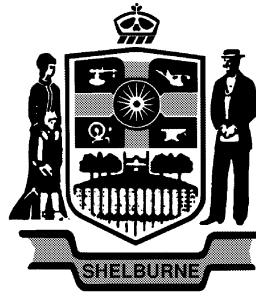


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## TOWN OF SHELBURNE ZONING BY-LAW AMENDMENT PROCESS

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**NOTE:** Before you prepare and submit your application to the Town of Shelburne, it is strongly recommended that you consult with the Town Planner. It is also advisable that you communicate with your neighbours with respect to your plans.

**Submission for an application shall consist of the following:**

1. One (1) original application form with one (1) copy of the completed form. All questions on the application form must be answered. Incomplete applications will be returned to the applicant.
2. If an application is being submitted by a limited company or corporation, signatures must be under corporate seal, if applicable, or signed by an individual having authority to bind the corporation. Similarly, any authorization from a limited company or corporation shall be under corporate seal, if applicable, or signed by an individual having authority to bind the corporation.
3. A letter of authorization from the property owner is required when the application is being signed by an agent.
4. Five (5) copies of the Concept Plan as described in the application form are required. A legible copy no larger than 11 x 17 is required if larger plans are submitted. Drawings should be of an adequate size to clearly identify all features and provide dimensions. The drawings should be to scale. The Town may require drawings to be prepared on a legal survey, and additional information to be surveyed. The Concept Plan shall show the following:
  - (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 the distance of the building or structures from the front yard lot line, rear yard lot line and side yard lot lines;
  - (c) The 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 ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks;
  - (e) The current uses on land that is adjacent to the subject land;
  - (f) 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;
  - (g) The location of existing and proposed parking areas, refuse areas and landscaping areas; and,
  - (h) The location and nature of any easement affecting the subject land.

**The process for zoning amendment applications is as follows:**

1. Upon submission of a complete application, the application is assigned a file number.
2. The application is circulated in accordance with the Planning Act requirements, no less than 20 days before passing the zoning by-law amendment. The Town shall also provide notice to such Ministries, agencies and groups that are considered to have an interest in the proposal to obtain comments.
3. A notice of public meeting under the provisions of the Planning Act is provided. Advertising of a public meeting does not oblige Council to approve the application.
4. A planning report is prepared and a draft by-law and schedule may also be prepared for consideration.
5. The public meeting is generally held in the Council Chambers prior to a regular meeting of Council or General Committee (Mondays) at 7:00 p.m. At the hearing, the applicant or the agent will be required to present the application and be available to answer questions. Council may make a decision at its meeting following the public meeting.
6. In accordance with the Planning Act, where a change is made to the proposed by-law after the holding of the public meeting, Council shall determine whether any further public notice is to be given in respect to the proposed by-law. The decision of Council with respect to notice is final and not subject to review in any court irrespective of the extent of the change made in the proposed by-law.
7. Should changes to the application or by-law be made, a supplementary report is prepared with recommendations for Council's consideration at a subsequent Council meeting.
8. If Council supports the application, the zoning by-law amendment is passed by Council.
9. Once a decision on the application is made, a notice of passing is issued and is sent to all persons identifying an interest in the application. There is a 20-day appeal period from when notice is given. If an appeal is received, it is forwarded to the Ontario Municipal Board.
10. If Council refuses or neglects to make a decision within 120 days after the receipt of the application by the Clerk, the applicant may appeal to the Ontario Municipal Board.
11. After 20 days, if there is no appeal, the by-law is deemed to have come into force on the day it was passed. If such by-law is dependent upon the approval by the Ministry of Municipal Affairs of an amendment to the Official Plan, such by-law shall not come into force until the Minister has approved the amendment to the Official Plan.

