



Instructions for Zoning By-law Amendment Application

PLEASE DETACH AND RETAIN THE FIRST THREE PAGES FOR FUTURE REFERENCE

BACKGROUND INFORMATION

This process pertains to an application for zoning pursuant to Section 34 of the *Planning Act* R.S.O. 1990, as amended. Prior to the Municipality processing the application, the submission of the following is required:

- ☐ Application fee of \$2,100.00 Payable to the Municipality of Strathroy-Caradoc (Cheque / Cash / Debit). A \$100 public notification sign deposit is required. (The application fee for H removal is \$300).
- ☐ Completed application form
- ☐ Accurate sketch of your proposal per Section 28 of this application (refer to Page 6)

Please note:

- ✓ The application must be completed in metric units.
- ✓ The receipt of inaccurate or incomplete information may cause delays in the processing of this application.
- ✓ Additional information and / or reports may be required by Council prior to a decision being issued. The Municipality reserves the right to determine what information is necessary in order to properly process an application.
- ✓ Any external consultants' or agency costs that the municipality may incur as a result of the review of this application will be the responsibility of the applicant as noted on this application. This includes potential Conservation Authority review fees.

APPLICATION SUBMISSION

Please submit the application, sketch / survey and fee (by mail or in person) to:

Municipality of Strathroy-Caradoc – Building and Planning Department
52 Frank Street
Strathroy, ON N7G 2R4
Tel: (519) 245-1105 ext. 234
Fax: (519) 245-6353
Email: nbolton@strathroy-caradoc.ca

Questions pertaining to the application(s) prior to submission contact:

Nicole Bolton
Acting Development Services Coordinator
nbolton@strathroy-caradoc.ca
Tel: (519) 245-1105 ext. 234

Colin Herrewynen
County Planner
cherrewynan@middlesex.ca
Tel: (519) 434-7321 x2356

APPLICATION PROCESS	
Step 1	Consult with Planning Staff: Applicants are strongly encouraged to meet with our planner prior to submitting an application. Failure to pre-consult may result in a delay.
Step 2	Application submission: Complete the attached application form and include the required sketch and processing fee.
Step 3	<p>Application received and reviewed for completeness / correctness: The file is reviewed for completeness. Within 30 days of receiving an application, a notice of 'complete' or 'incomplete' must be issued to the applicant.</p> <p>If the application is determined to be incomplete, a 'notice of incomplete' is issued. A determination of 'incomplete' may be appealed to the Local Planning Appeal Tribunal (LPAT). If the application is determined to be complete, a 'notice of complete' is issued and timelines for processing are established by the Municipality in accordance to the <i>Planning Act</i>. NON DECISION: If an application is made for a zoning by-law amendment and Council fails to make a decision within 150 days after the day the application is deemed complete by Staff, the applicant may appeal to the LPAT for non-decision.</p>
Step 4	Notice of Application: Within 15 days of a notice of 'complete' being issued, a 'notice of application' is circulated to agencies and municipal departments for comment. The 'notice of application' is also sent by mail to every owner of property within 120 metres of the subject land.
Step 5	Optional Open House: For complex applications, staff may request an informal public open house be hosted by the applicant.
Step 6	Notice of Statutory Public Meeting: A 'notice of public meeting' is circulated at least 20 days before the public meeting to agencies, municipal staff and owners of property within 120 metres of the subject land. A "Planning Meeting" sign or notice is erected on the subject land. Applicants are responsible for erecting this sign – see Appendix I of this application. A combined 'Notice of Application / Notice of Public Meeting' may be circulated to agencies / staff and the public.
Step 7	Planning Background / Evaluation Report: Staff undertakes a background report providing the details of the proposal and identifying relevant Provincial, County and local land use planning policies and regulations. Public, staff and agency comments received to date are also included in the report. Depending on the nature and complexity of the proposal, this report may also contain an evaluation of the proposal in relation to the policies and regulations and a recommendation for Council to consider.
Step 8	Public Meeting: At the public meeting, the Planner presents the Planning Report. There will be an opportunity for the applicant or agent, as well as the public to provide comments or ask questions about the application. Depending on the nature and complexity of the application, Council may reserve their decision to a future Council meeting.
Step 9	Notice of decision: Within 15 days of Council making its decision, the Clerk will mail one copy of the decision to the applicant or agent and those who filed a written request for notice of the decision. The Notice of Decision will outline appeal procedures and identify the last

