

**THE TOWNSHIP OF THE ARCHIPELAGO**  
**APPLICATION FOR A ZONING BY-LAW AMENDMENT**

**Information for Applicants**

The Township 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](http://www.thearchipelago.on.ca) or phone 705-746-4243 Ext. 304.

Applications will be considered by Council at a regularly scheduled, monthly meeting generally held on the third Friday of each month. A complete application must be submitted a minimum of four weeks prior to the Council meeting at which the application could first be considered. Due to the complexity of some applications, Planning staff require sufficient time to undertake a review of the application, conduct a site inspection, prepare a Planning report to Council and to fulfill the requirements of the Planning Act with respect to the giving of Notice of a Public Meeting.

Township staff may conduct a site inspection of your property. By submitting this application, you are authorizing the Township to access your property for the purpose of conducting a 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 municipal or private roads. As such, consideration of the application by Council may be delayed until such time as safe access to the property can be obtained.

Council may authorize the circulation of a Notice of a Public Meeting for the purpose of providing information, or it may refuse to further consider the application. If Council authorizes that a public meeting be held, Notice will be circulated at least 20 days prior to the Public Meeting, to all properties within 1,000 metres of the subject property, and in compliance with the notice requirements of the Planning Act.

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 Council. The Township 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 Township's Planner 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;
- application fee (cheques to be made payable to "*The Township of The Archipelago*") in the amount of \$1,750.00 as payment of the required application fee;
- a building permit or certificate of approval for the existing septic system on the property, if applicable (Section 7);
- 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 Township.

**Page 2 - Application for Zoning By-law Amendment  
Information for Applicants**

Costs

Applications for an amendment to the Comprehensive Zoning By-law shall be subject to the Tariff of Fees set out in By-law 06-2025 as follows:

i) Zoning By-law Amendment Application	\$1,750.00
Cost for Alternative Submission/Request	
a) Zoning By-law Amendment Application <i>(submitted concurrently with an Official Plan Amendment Application or a Consent Application)</i>	\$ 1000.00
b) Zoning By-law Amendment Application <i>(Notice recirculation requiring an additional Public meeting)</i>	\$ 750.00
c) Zoning By-law Amendment Application <i>(Additional cost for amended application or A request for deferral of the application)</i>	\$ 300.00
d) Zoning By-law Amendment Application <i>(to remove a Holding (H) Provision from a property)</i>	\$ 700.00
e) Deposit (unused portion returned) (when requested by Planning Department)	\$ 2000.00

The required application fee shall be submitted to the Township in advance of the Township'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 Ontario Land Tribunal (OLT) hearing.

Costs incurred by the Township for the engagement of professional services in respect of an application, including planning consultants, environmental consultants, lawyers, surveyors, draftsmen 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 Township's Planner, such an account or any portion thereof is deemed to be an expense of the Township.

Refund of Application Fees

Planning staff, following an initial review, may advise an applicant that, due to the nature of the application, it is unlikely that Council would support it. Following a request in writing from the applicant that the application be withdrawn, the applicant may be entitled to a full refund of the application fee. Any refund will be at the discretion of the Township's Planner, who will review the time and cost that has been incurred by staff when considering a refund.

The Township may refund a portion of the application fee for an amendment to the Comprehensive Zoning By-law, without interest, as outlined below. Any refund will be at the discretion of the Township's Planner, who will review the time and cost that has been incurred by staff when considering a refund.

Refund <b>prior</b> to circulation of Notice of Public Meeting	\$ 1000.00
Refund <b>following</b> circulation of Notice of Public Meeting	\$ 700.00
Refund <b>prior</b> to circulation of Notice of Public Meeting <i>(application submitted concurrently with an Official Plan amendment application or a Consent application)</i>	\$ 500.00
Refund <b>following</b> circulation of Notice of Public Meeting <i>(application submitted concurrently with an Official Plan amendment application or a Consent application)</i>	\$ 250.00
Refund <b>prior</b> to circulation of Notice to Remove A Holding (H) Provision	\$ 500.00
Refund <b>following</b> circulation of Notice to Remove A Holding (H) Provision	\$ 250.00

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

## Application for Amendment to the Comprehensive Zoning 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. <u>Applicant/Agent Information</u>		
Name of Applicant/Agent:		
Address		
City:	Province/State:	Postal/Zip Code:
Phone Number:	Email:	

2. <u>Owner(s) Information</u>		
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. <u>Location and Description of the Subject Land</u> (please provide a copy of the transfer/Deed of land)	
Assessment Roll number 4905-	Municipal Address (if applicable)
<b>Legal Description:</b>	
Concession(s):	Lots:
Registered Plan No.:	Reference Plan No.:
Parcel No.	Other Description:
<b>Dimensions of Subject Property</b>	
Depth (metres):	Frontage (metres):
	Hectares:

4. <u>Purpose of Application</u>
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

What is the existing Official Plan designation(s), if any, of the subject land?

