



**The corporation of  
The Township of Southgate**

**Application for Planning Amendment  
Official Plan and Zoning By-law**  
Fees Effective January 1, 2023  
By-law 2022-180

**\*\* Pre-consultation is required with the Township before any zoning or official plan amendment applications will be accepted (By-law 66-2012)\*\***

**Instructions:**

- Please check all applicable boxes and answer all applicable questions
- All measurements **MUST** be in metric units. (Imperial Units will not be accepted)
- Additional information may be attached if necessary
- Incomplete applications will be returned
- The Township reserves the right to ask for more information or clarification pertaining to this application at a later time
- Further information is on the last two pages for your reference
- Applications are not accepted without the required fees
- All applications for zoning by-law amendment or Official Plan Amendment must

**For office use only**

File no: \_\_\_\_\_  
 Pre-Consult Date: \_\_\_\_\_  
 Date received: \_\_\_\_\_  
 Date accepted: \_\_\_\_\_  
 Accepted by: \_\_\_\_\_  
 Roll # 42 07 \_\_\_\_\_  
 Conservation authority fee required: \_\_\_\_\_  
 Other information: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Pursuant to one or more of the following Sections 22, 34, 36, and/or 39 of the *Planning Act*, as amended, I/we submit an application for: *(check appropriate box)*

<input type="checkbox"/> <b>Pre - Consultation Fee</b>	\$ 500
<input type="checkbox"/> <b>Amendment to the Official Plan</b>	Minor \$3,000.00 application fee <i>plus</i> \$2,500.00 contingency fee Major \$5,000.00 application fee <i>plus</i> \$5,000.00 contingency fee <i>*contingency fee required for all Official Plan Amendment applications</i>
<input type="checkbox"/> <b>Amendment to the Zoning By-law</b>	\$1,600.00 application fee Major \$2,900.00 application fee Major \$3,000.00 contingency fee <i>*contingency fee required only for complex applications</i>
<input type="checkbox"/> <b>Removal of a Holding Provision</b> with a related Site Plan Application	\$600.00 application fee or \$600.00 application fee
<input type="checkbox"/> <b>Temporary Use By-Law Amendment</b>	\$1674.00 application fee <i>plus</i> \$111.00 agreement fee <i>plus</i> \$2,500.00 contingency fee

**Other Required Fees:**

<input type="checkbox"/> <b>Public Notice Sign Fee</b>	\$145.00
<input type="checkbox"/> <b>Conservation Authority Fees</b>	SVCA \$260.00 GRCA Call directly for details

**Note on fees:**

It is a requirement that any potential applicant pre-consult with the Planning Department prior to submitting any planning application, for the pre consultation meeting, please provide a drawing or a sketch of your proposal, accompanied by a written description.

The application fees were adopted and approved under the Township of Southgate's fees and charges By-law and will only be accepted once the application is deemed complete by the Township of Southgate Planning Department.

All required application fees shall be paid in cash or by cheque made payable to the Township of Southgate at the time of application submission.

Contingency fees will be utilized to cover costs associated with this application when deemed necessary by the Township of Southgate, i.e. professional consultants and legal advice. Any portion of the contingency fee not used in connection with the review and completion of an application will be returned. The applicant further agrees to pay any additional costs and expenses beyond the initial contingency fee which shall be determined by staff of the Corporation of the Township of Southgate in the event that the amount of the initial contingency fee taken is insufficient.

Be advised that the applicant or a representative is expected to appear at any meetings (including the public meeting) to explain the proposal and answer any questions that may arise. Failure to do so may result in deferral of the application and increased costs.

**Part A**

**Owner/Agent/Application information**

\*to be completed by the applicant

1. Name of registered owner: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone# : (H) \_\_\_\_\_ (B) \_\_\_\_\_

Email Address: \_\_\_\_\_

2. Name of applicant: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone#: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant's Relationship to Subject Lands:

- Registered Property Owner
- Holder of Option to Purchase Subject Lands
- Signing Officer of Corporation
- Other [Specify] \_\_\_\_\_

3. Name of agent (if applicable) \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone#: \_\_\_\_\_ Email: \_\_\_\_\_

4. Send all correspondence to (choose only one):  Applicant  Agent

5. Preferred Method of communication:  Phone  email  Postal Mail

6. Name any mortgages, charges or encumbrances, in respect to the subject lands:

\_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone#: \_\_\_\_\_

**Part B**

**The subject lands**

7. Location of subject property (former municipality):

- Township of Egremont
- Township of Proton
- Village of Dundalk

Road/street and number: \_\_\_\_\_

Tax Roll#: \_\_\_\_\_

Lot \_\_\_\_\_ Concession \_\_\_\_\_

Lot \_\_\_\_\_ of \_\_\_\_\_ Plan \_\_\_\_\_

8. The date the subject land was acquired by the current owner: \_\_\_\_\_

9. Dimensions of subject property:

frontage\_\_\_\_\_m depth\_\_\_\_\_m area\_\_\_\_\_sq m/ha

10. Description of the area affected by this application if only a portion of the entire property\_\_\_\_\_

11. Abutting and nearby lands uses

(a) Interest in abutting lands - does the owner or applicant of the subject lands own or have a legal interest in any lands abutting the subject lands? Yes  No

If yes, describe to what extent \_\_\_\_\_

(b) Use of abutting and nearby lands - describe the present use on all properties abutting and opposite the subject lands.

