

THE ARCHIPELAGO AREA PLANNING BOARD
APPLICATION FOR EXEMPTION FROM THE
MINIMUM STANDARDS BY-LAW

Information for Applicants

The Planning Board strongly encourages applicants to consult staff in the Township's Planning Department prior to the submission of an application. Staff information can be obtained from the Township's website at www.thearchipelago.on.ca or phone 705-746-4243 Ext. 304.

Minimum Standards By-law No. PB00-01, as amended, was passed by The Archipelago Area Planning Board to establish minimum lot standards for new lots created by consent in the unincorporated townships within The Archipelago Area Planning Board's jurisdiction. If the Planning Board approves a land severance in which the proposed severed and/or retained lot would not meet the minimum lot standards, the Planning Board will impose a condition of consent approval requiring that the subject lands be exempted from the Minimum Standards By-law.

The Archipelago Area Planning Board meets on an as required basis, in conjunction with the regularly scheduled Committee meetings of the Township of The Archipelago's Council, which are generally held on the third Thursday of each month. A complete application must be submitted a minimum of four weeks prior to the Planning Board meeting at which the application could first be considered. Planning staff require sufficient time to undertake a review of the application, prepare a planning report and to fulfill the requirements of the Planning Act with respect to the giving of Notice of a Public Meeting. Notice will be circulated at least 20 days prior to the scheduled Public Meeting in compliance with the notice requirements of the Planning Act.

Planning Board members and/or Township staff may conduct site inspections of your land. By submitting this application, you are authorizing the Planning Board to access your property for the purpose of conducting the required site inspection. Please note that staff may be unable to perform site inspections during the winter months on properties which are accessed by water or by seasonally-maintained roads. As such, consideration of the application by the Planning Board may be delayed until such time as safe access to the property can be obtained.

In compliance with Provincial legislation and planning practices, some studies may be required of the subject property to ensure the protection of the environment, protection of health and safety for residents or to determine mitigation measures prior to or as a condition of the request.

Completion of the Application

All applicable information requested on the application form and the required application fee must be provided before the application will be considered complete, and can be scheduled to be considered by the Planning Board. The Planning Board will return the application or refuse to further consider the application until the required information has been provided. In the absence of this information, the application may be deemed to be incomplete and it may not be possible to do a complete review within the legislated time frame for making a decision. As a result, the application may be refused.

Submission of the Application

Every application should be directed to the Secretary-Treasurer of The Archipelago Area Planning Board and must include:

- the completed application form;
- if the owner or applicant/agent is a corporation, the application must be signed by an officer of the corporation and the corporation's seal (if any) must be affixed;
- a cheque made payable to "*The Archipelago Area Planning Board*" in the amount of the applicable application fee;
- a building permit or certificate of approval for the existing septic system on the property, if applicable (Section 7);
- a location plan and a site plan (Section 9);
- an Affidavit / Sworn Declaration before a Commissioner or other person empowered to take affidavits (Section 11);
- Authorization of the Owner(s) for an Agent to act on his/her behalf, if applicable (Section 12);
- Consent of the Owner(s) with respect to Personal Information (Section 13).

Additional information, including architectural drawings and elevations, shall be furnished by the applicant at the request of the Planning Board.

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Information for Applicants**

Costs

Applications for an exemption from the Minimum Standards By-law shall be subject to the Tariff of Fees set out in Resolution No. PB24-10-06 as follows:

| | |
|--|-------------|
| Application for Exemption from the Minimum Standards By-law | \$ 1,500.00 |
| Application for Exemption from the Minimum Standards By-law (submitted concurrent with a consent application) | \$ 750.00 |

The required application fee shall be submitted to the Planning Board in advance of staff's review or consideration of the application.

The application fee does not include any costs which may be incurred for additional public meetings, the processing of objections or any functions relating to a Local Planning Appeal Tribunal (LPAT) hearing.

Costs incurred by the Planning Board for the engagement of professional services in respect of an application, including planning consultants, environmental consultants, lawyers, surveyors, draftpersons and engineers, are not covered by the application fee. Applicants will be invoiced for the full amount of any accounts rendered by such professionals for the provision of their services unless, at the discretion of the Secretary-Treasurer, such an account or any portion thereof, is deemed to be an expense of the Planning Board.

