



City of Kenora
Application for Amendment to Zoning By-law or
Temporary Use
 Section 34 or 39 of the Planning Act & Ontario Regulation
 545/06 (as amended)

Amendment to Zoning By-law or Temporary Use Fees:

Zoning By-law Amendment	\$4,000
Temporary Use	\$2,000
Deposit for legal fees (Zoning By-law Amendment)	\$1,100

Beware of Fraudulent Payment Requests

*The City of Kenora will not request payment by wire transfer, gift card, cryptocurrency, or changes to banking information via email.
 Official payments are only made through approved City Channels*

Applying for a Zoning By-law Amendment or Temporary Use

The Zoning By-law regulates the use of lands in the city. It contains schedules which identify all properties and the zone in which they are located. Each zone contains a list of permitted uses and regulations which control the size of lots, minimum frontages, parking requirements, etc.

Zoning By-law amendment decisions are made by City Council based on Provincial, City and site-specific circumstances.

Types of Applications

Section 34 Zoning By-law Amendment

Significant deviation from the Zoning By-law will require an amendment, such as when development proposals do not comply with the permitted uses or provisions of the existing zone. Staff will assess the conformity of the proposal to the Provincial Planning Statement (2024), the Official Plan and site-specific circumstances.

Section 39 Temporary Use By-law

Temporary Use By-laws are intended to allow land and buildings to be zoned for temporary uses for a period of three years with possible extensions of three years. A temporary use by-law must conform to the Official Plan.

The Application Process

1. A pre-consultation with the Planning Department Staff is recommended prior to formally submitting an application. Please ensure that you call ahead to arrange an appointment with a Planner at least one week prior to your preferred meeting date.

For further information, or to make an appointment, please contact:

City of Kenora Planning Department: planning@kenora.ca

2. The application will be placed on the agenda for the next Council meeting.

3. A notice describing the proposal and providing the date, time and location of both meetings will be sent a minimum of twenty (20) days prior to the Public Meeting to neighbouring property owners and relevant agencies within 120 metres of the subject property.
4. Applicants will post a sign, provided by Planning Staff, on the subject property detailing the notice of complete application and public hearing. Staff/committee members will conduct a site visit. For site visit purposes, please stake out on the subject property the extent of any proposed additions, using orange tape or paint.
5. The Planner will present their Planning Report and recommendation to Council. Comments received from internal and external agencies are also presented and those present are given an opportunity to speak. Council may approve the proposed zoning by-law amendment, amend the proposed zoning by-law amendment, refuse it, or refer it back to staff for clarification or revision.

For a temporary use by-law, Council will require the owner to enter into a development agreement addressing servicing, location and removal of temporary use prior to approval.

6. The decision of Council will be rendered within 120 days of the application being deemed complete. If the Council passes a by-law, written notice of the passing will be circulated no later than fifteen (15) days after the day that the by-law is passed.
7. If no appeal to the Ontario Land Tribunal (OLT) is filed within twenty (20) days after the day that the giving of notice is completed, then the decision is in final and binding.
8. If a decision is appealed the file will be sent to the Ontario Land Tribunal, who will render a final decision.

Note: Building permits or licenses, if required, will only be issued after the appeal period has ended and the conditions of approval (if any) have been fulfilled.

Planning Rationale

A Planning Rationale is a document that provides an overall description, justification and rationale for understanding the proposed development application, and is intended to help the applicant organize and provide written support for the application. The document will assist staff and the approval authority, in the assessment and recommendation for the application. A planning rationale is recommended to accompany each application.

What is the purpose of a planning rationale?

A planning rationale is required as part of an application in order to:

- A) Provide a clear description and understanding of the proposal
- B) Provide an opportunity, at the outset, to establish why the proposal should be considered
- C) To highlight important information specific or particular to the application (ie. special history, different circumstances, unique site conditions, etc.)
- D) To enable staff to analyze and prepare recommendations on the application

It is not intended to be a personal analysis or business case for a proposed development, rather it should examine the impact of the proposal on the surrounding area, and vice versa.