**Further information can be obtained from the Town offices.**

**For application fees please contact the Town Planner or the CAO/Clerk.**

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*For Office Use Only*

File #: \_\_\_\_\_  
Date Received: \_\_\_\_\_  
Date Accepted: \_\_\_\_\_  
Application Fees: \_\_\_\_\_  
\_\_\_\_\_

**TOWN OF SHELBURNE  
APPLICATION FORM FOR AN ZONING BY-LAW AMENDMENT**

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Date Received: \_\_\_\_\_

**1. APPLICATION INFORMATION**

Name of Applicant: \_\_\_\_\_

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

Telephone Number (Home): \_\_\_\_\_ Fax Number: \_\_\_\_\_

Telephone Number (Business): \_\_\_\_\_ Email Address: \_\_\_\_\_

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**2. OWNER**

If the Applicant is not the Owner of the subject lands, than authorization from the Owner is required, as well as the following information:

Name: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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**3. MORTGAGES, CHARGES OR OTHER ENCUMBRANCES**

Name: \_\_\_\_\_

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

Name: \_\_\_\_\_

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

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**4. SUBJECT LANDS**

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

Reference Plan: \_\_\_\_\_ Part/Block/Lot: \_\_\_\_\_

Street Name and Number: \_\_\_\_\_  
(if corner lot please include both street names)

Area of subject lands: \_\_\_\_\_ Frontage: \_\_\_\_\_

Depth: \_\_\_\_\_

What is the current use of the subject land? \_\_\_\_\_

What is the proposed use of the subject lands? \_\_\_\_\_

When were the subject lands acquired by the current owner? \_\_\_\_\_

How long have the existing uses continued on the subject lands? \_\_\_\_\_

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**5. ZONING AND OFFICIAL PLAN INFORMATION**

What is the present Official Plan designation of the subject lands? \_\_\_\_\_

What is the present zoning? \_\_\_\_\_

What is the purpose of the proposed Zoning By-law Amendment? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

---

**6. PROPOSED DEVELOPMENT**

Please describe any proposed development on the subject lands (include buildings, floor area, height, parking spaces, etc. and attached plans with site and development statistics):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**7. ACCESS**

Is the subject land accessible by:

- Provincial highway
- Municipal road (maintained year round)
- Right of way
- Other, describe \_\_\_\_\_

**8. SERVICING**

	<u>Municipal</u>	<u>Private</u>	<u>Other</u>
Water Supply	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sewage Disposal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frontage on Road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is storm drainage provided by:	<input type="checkbox"/> Storm Sewer	<input type="checkbox"/> Ditch	<input type="checkbox"/> Swale
	<input type="checkbox"/> Other, describe _____		

**9. STATUS OF OTHER APPLICATION**

Are the subject lands the subject of any other applications under the Planning Act?

- Yes       No       Unknown

If yes, describe the application(s)? \_\_\_\_\_

**10. DRAWINGS**

Drawings shall be provided as required in the Official Plan Amendment Process sheet.

**11. PAYMENT OF FEES**

As of the date of this application, I hereby agree to pay for and bear the entire cost and expense for any engineering, legal, landscape architectural and/or external planning consulting expenses incurred by the Town of Shelburne during the processing of this application, in addition to any application fee set by the Town of Shelburne.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner/Applicant

Note: All invoices for payment shall be sent to the person indicated in section 2 of this application, unless otherwise requested.

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**12. AUTHORIZATION**

I/We \_\_\_\_\_ am/are the owner(s) of the subject lands for which this application is to apply. I/We \_\_\_\_\_ do hereby grant authorization to \_\_\_\_\_ to act on my/our behalf in regard to this application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Registered Owner(s)

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**13. AFFIDAVIT**

I, \_\_\_\_\_ of the \_\_\_\_\_ in the \_\_\_\_\_ solemnly declare that all of the above statements contained herein and in all exhibits transmitted herewith are true and I 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 \_\_\_\_\_  
in the \_\_\_\_\_ of the \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature of Registered Owner (s) or Agent

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**14. PERMISSION TO ENTER**

I hereby authorize the members of staff and/or elected members of Council of the Town of Shelburne to enter upon the subject lands and premises for the limited purpose of evaluating the merits of this application. This is their authority for doing so.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Registered Owner (s) or Agent

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Personal information contained on this form is collected under the authority of *The Municipal Freedom of Information and Protection of Privacy Act*. This sheet and any additional information provided will be placed on the Council agenda. The agenda is a public document and forms part of the permanent public record. Questions about this collection should be directed to the Clerk at 519-925-2600.