	day for appealing Council's decision to the LPAT.
Step 10	Full Force and Effect: If no appeal is made by the end of the 20 day appeal period, the zoning by-law amendment is in full force and effect unless the subject property is awaiting approval for an Official Plan Amendment. A declaration of no appeal will be distributed.

APPEAL TO THE LOCAL PLANNING APPEAL TRIBUNAL

An appeal to the **LOCAL PLANNING APPEAL TRIBUNAL** may be submitted if you submitted oral or written comments to the municipality before a decision of Council or at the statutory public meeting. In the case of a non-decision, prior participation is not required in order to be able to appeal. You must submit a 'notice of appeal' to the Municipality within 20 days of the date of the 'Notice of the Decision' being issued by the Municipal Clerk. The notice of appeal **MUST** explain how the decision is either: inconsistent with a Provincial Policy Statement or fails to conform to the applicable Official Plan, or how the decision is consistent with Provincial Policy Statements or conforms with or does not conflict with the applicable Official Plan, and must include the prescribed fee of \$300.00.

Appeal forms are available from the LPAT website (<http://www.elto.gov.on.ca>).

For more information on your appeal rights and the appeal process, please visit <http://elto.gov.on.ca/tribunals/lpat/about-lpat>.

MFIPPA Notice of Collection & Disclosure

Collection of information on this form is authorized under Section 34 of the Planning Act and O.Reg. 545/06 for the purpose of processing your planning application.

Pursuant to Section 1.0.1 of the Planning Act, and in accordance with Section 32 (e) of the Municipal Freedom of Information and Protection of Privacy Act, it is the policy of the Municipality of Strathroy-Caradoc to make all planning applications and supporting material available to the public.



For Office Use Only	
File Number:	
Date Received:	
Pre-Consultation Date:	
Date Ready for Circulation:	
Signature of Planner:	

Zoning By-law Amendment Application

Pursuant to Section 34 of the Planning Act

☒ Section 36 'H' Removal

1. Applicant Information

Registered owner(s) of the subject land

Name: *South Grove Meadows Inc / Mr Emil PATTER*

Address: [REDACTED]

Town: [REDACTED]

Postal Code: [REDACTED]

Phone: [REDACTED]

Cell: [REDACTED]

Email: [REDACTED]

Method of communication preferred
☒ Email ☐ Mail ☐ Both [REDACTED]

Agent (authorized by the owner to file the application, if applicable)

Name:

Address:

Town:

Postal Code:

Phone:

Cell:

Fax:

Email:

2. Date of Application:

3. If known, please indicate the names and addresses of the holders of any mortgages, charges or other encumbrances in respect of the subject land. Provide a separate sheet where needed.

Name: *NO MTGS.*

Address:

Town:

Postal Code:

Phone:

Cell:

Fax:

Email:

4a. Current Official Plan land use designation: Residential		
b. Please explain how this application conforms to the Official Plan		
The proposed application is removing a Hold which will not impact the zoning in place		
5a. Current Zoning: R1-H		
b. Please explain the nature and extent of the rezoning		
The hold provision is in place until such time as the subdivision agreement is in place. The subdivision agreement is expected to be finalized and to Council in the coming month or two.		
c. Please provide an explanation for the requested rezoning		
Hold Removal		
6. Description of subject land Part of the South Grove Subdivision 39T-SC-1302		
Geographic Township: Strathroy	Lot(s)/Concession:	
Registered Plan:	Lot(s):	
Reference Plan:	Part(s):	
911 Street Address:	Municipal Roll Number: 391601405003950	
7. Dimensions of subject land (in metric units)		
Frontage: 129.79	Depth: 241.402	Area: ~2.457 ha
8. Access to subject land (please provide information for only those that apply to this property)		
Provincial Highway:	County Road:	
Municipal Road: Saxton Rd & Elwood St	Other Public Road:	
Right of Way:	Water:	
9. Describe all existing uses of the subject land		
Vacant		

10. Please indicate whether there are any existing buildings or structures on the subject land

Yes* ☐ No ☒

*If yes, please complete the following table indicating the types of buildings and structures, including date of construction, that currently exist on the lot and the specified measurements (in metric units):

Type of Building / Structure	Date of construction	Distance from front lot line	Distance from rear lot line	Distance from side lot lines	Height	Floor Area

11. Describe all proposed uses of the subject land

Plan of Subdivision - Phase 5 of Southgrove (30 residential lots)

12. Please indicate whether any buildings or structures are proposed to be built on the subject land

Yes* ☒ No ☐

*If yes, please indicate the type of buildings or structures proposed on the subject land and the specified measurements (in metric units):

Type of Building / Structure	Distance from front lot line	Distance from rear lot line	Distance from side lot lines	Height	Floor Area
TBD					

13. Please indicate the date when the subject land was acquired by the current owner**14. Please indicate the length of time that the existing uses of the subject land have continued**

15. Water Supply: How is water supplied?			
<input checked="" type="checkbox"/>	publicly owned and operated piped water system	<input type="checkbox"/>	lake or other water body
<input type="checkbox"/>	privately owned well or communal well	<input type="checkbox"/>	other (please specify) _____
16. Sewage Disposal: How is sewage disposed of?			
<input checked="" type="checkbox"/>	publicly owned and operated sanitary sewage system	<input type="checkbox"/>	privy
<input type="checkbox"/>	privately owned individual or communal septic system	<input type="checkbox"/>	other (please specify) _____
17. Please indicate if the application would permit development on privately owned and operated individual or communal septic systems, and more than 4500 litres of effluent produced per day as a result of the development being completed.			Yes* <input type="checkbox"/> No <input checked="" type="checkbox"/>
*If yes, have the following reports been submitted as part of the requested amendment?			
<input type="checkbox"/>	servicing options report	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<input type="checkbox"/>	hydrogeological report	Yes <input type="checkbox"/>	No <input type="checkbox"/>
18. Storm Drainage: How is storm drainage managed?			
<input checked="" type="checkbox"/>	storm sewers	<input checked="" type="checkbox"/>	swales
<input checked="" type="checkbox"/>	municipal drainage ditches	<input type="checkbox"/>	other (please specify) _____
19. Indicate the minimum and maximum density and height requirements if applicable:			
	Minimum	Maximum	
Height			
Density			
20. Is this an application to implement an alteration to the boundary of an area of settlement or to implement a new area of settlement?			Yes* <input type="checkbox"/> No <input checked="" type="checkbox"/>
*If yes, provide the current Official Plan policies, if any, dealing with the alteration or establishment of an area of settlement: <i>(please use a separate sheet)</i>			