Who can prepare a planning rationale?

Depending on the complexity of the application, the information requirements can be addressed in a letter, or a longer report. The material can be prepared by the owner, an agent, the applicant or by a member of a consulting team, depending on the nature of the application.

For a complex application it is recommended that a planning professional be retained to prepare the planning rationale. The benefits to the applicant, of hiring a planning professional, can be significant in presenting the proposal in its best form, which may result in cost and time savings, as well as making the approval process as efficient as possible.

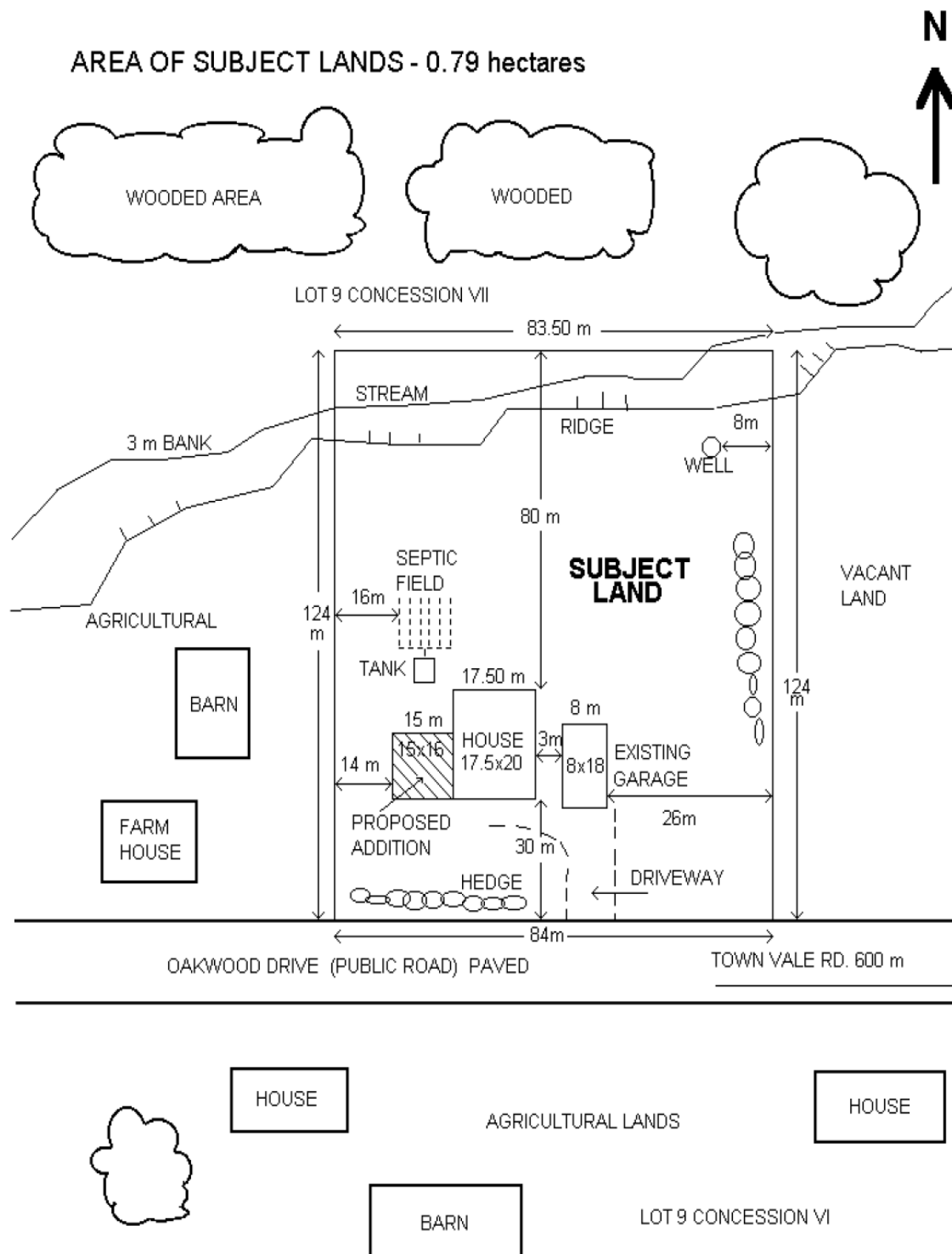
What, specifically does a planning rationale contain?