North \_\_\_\_\_

East \_\_\_\_\_

South \_\_\_\_\_

West \_\_\_\_\_

(c) Agricultural livestock operations

if an existing livestock operation is located within 450 metres of the subject lands, prepare a sketch showing locations and approximate size of livestock barns (as per Additional Requirements 20. (b) request) and you must fill out Schedule "A".

12. Environmental Constraints

Indicate whether any of the following environmental constraints apply to the subject lands:

- |                                   |                          |                                                  |                          |
|-----------------------------------|--------------------------|--------------------------------------------------|--------------------------|
| Wetlands                          | <input type="checkbox"/> | Specialty Crop Lands                             | <input type="checkbox"/> |
| Floodplains                       | <input type="checkbox"/> | ANSI's (areas of natural or scientific interest) | <input type="checkbox"/> |
| Streams, Ravines and Lakes        | <input type="checkbox"/> | Aggregate Resources                              | <input type="checkbox"/> |
| Water Resources                   | <input type="checkbox"/> | Thin Overburden                                  | <input type="checkbox"/> |
| Wooded Areas & Forest Management  | <input type="checkbox"/> | Solid Waste Management                           | <input type="checkbox"/> |
| Fisheries, Wildlife & Environment | <input type="checkbox"/> | Sewage Treatment Plant                           | <input type="checkbox"/> |
| Heritage Resources                | <input type="checkbox"/> |                                                  |                          |

13. Official Plan

Indicate the current Official Plan Designation:

- |                     |                          |                                       |                          |
|---------------------|--------------------------|---------------------------------------|--------------------------|
| Neighbourhood Area  | <input type="checkbox"/> | Agriculture                           | <input type="checkbox"/> |
| Downtown Commercial | <input type="checkbox"/> | Rural                                 | <input type="checkbox"/> |
| Arterial Commercial | <input type="checkbox"/> | Inland Lakes                          | <input type="checkbox"/> |
| Industrial          | <input type="checkbox"/> | Space Extensive Industrial/Commercial | <input type="checkbox"/> |
| Public Space        | <input type="checkbox"/> | Hazard Lands                          | <input type="checkbox"/> |
| Special Policy Area | <input type="checkbox"/> | Wetlands                              | <input type="checkbox"/> |
| Major Open Space    | <input type="checkbox"/> | Mineral Aggregate Extraction          | <input type="checkbox"/> |
| Village Community   | <input type="checkbox"/> |                                       |                          |

14. Zoning By-law

Present zoning\_\_\_\_\_

Requested zoning\_\_\_\_\_

15. Specific proposed use(s) of subject property that this amendment would authorize: (provide a sketch showing locations and approximate size for each building or structure)

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**For Official Plan Amendment Applications Only:**

14.

16. Please answer the following about this proposed Official Plan Amendment:

Does this application change or replace a designation in the Official Plan?

Changes  Replaces

17. Is this application to implement an alteration to the boundary of an area of settlement or to implement a new area of settlement?

Yes  No

If yes, please provide the details of the official plan or the official plan amendment that deals with this matter.

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18. Does this application propose to remove land from an area of employment?

Yes  No

If yes, please provide the details of the official plan or official plan amendment that deals with this matter.

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19. Is the application being submitted in conjunction with a proposed County Official Plan Amendment? Yes  No

If yes, please provide the details of the official plan or official plan amendment that deals with this matter.

