Cornwall

APPLICATION

for

OFFICIAL PLAN

and / or

ZONING BYLAW AMENDMENT(S)

DEPARTMENT OF PLANNING, DEVELOPMENT AND RECREATION
PLANNING DIVISION
100 WATER STREET EAST, 2ND FLOOR
CORNWALL, ON K6H 5T9

Cornwall

Official Plan and Zoning Amendment Application Form

Information and Material to be Provided Under Subsection 22(1), (4), and (5) of the *Planning Act, R.S.O. 1990*

INSTRUCTIONS

NOTES TO APPLICANT(S)/AGENTS:

1.) Application must be fully completed and submitted to the Planning Department, signed by both the applicant and owner of the affected land.

2.) The application must be complete and comprehensive.

3.) A Survey/Site Plan **(1 hard copy plus a digital PDF)** showing:

I.) Applicant/owner's total holdings in the area.
ii.) Land(s) which are the subject of the proposed amendment.
iii.) The location, size and use of all existing buildings or structures on the subject lands and on immediately adjacent properties.
iv.) Proposed buildings or structures, together with height, size, setbacks, and exterior design.
v.) Ingress-egress, parking, unloading and driveway areas.
vi.) Landscaping, including fencing and buffers.

Note: ***In some cases, the proposed development, access points, buffering and landscaping will be subject to review and approval through the Site Plan Control Bylaw.***

4.) Any other information that the applicant feels is warranted should be attached on additional sheets.

5.) Planning Advisory Committee meetings are scheduled at least 20 days in advance; therefore, **complete applications** must be submitted more than 34 days before the anticipated meeting to comply with the legislated notification period.

6.) The applicant should note that in case the request for an amendment to the City's Official Plan and/or Zoning Bylaw is heard by the Ontario Land Tribunal, then it is the applicant's responsibility to defend the application and to provide the relevant evidence and information to satisfy the requirements of the Tribunal, all at the applicant's expense.

Further, in the case of an application that is supported by the Municipality and co-defended at the Ontario Land Tribunal, a fee of *$1,100.00* will be required to cover initial staff/legal expenses. Any amount of such fee which remains, will be duly refunded to the applicant.

7.) Bylaw No. 034-2008, as amended, of the City of Cornwall, prescribes fees for applications which should be submitted at the time of application. Cheques should be payable to the City of Cornwall.

Please refer to the Planning Division Fee Schedule.

Cornwall

DETAIL(S) OF APPLICATION SECTIONS

PARTS I & II: GENERAL INFORMATION AND NATURE OF PROPOSED DEVELOPMENT

This section must be completed for reference purposes.

PART III: REQUESTED OFFICIAL PLAN AND/OR ZONING BYLAW AMENDMENT(S)

Existing Zoning and/or Official Plan designations may be confirmed with the City of Cornwall, Planning Division. Information relating to the specifics of the Zoning and/or Official Plan requested must be provided.

PART IV: JUSTIFICATION / SUITABILITY OF SITE

The justification information **must** be provided and will be used by the Planning Division in consideration of the application. Attach additional sheets, signed, and dated if more room is required. Detailed information as to the reasons for requesting the Zoning or Official Plan change and particulars of any special circumstances which the applicant wishes to be considered in support of the application should be included in this section.

The Planning Division cannot accept or process an application for a Zoning Bylaw Amendment that is not in conformity with the Official Plan.

PART V: CURRENT AND PREVIOUS USES

This section must be completed.

PART VI: SERVICING

This section must be completed.

PART VII: AGREEMENT TO INDEMNIFY

This section must be signed by the owner/applicant.

The Corporation of the City of Cornwall

Official Plan and Zoning Bylaw Amendment Application Form

Office Use Only

File Number: _____ Date Accepted: _____

Related Files Number:

PART I: GENERAL INFORMATION

1. Applicant's Name

1.2 Location of Lands

1.3 Please identify the names and addresses of any mortgages, charges, or other encumbrances on the subject lands.

PART II: NATURE OF PROPOSED DEVELOPMENT

2.1 Describe in general terms the nature of the development proposal to be accommodated by the proposed Zoning/Official Plan designation. If no new development is proposed, describe in detail the reason(s) for this application.