A Planning Rationale shall contain and/or address, at a minimum, the points listed below. The failure to address the following points may result in the application being considered incomplete.

- A) Provide a physical description of the site, including descriptions of current land use(s) and surrounding land uses, context and/or built form
- B) Include a description of the site's planning history, including previous planning approvals and/or agreements (i.e. site plan agreement, site-specific zoning by-laws etc.) and provide copies of the pertinent documents
- C) Include a description and overview of the proposal, including any major features or attributes (such as use, height, density, parking, architectural design, natural heritage features, etc.)
- D) Describe the suitability of the site, and indicate reasons why the development is appropriate for the site and will function well to meet the needs of the intended future users
- E) Provide a detailed analysis of the compatibility of the proposed development or land use designation with the existing adjacent developments and land use designations
- F) Provide justification that the proposal is appropriate land use planning, including any details of measures that are to be used to mitigate negative impacts (such as site plan control)
- G) Describe the impact of the proposed development on the natural environment
- H) Describe the impact of the proposed development on municipal services (ie. sewage collection and treatment systems, water distribution and treatment systems, utilities, roads, hydro services, parking, community facilities, parks and open spaces etc.)
- I) Indicate whether there are other planning approvals require, and if those necessary applications have been filed (i.e. Official Plan or Zoning By-law amendment, Site plan Control agreement, site plan approval, minor variance, draft plan of subdivision or condominium etc.)
- J) Provide a draft of the proposed text and mapping (Official Plan/Zoning By-law amendment only), if applicable
- K) Indicate how the proposed development is consistent with the Provincial Planning Statement (PPS) - (2024) and provide any other Planning Act considerations that are relevant. If you are not familiar with these documents, please contact the City of Kenora Planning Department or access the City's portal, www.kenora.ca or the Ministry of Municipal Affairs and Housing website at www.mah.gov.on.ca
- L) Describe the way in which relevant Official Plan policies will be addressed, including both general policies and site-specific land use designations and policies
- M) Indicate whether the proposal complies with any other relevant City documents and Planning Policies/Secondary Plans etc. (Black Sturgeon Lake Capacity and Management Report, Waterfront Development Guidelines, etc.)

Sample Sketch

AREA OF SUBJECT LANDS - 0.79 hectares



This Application must be submitted to:

City of Kenora Planning Department – planning@kenora.ca

60 Fourteenth Street North, 2nd Floor
Operations Centre - Kenora, ON P9N 4M9
Fax: 807-467-2246

Prescribed Information

Personal Information collected within this document will be used to assist City staff to process this application and will be made public. The information prescribed in this application is contained in Ontario Regulation 545/06 (as amended), of the Planning Act, R.S.O. 1990 (as amended).

The undersigned hereby applies to the Council of the City of Kenora under Section 34 and 39 of the Planning Act, R.S.O. 1990 (as revised), for an amendment to Zoning By-law No. 101-2015 or Temporary Use By-law as amended, as described in this application.

This application also sets out other information that will assist City Council in their evaluation of the application and Staff review. In the absence of this information, it may not be possible to do a complete review within the legislated timeframe for making a decision. As a result, the application may be refused.

