



**DEVELOPMENT SERVICES AND ENGINEERING DEPARTMENT**

**APPLICATION FOR ZONING BY-LAW AMENDMENT AND REMOVAL OF (H)  
HOLDINGS**

**COMPLETENESS OF THE APPLICATION:**

*This application form sets out the information that must be provided by the applicant, as prescribed in the various Ontario Regulations made under the Planning Act. It also sets out other information that will assist the City and others in their planning evaluation of the proposal. To ensure the quickest and most complete review, this information should be submitted at the time of application. In the absence of this information, it may not be possible to do a complete review within the legislated time frame for making a decision. If the requested information, including the plans and fee, is not provided, the City will return the application or refuse to further consider the application until the information, plans and fee have been provided.*

One application form is required for each parcel of land affected, along with the applicable fee as indicated by the City's Tariff of Fees By-law shown below.

**IT IS MANDATORY THAT ALL INFORMATION & MATERIAL REQUESTED BE SUBMITTED  
AS STATED UNDER THE PLANNING ACT AS AMENDED**

**APPLICANT'S CHECKLIST**

Completed application form	<b>Yes</b>
Site plan (to scale) <i>All measurements are to be in metric units only</i>	<b>Yes</b>
Information as indicated in the application form	<b>Yes</b>
Reports as indicated in the application form	<b>Yes</b>
Transfer/Deed noting the location(s) of existing easements (if applicable)	<b>Yes</b>
Payment of the <b>applicable FEE(S) in accordance with the Instructions for Digital Submission</b> ( <a href="#">as indicated by the City's Tariffs &amp; Fees By-law</a> )	<b>Yes</b>

Please forward application to:

**[Planning@orillia.ca](mailto:Planning@orillia.ca)**

**File Numbers will be issued for all applications  
and should be used in all communications with the  
City**



DEVELOPMENT SERVICES AND ENGINEERING DEPARTMENT  
APPLICATION FOR ZONING BY-LAW AMENDMENT AND REMOVAL OF  
(H) HOLDINGS

**FOR OFFICE USE ONLY**

DATE RECEIVED: \_\_\_\_\_ ROLL NUMBER: \_\_\_\_\_

DATE APPLICATION DEEMED COMPLETE: \_\_\_\_\_ INITIAL: \_\_\_\_\_

APPLICATION FILE NUMBER(S): \_\_\_\_\_

**ARE YOU APPLYING FOR:**

**ZONING BY-LAW AMENDMENT - MINOR (\$3,800.00 plus costs)**

Applies only to existing developed site(s) that add or changes permitted uses for an existing building(s) that does not require Site Plan Approval.

**ZONING BY-LAW AMENDMENT - MAJOR (\$7,075.00 plus costs)**

Applies to all other types of Zoning By-law Amendment applications that do not qualify as a Minor Zoning By-law Amendment.

**REMOVAL OF A HOLDING BY-LAW (\$885.00)**

**DEPOSIT FOR PEER REVIEW OF ENVIRONMENTAL IMPACT STUDY (\$5,000.00)**

**1. APPLICANT / AGENT INFORMATION**

**Place check beside person to whom all correspondence is to be sent.**

*(An owner's authorization is required in Section 12 if the applicant is not the owner.)*

**1.1** Name of Applicant(s): \_\_\_\_\_  
Address: \_\_\_\_\_ PC. \_\_\_\_\_  
Telephone Number: (\_\_\_\_\_)\_\_\_\_ - \_\_\_\_\_ Fax Number: (\_\_\_\_\_)\_\_\_\_ - \_\_\_\_\_  
Email Address: \_\_\_\_\_

**1.2** Name of Owner(s) : \_\_\_\_\_  
*(if different from the applicant)*  
Address: \_\_\_\_\_ PC. \_\_\_\_\_  
Telephone Number: (\_\_\_\_\_)\_\_\_\_ - \_\_\_\_\_ Fax Number: (\_\_\_\_\_)\_\_\_\_ - \_\_\_\_\_  
Email Address: \_\_\_\_\_

**1.3** Name of holders of any mortgages, charges or other encumbrances:  
\_\_\_\_\_  
Address: \_\_\_\_\_ PC. \_\_\_\_\_  
Telephone Number: (\_\_\_\_\_)\_\_\_\_ - \_\_\_\_\_ Fax Number: (\_\_\_\_\_)\_\_\_\_ - \_\_\_\_\_  
Email Address: \_\_\_\_\_

**2. LOCATION OF THE SUBJECT LAND**

**2.1** Municipal Street Address: \_\_\_\_\_  
Concession Number(s): \_\_\_\_\_ Lot Number(s): \_\_\_\_\_  
Registered Plan Number: \_\_\_\_\_ Lot(s)/Block(s): \_\_\_\_\_  
Reference Plan Number: \_\_\_\_\_ Part Number(s): \_\_\_\_\_

**2.2** Are there any easements or restrictive covenants affecting the Subject Land?

please indicate: YES NO UNKNOWN

If YES, describe the easement or covenant and its effect (provide copy if available)