2.2 Where appropriate, please provide the following detailed information on your proposal:

Lot Dimensions: ***(IN METRIC)*** Frontage Depth Lot Area

Residential Information *(if applicable) N/A*

2.2.1 No. of Units

2.2.2 Height of Building

2.2.3 No. of Storeys

2.2.4 Ground Floor Area

2.2.5 Total Floor Area

2.2.6 Proposed Density

2.2.7 Housing Type

2.2.8 Type & No. of units:

Bachelor ❒ 1 Bedroom ❒ 2 Bedroom ❒

3 Bedroom ❒ 4 Bedroom ❒ Other ❒

2.2.9 Total number of Parking Spaces:
(existing /proposed) Surface Underground

Commercial / Industrial Information ***(if applicable)***

EXISTING BUILDING

2.2.10 Building Dimensions

2.2.11 Ground Floor Area *(Total area)*

2.2.12 Gross Floor Area

2.2.13 Gross Leasable Area

2.2.14 Mezzanine Level

2.2.15 Building Height

2.2.16 Number of Storeys

2.2.17 Total Number of Parking *Spaces (existing/proposed)*

2.2.18 No. of Handicapped Spaces

2.2.19 Lot coverage

2.2.20 Nature of Buffering Landscaped Open Space *(fencing, berming,*

2.2.21 Is Outdoor Storage Proposed YES ❒ NO ❒

If Yes, how much?

PHASE I

2.2.10 Building Dimensions

2.2.11 Ground Floor Area *(Total area)*

2.2.12 Gross Floor Area

2.2.13 Gross Leasable Area

2.2.14 Mezzanine Level

2.2.15 Building Height

2.2.16 Number of Storeys

2.2.17 Total Number of Parking *Spaces (existing/proposed)*

2.2.18 No. of Handicapped Spaces

2.2.19 Lot coverage

2.2.20 Nature of Buffering Landscaped Open Space *(fencing, berming,*

2.2.21 Is Outdoor Storage Proposed YES ❒ NO ❒

If yes, how much?

Existing

2.2.10 Building Dimensions

2.2.11 Ground Floor Area

2.2.12 Gross Floor Area

2.2.13 Gross Leasable Area*)*

2.2.14 Mezzanine Level

2.2.15 Building Height

2.2.16 Number of Storeys

2.2.17 Total Number of Parking *Spaces (existing/proposed)*

2.2.18 No. of Handicapped Spaces

2.2.19 Lot coverage

2.2.20 Nature of Buffering Landscaped Open Space *(fencing, berming,*

2.2.21 Is Outdoor Storage Proposed YES ❒ NO ❒

If Yes, how much?