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Type of building/structure\_\_\_\_\_

Setbacks:

front lot line\_\_\_\_\_

rear lot line\_\_

side lot line\_\_\_\_\_

Building/structure:

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height \_\_\_\_\_ dimensions / floor area \_\_\_\_\_

20. The date the existing building(s) or structure(s) on the subject land were constructed: \_\_\_\_\_

21. The length of time that the existing uses of the subject land have continued: \_\_\_\_\_

22. If proposed use is residential, indicate proximity of subject lands to community facilities (parks, schools, etc.): \_\_\_\_\_

23. Specific reason(s) for requesting amendment(s), if not sufficient space, a cover letter should be attached: \_\_\_\_\_

24. Has the subject land ever been the subject of a Zoning By-law Amendment?  
Yes  No  Unknown

If yes, and if known, specify the file number and status of the application: \_\_\_\_\_

**Servicing for subject land**

25. Facilities existing or proposed for subject lands:

<b>type of access</b>	<b>existing</b>	<b>proposed</b>
_____ provincial highway	_____	_____
_____ municipal road, maintained year round	_____	_____
_____ municipal road, seasonally maintained	_____	_____
_____ other public road	_____	_____
please specify _____		
_____ right of way available	_____	
please specify _____		
_____ water access available	_____	
Describe the parking and docking facilities and the approximate distance of these facilities _____		

<b>type of water supply</b>	<b>existing</b>	<b>proposed</b>
_____ municipally operated piped water system	_____	
_____ privately owned/operated individual well	_____	
_____ privately owned/operated communal well	_____	
_____ lake or other water body	_____	
please specify _____		
_____ other means	_____	
please specify _____		

<b>type of storm water management</b>	<b>existing</b>	<b>proposed</b>
_____ storm drainage sewer pipe	_____	
_____ ditch	_____	
_____ swale	_____	
_____ other means		

please specify \_\_\_\_\_

<b>type of sewage disposal</b>	<b>existing</b>	<b>proposed</b>
_____ municipally operated sanitary sewers	_____	_____
_____ privately owned/operated individual septic	_____	_____
_____ privately owned/operated communal septic	_____	_____
_____ privy	_____	_____
_____ other means	_____	_____

please specify \_\_\_\_\_

26. Is there an approved Site Plan and/or a Site Plan Control Agreement in effect on any portion of the subject lands?

Yes  No

If yes, has an amendment to the Site Plan and/or Agreement been applied for?

Yes  No

27. Are there any easements, rights-of-way, restrictions, covenants, or other agreements applicable to the subject lands? (if yes, describe what they are and include applicable Site Plan if applicable.)

Yes  No

**Part C**

**The proposal**

28. Describe the **nature** and extent of the relief applied for and the proposed use of the subject lands.

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

29. Describe the reasons for the proposed amendment(s).

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

30. Describe the timing of the proposed development, including phasing.

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

31. Additional Supporting Documents

List any supporting documents: (e.g. Environmental Impact Study, Hydrologic Report, Traffic Study, Market Area Study, Aggregate License Report, Storm Water Management Report)

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\_\_\_\_\_  
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**Part D**  
**Statement of compliance**

32. Is this application consistent with the policy statements issued under subsection 3(1) of the Planning Act?  
Yes  No
33. Is the subject land within an area of land designated under any provincial plan or plans?  
Yes  No

If yes, explain how the application conforms with or does not conflict with the applicable provincial plan or plans.

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**Additional requirements**

34. Supplementary and support material to accompany application, where applicable
- a) a survey of the property prepared by an Ontario Land Surveyor indicating topographical contours and other natural and artificial features such as existing buildings and their uses, railways, highways, pipelines, ditches, swamps, watercourses, drainage, and wooded areas within or adjacent to the subject land. This survey should clearly indicate the land which is the subject of the amendment.

OR

- b) a sketch *drawn to scale* showing the following:
- 1) Boundaries and dimensions of the subject land.
  - 2) Location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines.
  - 3) 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. Examples include buildings, railways, roads, watercourses, drainage ditch, river or stream banks, wetlands, wooded areas, wells and septic tanks.
  - 4) Current use(s) on land that is adjacent to the subject land.
  - 5) Location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public traveled road, a private road or a right of way.
  - 6) If access to the subject land is by water only, the location of the parking and docking facilities to be used.
  - 7) Location and nature of any easement affecting the subject land.
  - 8) North Arrow



**Other information**

35. Is there any other information that you think may be useful to the municipality or other agencies in reviewing the application? If so, explain below or attach on a separate page:

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**Solemn declaration**

39. Affidavit

To be completed by owner(s), agent(s), or applicant(s) having completed the application form

**Note: This Affidavit must be signed in the presence of a Commissioner for Taking Oaths.**

I/ (We) \_\_\_\_\_  
Name(s)

of the \_\_\_\_\_ of \_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_  
city/town/municipality county/region

Solemnly declare that all statements contained in this application and all the information provided is 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 \_\_\_\_\_ of \_\_\_\_\_  
city/town/municipality county/region

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

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

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
print name

Signature of Applicant

print name

Schedule "A"

Supplementary Information – Agricultural Lands

Agricultural Property History on the subject parcel

(i) What type of farming has been or is currently being conducted?

- Beef
Dairy
Swine
Poultry
Sheep
Cash Crop
Other (describe)

Describe in detail the size, age and feed type used for the type of farming conducted:

(i) How long have you owned the farm?

