

**MUNICIPALITY OF Highlands East
APPLICATION FOR RE-ZONING
INFORMATION SHEET**

1. Completion of Application

The attached application form is to be completed in full and submitted to the CAO or Clerk. In all cases, please ensure that you keep a copy for your files.

The application cannot be processed if insufficient or inaccurate information is provided. Complete the application and provide as much information as possible. Detailed information as to the reasons for requesting the rezoning and particulars of any special circumstances which the applicant wishes to bring to the attention of the Council in support of the application, should be stated. The applicant is advised to approach the CAO/Clerk for Official Plan, Zoning and policy information before making a formal application.

2. Authorization of Agent

The application is to be completed by the property owner or his authorized agent. Where the application is being submitted by an agent, the written authorization of the owner is required. Section "D" of the application form is provided for this purpose.

3. Application Fee and Planning Services Agreement

Each application shall include a deposit to be accompyed by a cheque, payable to the Municipality of Highlands East, in the amount of **\$1,200.00** and shall be accompanied by one signed, witnessed and dated copy of the attached "Planning Services Agreement". An administration fee of **\$350.00** non-refundable will be retained.

4. Plans Required

Each application shall be accompanied by two (2) copies of a plan showing:

- (a) The boundaries and dimensions of the property.
- (b) The accurate location, size and type of all proposed and existing buildings and structures on the property.
- (c) The distance from side, rear and front lot lines of all existing or proposed buildings.
- (d) The location, width and names of all roads within or abutting the property, indicating whether they are public travelled roads, private roads or rights of way or unopened road allowances. The location and number of parking and loading spaces, ingress, egress and direction of traffic.
- (e) The location of all natural and artificial features on the property (i.e. railways, wells, septic tanks, drainage ditches, watercourses, slopes, swamps, wooded areas), the location of any of these features on adjacent lands which may affect the proposal, and any proposed changes to the land, such as grading, blasting, plating or channelization.
- (f) The use of adjoining lands (i.e. residential, agricultural, commercial, etc.).
- (g) The location and nature of any restrictive covenant or easement affecting the property.

5. Additional Information

Additional information, such as a survey plan may be required to properly process the application, and will be requested if necessary.

6. Declaration Required

The contents of this application and any maps/appendices shall be validated by the applicant in the form of a statutory declaration before a Commissioner or other person empowered to take affidavits.

7. Responsibility of Applicant

The filing of this application is considered as an undertaking by the applicant to accept all conditions as herein set forth.

8. Effective Date

The effective date of this application shall be deemed to be that on which it is received with sufficient information.

9. Submission

Mail or deliver the application to:

The Municipality of Highlands East
Attn: CAO or Clerk
P.O. Box 295, Wilberforce, Ontario K0L 3C0

**MUNICIPALITY OF Highlands East
APPLICATION FOR RE-ZONING
Planning Act, 1990, R.S.O. C.P. 13
O. Reg. 199/96, Schedule; O. Reg 428/96**

The undersigned hereby applies to Municipality of Highlands East to rezone their lands described herein:

SECTION "A" - APPLICANT AND OWNERSHIP INFORMATION

1. Name of Owner(s): _____
Telephone No.: Residence: _____ Office: _____
Address: _____
Postal Code: _____

2. Name of Agent (if any): _____
Telephone No.: Residence: _____ Office _____
Address: _____
Postal Code: _____

Note: Unless otherwise requested, all communications will be sent to the agent, if any.

SECTION "B" - DESCRIPTION OF SUBJECT LAND

3. Legal Description of subject land:
Lot: _____ Concession: _____
Lot/Part _____ Plan _____
Township of _____ Roll No. _____

4. Dimensions of land affected:
(a) Area _____ Frontage _____
(b) Lot is accessed by (name of road) _____
Is it a public travelled road? Yes _____ No _____

SECTION "C" - PLANNING INFORMATION

5. Official Plan Designation: _____
6. Zoning By-law Designation: _____
7. Rezoning Requested: _____

8. Reasons for the rezoning: _____

9. Dimensions of all buildings and structures on or proposed for the subject land (Specify ground floor area, gross floor area, number of storeys, width, length, height, etc.):

Existing: _____ Proposed _____

10. Location of all buildings and structures on or proposed for the subject land (Specify distance from side, rear and front lot lines):

Existing: _____ Proposed _____

11. Date of Acquisition of the property:____ Date of Construction of all building: _____

12. Is this application a condition of consent of the Haliburton Land Division Committee:

Yes _____ No _____ File No. _____

Signature of Applicant - or - Authorized Agent

Dated at the _____ of _____, this _____ day of _____, 20 ____.