PHASE II - DRAFT PROPOSAL

2.2.10 Building Dimensions

2.2.11 Ground Floor Area

2.2.12 Gross Floor Area

2.2.13 Gross Leasable Area

2.2.14 Mezzanine Level

2.2.15 Building Height

2.2.16 Number of Storeys

2.2.17 Total Number of Parking *Spaces (existing/proposed)*

2.2.18 No. of Handicapped Spaces

2.2.19 Lot coverage

2.2.20 Nature of Buffering Landscaped Open Space *(fencing, berming,* Grass

2.2.21 Is Outdoor Storage Proposed YES ❒ NO ❒
If Yes, how much?

PHASE III DRAFT PROPOSAL

2.2.10 Building Dimensions

2.2.11 Ground Floor Area

2.2.12 Gross Floor Area

2.2.13 Gross Leasable Area

2.2.14 Mezzanine Level

2.2.15 Building Height

2.2.16 Number of Storeys

2.2.17 Total Number of Parking *Spaces (existing/proposed)*

2.2.18 No. of Handicapped Spaces

2.2.19 Lot coverage

2.2.20 Nature of Buffering Landscaped Open Space *(fencing, berming,*

2.2.21 Is Outdoor Storage Proposed YES ❒ NO ❒
If Yes, how much?

PHASE IV DRAFT PROPOSAL

2.2.10 Building Dimensions

2.2.11 Ground Floor Area

2.2.12 Gross Floor Area

2.2.13 Gross Leasable Area

2.2.14 Mezzanine Level

2.2.15 Building Height

2.2.16 Number of Storeys

2.2.17 Total Number of Parking *Spaces (existing/proposed)*

2.2.18 No. of Handicapped Spaces

2.2.19 Lot coverage

2.2.20 Nature of Buffering Landscaped Open Space *(fencing, berming,*

2.2.21 Is Outdoor Storage Proposed YES ❒ NO ❒
If yes, how much?

PART III: REQUESTED ZONING BYLAW AND/OR OFFICIAL PLAN AMENDMENT

3.1 Existing Zoning designation on the property? Existing Official Plan designation on the property?

3.2 Other Applications

Is the subject land also the subject of an application for a Plan of Subdivision, Consent, Official Plan Amendment, or a Site Plan approval?

Yes ❒ No ❒ Unknown ❒

3.3 If yes and if known, please indicate the application file number(s) and status.

3.4 Is a change in the Official Plan Designation being proposed?

Yes ❒ No ❒ If so, to which Designation(s)?

3.5 Is a change in the Zoning category being proposed?

Yes ❒ No ❒ If so, to which zone(s)?

3.6 Are changes to the list of permitted uses proposed?

Yes ❒ No ❒ If so, identify the proposed use:

3.7 Are changes to the general provision or definition Section(s) of the Bylaw proposed?

No ❒ Yes ❒ If so, identify the existing requirement and the requested requirement:

3.8 Are changes to the Zone Regulations proposed? (e.g., lot frontage, height, side yard, etc.)

No ❒ Yes ❒ If so, please identify:

Section	Existing	Proposed
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3.9 Is it possible to modify your proposal so that no change(s) to the applicable regulations, provisions or definitions are required?

PART IV: JUSTIFICATION / SUITABILITY OF SITE

4.1 Describe the suitability of the subject land in terms of both physical characteristics and location for the proposed change in Zoning/Official Plan designation.

4.2 Indicate the existing surrounding zones/designations and how the requested zone is suitable in relation to the surrounding zones/designations.

4.3 Indicate the adjacent land uses and how the use(s) permitted in the required zone will be compatible with surrounding uses.

4.4 What is the existing Official Plan designation on the lands?

4.5 Indicate how the requested zoning complies with the relevant policies of the Official Plan. Alternatively, an "Official Plan Amendment will need to be requested.

PART V: CURRENT AND PREVIOUS USES

5.1 What are the: Current uses(s):

All previous known uses:

5.2 Current land use(s) carried on since:

5.3 Existing Buildings: *(describe briefly)*

Number: Number of Storeys:

Height: Ground Floor Area:

5.4 Are any existing buildings designated as being architecturally and/or historically significant under the Ontario Heritage Act?

Yes ❒ No ❒

Does this property abut an historically designated property or district?

Yes ❒ No ❒

5.5. Identify any building or structures to be removed:

5.6 Has there been any industrial or commercial use(s) on the subject land or adjacent lands?

Yes ❒ No ❒ Unknown ❒

If yes, specify the use(s) and the last year of operation of said use(s):

5.7 Has the grading of the subject land been changed by adding earth or other material?

Yes ❒ No ❒ Unknown ❒

5.8 Has a gas station been located on the subject land or land adjacent to the subject land at anytime?

Yes ❒ No ❒ Unknown ❒

5.9 Has there been petroleum or other fuel stored on the subject land or land adjacent to the subject land?

Yes ❒ No ❒ Unknown ❒

5.10 Is there a reason to believe the subject land may have been contaminated by former uses on the site or adjacent sites?

