



## APPLICATION FOR APPEAL

The Township's Site Alteration By-law and Tree Preservation By-law provide an opportunity for landowners to file an appeal in respect of Township staff's decision to:

- Refuse to grant a site-specific exemption.
- Grant a site-specific exemption with conditions of approval.
- Issue a stop work order requiring compliance with the by-laws or work to correct any contraventions to the by-laws.

Furthermore, the by-laws provide an opportunity for landowners to file an appeal where Township staff have not granted a decision (i.e., approval or refusal) within 45 days of the application being deemed complete.

In accordance with the requirements of the Site Alteration By-law and the Tree Preservation By-law, Council has the same powers as the Manager of Development and Environmental Services and may:

- Confirm the refusal to grant a site-specific exemption;
- Grant the site-specific exemption, with or without conditions; or,
- Affirm, vary, or add any conditions to the granted site-specific exemption.

Before filing an appeal:

- Check the notice of decision or document you receive to determine the filing deadline for your appeal.
- Ensure the appeal form is completed by the owner or their authorized agent who requested the site-specific exemption.
- File your appeal form and the applicable fee with the Township's Clerks Department.

**Attention: Municipal Clerk, Township of The Archipelago**

9 James Street, Parry Sound, ON P2A 1T4

Email: [planning@thearchipelago.ca](mailto:planning@thearchipelago.ca)

Phone: (705) 746-4243

Fax: (705) 746-7301

Please note that the Township office is open Monday to Friday from 8:30am to 4:30pm, excluding statutory holidays, to accept appeal forms in accordance with the requirements of the Site Alteration By-law and the Tree Preservation By-law, as amended.



## Appealing Decision of a Request for Site-Specific Exemption

Where the Township has refused to grant approval for a site-specific exemption, an appeal must be filed with the Township's Clerk within 30 days of the Notice of Decision.

Where the Owner and/or Authorized Agent objects a condition within an approval granted for a site-specific exemption, an appeal must be filed with the Township's Clerk within 30 days of the date specified in the Notice of Decision.

## Appealing the Terms and Conditions of a Stop Work Order

Where the Township has issued a Stop Work Order requiring compliance with the by-laws or requiring work to correct any contravention(s), an appeal must be filed with the Township's Clerk within 30 days after the date of the Stop Work Order.

A Stop Work Order may be served by personal delivery or registered mail at your last known address and/or by email to your last known email address. An Officer who is unable to effect service of a Stop Work Order pursuant to the by-laws must place a placard containing the Stop Work Order in an obvious or conspicuous place on the site. Placing a placard in this manner shall be deemed sufficient service in fulfillment of the requirements of the by-laws.

In accordance with the requirements of the Site Alteration By-law and the Tree Preservation By-law, Council has the same powers as the Manager of Development and Environmental Services and may confirm the issuance of an order to discontinue work.

## Appeal Fee

An appeal made pursuant to the Site Alteration By-law and/or the Tree Preservation By-law shall be subject to the below fees:

Type of Application	Appeal Fee
Refusal to grant approval for a site-specific exemption (within 30 days after the refusal)	\$300.00
Failure to grant or refuse approval for a site-specific exemption (within 45 days after deeming the application complete)	\$300.00
Objection to a condition in a granted site-specific exemption (within 30 days after the conditional approval)	\$300.00
Objection to the terms and conditions of a Stop Work Order (within 30 days after the Stop Work Order has been served)	\$300.00

Should Council deny the requested appeal, the paid appeal fee is non-refundable. If the applicant withdraws the application prior to Council making a decision, the appeal fee will be refunded to the applicant.



## APPLICATION FOR APPEAL

Site Alteration By-law    Tree Preservation By-law

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### 1. Applicant / Agent Information

Name of Applicant (First and Last Name): \_\_\_\_\_

Primary Address (Street Address): \_\_\_\_\_

City, Province/State \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone Number (Primary Contact): \_\_\_\_\_

Phone Number (Alternative Contact): \_\_\_\_\_

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

### 2. Owner(s) Information

*Please complete if the owner is not the applicant/agent.*

Name of Owner(s) (First and Last Name): \_\_\_\_\_

Primary Address (Street Address): \_\_\_\_\_

City, Province/State \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone Number (Primary Contact): \_\_\_\_\_

Phone Number (Alternative Contact): \_\_\_\_\_

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

**Please advise to whom all communication is to be directed:**

Applicant    Owner    Both Applicant and Owner



### 3. Subject Lands Information

Municipal Address: \_\_\_\_\_  
Assessment Roll Number (ARN): \_\_\_\_\_  
Lot and Concession: Lot \_\_\_\_\_ Concession \_\_\_\_\_  
Registered Plan of Subdivision (if any): M- \_\_\_\_\_  
Reference Plan (if any): 42R- \_\_\_\_\_ Part(s) \_\_\_\_\_  
Lot Area (hectares): \_\_\_\_\_ ha  
Lot Frontage (metres): \_\_\_\_\_ m

### 4. Current Land Use Information

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

What is the current zoning of the land? (*Please check all that apply.*)

- |  |  |
|--|--|
| <input type="checkbox"/> CR – Coastal/Island Residential     | <input type="checkbox"/> IR – Inland Lakes Residential       |
| <input type="checkbox"/> GR – General Residential            | <input type="checkbox"/> NS – Natural State                  |
| <input type="checkbox"/> NSC – Natural State Conservation    | <input type="checkbox"/> ES – Environmentally Sensitive      |
| <input type="checkbox"/> ES1 – Environmentally Sensitive One | <input type="checkbox"/> ES2 – Environmentally Sensitive Two |
| <input type="checkbox"/> Other (Please specify): _____       |  |

If the land is covered by a Minister's Zoning Order, include the Ontario Regulation Number:

O.REG \_\_\_\_\_



## 5. Nature of Appeal

To file an appeal, please select from one of the following reasons for appeal:

- I am not satisfied with the terms and conditions of a Stop Work Order served to me.
- A decision was not granted within 45 days of the application for a site-specific exemption being deemed complete (i.e., as per the date of the Notice of Complete Application).
- The Manager of Development and Environmental Services refuses to grant approval for a site-specific exemption.
- I object to a condition (or conditions) included within the approval granted for a site-specific exemption.

Please specify the rationale for the appeal:



## 6. Owner Authorization

I (we) hereby declare that the statements made by me (us) in this application, are to the best of my (our) belief and knowledge, a true and complete representation of the purpose and intent of this application.

I (we) hereby state that I (we) have the authority to bind my (our) consultants to the terms of this acknowledgement and declaration.

Dated at the \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_

I, \_\_\_\_\_ of the \_\_\_\_\_ in the

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

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

\_\_\_\_\_  
Signature of Authorized Agent

### OFFICE USE ONLY

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

Date Accepted: \_\_\_\_\_

Complete Application  Yes  No

Applicable Fee Paid  Yes  No

Application No. \_\_\_\_\_