It is the sole responsibility of the authorized agent and/or owner to ensure that this application form is complete and that the information provided is accurate and correct. This application form will not be accepted until all required questions have been answered and all other requirements have been satisfied. Prior to the final approval of a plan of subdivision or condominium description, the subject lands must be appropriately zoned. A zoning amendment can also be a condition of approval for a consent or a plan of subdivision or condominium description application.



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OFFICE USE ONLY

Date Stamp - Date Received:

File Number: _____

Roll Number: _____

Application Fee Paid: \$ _____

Application Deemed Complete (Date): _____

Submission Requirements

Note: If the information below is not received the application cannot be deemed complete.

- ☐ Pre-consultation meeting is recommended
- ☐ 1 original copy of the completed application form
- ☐ The required application fee of \$4000.00(Amendment to Zoning By-law) or \$2000.00 (Temporary Use) as per the schedule of fees By-law
- ☐ The required deposit for legal fees of \$1100.00 as per the schedule of fees By-law
- ☐ Planning Rationale (recommended)
- ☐ Site Plan Sketch
- ☐ Copies of required studies identified at pre-consultation or any other time (See section 8.10 of the Official Plan for full list of studies)
- ☐ A completed Authorization, signed by all the registered owners when an Agent is acting on behalf of the Owner(s)

City of Kenora Application for:

☐ Zoning By-law Amendment s.34

☐ Temporary Use By-law s.39

Concurrent Applications Filed

☐ Official Plan Amendment

☐ Site Plan Application

☐ Minor Variance/Permission

☐ Consent Application

☐ Subdivision Application

☐ Other: _____

1.0 Applicant Information				
SUBJECT PROPERTY INFORMATION				
Civic Address	Street No.:	Street Name:	Postal Code:	Unit Num.:
Registered Plan Number	M-			
Legal Description				
Reference Plan Number	23R-			
Lot No.(s)/Block No.(s)				
Concession Number(s)/Part Lot				
Part Numbers(s)				
Tax Roll Number	6016			
Lot Frontage (Metres)				
Depth (Metres)				
Area (Ha.)				
PIN				
OWNER/APPLICANT INFORMATION				
Check Appropriate Box:	☐ Person(s)	☐ Company:		
Registered Land Owner	Surname:		First Name:	
Mailing Address	Street No.:	Street Name:	Postal Code:	Unit Num.:
City			Province	
Contact Information	Phone:		2nd Phone or Fax:	
Email				
Acquisition Date of Subject Land				
PLANNING AGENT/SOLICITOR INFORMATION				
Company or Firm Name				
Name	Surname:		First Name:	
Mailing Address	Street No.:	Street Name:	Postal Code:	Unit Num.:
City			Province:	
Contact Information	Phone:		Fax:	
Email				
MORTGAGES, ENCUMBRANCES, HOLDERS OF CHARGES ETC. OF SUBJECT LAND				
Company				
Contact Person	Surname:		First Name:	
Mailing Address	Street No.:	Street Name:	Postal Code:	Unit Num.:
Contact Information	Phone:		Fax:	
Email				
2.0 Please list the reports/studies that will accompany this application				

3.0 – Current Zoning (Please see [www.kenora.ca/planning for schedules/maps](http://www.kenora.ca/planning%20for%20schedules/maps))

What is the current zoning of the subject land under Zoning By-law No. 101-2015 as amended?

4.0 – Proposed Zoning

What proposed zone or zones are you seeking for the subject land?

5.0 – Nature of Proposal (Brief Description – use rationale to provide detail)

Please describe the reasons (purpose) and nature/extent of the proposed rezoning or temporary use request:

**Indicate if application is for the removal of a holding provision (H Symbol)*

6.0 – Reason for Zoning Amendment or Temporary Use By-law

Please describe why it is not possible to comply with the provision of Zoning By-law No. 101-2015 as amended:

7.0 – Height and Density

Is the subject land located in an area of the City which has pre-determined minimum and maximum requirements for height and density other than those set out in the Zoning By-law?