**3. DESCRIPTION OF THE SUBJECT LAND**

Frontage: \_\_\_\_\_m Depth: \_\_\_\_\_m Area: \_\_\_\_\_m<sup>2</sup>

Existing Use(s): \_\_\_\_\_

Date land acquired by the current owner: \_\_\_\_\_ Unknown:

Date existing buildings/structures were constructed: \_\_\_\_\_ Unknown:

Date the existing uses on the Subject Land commenced: \_\_\_\_\_ Unknown:

Proposed Use(s): \_\_\_\_\_

A Site Plan **MUST BE** included showing the number, type, use(s), height, floor area and distances from all lot lines for all buildings/structures currently on and proposed to be placed on the Subject Land.

**4. PLANNING HISTORY OF THE SUBJECT LAND**

**4.1** Has the Subject Land ever been the subject of an application for a Plan of Subdivision or for Consent?

please indicate: YES NO UNKNOWN

If YES, and known, provide the Ministry's or City's application file number and the decision made on the application.

\_\_\_\_\_

**4.2** Has the Subject Land ever been the subject of an application under Section 34 of the Act? (Zoning By-law Amendment)

And/or

Has the Subject Land ever been the subject of a Minister's Zoning Order?

please indicate: YES NO UNKNOWN

**If YES**, and known, provide the Ministry or City's application file number and the status/decision made on the application.

---

## **5. PROVINCIAL PLANS AND POLICIES**

**5.1** Provide an explanation as to how the proposed amendment is consistent with the policy statements issued under Subsection 3(1) of the Act? (See Provincial Policy Statement 2014):

**5.2** Is the Subject Land within an area of land designated under any provincial plan or plans?

please indicate: YES                      NO                      UNKNOWN

**If YES**, please explain how the proposed amendment conforms or does not conflict with the applicable provincial plan or plans (see Growth Plan for the Greater Golden Horseshoe and the Lake Simcoe Protection Plan).

## **6. OFFICIAL PLAN AND ZONING INFORMATION**

**6.1** What is the existing Official Plan designation(s)?

---

**6.2** Provide an explanation as to how the application conforms to the Official Plan:

**6.3** What is the Zoning of the Subject Land?

---

**7. ZONING BY-LAW AMENDMENT**

**7.1** What is the nature and extent of the rezoning requested?

**7.2** Specify the reason why the rezoning is requested.

**7.3** Provide the minimum and maximum density requirements as well as the proposed density applicable to the Subject Lands.

MINIMUM \_\_\_\_\_

MAXIMUM \_\_\_\_\_

PROPOSED \_\_\_\_\_

**7.4** Further, provide the minimum and maximum height requirements as well as the proposed height applicable to the Subject Lands.

MINIMUM \_\_\_\_\_

MAXIMUM \_\_\_\_\_

PROPOSED \_\_\_\_\_

**7.5** Is it the intent of this application to alter the boundary of the City of Orillia or implement a new area of settlement?

please indicate: YES NO UNKNOWN

**If YES**, please provide details of the Official Plan or Official Plan Amendment that deals with the matter.

**7.6** Is it the intent of this application to remove land from the “Employment Area” as designated in the City’s Official Plan?

**please indicate:** YES                      NO                      UNKNOWN

**If YES**, please provide details of the Official Plan or Official Plan Amendment that deals with the matter.

**7.7** Is the Subject Land within an area where zoning with conditions apply?

**please indicate:** YES                      NO                      UNKNOWN

**If YES**, please explain how the application conforms to the Official Plan policies relating to zoning with conditions.

## **8. SERVICES**

**8.1 Access:** *(check appropriate space)*

provincial highway  
municipal road, maintained all year  
municipal road, seasonally maintained  
other public road  
right of way  
water access\*\*

\*\* If access to the subject land is to be by water only, describe and sketch the parking and docking facilities to be used and the approximate distance of these facilities from the Subject Land and the nearest public road.

**8.2 Water Supply:** *(check appropriate space)*

publicly owned and operated system  
private well  
private communal well  
other *(specify)* \_\_\_\_\_

**8.3 Storm Water Drainage:** *(check appropriate space)*

publicly owned and operated sewers

ditches

swales

other *(specify)* \_\_\_\_\_

**8.4 Sewage Disposal:** *(check appropriate space)*

publicly owned and operated system

private individual septic tank \*\*

private communal septic system \*\*

privy \*\*

other *(specify)* \_\_\_\_\_

\*\* If it is the intent of this application to permit development on privately owned and operated individual or communal septic systems where more than 4500 litres of effluent would be produced per day as a result of the development being completed, the following is required:

- A certificate of approval from the City of Orillia, its delegate or Ministry of the Environment submitted with this application will facilitate the review.
- a servicing options report; and
- a hydrogeological report.

