

## APPLICATION FOR A ZONING BY-LAW AMENDMENT

### APPLICANT'S GUIDE

These notes for the assistance of applicants should not be regarded as complete or exhaustive. Reference should be made to the *Planning Act*, to the Official Plan of the St. Joseph Island Planning Area, and to the Zoning By-Law of the Township of St. Joseph. In any case of doubt or difficult, enquiries should be direct to:

Amanda Richardson, Clerk Administrator - Treasurer  
The Township of St. Joseph Richards Landing, ON  
P0R 1J0  
Telephone: 705-246-2625, ext. 202  
E-mail: [clerkadmin@stjosephtownship.com](mailto:clerkadmin@stjosephtownship.com)

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1. THREE COPIES of this application are to be fully completed and submitted to the Clerk Administrator - Treasurer of The Township of St. Joseph, signed by both applicant(s) and owner(s) of the subject lands, AND ACCOMPANIED BY:
    - (a) A cheque for \$250.00 made payable to The Corporation of The Township of St. Joseph.  
NOTE: The application includes an undertaking to reimburse the Township for all reasonable expenses, fees or charges. In the event of any dispute about the amount of such expenses, fees or charges, solicitor's fees shall be taxed in accordance with the Solicitor's Act and other fees or charges submitted to arbitration by a single arbitrator appointed by a District Judge of the Judicial District of Algoma.
    - (b) Three copies of a detailed sketch of the building and property, or a plan of survey (see Item #7 (a) on the application)
    - (c) Three copies of supporting information (see Item #7 (b) on the application).
  2. Immediately upon receipt of an application, the Clerk Administrator - Treasurer will receive a copy of the application and a copy will be presented to Council for its information.
  3. Once approved by Council, the Clerk Administrator - Treasurer will send a notice to all property owners within 120 metres (400 feet) of the limits of the lands for which the application for zoning change is being made providing notice of the application.
  4. It is to the applicant's advantage to submit a complete and comprehensive application to expedite processing. The applicant's reasons for requesting the amendment (Item #6) should be stated in detail. If, in the opinion of the Council or Planning Board, the application is not complete, necessary circulation of the application and any necessary hearing will be delayed until a complete application is submitted.  
NOTE: Applications requesting minor amendments maynot require the supporting information requested by Item #7 (b) on the application, however most applications will be considered incomplete without the information requested in Item #7 (b).

5. The complete application will be considered at the first regular meeting of Council held more than one week after its filing with the Clerk. Normally, an application filed later than one week before the next regular meeting of Council will be deferred to a subsequent regular meeting. On request, a copy of the Planning Board's recommendation to Council will be forwarded to the applicant, his agent(s) and to all other persons who have requested copies.

The general procedure outlined below shall be followed for the review of applications for Official Plan amendments, Zoning By-law amendments or Draft Plans of Subdivisions:

GENERAL PROCEDURE

- 1) The Clerk, or a person designated by Council, shall be responsible for all initial contacts between the municipality and an applicant/owner.
- 2) The Clerk or designate shall meet with the applicant to discuss the application.
- 3) Council shall decide to:
  - Reject
  - Defer to a later date
  - Refer to specific agency(ies) or persons
  - Approve in principle subject to technical review
  - Other
- 4) In the event that Council grants preliminary approval in principle and the applicant wishes to proceed, the Owner shall enter into an agreement with the municipality to guarantee payment of fees and expenses resulting from the review of the application and preparation of any documents directly related to the application.
- 5) Upon the signing of the agreement, Council shall employ the services of its Solicitor, Works Superintendent, Building Inspector and Clerk, or one or more of them, to review the application, advise Council and prepare any necessary documents.
- 6) Council shall proceed with the application only when the findings of the review are available.

I, \_\_\_\_\_ being the owner/applicant of the subject lands, agree and acknowledge that I have read and understand the terms and conditions of this application, and the process set out therein.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

THE TOWNSHIP OF ST. JOSEPH

APPLICATION FOR A ZONING BY-LAW AMENDMENT

**PLEASE READ THE ATTACHED BEFORE COMPLETING THIS APPLICATION.**

I/WE certify that, to the best of my/our knowledge and belief, the particulars given in the following application and accompanying plans are correct. I/We hereby apply in accordance with the provisions of The *Planning Act*, for the change of zoning described in this Application. In addition to the fee payable on the filing of this Application, I/WE hereby undertake and agree to reimburse The Township of St. Joseph for all reasonable expenses, fees or charges properly incurred by it in the processing of this Application to finality.

1 (a) APPLICANT:

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Name	Phone No.
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Address	Postal Code
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Registered Owner's Authorization:

I/WE, the owner(s) of the subject property, hereby endorse the application.

OWNER(S)

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Name	Phone No.
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Address	Postal Code
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E-mail Address

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Owner's Signature	Date
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2. AGENT (IF APPLICABLE)

TITLE:

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Name	Phone No.
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Address	Postal Code
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E-Mail address

Other (Architect/Engineer/Planning Consultant, etc.)

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Name

Phone No.

3. LOCATION AND DESCRIPTION OF THE LAND

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Lot and Concession No.

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Municipal Address

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Registered Plan No.

Lot No.

4. REQUESTED CHANGE IN ZONING AND AMENDMENT TO THE OFFICIAL PLAN.

(a) Existing Provisions of Zoning By-laws affecting lands (which section of the by-law)

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(b) What is the change being sought? Explain in detail.

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(c) Is an amendment to the Official Plan required? Yes \_\_\_\_\_ No \_\_\_\_\_

If "YES", describe fully the required change and the Section of the Official Plan.

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5. LAND USE

(a) Existing use of the land \_\_\_\_\_

(b) Proposed use of the lands and/or buildings \_\_\_\_\_

6. REASONS FOR REQUESTING AMENDMENT (Complete as fully as possible.)

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7. SUPPORTING INFORMATION TO BE ATTACHED TO THIS APPLICATION 8 copies

- (a) Sketch, illustration or survey plan showing:
  - (i) Applicant/Owner's total holding in the area
  - (ii) Land(s) which are the subject of the proposed amendment
  - (iii) The location, size and use of all existing building or structures on the subject lands and on immediately adjacent properties
- (b) Site Plan Showing
  - (i) Proposed buildings or structures together with height, size, setbacks and exterior design
  - (ii) Ingress/egress, parking, unloading and driveway areas
  - (iii) Landscaping, including fencing and buffers.
- (c) The applicant is requested to submit any further information which they feel may affect the proposal or support this application.

8. If the application is approved by Council, and the Ontario Municipal Board where applicable, by what date will the owner:

- (a) Commence use of the lands and/or structures for the purpose outlined in the application?

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- (b) Complete construction (if a building is proposed)?

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FOR OFFICIAL USE ONLY

Date Received: \_\_\_\_\_

Application No: ZA - \_\_\_\_\_

Previous Application: \_\_\_\_\_

Checked by: \_\_\_\_\_