



**REZONING/SITE PLAN/PART LOT CONTROL APPLICATION FORM
THE MUNICIPALITY OF CLARINGTON
PLANNING SERVICES DEPARTMENT**

APPLICATION FOR (Check Appropriate Boxes)		
<input type="checkbox"/> Zoning Amendment <input type="checkbox"/> Major <input type="checkbox"/> Minor	<input type="checkbox"/> Part Lot Control	FOR OFFICE USE
<input type="checkbox"/> Removal of Holding Symbol	<input type="checkbox"/> Removal of Environmental Holding Symbol	
<input type="checkbox"/> Site Plan Approval <input type="checkbox"/> Commercial <input type="checkbox"/> Residential <input type="checkbox"/> Mixed Use	<input type="checkbox"/> Site Plan Amendment <input type="checkbox"/> Commercial <input type="checkbox"/> Residential <input type="checkbox"/> Mixed Use	
OTHER RELATED APPLICATIONS SUBMITTED (Check Box and Enter File No.)		
<input type="checkbox"/> Amendment to Local Official Plan	FILE: OPA _____	
<input type="checkbox"/> Amendment to Regional Official Plan	FILE: OPA _____	
<input type="checkbox"/> Consent	FILE: LD _____	
<input type="checkbox"/> Subdivision/Condominium	FILE: SC _____ CC _____	

1 OWNER/APPLICANT

1. APPLICANT INFORMATION	ADDRESS	TELEPHONE NOS.
Registered Owner		Home:
		Business:
		Fax:
		E-Mail:
Applicant		Home:
		Business:
		Fax:
		E-Mail:
Agent or Solicitor		Home:
		Business:
		Fax:
		E-Mail:



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2. PROPERTY DESCRIPTION

Municipal Address:		
Lot:	Concession:	Township:
Legal Description:		
Dimensions: Frontage:	Depth:	Area:
Date Property Acquired:		
Are there any easements or restrictive covenants affecting the subject or retained lands? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes , please describe: <hr/> <hr/>		

3. EXISTING USES (Describe in full)

Current Uses:

List of all structures on site:

When existing use commenced:

4. ABUTTING USES

NORTH	
SOUTH	
EAST	
WEST	

5. PROPOSED USES (Describe in detail)

Proposed Uses:

Proposed Structure:

Total Floor Space:

6. EASEMENTS, RIGHT-OF-WAY, COVENANTS, ETC. (Describe in detail)

7. PROPOSED METHOD OF SERVICING

<input type="checkbox"/> Municipal Sanitary	<input type="checkbox"/> Municipal Water	<input type="checkbox"/> Storm Sewer
<input type="checkbox"/> Septic System	<input type="checkbox"/> Wells	<input type="checkbox"/> Ditches / Swales

8. AGRICULTURAL SETBACK

Is there one or more livestock barns or manure storage facilities located within 500 metres (1640 feet) of the boundary of the subject lands?

Yes No

If **Yes**, please contact the Planning Department for a **“DATA SHEET – MDS”**, and return it with your application.

9. AFFIDAVIT

AFFIDAVIT	
I, _____	
of the _____	
in the Regional Municipality/City of _____	
solemnly declare that all the above statements contained within 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”. I also agree to allow the Municipality, its employees and agents to enter upon the subject property for the purposes of conducting survey, inspection and tests that may be necessary to this application.	
Declared before me at the _____	
in the Regional Municipality/City of _____	
this _____ day of _____	
_____	_____
Commissioner of Oaths	Applicant

10. OWNER'S AUTHORIZATION

If multiple owners, an authorization letter from each owner is required.

AUTHORIZATION OF OWNER	
I, _____, being the registered owner of the land that is the subject of this planning document, hereby authorize _____ (type or print name of agent) to	
prepare and submit this application for approval.	
_____	_____
Date	Signature of Owner

11. CONSENT OF OWNER

- a. Complete the consent of the owner concerning personal information set out below (or the written authorization of each owner in the case of shared ownership).

