF THE PLANNING ACT?**

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10. **\*IS THE SUBJECT LAND WITHIN AN AREA OF LAND DESIGNATED UNDER ANY PROVINCIAL PLANS? (I.E. GROWTH PLAN, GREENBELT PLAN, ETC.) IF YES, HOW DOES THE APPLICATION CONFORM OR DOES NOT CONFLICT WITH THE PROVINCIAL PLANS?**

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11. **\*WHAT IS THE CURRENT ZONING OF THE SUBJECT PROPERTY AND WHAT USES ARE PERMITTED?**

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**C. EXISTING AND PROPOSED LAND USES AND BUILDINGS**

12. **\*WHAT IS THE "EXISTING" USE(S) OF THE SUBJECT LAND?**

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13. **\*HOW LONG HAS THE "EXISTING" USE(S) CONTINUED ON THE SUBJECT LAND?**

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14. **\*WHAT IS THE "PROPOSED" USE OF THE SUBJECT LAND?**

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15. **\*PROVIDE THE FOLLOWING DETAILS FOR ALL BUILDINGS OR STRUCTURES ON THE SUBJECT LAND: (Please use a separate page if necessary.)**

		Existing		Proposed	
a.	Type of building(s) or structure(s)				
b.	Date of construction:				
c.	Building Height:	(m)	(ft)	(m)	(ft)
d.	Number of Storey's: (excluding basement)				
e.	Total floor area:	(m <sup>2</sup> )	(ft <sup>2</sup> )	(m <sup>2</sup> )	(ft <sup>2</sup> )
f.	Ground floor area:	(m <sup>2</sup> )	(ft <sup>2</sup> )	(m <sup>2</sup> )	(ft <sup>2</sup> )
g.	Distance from building to the:				
	ii. Front lot line	(m <sup>2</sup> )	(ft <sup>2</sup> )	(m <sup>2</sup> )	(ft <sup>2</sup> )
	ii Side lot line	(m <sup>2</sup> )	(ft <sup>2</sup> )	(m <sup>2</sup> )	(ft <sup>2</sup> )
	iii. Side lot line	(m <sup>2</sup> )	(ft <sup>2</sup> )	(m <sup>2</sup> )	(ft <sup>2</sup> )
	iv. Rear lot line	(m <sup>2</sup> )	(ft <sup>2</sup> )	(m <sup>2</sup> )	(ft <sup>2</sup> )
h.	Percent lot coverage	(%)		(%)	
i.	Number of parking spaces				
j.	Number of loading spaces				

**D. EXISTING AND PROPOSED SERVICES**

**16. \*WHAT IS THE ACCESS TO THE SUBJECT PROPERTY?**

Provincial Highway  Continually maintained municipal road  Right-of-way   
County Road  Seasonally maintained municipal road  Water access

**17. WHAT IS THE NAME OF THE ROAD OR STREET THAT PROVIDES ACCESS TO THE SUBJECT PROPERTY?**

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**18. \*IF ACCESS IS BY WATER ONLY, PLEASE DESCRIBE THE PARKING AND DOCKING FACILITIES USED OR TO BE USED AND THE APPROXIMATE DISTANCE OF THESE FACILITIES FROM SUBJECT LAND TO THE NEAREST PUBLIC ROAD.**

*(This information should be illustrated on the required drawing under item G of this application.)*

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**19. \*INDICATE THE APPLICABLE WATER SUPPLY AND SEWAGE DISPOSAL**

	Municipal Sewers	Communal Sewers	Private Septic	Municipal Water	Communal Well	Private Well
a. Existing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Proposed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**20. \*HOW IS THE STORM DRAINAGE PROVIDED?**

a. Storm Sewers  Ditches  Swales  Other (explain below)

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**E. OTHER RELATED PLANNING APPLICATIONS**

**21. \*HAS THE CURRENT OWNER (OR ANY PREVIOUS OWNER) MADE APPLICATION FOR ANY OF THE FOLLOWING, EITHER ON OR WITHIN 120 METRES OF THE SUBJECT LAND?**

a. Official Plan Amendment	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
b. Zoning By-law Amendment	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
c. Minor Variance	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
d. Plan of Subdivision	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
e. Consent (Severance)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
f. Site Plan Control	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

**22. \*IF THE ANSWER TO QUESTION 21 IS YES, PLEASE PROVIDE THE FOLLOWING INFORMATION:**

- a. File No. and Date of Application: \_\_\_\_\_
- b. Approval Authority: \_\_\_\_\_
- c. Lands Subject to Application: \_\_\_\_\_
- d. Purpose of Application: \_\_\_\_\_
- e. Status of Application: \_\_\_\_\_
- f. Effect on the Current Application for Amendment: \_\_\_\_\_

**F. OTHER SUPPORTING INFORMATION**

**23. PLEASE LIST THE TITLES OF ANY SUPPORTING DOCUMENTS:**

**NOTE:** All documents as outlined in the “Pre-Consultation Meeting Form” will be required with this submission.

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## **G. APPLICATION DRAWING**

**24. \*PLEASE PROVIDE AN ACCURATE DRAWING OF THE PROPOSAL, PREFERABLY PREPARED BY A QUALIFIED PROFESSIONAL. IN SOME CASES, IT MAY BE MORE APPROPRIATE TO SUBMIT ADDITIONAL DRAWINGS AT VARYING SCALES TO BETTER ILLUSTRATE THE PROPOSAL. THE DRAWING MUST INCLUDE THE FOLLOWING:**

- a. Owners' / applicant's name;
- b. Legal description of property;
- c. Boundaries and dimensions of the subject property and its current land use;
- d. Dimensions of area of amendment (if not , the entire property);
- e. The size and use of all abutting land;
- f. All existing and proposed parking and loading areas, driveways and lanes;
- g. The nature of any easements or restrictive covenants on the property;
- h. The location of any municipal drains or award drains;
- i. Woodlots, forested areas, ANSI's, ESA's, wetlands, floodplain, and all natural watercourses (rivers, stream banks, etc);
- j. The dimensions of all existing and proposed buildings and structures on the subject land and their distance to all lot lines;
- k. The name, location and width of each abutting public or private road, unopened road allowance or right of way;
- l. If access to the subject land is by water only, provide the location of the parking and docking facilities to be used;
- m. Other features both on site or nearby that in the opinion of the applicant will have an effect on the application (such as bridges, railways, airports, wells, septic systems, springs, slopes, gravel pits); and
- n. The drawing should also include the scale, north arrow and date when the drawing was prepared.



**H. AUTHORIZATION FOR AGENTS / SOLICITOR TO ACT FOR OWNER:**

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

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

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

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

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

**I. \*AFFIDAVIT:**

*(This affidavit must be signed in the presence of a Commissioner)*

I (we) \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_,  
County/Region of \_\_\_\_\_ solemnly declare that all the statements  
contained in this application are true, and I, (we), 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 \_\_\_\_\_, County/Region  
of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
*Signature of Owner or Authorized Solicitor  
or Authorized Agent* \_\_\_\_\_ *Date* \_\_\_\_\_

\_\_\_\_\_  
*Signature of Commissioner* \_\_\_\_\_ *Date* \_\_\_\_\_

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

\_\_\_\_\_  
*Signature of Municipal Employee* \_\_\_\_\_ *Date* \_\_\_\_\_