



**Township of Seguin**  
Application for  
**ZONING BY-LAW AMENDMENT**

**IT IS RECOMMENDED THAT YOU CONSULT WITH THE  
TOWNSHIP PLANNING DEPARTMENT PRIOR TO SUBMITTING  
YOUR APPLICATION.**

**ZONING BY-LAW AMENDMENT APPLICATION CHECKLIST**

**Please ensure you have completed the following prior to submitting your application:**

- Fully complete all sections of the application.
- Sign application in all appropriate locations and obtain signed authorization from the Owner(s) if you are acting as their Agent.
- Declaration of Owner(s)/Agent must have a Commissioner's stamp and signature.
- Application fees attached. Cheque made payable to the Township of Seguin.
  - \$ 800.00 – Zoning By-law Amendment: Minor
  - \$1,500.00 – Zoning By-law Amendment: Major
- Sketch or site plan (in metric) in accordance with the requirements of the application form. All sketches or site plans must be *drawn to scale, in metric units only*.
- Copy of any correspondence, approvals or permits from outside agencies/departments.
- Copy of all studies and reports required to be submitted with your application.
- Copy of your completed Consultation Form from the Planning Department, if you chose to use this service.
- If the application would permit development on privately owned and operated individual or communal septic systems, and more than 4500 litres of effluent would be produced per day as a result of the development being completed, the following is required:
  - a servicing options report; and
  - a hydrogeological report
- Copy of your Deed.

## □ APPLICANTS POSTING INSTRUCTIONS

- In order to facilitate consideration of your Application for Zoning By-law Amendment, we ask that you complete the following upon submission of the application to the Township.
- Post a clearly visible sign approximately 14" x 18" bearing your name, your Application number (provided by the Township Planning Department), lot and concession number, and the Plan number, on the main access side of your property, preferably where your driveway accesses onto the Township Road (and in the middle of your shoreline frontage, if possible).
- Mark out, on the ground, the location of the proposed lot lines - marking it clearly with stakes and coloured ribbon.
- It is the responsibility of the Applicant to mark the property which is the subject of this Application.

Council members and/or Township staff may conduct site inspections of your lands. By submitting this application you are authorizing the Township to access your lands for the purposes of conducting the required site inspection. Please be advised that where access is by water or by summer maintained municipal road or by private road, the consideration of the application may be delayed during the winter until such time as safe access can be obtained to the lands.

You may be required to submit a copy of the Deed for the subject land. If access is provided by private road/right-of-way from a municipal road, attach a copy of the deed indicating if the access is registered on title.

Your application will not be processed until it is complete. A complete application will be determined in accordance with the requirements of the Planning Act, the Provincial Policy Statement, and the Township of Seguin Official Plan. Please be advised that technical and supporting studies submitted as part of a complete application may be required to be peer reviewed. If a Peer Review is required, the cost will be at the expense of the applicant in accordance with policies of the Seguin Official Plan. The Planning Department will obtain prior authorization to proceed with the peer review from the applicant. To expedite the processing of your application please ensure it is complete upon submission. Incomplete applications will be returned for re-submission. We will not hold incomplete applications in our office.

If you require additional assistance regarding this application please contact the Planning Department at:

**Township of Seguin  
5 Humphrey Dr., RR#2  
Parry Sound, ON, P2A 2W8  
Bus: 705-732-4300  
Fax: 705-732-6347  
Toll Free: 1-877-473-4846**



**Township of Seguin**  
Application for  
**ZONING BY-LAW AMENDMENT**

<b>OFFICE USE ONLY</b>		Date Stamp:
Application No.: R- _____ - _____ - _____		
File Name: _____		
Civic Address: _____		
Application Complete: <input type="checkbox"/> Yes <input type="checkbox"/> No	Fee Received: <input type="checkbox"/> Yes <input type="checkbox"/> No	

**ROLL # 4903-\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - 0000**

Did you consult with the Township Planning Department?  Yes  No  
*If yes, please submit a copy of your completed "Consultation Form".*