Refund of Application Fees

The Planning Board may refund a portion of the application fee for an exemption to the Minimum Standards By-law, without interest, as outlined below. Any refund will be at the discretion of the Secretary-Treasurer, who will review the time and cost that has been incurred by staff when considering a refund.

| | |
|--|------------|
| Refund <u>prior</u> to circulation of Notice of Public Meeting | \$ 1000.00 |
| Refund <u>following</u> circulation of Notice of Public Meeting | \$ 500.00 |
| Refund <u>prior</u> to circulation of Notice of Public Meeting (application submitted concurrently with a consent application) | \$ 750.00 |
| Refund <u>following</u> circulation of Notice of Public Meeting (application submitted concurrently with a consent application) | \$ 500.00 |

The Archipelago Area Planning Board

9 James Street
 Parry Sound, Ontario P2A 1T4
 Phone: 705-746-4243 Fax: 705-746-7301
 www.thearchipelago.on.ca

**Application for Exemption from the
 Minimum Standards By-law**
 under Section 34 of the Planning Act
 R.S.O. 1990, c.P. 13, as amended

OFFICE USE

| | | |
|-----------------------|------------------------------|------------------------|
| Date Received: | Complete Application: | Application No. |
| Date Accepted: | Applicable Fee Paid: | |

1. Applicant/Agent Information

| | | |
|--------------------------|-----------------|------------------|
| Name of Applicant/Agent: | | |
| Address | | |
| City: | Province/State: | Postal/Zip Code: |
| Phone Number: | Email: | |

2. Owner(s) Information

| | | |
|--|-----------------|------------------|
| Name of Applicant/Agent: | | |
| Address | | |
| City: | Province/State: | Postal/Zip Code: |
| Phone Number: | Email: | |
| Please advise to whom all communication should be directed <input type="checkbox"/> Owner <input type="checkbox"/> Applicant / Agent | | |

3. Location and Description of the Subject Land

(please provide a copy of the transfer/Deed of land)

| | | |
|---------------------------------------|-----------------------------------|-----------|
| Assessment Roll number 4905- | Municipal Address (if applicable) | |
| Legal Description: | | |
| Concession(s): | Lots: | |
| Registered Plan No.: | Reference Plan No.: | |
| Parcel No. | Other Description: | |
| Dimensions of Subject Property | | |
| Depth (metres): | Frontage (metres): | Hectares: |

4. Purpose of Application

| |
|--|
| What is the existing zoning of the subject land? |
| What is the nature and extent of the rezoning being requested? |
| What are the reasons for the proposed rezoning? |

5. Land Use

Is the application consistent with the Provincial Planning Statement issued under subsection 3(1) of the Planning Act?

Yes No

Is the subject property within area of land designated under any Provincial plan or plans?

Yes No

If yes, does the application conform to or not conflict with the applicable Provincial plan or plans?

Yes No

What are the existing uses of the subject land?

How long have the existing uses of the subject land continued?

What are the proposed uses of the subject land?

6. History of Land

When was the subject land acquired by the current owner?

Has the subject land ever been the subject of an application for approval of a plan of subdivision or consent under the Planning Act?

Yes No

If yes, and if known, provide the application number and the decision made on the application.

Has the subject land ever been the subject of an application under Section 34 of the Planning Act?

Yes No unknown

Has the subject land ever been the subject of a Minister's Zoning Order? If known, please provide the Ontario Regulation number of the Zoning Order.

Yes No unknown Ontario Regulation Number :

7. Service Information (check appropriate box)**Access:**

Provincial Highway

Municipal road, maintained all year

municipal road, maintained seasonally

other public road

right of way

water access (see below)

If access to the subject land is by private road, or if by "other public road" or "right-of-way", indicated who owns the land or road, who is responsible for its maintenance and whether it is maintained seasonally or all year.

If access to the subject land is by water, describe the parking and docking facilities and the approximate distance of these facilities from the subject land and the nearest public road.

Water: (check appropriate box)

Privately owned and operated individual well

privately owned and operated communal well

Lake

other means

9. Other Information

Is there any other information that you think may be useful to the Township in reviewing this application?
Is so, explain below or attach a separate page.

10. Plans (to assist in the preparation of plans, please refer to the attached sameple sketch)

Site Plan

Every application shall be accompanied by a site plan, drawn to an appropriate scale, properly dimensioned and showing thereon:

- The boundaries and dimensions of the subject land and the part that is the subject of this application;
- The location and dimensions of existing and proposed buildings and structures and their distances from lot lines;
- The approximate location of all natural and artifical features on the subject land and adjacent lands that, in the opinion of the application, may affect the application, such as railways, roads, watercourses, drainage ditches, river or streak banks, wetlands, wooded areas, wells and septic tanks, landscaped open spaces, planting strips, parking areas, loading areas, driveways, and walkways;
- The existing uses on the adjacent lands;
- The location, width, and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a publicly travelled 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 boat docking facilities used;
- The location and nature of any easement affecting the subject land.

Additional information, including architectural drawings and elevations, shall be provided by the applicant at the request of the Township.

11. Affidavit or Sworn Declaration

Dated at the _____ this _____ day of _____, 20____

I, _____ of the _____ in the

County/District/Regional Municipality of _____ solemnly declare that all 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 _____ of _____

In the _____ of _____ this _____ day of _____, 20____.