How does this application conform to the policies of the Township's Official Plan?

Is the application consistent with the Provincial Policy Statements 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 :



**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 \_\_\_\_\_

**12. 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 \_\_\_\_\_

**13. 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.

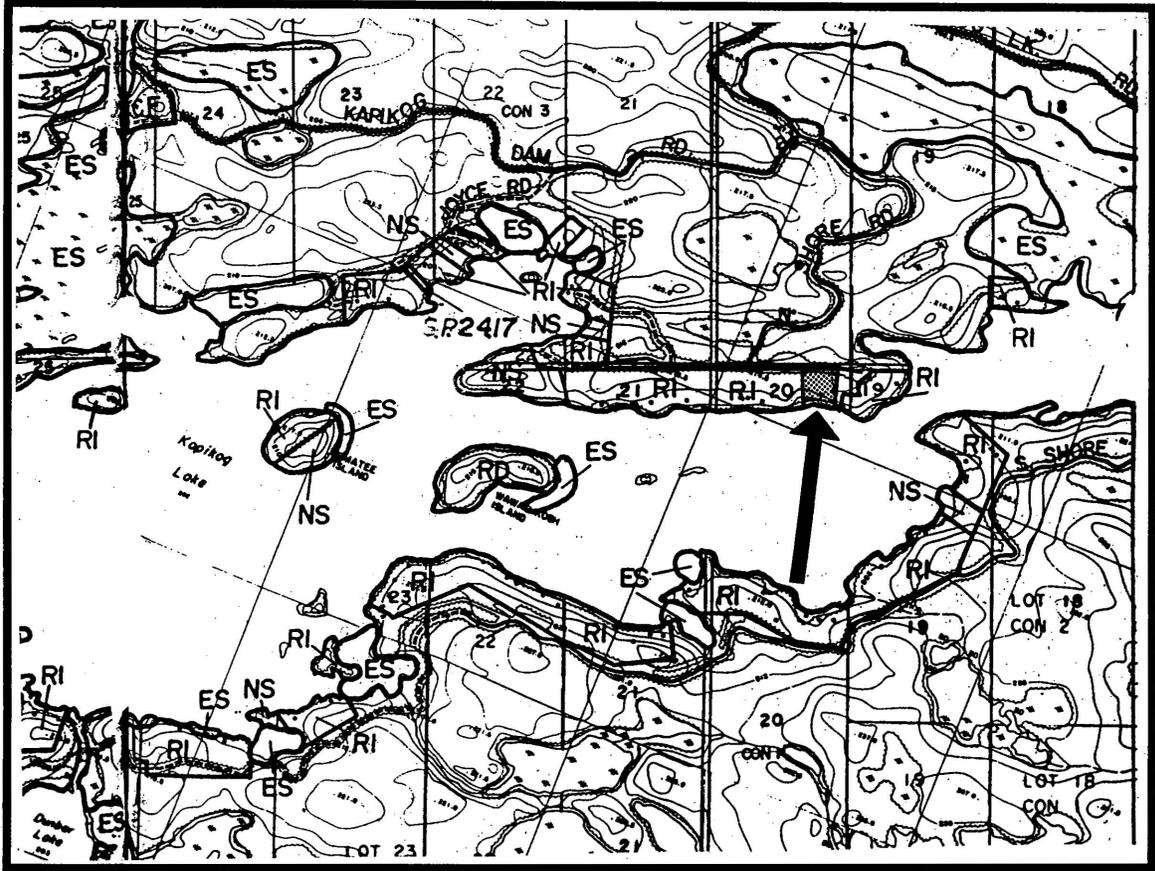
I/We, \_\_\_\_\_, am/are the owner(s) of the land that is the subject of this application and for the purposes of the *Freedom of Information and Protection of Privacy Act*, I/we authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the *Planning Act* for the purposes of processing this application.

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

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

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

## SAMPLE LOCATION PLAN



## SAMPLE SITE PLAN

