

# Application to Amend the Comprehensive Zoning Bylaw for The Municipality of Highlands East

**Office Use Only:**  
 Date of Receipt of Application: \_\_\_\_\_  
 Date of Receipt of Payment: \_\_\_\_\_  
 Preconsultation completed?  Yes  No      File Number: \_\_\_\_\_  
 Application Number: HE-RZ- \_\_\_\_\_ - 20 \_\_\_\_\_

This is an application to amend the Zoning Bylaw for the Municipality of Highlands East. The information below must be provided in full in accordance with the current regulation under the *Planning Act*.

**1. Property Owner Information**

Registered Owner's Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_  
 Would you prefer to receive notices via email or by mail?    Email                       Mail  
 Date Property Was Acquired by Property Owner: \_\_\_\_\_

**2. Agent Information (if required)**

Agent's Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_  
 Would you prefer to receive notices via email or by mail?    Email                       Mail  
 Where is correspondence to be directed?    Agent               Property Owner

**3. Property Information for Subject Property**

Civic Address (911 Address if assigned): \_\_\_\_\_  
 Tax Roll Number: 46 – 01 - \_\_\_\_\_ - 000 - \_\_\_\_\_ - 0000



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### Legal Description:

Lot(s): \_\_\_\_\_ Concession(s) or Registered Plan Number: \_\_\_\_\_

Part(s) \_\_\_\_\_ on Plan 19R- \_\_\_\_\_

Former/Geographic Township of:  Bicroft  Cardiff  Glamorgan  Monmouth

Frontage (Road): \_\_\_\_\_ Frontage (Water): \_\_\_\_\_

Depth: \_\_\_\_\_ Lot Area: \_\_\_\_\_

Is the property subject to any easements or rights-of-way?  Yes  No  Unknown

If yes, please provide information on the nature of the easements or rights-of-way: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are there any agreements, restrictive covenants or encumbrances (mortgages, charges, liens) registered against the title for the property?

Yes  No

If yes, please provide information on the nature of the agreements, covenants or encumbrances:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 4. Planning Information

Current Zoning: \_\_\_\_\_

Current Official Plan Designation: \_\_\_\_\_

What is the current use of the property? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date that current use was established: \_\_\_\_\_

Reason for the Rezoning Application: \_\_\_\_\_

\_\_\_\_\_

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Nature and Extent of Rezoning Requested: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please explain how the rezoning application conforms to the Highlands East Official Plan:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Is the subject property within an area of land designated under a provincial plan?

No (no designated lands in Highlands East)

Is this application consistent with the policy statements under Section 3(1) of the Planning Act (the *Provincial Policy Statement, 2024*)?

Yes  No

Is the subject property currently subject to an application for consent, subdivision or condominium?  Yes  No

If yes, please provide the file number: \_\_\_\_\_

Has the property ever been the subject of an application for consent, subdivision, zoning bylaw amendment, minor variance or Minister’s Zoning Order?  Yes  No

If yes, please provide a file number if known: \_\_\_\_\_

## 5. Public Consultation Strategy

Have you submitted an enhanced public consultation strategy with this application?  Yes  No

If no, do you intend to undertake public consultation in a manner that is consistent with Section 34 of the Planning Act?  Yes  No

*Note: Staff may outline the requirement for an enhanced public consultation strategy through pre-consultation, or may require it upon receipt and review of your application.*

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## 6. Significant Land Uses and Features

Are any of the following uses located on or within 500 m of the subject property?

Use or Feature	On Subject Property	Within 500 m
Livestock Facility, Barn, or Manure Storage	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Active or Closed Landfill Site	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sewage Treatment or Waste Stabilization Pond	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Provincially Significant Wetland	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Locally Significant Wetland	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Significant Wildlife Habitat	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Cold Water Lake Trout Lake	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Floodplain	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Erosion Hazard	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Active Airport	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Commercial Land Use	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Industrial Land Use	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Municipal Land Use	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Hydro-electric or Telecommunications Corridor	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Gravel Pit or Quarry	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Hazardous sites and rehabilitated mine sites	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Contaminated Sites	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Provincial Highway	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

If the answer is yes to any of the above, please provide information about the location of these features and their proximity to the land subject to the rezoning application:

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Has the subject property ever had a gas station located on or directly adjacent to it?