CONSENT OF THE OWNER TO THE USE AND DISCLOSURE OF PERSONAL INFORMATION	
I, _____	
am the registered owner of the land that is the subject of this application for approval of this planning document and, for the purpose of the Municipal Freedom of Information and Protection of Privacy Act , I 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 for the purposes of processing this application.	
_____	_____
Date	Signature of Owner

IMPORTANT NOTES

THIS APPLICATION WILL NOT BE ACCEPTED OR PROCESSED UNLESS:

1. All applicable sections of this application form are completed.
2. Twenty (20) copies of plans and/or drawings, addressing the details identified in Appendix No. 1 attached. Plans must be folded to 8 1/2 X 11 for distribution to commenting agencies.
3. The applicant is required to produce and provide alternate formats of all plans, drawings and reports, if necessary, in a timely manner at no additional cost, as per the *Accessibility for Ontarians with Disability Act 2005, Ont. Reg. 429/07*
4. A **non-refundable** application fee in cheque/cash or money order made payable to the Corporation of the Municipality of Clarington is enclosed (see Fee Schedule). A fee will be charged to have the application commissioned by Municipal staff.
5. Appendix # 2 illustrates the application process and is provided for your convenience. Keep all appendices in your file for future reference.
6. The Municipality shall prior to rendering a decision on this application require written confirmation that all Municipal taxes are current and up to date.

APPLICATION PACKAGE MUST BE SUBMITTED TO:

Planning Services Department
Municipality of Clarington
40 Temperance Street
Bowmanville, Ontario L1C 3A6
Phone: (905) 623-3379 Toll Free: 1-800-563-1195
Fax: (905) 623-0830

DURHAM REGION PLANNING DEPARTMENT APPLICATION FEES

EFFECTIVE FEBRUARY 1st 2004

The Municipality of Clarington has been requested to collect on behalf of the Durham Region Planning Department, a "User Fee" as noted, at the time an application is filled with the Municipality.

The application fee (paid by separate cheque to the Region of Durham) will be forwarded to the Durham Region Planning Department when the application is circulated for their review and comments.

TYPE OF APPLICATION

FEE

Zoning By-law Amendment not related to any other planning application.....	\$500.00
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**DURHAM REGION HEALTH DEPARTMENT APPLICATION FEE
EFFECTIVE JULY 04, 2010**

The Municipality of Clarington has been requested to collect, on behalf of the Durham Region Health Department, a "User Fee" as noted, at the time an application is filed with the Municipality.

The application fee (paid by separate cheque to the Durham Region Health Department) will be forwarded to the Durham Region Health Department when the application is circulated for their review and comments.

**DURHAM REGION HEALTH DEPARTMENT
PRELIMINARY ANALYSIS**

TYPE OF APPLICATION	FEE
Minor Variance	\$225.00
Official Plan Amendment.....	\$225.00
Zoning By-law Amendment – Rezoning	\$225.00
Site Plan	\$225.00
Apartment-in-house.....	\$225.00

**DURHAM REGION CONSERVATION AUTHORITIES APPLICATION FEE
EFFECTIVE JULY 1ST, 1997**

The Municipality of Clarington has been requested to collect, on behalf of the Durham Region Conservation Authorities, the "Preliminary Analysis Fee" as noted, at the time an application is filed with the Municipality. The application fee (paid by separate cheque to the Central Lake Ontario Conservation or Ganaraska Region Conservation Authority) will be forwarded to the Durham Region Conservation Offices when the application is circulated for their review and comments.

**GANARASKA REGION CONSERVATION AUTHORITY
PRELIMINARY ANALYSIS**

TYPE OF APPLICATION	FEE
Minor Variance	\$200.00
Site Plan.....	\$300.00
Zoning By-law Amendment – Rezoning	\$300.00
Official Plan Amendment.....	\$300.00

**CENTRAL LAKE ONTARIO CONSERVATION
(effective April 12, 2004)**

TYPE OF APPLICATION	FEE
Minor Variance	\$250.00
Site Plan.....	\$750.00
Zoning By-law Amendment – Rezoning	\$750.00
Official Plan Amendment.....	\$750.00
Official Plan Amendment – Golf Course.....	\$5,000.00
Plan of Subdivision.....	\$5,000.00

Notes:

1. **Consolidated Applications** - will be subject to only the higher of the application fees – not the aggregate
2. **Applications under review prior to April 12th, 2004 – but still in process-** the Authority will pro-rate outstanding fees on the basis of the amount of review completed and fees paid to date.