SECTION "D" - AUTHORIZED AGENT(S)

I, WE _____ am/are the registered owner(s) of the property for which this application is to apply. I, WE hereby grant authorization to _____ to act on my/our behalf in all matters regarding this application.

Date: _____ Owner(s) Signature: _____

SECTION "E" - AFFIDAVIT

I, WE _____ of the Township/Town/City of _____ in the
County/District/Region of _____ solemnly declare that all of the above 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 _____ in the _____)
)
of _____ this _____)
)
day of _____, 20____)

Signature of Applicant - or Authorized Agent

Signature of Commissioner, etc.

The following acknowledgement must be signed by the registered owner(s), witnessed and dated:

SECTION "F" – PLANNING SERVICES ACKNOWLEDGEMENT

The filing of this application is considered as an undertaking by the registered owner(s) to accept all terms and conditions as set forth herein:

APPLICANT'S RESPONSIBILITY:

1. The Applicant agrees to provide the Municipality with the following:
 - (a) Any information in the Applicant's possession concerning all planning matters with respect to this application.
 - (b) All surveys, drawings, sketches or plans as required to process this application.
 - (c) The required application fee as follows:

\$ 1200.00 - Zoning By-law Amendment (\$350.00 non-refundable)

2. The Applicant understands and agrees that where the services of the **Municipal Planner** and or **Municipal Solicitor** are required to process this application, the Applicant shall reimburse the Municipality for all such costs immediately upon receipt of the invoice. *Applicant's initial* _____

3. The Applicant understands and agrees that where the **Municipality is required to engage** the services of any other professional, including but not limited to, **a surveyor, a hydrologist, a limnologist**, etc. to process this application, the Applicant shall reimburse the Municipality for all such costs immediately upon receipt of an invoice. *Applicant's initial* _____

4. If an Ontario Municipal Board Hearing is required, a deposit of One Thousand Dollars (\$1,000.00) is required upon submission of the request for referral to the Ontario Municipal Board. This amount shall be applied towards any costs incurred by the Municipality during the preparation for this Hearing and during the presentation of the Municipality's case at the Hearing. The Applicant acknowledges that this may include, but may not be limited to:
 - all fees and disbursements paid to the Municipal Solicitor and the Municipal Planner;
 - all fees and disbursements paid to any expert witness; and
 - all disbursements incurred by the Municipality.*Applicant's initial* _____

MUNICIPALITY'S RESPONSIBILITY:

5. The Municipality agrees to process the application in accordance with the provision of the Planning Act, R.S.O. 1990,c.P.13, as amended.

SITE VISITS:

6. The Applicant acknowledges that Municipal staff, Councillors or other required professional persons may be required to visit the property which is the subject of this application in order to process this application. The Applicant consents to such site visits as may be required.

7. The Applicant acknowledges that the processing of this application may require the taking of pictures, either still or video, of the subject property. The Applicant consents to such pictures as may be required.

INTERIM BILLING:

8. Where the Municipality finds it necessary to make extensive use of professional assistance in the processing of this application, the Municipality may submit to the Applicant, and the Applicant agrees to pay promptly, interim accounts from time to time in respect of all reasonable expenses incurred by the Municipality, payment for which have been made by the Municipality or invoices for which have been received by the Municipality.

WITNESSED BY:

Per: _____
Owner's Signature

Per: _____
Owner's Signature

DATE: _____ **20**

REZONING - Site Plan Information

a. Applicant <input type="checkbox"/> Owner or <input type="checkbox"/> Authorized agent of owner				
Applicant is:				
Last name	First name	Corporation or partnership		
Street address			Unit number	Lot/con.
Property Roll Number	Postal code	Province	E-mail	
Telephone number ()	Fax ()	Cell number ()		

Site Plan showing – refer to Section 4 of the application

_____ Date

_____ Signature of applicant