(ii) Are you actively farming the land (or – do you have the land farmed under your supervision)?

Yes – For how long?

No – When did you stop farming?

For what reason did you stop farming?

(iii) Area of total farm holding:

(iv) Number of tillable hectares:

(v) Do you own any other farm properties? Yes No

If yes, indicate locations: Lot: Concession: Former Township: Total Hectares:

(vi) Do you rent any other land for farming purposes? Yes No

If yes, indicate locations: Lot: Concession: Former Township: Total Hectares:

(vii) Is there a barn on the subject property? Yes No

Please indicate the condition of the barn:

How big is the barn?

What is the present use of the barn?

What is the capacity of the barn, in terms of livestock?

(viii) Indicate the manure storage facilities on the subject lands

- Storage already exists
- No storage required (manure/material is stored for less than 14 days)
- Liquid
  - inside, underneath slatted floor
  - outside, with permanent, tight fitting cover
  - (treated manure/material) outside, no cover
  - outside, with a permanent floating cover
  - outside, no cover, straight-walled storage
  - outside, roof but with open sides
  - outside, no cover, sloped-sided storage
- Solid
  - inside, bedded pack
  - outside, covered
  - outside, no cover,  $\geq 30\%$  DM
  - outside, no cover, 18-30% DM, with covered liquid runoff storage
  - outside, no cover, 18-30% DM, with uncovered liquid runoff storage

(ix) Are there any barns on other properties within 450 meters (1,476.38 ft) of the subject lands?  Yes  No

If yes, these barns and distances to the subject property must be shown on the sketch. The following questions must be answered for each property containing a barn regardless of current use.

(x) What type of farming has been conducted on this other property?

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(xi) Indicate the number of tillable hectares on other property: \_\_\_\_\_

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(xii) Indicate the size of the barn(s): \_\_\_\_\_

(xiii) Capacity of barn in terms of livestock: \_\_\_\_\_

(xiv) Manure Storage facilities on other property (see storage types listed in question above)

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Additional information will be required for Minimum Distance Separation (MDS) calculations – please discuss this with Planning Staff prior to submitting your application

## Zoning amendment process

**Purpose:** a zoning by-law amendment is required to change a zone symbol on a property to permit expanded or different land uses on a specific property. A zoning by-law amendment may also be requested to change a zone provision (setback or similar regulation) or general provision.

**Process:** Discuss your proposal with the municipal planning department prior to submitting your application. Make your application to the planning department along with the required fee. A planning staff report will be prepared and a public meeting will be set. The applicant will be advised of the time and date of this meeting and invited to make representation at this time in order to explain why the zoning amendment request is being made.

You can expect a decision on your application within 150 days. This time is used to review the application, set up a public meeting, post the required public notice, draft a zoning by-law amendment and ensure that all other required documentation is in order.

At least 20 days prior to the public meeting, notice of the public meeting is either sent to every assessed property within 120 metres (400 feet) of the subject property or a notice is placed in the appropriate local newspaper. The applicant or a representative must attend the public meeting to explain why the zoning amendment is required to members of the Council and the public, as well as answer any questions that may arise.

A site plan and agreement may be required to be negotiated prior to any further proceedings of the rezoning process. Following the public meeting and if Council is satisfied with the application, an amending by-law will be considered by Council. Should the by-law be passed, a notice of passing is prepared and sent to everyone on the first mailing list or published in the newspaper. A 20 day appeal period is required to be included in this notice to allow anyone to appeal the by-law to the Ontario Municipal Board.

Should your application not be approved by Council, you also have the right to appeal to the Local Planning Appeals Tribunal within the same 20 day appeal period. More information is available by contacting the municipal planning department or on the Web at: <http://elto.gov.on.ca/news/local-planning-appeal-tribunal/>

If the application is approved and no appeal is filed, a notice of no appeal is prepared and sent to the applicant at which time the process is now completed. A building permit would not be available for any works associated with the by-law until the appeal period has passed and if no appeals were filed.

### Zoning by-law amendment process summary

1. Pre-consultation (required by By-law 66-2012)
2. Submit application
3. Clerk sets a public meeting  
Notice sent to neighbours within 120 metres (400 feet) and various agencies, 20 days prior to public meeting.
4. Public meeting  
Applicant and/or agent should attend to resolve any potential concerns.  
Council will consider the proposal and may pass a by-law that meeting.
5. Appeal period  
After a Notice of Passing for the by-law amendment is sent to neighbours within 120 metres (400 feet) and agencies, 20 day appeal period begins.
6. Decision final  
If not appeal is filed with the Township within the appeal period, the process is complete and the zoning by-law amendment is in full force and effect.

\*\*\*please do not return this page\*\*\*