PLANS/DRAWINGS REQUIRED FOR REZONING APPLICATION AND SITE PLAN APPLICATION:

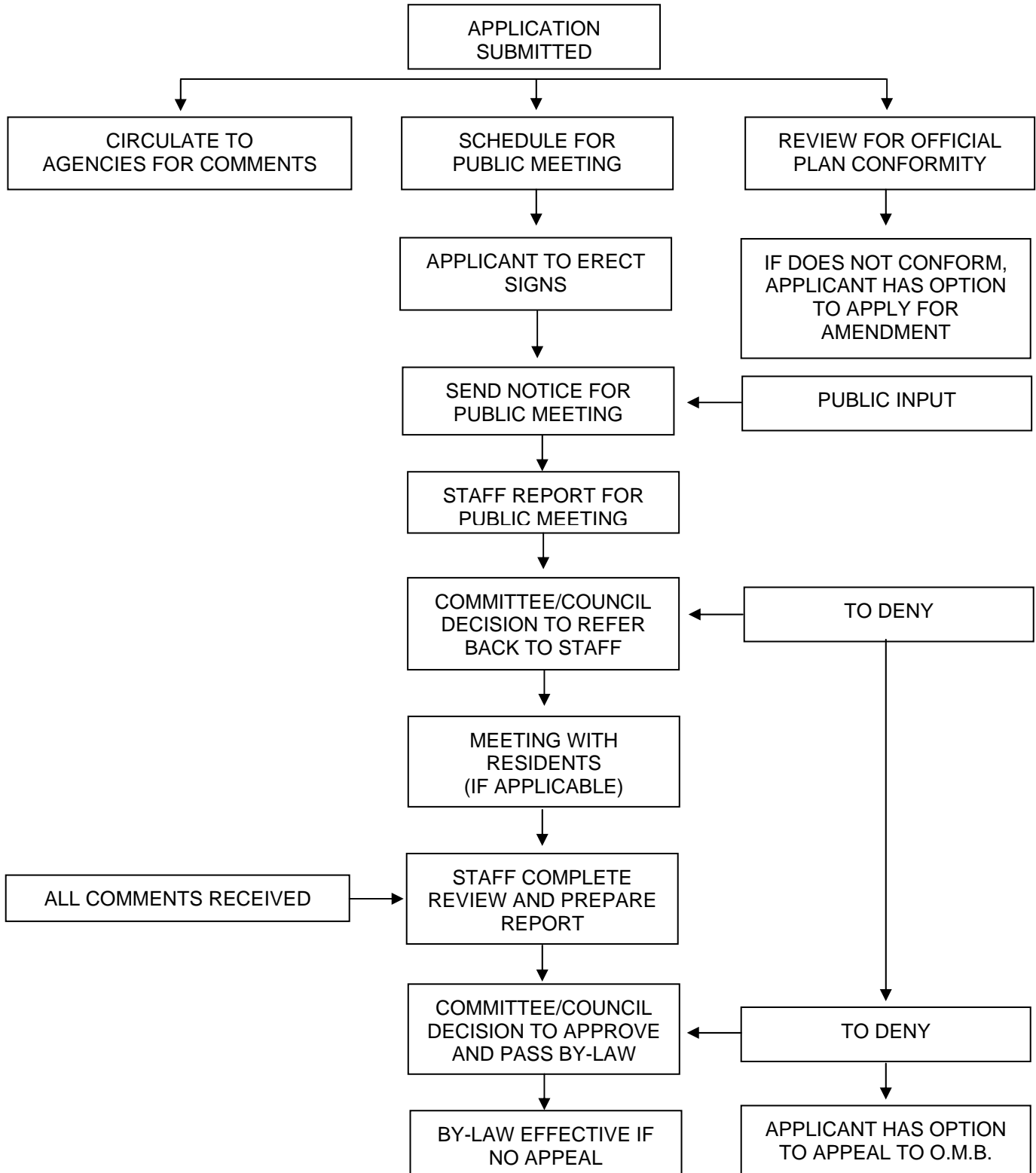
Survey Plan prepared by an Ontario Land Surveyor indicating the following:

1. Property dimensions, related street lines, reference to the nearest street intersection.
2. Topographical features including all natural and artificial features such as watercourses, wooded areas, ditches, buildings, railways, pipelines, utilities etc.
3. Location, dimension and size of all proposed buildings and structures.
4. In addition to the above requirements for rezoning application, application for site plan approval is required to have plans and drawings showing the location, elevation, and cross-section of all buildings and structures to be erected and showing the location of all facilities and works to be provided and required under Section 41(4) of the Planning Act, including, but not limited to the following:
 - a. Highway widening
 - b. Access ramps, curbing and traffic direction signs
 - c. Loading and parking facilities, access driveway, surfacing of such areas
 - d. Walkway and walkway ramps, including surfacing
 - e. Lighting
 - f. Walls, fences, hedges, trees, shrubs or other groundcover or facilities for landscaping
 - g. Garbage and waste disposal
 - h. Easement and public utilities
 - i. Grading or alteration in elevation
 - j. Exterior building materials and colour scheme
5. The Director of Engineering and the Director of Planning Services may require additional information from the applicant to assist their evaluation of the application.