☐ Yes

☐ No

If yes, please provide a statement of those requirements:

8.0 – Area of Settlement

Does the rezoning alter the boundaries of an existing area of settlement or require a new area of settlement to be implemented?

The Settlement Area is explained in section 1.4 off the Official Plan and identified on Schedule A of the Plan.

☐ Yes

☐ No

If yes, please indicate the Official Plan policy or Official Plan Amendment dealing with this matter:

9.0 – Employment Lands

Will the application remove land from an area of employment?

An area of employment means those areas designated in the Official Plan for clusters of business and economic activities including, but not limited to, manufacturing, warehousing, offices, and associated retail and ancillary facilities.

☐ Yes

☐ No

If yes, please provide the current Official Plan policy or Official Plan Amendment, if any, dealing with the removal of land from an area of employment:

10.0 – Official Plan Context (*Please see www.kenora.ca/planning_for_schedules/maps*)

a) What is the Official Plan Land Use Designation of the Subject Land?

b) How does the proposed zoning amendment or temporary use comply with the Official Plan?

c) Is the subject land within an area where zoning with conditions applies?

☐ Yes

☐ No

If answer to question (c) is yes, please provide an explanation of how the proposed amendment or temporary use complies with the Official Plan Policies relating to zoning with conditions.

Existing use of the subject land:

Proposed use of the subject land:

Length of time existing uses have continued:

11.0 – Site Suitability

Are the subject lands a suitable site and location for the requested zone(s) and what are the physical characteristics of the subject land?

12.0 – Surrounding Land Uses

Is the requested zone compatible with surrounding land uses? In what way?

13.0 Access

Type of Access:

- ☐ Municipal maintained road ☐ Seasonally maintained municipal road ☐ Provincial highway
☐ Private road or laneway ☐ Water * ☐ Other public road

* If access is by water only please describe the parking and docking facilities to be used and the approximate distance of these facilities from the land and the nearest public road:

14.0 – Water Supply

Subject Property Water Supply:

- ☐ Municipal water ☐ Private well ☐ Communal well
☐ Lake ☐ Other: _____

15.0 – Sewage Disposal

Subject Property Sewage Disposal:

- ☐ Municipal sewer ☐ Private septic system / field ☐ Communal septic system / field
☐ Privy ☐ Other: _____

If the application would permit development on privately owned and operated individual or communal septic systems, and more than 4500 litres of effluent produced per day as a result of the development being completed, you are required to provide:

- A servicing options report; and
- A hydrogeological report

16.0 – Subject Property Drainage

Subject Property Site Drainage is provided by:

- ☐ Storm Sewers ☐ Swales ☐ Ditches
☐ Other (Please describe) _____

*A preliminary stormwater management report is recommended, and should be prepared concurrent with any Hydrogeological reports for submission with the application. A stormwater management plan may be required prior to final approval of a plan of subdivision or as a requirement of site plan approval.

17.0 – Other Applications Under the Planning Act

Is the subject land, or land within 120 metres of the subject lands, the focus of any other applications under the planning act or has the subject property been subject to an application in the past?

☐ Yes

☐ No

If yes, please indicate which applications are being undertaken:

☐	Draft Plan of Subdivision	File No.:	Status:
☐	Condominium Description	File No.:	Status:
☐	Official Plan Amendment	File No.:	Status:
☐	Zoning By-law Amendment	File No.:	Status:
☐	Minister's Zoning Amendment	File No.:	Status:
☐	Site Plan Application	File No.:	Status:
☐	Consent	File No.:	Status:
☐	Minor Variance	File No.:	Status:
☐	Part Lot Control	File No.:	Status:
☐	Other (Please Specify)	File No.:	Status:

If you answered yes to any of the above, please describe the land the "other" application affects, the purpose of that application, and the effect that application will have on the amendment requested through this application:

18.0 – Site Structures**Existing Structures:**

	Principle	Accessory	Accessory	Parking
Ground Floor Area				
Total Gross Floor Area				
Number of Storeys				
Length				
Width				
Height				
Front Yard Setback				
Rear Yard Setback				
Side Yard Setback				
Side Yard Setback				
Date Constructed				
Lot Coverage (%)				
Floor Area Ratio				
Ground Floor Area				

Proposed Structures:				
	Principle	Accessory	Accessory	Parking
Number of Storeys				
Length				
Width				
Height				
Front Yard Setback				
Rear Yard Setback				
Side Yard Setback				
Side Yard Setback				
Date Constructed				
Lot Coverage (%)				
Floor Area Ratio				
Ground Floor Area				

19.0 - Sketch

A sketch or site plan, preferably prepared to scale by a professional shall be submitted as part of each application. A sample sketch is provided on page 4 of this document. The sketch or site plan must clearly demonstrate:

- (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.

All necessary information must be contained on one single sketch or site plan.

Applications and plans will be accepted in Metric only (1 foot = 0.3048 metres, 1 acre = 0.4046 hectares).

The maximum size for the accompanying sketch/site plan shall be 11"x 17". If there is information provided on larger sizes, at least one copy shall be provided on the 11"x 17" format.

Elevation drawings shall also be provided if applicable.

A copy of the most recent available survey of the subject property completed by a registered Ontario Land Surveyor (OLS) should also accompany the application.

20.0 – Is the plan consistent with policy statements issued under Subsection 3(1) of the Planning Act?

Please state how this application is consistent with the 2024 Provincial Planning Statement (PPS). A copy of the PPS may be found online at: <https://www.ontario.ca/page/provincial-planning-statement-2024>

21.0 – Additional Information

Please provide any additional information that you feel would be beneficial to Staff, outside agencies or Council in evaluating the application:

22.0 – Site History

What is the current use(s) of the subject land:

Please state all previous known uses of the subject land:

Has there been an industrial, commercial use or a gas station on the subject land or adjacent land, any grading change of the property by adding fill or other material, any petroleum or other fuel stored on the subject land or land adjacent to the subject land or is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent site?

☐ Yes *

☐ No

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

* A soils investigation study including previous use inventory is required, showing all former uses of the subject land, or if appropriate, the adjacent land. This study must be prepared by a qualified consultant.

23.0 Contamination	Yes	No	Unknown
Has the grading of the subject land been changed by adding earth or other material?	☐	☐	☐
Has a gas station ever been located on the subject land or adjacent land at any time?	☐	☐	☐
Has there been petroleum or other fuel stored on the subject land or adjacent land?	☐	☐	☐
If you have answered yes to any of the above questions, please describe the use and/or activity that may have resulted in contamination: 			
What information did you use to determine the answers to the above questions? If an environmental assessment has been performed please submit it with the application. 			
*If the answer to any of the above questions from regarding contamination were checked yes or if there was an industrial, or commercial use, please attach a previous use inventory with this application form showing all former uses of the subject land. A soils investigation study may also be required.			
24.0 – Subsurface Rights			
Are the subsurface rights and the surface rights to the property held by the same owner? ☐ Yes ☐ No			
If no, who owns the subsurface rights? _____			
If no, please have the owner complete the following declaration (Section 28.1)			
24.1 Authorization from the Owner of the Subsurface Rights			
(If subsurface rights are different from the Owner of the lands)			
I, _____, the Owner of the subsurface rights for the subject property, am aware of this application and consent to it. (please print)			
_____ (Signature)		_____ (Date)	
_____ (address)			
_____ Telephone Number		_____ Email address	

25.0 – Significant Features Checklist

Check through the following list. Indicate under Yes, No or Unknown if a listed feature is on-site or within 500 metres. Indicate under Yes, No or Unknown if a listed development circumstance applies. Be advised of the potential information requirements.