**9. PUBLIC CONSULTATION STRATEGY**

**9.1** Describe the proposed strategy for consulting with the public regarding this application (provide explanation below or attach as a separate document):



## 10. SITE PLAN

***If the site plan is larger than 11"x17" a reduced copy must be included.***

**The application must be accompanied by a Site Plan or plans drawn to scale and *IN METRIC* showing the following:**

- legend, scale, north arrow, date, revision date(s), name of person or firm that prepared the plan;
- the boundaries and dimensions of the Subject Land;
- the boundaries and dimensions of any land owned by the owner of the Subject Land and that abuts the Subject Land;
- in the case of a consent, the boundaries of both the severed and retained parcels and the location of all land previously severed from the parcel acquired by the current owner;
- in the case of a subdivision, the lot & concession/registered plan number(s)/street address, all proposed lots or blocks (with dimensions) and a breakdown of numbers and land areas associated with each, surveyor's certificate, owner's name(s), signature(s) and date of signing;
- the location, size and type of all existing and proposed buildings and structures on the Subject Land including the distance of the buildings or structures from all lot lines;
- the approximate location of all natural and artificial features on the Subject Land and adjacent lands that, in the opinion of the applicant, may affect the application, such as buildings, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks;
- the existing use(s) on adjacent lands;
- the location, width and name of any roads within or abutting the Subject Land, indicating whether it is an unopened road allowance, a public travelled road, a private road, or a right-of-way. If access to the subject land is by water only, the location of the parking and boat docking facilities to be used;
- the location and nature of any easements affecting the Subject Land;
- proposed parking and loading spaces;
- fire hydrants and the centreline of proposed fire truck access routes including the location of the principal access to the buildings and any Siamese connections; and
- location of all services and utilities.

## 11. OTHER INFORMATION

11.1 Check supporting information provided with this application:

Landscaping Plans

Site Servicing Report and Plans

Water Consumption Calculations

Drainage Report and Grading Plans

Traffic Analysis

Hydrant Flow Test

Building Elevations

Environmental Impact Assessment

Sewage Production Calculations

Soils Report

Entrance Analysis

Other \_\_\_\_\_

**12. APPLICANT'S CONSENT AND AUTHORIZATIONS:**

**APPLICANT'S CONSENT (FREEDOM OF INFORMATION)**

In accordance with the provisions of the *Planning Act*, it is the policy of the Development Services and Engineering Department to provide public access to all development applications and supporting documentation. In submitting this development application and supporting documentation, I \_\_\_\_\_, the applicant, hereby acknowledge the above noted and provide my consent in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act* that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.

**AUTHORIZATION FOR SITE INSPECTION BY CITY COUNCIL, COMMITTEE OF ADJUSTMENT, AND/OR CITY STAFF**

I acknowledge that Council Members, Committee of Adjustment members, and/or City staff may conduct site inspections of my lands. By submitting this application I am hereby authorizing the members of City Council, Committee of Adjustment, and/or City staff to access my lands for the purposes of conducting the required site inspections for the limited purpose of evaluating the merits of this application. I understand that, if access to the property is by water, the consideration of the application may be delayed during the winter until such time as safe access can be obtained to the lands.

**APPLICANT'S CONSENT FOR ADDITIONAL EXPENSES**

Where the City of Orillia determines it necessary to use professional assistance pertaining to this application including, but not limited to, the use of legal, engineering and/or environmental consultants, the Applicant, by endorsing below, hereby agrees to submit the balance due upon receipt of an invoice for the same.

**AUTHORIZATION FOR AGENT TO REPRESENT THE OWNER**

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included or the authorization set out below must be completed by the owner.

I, \_\_\_\_\_, am the owner of the land that is the subject of this application and I authorize \_\_\_\_\_ to make this application on my behalf and to provide any of my personal information that will be included in this application or collected during the processing of the application.

**I hereby consent and authorize all of the above.**

\_\_\_\_\_  
Date

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

**13. AFFIDAVIT OR SWORN DECLARATION**

IN THE MATTER OF \_\_\_\_\_ in the City of Orillia, as part of the County of Simcoe, hereinafter referred to as “the property”.

I, \_\_\_\_\_, of \_\_\_\_\_,

DO SOLEMNLY AFFIRM AND DECLARE THAT:

I make this solemn declaration conscientiously believing it to be true and knowing it is of the same force and effect as if made under oath.

AND that the information contained in this application is true and that the information contained in the documents that accompany this application in respect of the application is true. I further acknowledge and agree that I am responsible for payment of any application fees or costs incurred by the City for legal or consulting services related to the processing or approval of this Application.

DECLARED before me at the City of Orillia, in the County of Simcoe, in the Province of Ontario on This \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature (To be witnessed by Commissioner, etc.)

\_\_\_\_\_  
A Commissioner, etc.

NOTE: This is a sworn (affirmed) affidavit of the deponent only. No investigation has been conducted by this authority to confirm or verify the above sworn information. THE CRIMINAL CODE OF CANADA states under Section 131, 132 or by summary conviction Section 134 that: any person providing a false statement under oath or solemn affirmation by affidavit is guilty of an indictable offence and liable to a term of imprisonment not exceeding fourteen years.