**1. CONTACT INFORMATION:**

*All communication will be directed to the Primary Contact only.*

**Primary Contact:** \_\_\_\_\_

**a) Registered Owner(s):** \_\_\_\_\_

*(List all owners and contact information if multiple exist)*

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

Home Phone: \_\_\_\_\_ Home Fax: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business Fax: \_\_\_\_\_

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

**b) Agent:** \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Home Fax: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business Fax: \_\_\_\_\_

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

**c) Planner:** \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

**d) Surveyor:** \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

**e) Solicitor:** \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

**f) Engineer:** \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

**2. DESCRIPTION OF SUBJECT LANDS**

**a) Concession(s):** \_\_\_\_\_

**b) Lot(s):** \_\_\_\_\_

**c) Registered Plan No. :** \_\_\_\_\_ **Lot(s)/Block(s):** \_\_\_\_\_

**d) Reference Plan No. :** \_\_\_\_\_ **Part(s):** \_\_\_\_\_

**e) Geographic Township (former municipality) :** \_\_\_\_\_

**f) Civic Address:** \_\_\_\_\_

**g) Dimensions of subject lands:**

Frontage (m)	Depth (m)	Area (ha)

**h) Official Plan (current designation of subject lands) :** \_\_\_\_\_

i) How does the application conform to the Official Plan: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

j) Are there any easements or right-of-ways affecting the subject lands?  
 Yes  
 No

If yes, indicate and describe the purpose of the easement or right-of-ways:

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

k) The subject land is within an area where zoning with conditions apply:  
 Yes  
 No

*If yes, please attach an explanation of how the application conforms to the Official Plan policies relating to the zoning with conditions.*

l) The subject land is within an area where the municipality has pre-determined the minimum and maximum density requirement or the minimum and maximum height requirements:  
 Yes  
 No

If yes, state the requirements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

m) The subject land is within an area of land designated under any provincial plan or plans:  
 Yes  
 No

If yes, does the application conform to or does not conflict with the applicable provincial plan or plans:  
 Yes  
 No

### 3. ZONING BY-LAW AMENDMENT

a) The current zoning of the subject land: \_\_\_\_\_

b) The nature and extent of the proposed rezoning: \_\_\_\_\_  
\_\_\_\_\_

c) The purpose of the proposed rezoning: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- d)** Dimensions of the proposed lands to be rezoned:  
*If only a portion of the subject property is being rezoned.*

Frontage (m)	Depth (m)	Area (ha)

- e)** The application is to implement an alteration to the boundary of an area of settlement or to implement a new area of settlement:
- Yes
  - No

*If yes, attach details of the Official Plan or Official Plan amendment that deals with the above matter.*

- f)** The application is to remove land from an area of employment:
- Yes
  - No

*If yes, attach details of the Official Plan or Official Plan amendment that deals with the above matter.*

- g)** The requested amendment to the Zoning By-law is consistent with the policy statements issued under subsection 3 (1) of the Act:
- Yes
  - No

**4. EXISTING AND PROPOSED USES**

**a)** Date the subject land was acquired by the current Owner: \_\_\_\_\_

**b)** Existing uses of the subject land:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**c)** Length of time that the existing uses have continued: \_\_\_\_\_

**d)** Proposed uses of the subject land:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*\*Attach a separate description if necessary*

e) Date the existing building(s) or structure(s) on the subject land were constructed:

Type of building/ structure	Date Constructed
1.	
2.	
3.	
4.	

f) Location of all buildings and/or structures on the subject land (metric):

Existing:

Type of building / structure	Front Yard (m)	Interior Side Yard (m)	Exterior Side yard (m)	Rear yard (m)
1.				
2.				
3.				
4.				

Proposed:

Type of building / structure	Front Yard (m)	Interior Side Yard (m)	Exterior Side yard (m)	Rear yard (m)
1.				
2.				
3.				
4.				

*\*Attach separate sheet if more than 4 existing or proposed structures*

g) Dimensions of all buildings or structures on subject land.

Existing:

Building	Ground Floor Area (m <sup>2</sup> )	Gross Floor Area (m <sup>2</sup> )	# of Stories	Length (m)	Width (m)	Height (m)
1.						
2.						
3.						
4.						