Yes ❒ No ❒ Unknown ❒

5.11 Has the land ever been subject of an environmental order such as control, stop, preventative, clean-up, or prohibition order?

Yes ❒ No ❒

If yes, explain:

5.12 Have you ever been advised by the Ministry of Environment and Energy or another source that the property is or may be contaminated?

Yes ❒ No ❒

If yes, explain:

5.13 Do any Environmental Audits or Environmental Class Assessments exist examining the subject site?

Yes ❒ No ❒ Unknown ❒

If yes, is a copy available for review? Yes ❒ No ❒ Unknown ❒

5.14 What information did you use to determine the answers to the above questions?

If yes to questions 5.6, 5.7, 5.8, 5.9, 5.10, 5.11, 5.12 or 5.13, a previous use inventory is needed, showing all former uses of the subject land, and if appropriate, the adjacent land.

PART VI: SERVICING

6.1 Indicate the proposed sewage disposal system:	6.2 Indicate the proposed water supply system:	6.3 Indicate the proposed. storm drainage system:
❒ (a) Public piped sewage	❒ (a) Public piped water system	❒ (a) Sewer**s**
❒ (b) Public or private communal septic system	❒ (b) Public or private communal well	❒ (b) Ditches or swales
❒ (c) Individual septic system	❒ (c) Individual well	❒ (c) Other (specify)
❒ (d) Other (specify)	❒ (d) Other (specify)	
Note: If (b), (c) or (d) above are indicated, then a servicing option statement and/or hydro geological report may be required.	Note: If (b), (c), or (d) above are indicated, then a servicing options statement and/or hydro geological report may be required.	Note: A preliminary stormwater management report may be required.

6.4 Road Access will be from: ❒ Provincial Highway ❒ Municipal Road ❒ Right-of-way

❒ Other *(explain)*

PART VII: AGREEMENT TO INDEMNIFY

The Owner/Applicant agrees to reimburse and indemnify the City of all fees and expenses incurred by the City to process the application, including any fees and expenses attributable to proceedings before the Ontario Land Tribunal or any court or other administrative tribunal if necessary to defend Council's decision to support the application.

The required fee for the processing of this application shall be in accordance with the City's current Fees Bylaw pertaining to planning matters. A cheque for the required amount must accompany the application at the time of submissions. The amount of the required fees should be confirmed with the City prior to the submission of the application.

LIST OF SUPPORTING MATERIALS ATTACHED:

(*Minimum Requirement* ⇨ (1 hard copy plus a digital PDF of Survey/Site Plan)

SOLICITOR OR AGENT

NAME:

ADDRESS:

TEL NO.:

FAX NO:

EMAIL:

I/WE CERTIFY THAT TO THE BEST OF MY/OUR KNOWLEDGE AND BELIEF, THE PARTICULARS GIVEN IN THIS APPLICATION AND ACCOMPANYING PLAN(S) ARE CORRECT. I/WE HEREBY APPLY IN ACCORDANCE WITH THE PROVISIONS OF SECTIONS 17, 21 and 22 OF THE PLANNING ACT, R.S.O. 1990, AS AMENDED, FOR THE CHANGE OF OFFICIAL PLAN AND SECTION 34 FOR THE CHANGE OF THE ZONING DESCRIBED IN THIS APPLICATION.

OWNER(S) SIGNATURE: _____ DATE: _____

APPLICANT'S SIGNATURE _____ DATE: _____ _____

NOTE: PLEASE FILL OUT APPENDIX I TO THE BEST OF YOUR ABILITY, SINCE IT FORMS THE BASIS OF ANALYSIS IN DETERMINING IF THERE IS ANY POTENTIAL ARCHAEOLOGICAL/HISTORIC SIGNIFICANCE ON-SITE.

APPENDIX I