Yes  No

Has there been gasoline or other fuel stored on the subject land or adjacent land?

Yes  No

Has there ever been a commercial or industrial land use on the subject land or adjacent land?

Yes  No

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If the answer to any of the above questions is yes, please provide detailed information on the former uses:

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## 7. Access to the Subject Property

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Municipal Road (Year Round) | <input type="checkbox"/> Municipal Road (Seasonal) | <input type="checkbox"/> Municipal Road (unmaintained) |
| <input type="checkbox"/> Provincial Highway          | <input type="checkbox"/> County Road               | <input type="checkbox"/> Private Right of Way          |
| <input type="checkbox"/> Water Access Only           | <input type="checkbox"/> Crown Land                |  |

Name of Street or Road: \_\_\_\_\_

If Water Access, please provide information regarding the mainland docking and parking location and the distance from the water access point to the subject property:

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If via private road or Crown land access, does the property have a legal right of way (please provide details about access)?

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## 8. Site Servicing for the Subject Property

- |   |   |   |
|---|---|---|
| <b>Sewage:</b>  | <b>Drinking Water:</b>  | <b>Storm Water Management:</b>                                      |
| <input type="checkbox"/> Existing <input type="checkbox"/> Proposed | <input type="checkbox"/> Existing <input type="checkbox"/> Proposed | <input type="checkbox"/> Existing <input type="checkbox"/> Proposed |
| <input type="checkbox"/> Municipal Sewers                           | <input type="checkbox"/> Municipal Water Supply                     | <input type="checkbox"/> Storm Sewer                                |
| <input type="checkbox"/> Communal Private Septic System             | <input type="checkbox"/> Communal Private Water Supply              | <input type="checkbox"/> Ditches / Swales                           |
| <input type="checkbox"/> Private Septic System                      | <input type="checkbox"/> Private Water Supply                       | <input type="checkbox"/> Storm Water Pond                           |

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If sewage servicing is private, please provide information on the existing or proposed system (type of system, age, capacity):

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If the water servicing is private, please provide information on the existing or proposed system (type of system, capacity, and source):

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## 9. Site Plan

All applications must be accompanied by a site plan that provides the prescribed information below in metric units:

- a. the boundaries and dimensions of the subject land;
- b. the location, size and type of all existing and proposed buildings and structures on the subject land, indicating their distance from the front lot line, rear lot line and side lot lines;
- c. the approximate location of all natural and artificial features (*for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks*) that,
  - i. are located on the subject land and on land that is adjacent to it, and
  - ii. in the applicant's opinion, may affect the application;
- d. the current uses of land that is adjacent to the subject land;
- e. 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;
- f. if access to the subject land will be by water only, the location of the parking and docking facilities to be used; and
- g. the location and nature of any easement affecting the subject land.

Measurements shown on the sketch **must** correspond with those provided on the application. The use of a legal survey is recommended as a base for all sketches.

Incomplete or inadequately drafted site plans may delay the review or processing of applications.

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### 10. Buildings and Structures on the Subject Property

Please fill in the following information for all existing or proposed structures and buildings on the property. Please add an additional sheet if there is not enough space.

	Existing	Proposed
Number of Buildings/Structures on the Property		
Date of Construction of Buildings/Structures on the Property		<b>Not Applicable</b>
Type and Use of Buildings / Structures		
Height, Dimensions and Floor Area of Buildings/Structures		
Setback from the Property Boundaries (Include distances from the front, side and rear for each building and structure as well as a distance to the high water mark for properties abutting lakes or rivers)		



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## 11. Authorized Agent

Please fill in this section if you are authorizing anyone other than the registered owners of the property to submit an application on your behalf. This must be signed by all registered owners.

I / We \_\_\_\_\_ am / are the registered owner(s) of the property to which this application applies. I / We hereby appoint \_\_\_\_\_ to act on my / our behalf for all matters regarding this application.