Proposed:

Building	Ground Floor Area (m <sup>2</sup> )	Gross Floor Area (m <sup>2</sup> )	# of Stories	Length (m)	Width (m)	Height (m)
1.						
2.						
3.						
4.						

h) What are the adjacent land uses:

To the north: \_\_\_\_\_

To the south: \_\_\_\_\_

To the west: \_\_\_\_\_

To the east: \_\_\_\_\_

**5. ACCESS**

- a) Access to the subject land is provided by: \_\_\_\_\_
- Provincial highway
  - Municipal road (year round)
  - Municipal road (seasonal)
  - Private road / Right-of-Way
  - Other road
  - Water

- b) If access to the subject land is by water only, indicate the following:  
*Provide written confirmation of parking and docking facilities.*

**Docking** facility: \_\_\_\_\_

Distance from docking to subject land: \_\_\_\_\_

Distance from docking to nearest public road: \_\_\_\_\_

**Parking** facility: \_\_\_\_\_

Distance from docking to parking: \_\_\_\_\_

Distance from parking to nearest public road: \_\_\_\_\_

**6. SERVICES**

- a) Water is provided to the subject land by:
- Private well
  - Privately owned/operated communal well
  - Lake or other water body
  - Other: \_\_\_\_\_

- b) Sewage disposal is provided to the subject land by:
- Private sewage system
  - Privately owned/operated communal sewage system
  - Privy
  - Other: \_\_\_\_\_

- c) Storm drainage is provided to the subject land by:
- Ditches
  - Swales
  - Natural
  - Other: \_\_\_\_\_

**7. OTHER APPLICATIONS**

a) Indicate if the subject land is the subject to any applications currently under the Planning Act:

Application	File #	Status
Plan of Subdivision/Condominium (Section 51)		
Consent (Section 53)		
Minor Variance (Section 45)		
Zoning By-law (Section 34)		
Official Plan (Section 22)		
Site Plan (Section 41)		

b) The subject land has been the subject of a Minister's Zoning Order:

- Yes
- No

If yes, indicate the Ontario Regulation number of the order: \_\_\_\_\_

**8. DIRECTIONS: HOW TO GET THERE**

Civic Address: \_\_\_\_\_

Directions from Seguin Township Office (5 Humphrey Dr. Hwy 141) to your site:

---



---



---



---



---



---



---

## 9. PLANS REQUIRED

Please attach 10 copies of the sketch, site plan or survey **drawn to scale, in metric**.  
*One copy must be submitted on 8.5" x 11" paper.*

Minimum requirements will be a sketch showing the following:

- The boundaries and dimensions (frontage, depth and area) of the subject land.
- Indicate the area to be rezoned.
- The 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 lot line, rear lot line and the side lot lines.
- 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, banks of rivers or stream, wetlands, wooded areas, wells and septic tanks.
- The current uses on land that is adjacent to the subject land.
- The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public road, a private road or a right-of-way.
- If access to the subject land is by water only, the location of the parking and docking facilities to be used.
- If the subject land has lake frontage, label the lake name.
- The location and nature of any easement affecting the subject land.
- North arrow and scale.



**12. DECLARATION OF OWNER/AGENT**

*Must be signed by the Owner(s)/Agent in the presence of a Commissioner.*

I \_\_\_\_\_ (Owner(s)/Agent) of the \_\_\_\_\_

of \_\_\_\_\_ in the County/District/Regional Municipality of \_\_\_\_\_

do solemnly declare that all of the statements contained in this Application 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 the \_\_\_\_\_

in the \_\_\_\_\_ of \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Agent (if Applicable)

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

\_\_\_\_\_  
Commissioners Stamp

**13. ADDITIONAL FEES**

If Planning, Engineering and/or legal fees are incurred by the Township pertaining to this Application, the Applicant, by endorsing below, hereby agrees to submit the balance due, upon receipt of an invoice for same.

\_\_\_\_\_  
Signature of Owner(s)/Agent

\_\_\_\_\_  
Date

**Please submit this application to the Township of Seguin Planning Department at:**

**Township of Seguin  
5 Humphrey Dr., RR#2  
Parry Sound, ON  
P2A 2W8  
Bus: 705-732-4300  
Fax: 705-732-6347  
Toll Free: 1-877-473-4846**