A Commissioner of Oaths

Signature of Owner or authorized Applicant/Agent

12. Authorization of Owner(s) for Agent to Make the Application

If the applicant is not the owner of the land that is the subject of this application, authorization for the agent to make this application, as set out below, must be given. Alternatively, written authorization can be provided on a separate form and submitted with this application. Authorization must be provided by all registered owners of the subject property.

I/We, _____, am/are the owner(s) of the land that is the subject of this application and I/we authorize _____ to make this application on my/our behalf.

Date _____ Signature of Owner _____

13. Authorization of Owner(s) for Agent to Provide Personal Information

If the applicant is not the owner of the land that is the subject of this application, authorization for the agent to provide personal information, as set out below, must be given. Alternatively, written authorization can be provided on a separate form and submitted with this application. Authorization must be given by all registered owners of the subject property.

I/We, _____, am/are the owner(s) of the land that is the subject of this application and for the purposes of the *Freedom of Information and Protection of Privacy Act*, I/we authorize _____ as my/our agent for this application, to provide any of my/our personal information that will be included in this application or collected during the process of the application.

Date _____ Signature of Owner _____

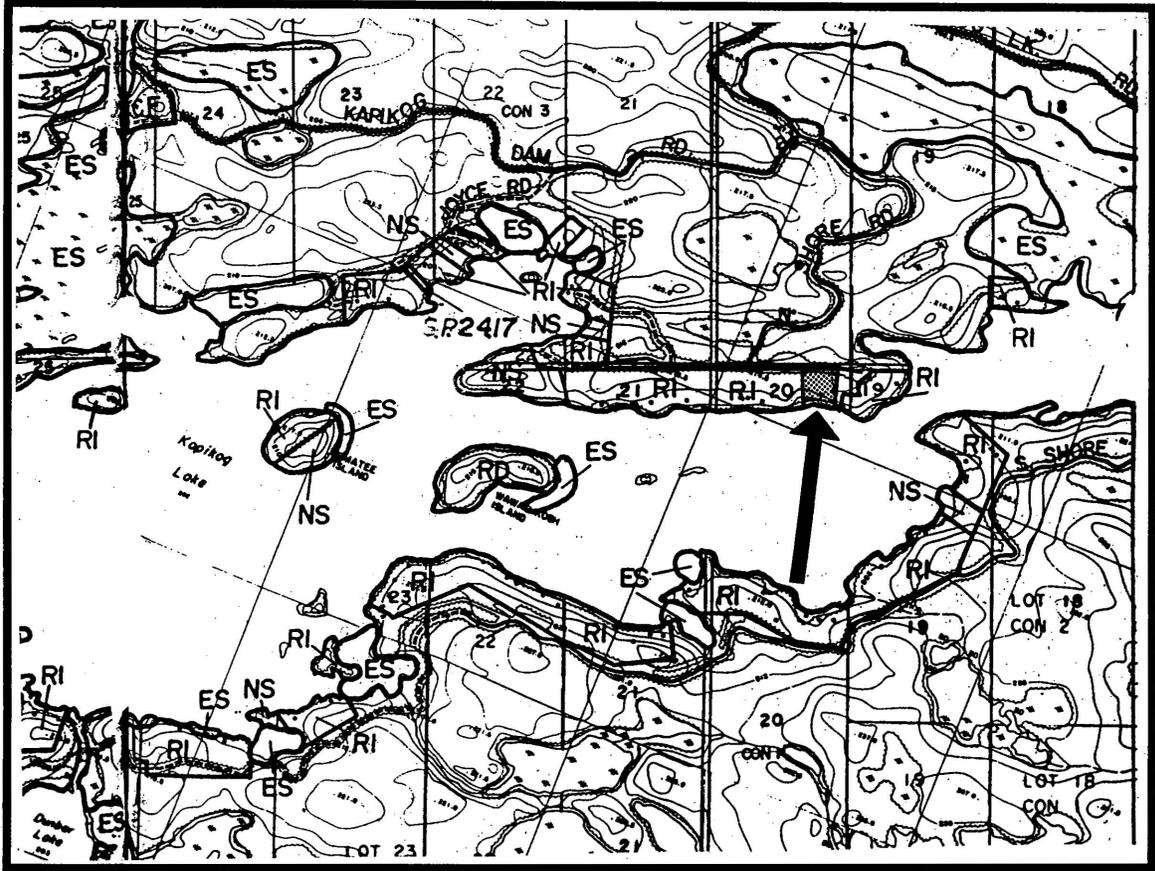
14. Consent of the Owner(s) to the Use and Disclosure of Personal Information

All registered owners of the subject property must provide their consent concerning the disclosure of personal information, as set out below.

I/We, _____, am/are the owner(s) of the land that is the subject of this application and for the purposes of the *Freedom of Information and Protection of Privacy Act*, I/we 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 _____

SAMPLE LOCATION PLAN



SAMPLE SITE PLAN