Feature or Development Circumstance	Yes	No	Don't Know	If yes, specify distance in metres (m)	Potential Information Needs
Non-farm development near designated urban areas or rural settlement areas	☐	☐	☐		Demonstrate sufficient need within 20 year projections and that proposed development will not hinder efficient expansion of urban areas or rural settlement areas.
Class 1 Industry ¹	☐	☐	☐		Assess development for residential and other sensitive uses within 70 metres.
Class 2 Industry ²	☐	☐	☐		Assess development for residential and other sensitive uses within 300 metres.
Class 3 Industry ³	☐	☐	☐		Assess development for residential and other sensitive uses within 1000 metres.
Land Fill Site	☐	☐	☐		Address possible leachate, odour, vermin and other impacts.
Sewage Treatment Plant	☐	☐	☐		Assess the need for a feasibility study for residential and other sensitive land uses.
Waste Stabilization Pond	☐	☐	☐		Assess the need for a feasibility study for residential and other sensitive land uses.
Active Railway Line	☐	☐	☐		Evaluate impacts within 300 metres.
Operating mine site	☐	☐	☐		Will Development hinder continuation or expansion of operations?
Non-operational mine site within 1 kilometre of subject land	☐	☐	☐		Have potential impacts been addressed? Has mine been rehabilitated so there will be no adverse effects?
Airports where noise exposure forecast (NEF) or noise projection (NEP) is 28 or greater	☐	☐	☐		Demonstrate feasibility of development above 28 NEF for sensitive land uses. Above the 35 NEF/NEP contour, development of sensitive land uses is not permitted.
Electric Transformer Facility	☐	☐	☐		Determine possible impacts within 200 metres.
High Voltage Transmission Lines	☐	☐	☐		Consult the appropriate electric power service.
Transportation and Infrastructure corridors	☐	☐	☐		Will corridor be protected? Noise Study Prepared?
Agricultural Operations	☐	☐	☐		Development to comply with the Minimum Distance Separation Formulae and Official Plan.
Mineral Aggregate Resource area	☐	☐	☐		Will development hinder access to the resource or the establishment of new resource operations?

Feature or Development Circumstance	Yes	No	Don't Know	If yes, specify distance in metres (m)	Potential Information Needs
Mineral Aggregate Operations	☐	☐	☐		Will development hinder continuation of extraction? Noise and Dust Study completed?
Existing Pits and Quarries	☐	☐	☐		Will development hinder continued operation or expansion? Noise and Dust Study completed?
Mineral and Petroleum Resources	☐	☐	☐		Will development hinder access to the resource or the establishment of new resource operations?
Significant Wetlands or potentially significant Wetlands	☐	☐	☐		Provide Environmental Impact Study (EIS). Must demonstrate that no negative impacts will occur.
Significant portions of habitat of Endangered or Threatened Species	☐	☐	☐		Provide Environmental Impact Study (EIS). Must demonstrate that no negative impacts will occur.
Significant Fish Habitat, Wildlife Habitat and areas of Natural and Scientific Interest	☐	☐	☐		Provide Environmental Impact Study (EIS). Must demonstrate that no negative impacts will occur.
Sensitive Groundwater Recharge Areas, Headwaters and Aquifers	☐	☐	☐		Demonstrate that groundwater recharge areas, headwaters and aquifers will be protected.
Significant Built Heritage Resources and Cultural Heritage Landscapes	☐	☐	☐		Development should conserve significant built heritage resources and cultural heritage landscapes.
Significant Archaeological Resources	☐	☐	☐		Assess development proposed in areas of medium and high potential for significant archaeological resources. These sources are to be studied and preserved, or where appropriate, removed. Catalogued and analyzed prior to development.
Lake of the Woods: Within defined Portions of Dynamic Beach and 1:100 year flood level along connecting channels	☐	☐	☐		Development not permitted
Lands Subject to Flooding and/or Erosions	☐	☐	☐		Development may be permitted. Must demonstrate that hazards can be addressed.
Erosion Hazards	☐	☐	☐		Determine feasibility within the 1:100 year erosion limits of ravines, river valleys and streams.
Floodplains	☐	☐	☐		Determine limit of Development or where a Special Policy Area (SPA) is in effect, development must meet the Official Plan policies.