_____	_____
(date)	(signature of registered owner)
_____	_____
(date)	(signature of registered owner)

## 12. Consent of the Owner

I / We, \_\_\_\_\_ am / are the registered owner(s) of the lands subject of this application and, for the purposes of the Freedom of Information and Protection of Privacy Act, I / we hereby authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application. I / We also authorize and consent to representatives of Council, committee members, municipal staff, staff of other public agencies and/or any consultant/professional employed by the municipality for the purpose of processing this application, entering upon the lands subject of this application for the purpose of conducting any site inspections as may be necessary to assist in the evaluation of this application.

_____	_____
(date)	(signature of registered owner)
_____	_____
(date)	(signature of registered owner)



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### 13. Affidavit

Either the registered owners or the authorized agent must sign the following affidavit in front of a commissioner for oaths in Ontario or a notary public.

I / We, \_\_\_\_\_ of the Municipality / 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 Registered Owner or Authorized Agent

\_\_\_\_\_  
Signature of Registered Owner or Authorized Agent

\_\_\_\_\_  
Signature of the Commissioner

### 14. 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. Where the applicant is not the registered owner(s), the owner will be responsible for any and all outstanding costs related to the processing of this application.

#### 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.

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- b. All surveys, drawings, sketches or plans as required to process this application.
    - c. The required application fee as determined by the Municipality's Fees and Charges bylaw and provided during the mandatory pre-consultation process.
  2. The Applicant understands and agrees that where the services of the Municipal Solicitor are required to process this application, the Applicant shall reimburse the Municipality for all such costs immediately upon receipt of an invoice.
  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.
  4. If Council supports an application and its decision on the application is appealed to the Ontario Land Tribunal (OLT) by someone other than the applicant, the applicant will be responsible for all Municipal costs to defend the decision. These costs may include all planning fees, legal fees, engineering fees, fees of other professionals, disbursements, reproduction costs, telephone charges, facsimile charges, peer review fees and any other reasonable costs which may be incurred by the Municipality.

The applicant will submit a Five Thousand Dollars (\$5,000.00) deposit to the Municipality, upon submission of the file to the Ontario Land Tribunal (OLT).

Additional funds may be requested to fully cover the Municipal expenses. Work will not be completed by the Municipality, its solicitor or consultants until such deposit has been paid by the applicant. The applicant will be responsible for the full cost of the Municipality's expenses at the hearing.

5. The Owner(s) acknowledges that Municipal staff, Councillors or Committee members may be required to visit the property which is the subject of this application in order to process this application. The Owner(s) consents to such site visits as may be required.
        6. The Owner(s) acknowledges that the processing of this application may require the taking of pictures, either still or video, of the subject property. The Owner(s) consents to such pictures as may be required.

### **Municipality's Responsibility:**

7. The Municipality agrees to process the application in accordance with the provisions of the Planning Act, R.S.O. 1990,c..p.13, as amended.

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**Deposits:**

8. The Municipality may require the payment of deposits upon submission of any application. Deposits may be applied to cover peer review fees, professional fees should the Municipality require the expertise or advice of a third party consultant, as well as any legal costs incurred. Where the Municipality finds it necessary to make use of professional assistance in the processing of this application, the Municipality will request a deposit from the applicant to cover the cost of the service and processing of the application will not continue until the deposit is received by the Municipality. The deposit will be requested upon submission of the application.

Should fees exceed the initial deposit received, the Municipality shall request further deposits or payments of invoices. Additional funds may be requested from time to time, to fully cover the municipal expenses. Work will not be completed by the Municipality, its solicitor or consultants until such deposit has been paid by the applicant.

The Municipality will keep an accurate record of all costs incurred with respect to planning applications. Upon completion of the processing of an application, the Municipality will reconcile the account for the applications where a deposit has been paid. A refund of the deposit will be made with the exception of those costs incurred by the Municipality.

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 has been made by the Municipality or invoices for which have been received by the Municipality.

**Witnessed By:**

\_\_\_\_\_  
(signature of witness)

\_\_\_\_\_  
(signature of registered owner)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(signature of registered owner)