



APPLICATION FOR ZONING BY-LAW AMENDMENT
GUIDELINES

Introduction: The purpose of these guidelines are to assist you in completing the application to amend the Zoning By-Law. For further information on the Zoning By-Law process please refer to the Ontario Planning Act.

It is recommended that you consult with township staff prior to submitting a formal application.

The attached application must be completed and accompanied with the applicable fees prior to further consideration. Should you require clarification on any matter covered by this application form, please contact the Township Office at the address provided below.

Application Fees: Each application must be accompanied with the application fee as per the Schedule of Fees By-Law in the form of a cheque payable to the Township of South Algonquin. Please note additional fees may be applicable.

Copies: Two (2) copies of the application, including the site plan and other information as may be specified, shall be required.

Authorization: If the applicant is not the owner of the subject land, written permission granting the applicant the authority to act on behalf of the property owner as it relates to the subject application must be included with the application.

Proposed Site Plan: All applications for a rezoning must include the proposed rezoning, a detailed site plan indicating all the new buildings/structures, parking areas, landscaping and other information showing the dimensions of the frontage, depth and area of the subject land, and additional information as required.

Supporting Information: Please be advised that additional information may be required by the Township or the prescribed agencies in order to evaluate the proposed amendments. This information is often a requirement of the Official Plan, Provincial policies and/or the applicable regulations. (Required information may include studies or reports for environmental impacts, sewage/potable water inspection and storm water management.)

Approval Process: After the submission of an application, the CAO/Clerk Treasurer will determine if the application is complete, including whether all of the information prescribed by the Ontario Regulation(s) and the Township Official Plan and the required fees have been provided. The applicant/owner will then be notified as to whether the application is complete or if further information is required.

Once all required information is received. Council will then decide if the application includes sufficient merits to proceed. Once approved the Township will proceed with the circulation of notice, public meeting as required by the Planning Act. The applicant is encouraged to attend the public meeting to present the proposal. The applicant will be provided notice of any decision made by Council.

The Planning Act provides an appeal procedures in respect of the Zoning By-Law Amendments.

For further information please contact:

Tracy Cannon, Planning & Building Administrator

Township of South Algonquin

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