Feature or Development Circumstance	Yes	No	Don't Know	If yes, specify distance in metres (m)	Potential Information Needs
Hazardous Sites ⁴	☐	☐	☐		Slope Study, Flood line Study. Demonstrate that hazards can be addressed.
Rehabilitated Mine Sites	☐	☐	☐		Application for approval from Ministry of Northern Development and Mines should be made concurrently.
Contaminated and/or Brownfield sites	☐	☐	☐		Assess and inventory of previous uses in areas of possible contamination.

¹Class 1 Industry - small scale, self-contained plant, no outside storage, low probability of fugitive emissions and daytime operations only.

²Class 2 Industry - medium scale processing and manufacturing with outdoor storage, periodic output of emissions, shift operations and daytime truck traffic.

³Class 3 Industry - indicate if within 1000 metres - processing and manufacturing with frequent and intense off-site impacts and a high probability of fugitive emissions.

⁴Hazardous sites - property or lands that could be unsafe for development or alteration due to naturally occurring hazards. These hazards may include unstable soils (sensitive marine clays, organic soils) or unstable bedrock (Karst topography)

26.0 – Authorization of Agent or Solicitor

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner(s) that the applicant is authorized to make the application must be included with this form or the authorization set out below must be completed.

I/We, the undersigned, am/are the owner(s) of the land that is subject of this application for a zoning by-law amendment and I/We hereby authorize _____ to make this application on my/our behalf and to provide any of my personal information that will be included in this application or collected during the processing of the application.

Date

Name and Signature of Witness

Signature of owner(s)

27.0 – Affidavit or Sworn Declaration

I, _____ of the _____ in the province of _____, make oath and say (or solemnly declare) that the information required under Ontario Regulation 545/06 (as amended), and provided in this application is accurate, and that the information contained in the documents that accompany this application is accurate.

Sworn (or declared) before me at the _____ in the Province of _____ this _____ day of _____ in the year _____.

Commissioner of Oaths

Applicant(s) Signature(s)

28.0 – Privacy Consent/Freedom of Information Declaration

Consent of Owner(s) to the use and disclosure of personal information and to allow site visits to be conducted by City Staff and members of Council.

I/We, the undersigned, being the registered owner(s) of the lands subject of this application, and for the purpose of the Freedom of Information and Protection of Privacy Act, 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 (R.S.O. 1990 as amended) for the purposes of processing this application.

I/We also authorize and consent to representatives from the City of Kenora and the persons and public bodies conferred with under the Planning Act (R.S.O. as amended) entering upon the subject lands of this application for the purpose of conducting any site inspections as may be necessary to assist in the evaluation of the application.

Date

Owner(s) Signature(s)

29.0 – Undertaking for Ontario Land Tribunal

Where if the City of Kenora chooses to support the Application for Zoning By-law Amendment;

I/We undertake to pay, in accordance with By-Law 167-2024, as amended of the City of Kenora, upon receipt of invoice from the City, any and all legal costs, including all disbursements of the City, to full cost recovery in respect of preparation for and attendance at a Ontario Land Tribunal hearing, until the matter is finally resolved by the said Tribunal.

It is hereby acknowledged that “hearing” shall include all attendances before the Tribunal in respect of the said application whether in person, telephone conference call or other means as directed by the Tribunal.

Dated, in the City of Kenora this _____ day of _____, _____

Signature of Applicant or Authority to bind
Corporation

Please print name

Signature of Witness

Personal information contained on this form is collected pursuant to the *Municipal Act*, and will be used for the purpose of processing and approval of this application and associated applications. Questions about this collection should be directed to:

The Freedom of Information and Privacy Coordinator, City of Kenora,
1 Main Street South, Kenora, ON P9N 3X7, (807) 467-2295.