21. Does this application remove land from an area of employment?	Yes* <input type="checkbox"/>	No <input checked="" type="checkbox"/>
*If yes, provide the current Official Plan policies, if any, dealing with the removal of land from an area of employment: <i>(please use a separate sheet)</i>		
22. Are the subject lands within an area where zoning with conditions applies?	Yes* <input type="checkbox"/>	No <input checked="" type="checkbox"/>
*If yes, provide an explanation of how the proposed amendment complies with the Official Plan policy relating to the zoning with conditions: <i>(please use a separate sheet)</i>		
23. If known, has the subject land ever been the subject of:		
An application for an amendment to the Official Plan under the <i>Planning Act</i> ? *If yes, provide the following: File No. _____ Status _____	Yes* <input type="checkbox"/>	No <input checked="" type="checkbox"/>
An application for an amendment to the Zoning By-law under the <i>Planning Act</i> ? *If yes, provide the following: File No. <u>78-13</u> Status <u>Approved</u>	Yes* <input checked="" type="checkbox"/>	No <input type="checkbox"/>
A Minister's zoning order under the <i>Planning Act</i> ? *If yes, provide the following: Reg. No. _____ Status _____	Yes* <input type="checkbox"/>	No <input checked="" type="checkbox"/>
An application for approval of a Plan of Subdivision under the <i>Planning Act</i> ? *If yes, provide the following: File No. <u>Sc-1302</u> Status <u>Draft Approved</u>	Yes* <input checked="" type="checkbox"/>	No <input type="checkbox"/>
An application for an application for Consent under the <i>Planning Act</i> ? *If yes, provide the following: File No. _____ Status _____	Yes* <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<p>24. Please indicate how the application is consistent with the Provincial Policy Statement (a copy of the Provincial Policy Statement is available at www.mah.gov.on.ca).</p> <p>Hold removal only no change to by-law provisions. Subdivision agreement will be in place in order to remove the hold</p>		
25. Is the subject land within an area of land designated under any provincial plan or plans?	Yes* <input type="checkbox"/>	No <input checked="" type="checkbox"/>
*If yes, explain how the requested amendment conforms or does not conflict with the provincial plan or plans.		

26. Have any supporting studies, reports or documentation been submitted with this application?	Yes* <input type="checkbox"/>	No <input checked="" type="checkbox"/>
*If yes, please list the titles:		
27. Please provide a proposed strategy for consulting with the public with respect to the application		
As per the requirements of the Planning Act only?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Additional consultation beyond requirements of Planning Act?	Yes* <input type="checkbox"/>	No <input checked="" type="checkbox"/>
*If you plan to consult beyond the requirements of the Planning Act, please detail:		
28. This application must be accompanied by a sketch showing the following information. Failure to supply this information will result in a delay in processing of the application. Please complete the checklist below to ensure you have included all the required information.		
<input checked="" type="checkbox"/> The boundaries and dimensions of the subject land. <input checked="" type="checkbox"/> The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings and structures from the front yard lot line, rear yard lot line and the side yard lot lines. <input checked="" type="checkbox"/> The approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application (for example buildings, railways, roads, watercourses, drainage ditches, rivers or stream banks, wetlands, wooded areas, wells and septic tanks) <input checked="" type="checkbox"/> The current uses on land that is adjacent to the subject land. <input checked="" type="checkbox"/> 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. <input checked="" type="checkbox"/> If access to the subject land will be by water only, the location of the parking and docking facilities to be used. <input checked="" type="checkbox"/> The location and nature of any easements affecting the subject land.		

MUNICIPAL COSTS

Please be advised that the Municipality may incur expenses associated with obtaining outside legal/ engineering / planning review/ assistance from its consultants, relating to your application. Any expenses that the Municipality incurs in this regard will be forwarded to you, the owner, for payment.

I, _____, (the owner) acknowledge that I will pay all legal / engineering / planning expenses the Municipality incurs as outlined above.

Signature

Date

in the _____
(Name of County, Region or District)

Applicant or Authorized Agent*

MUNICIPALITY OF STRATHROY-CARADOC
Zoning By-law Amendment Application

AGENT AUTHORIZATION

(Please complete the authorization for an agent to act on behalf of the owner of the subject land)

I, _____, being the owner of the property described in Section 1 of _____
(Name)

this application for zoning by-law amendment, hereby authorize _____ (Agent)

to act as my agent in matters related to this application for zoning by-law amendment.

Dated this _____ day of _____ 20____

Owner