IMPORTANT NOTE

THE MUNICIPALITY RESERVES THE RIGHT NOT TO ACCEPT OR PROCESS ANY APPLICATION IF THE INFORMATION REQUIRED FOR PLANS AND DRAWINGS IS INCOMPLETE.

PROCEDURE FOR PROCESSING OF REZONING APPLICATIONS



NOTE: THIS PROCEDURE APPLIES TO MOST APPLICATIONS
PROCEDURE MAY VARY SLIGHTLY FOR COMPLICATED APPLICATIONS.

This questionnaire must be completed for all site specific Official Plan and Zoning Amendment applications, unless a Phase 1 Environmental Site Assessment (ESA) is provided in accordance with the Ministry of Environment’s “Guideline for Use at Contaminated Sites in Ontario”.

1 LOCATION OF SUBJECT LANDS:

Lot(s) _____ Concession(s): _____

Former Town, Village or Township: _____

- b. Is the application on lands or adjacent to lands that were previously used for the following:
- a) Industrial uses? Yes No
 - b) Commercial uses where there is a potential for site contamination (e.g., a gas station or a dry cleaning plant) Yes No
 - c) Lands where filling has occurred? Yes No
 - d) Lands where there may have been underground storage tanks or buried waste on the property? Yes No
 - e) Lands that have been used as an orchard, and where cyanide products may have been used as pesticides? Yes No
 - f) Lands or adjacent to lands that have been used as a weapons fire range? Yes No
- c. Is the nearest boundary of the application within 500 metres (1640 feet) of the fill area of an operating or former landfill or dump? Yes No
- d. Are there any existing or previously existing buildings and/or building materials remaining on site, which are potentially hazardous to public health (e.g., asbestos, PCB’s, etc.)? Yes No
- e. Is there any reason to believe that the lands may have been contaminated based on previous land use? Yes No

SITE SCREENING QUESTIONNAIRE
FOR SITE SPECIFIC OFFICIAL PLAN
AND ZONING AMENDMENT APPLICATIONS

If the answer to any of Questions 1 through 4 was Yes, a Phase 1 Environmental Site Assessment, in accordance with the Ministry of Environment's *Guideline for Use at Contaminated Site in Ontario*, is required. Please submit two copies with your application. A Phase 1 ESA may subsequently determine that the site is suitable for the proposed use or may recommend the preparation of a Phase 2 ESA.

- f. Has an Environmental Site Assessment been prepared for this site within the last 5 years, or is an Environmental Site Assessment currently being prepared for this site? Yes No

(If Yes, please submit two copies of the Phase 1 Assessment with the application).

The Municipality of Clarington Planning and Development Department strongly encourages property owners to consult with a Professional Engineer prior to the completion of the Site Screening Questionnaire. In addition, the Municipality of Clarington will not accept any responsibility or assume any liability for damages to the subject property or adjacent properties as a result of the provision of incorrect information.

I, _____, am the registered owner of the land that is the subject of this planning document and to the best of my knowledge, the information provided in this questionnaire is true and I do not have any reason to believe that the subject site is contaminated. Sworn (or declared) before me at the _____
in the _____
this _____ day of _____, 20_____

Commissioner of Oaths

Signature of Authorized Applicant/Agent
or Owner

12. CONSENT OF OWNER

- a. Complete the consent of the owner concerning personal information set out below (or the written authorization of each owner in the case of shared ownership).

CONSENT OF THE OWNER TO THE USE AND DISCLOSURE OF PERSONAL INFORMATION	
I, _____	
am the registered owner of the land that is the subject of this application for approval of this planning document and, for the purpose of the Municipal Freedom of Information and Protection of Privacy Act , I 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 for the purposes of processing this application.	
_____	_____
Date	Signature of Owner

Minor Site Plan Approval or Minor Site Plan Amendment

Minor Site Plan Approval or Minor Site Plan Amendment may include, but not be limited to, the following at the discretion of the Director of Planning Services or his designate:

- Conversion of existing homes into retail or office uses.
- Minor changes to site plans (e.g. changes to parking area, addition of patios, revisions to signage).
- Dog kennels, permanent agricultural sales buildings.
- All applications within the Oak Ridges Moraine in compliance By-law 2005-135; Site Plan Control.