

OFFICE USE ONLY

Application #: _____ Ward #: _____ File Lead: _____

Application Received (dd/mm/yyyy): _____

Client Service Centre Staff: _____ Fee Received: \$



ZONING BY-LAW AMENDMENT / LIFTING HOLDING BY-LAW / LIFTING INTERIM CONTROL BY-LAW

APPLICATION FORM

*Section 34, 36 and 38 of the Planning Act, RSO 1990, as amended
(O.Reg. 545/06)*

- *Please select which type you are applying for :
- Zoning By-law Amendment (section 34)
 - Lifting Holding By-law (section 36)
 - Lifting Interim Control By-law (section 38)

Notice of Public Record

All information and materials required in support of your application shall be made available to the public, as indicated by Section 1.0.1 of *The Planning Act*, R.S.O. 1990, C.P.13.

Municipal Freedom of Information and Protection Act

Personal information on this form is collected under the Authority of *The Planning Act* and will be used to process this application.

SECTION 1: BACKGROUND INFORMATION

** Mandatory Field*

***Site Address or Location:**

Have you pre-consulted with City Staff? Yes No

If **yes**, please indicate the date of the pre-consultation.

Have you pre-consulted with the Urban Design Review Panel? Yes No

If **yes**, please indicate the date of the pre-consultation.

For any and all previously approved, and concurrent development application(s), please list application numbers:

Application #'s:

Applicant/Agent Information:

*Name:

*Mailing Address:

*Telephone:

*Email Address:

Registered Property Owner Information:

Same as above

*Name:

*Mailing Address:

*Telephone:

*Email Address:

SITE DETAILS

Legal Description:

What is the land currently used for?

Lot frontage:

 m

Lot depth:

 m

Lot area:

 m²

OR

Lot area: (irregular lot)

 m²

Does the site have Full Municipal Services:

Yes No

PROPOSAL DETAILS

Type of development proposed (new buildings or additions, land use(s), number of unit(s), proposed tenure, etc.):

[Empty text box for development type]

Zoning Information

How is the property currently zoned?

[Empty text box for zoning information]

(Zoning can be obtained by searching by property using [eMap](#), and applying the Zoning By-law (Consolidated) layer).

Why is the amendment needed (to permit a new land use, increase height allowances, reduce yard setbacks, etc.) ? If requesting changes to the Zoning, please indicate what the zoning is to be changed too.

[Empty text box for amendment justification]

Development Information

1. Indicate the [gross floor area](#) of all newly proposed buildings/additions.

[Input box] m²

2. Indicate the [gross floor area](#) of all existing buildings.

[Input box] m²

3. Indicate the combined number of parking spaces (existing and proposed).

[Input box] spaces

4. What is the maximum building height proposed?

[Input box] m

5. How many storeys are proposed?

[Input box] storeys

6. Indicate the proposed lot coverage (total area of all building footprints divided by total lot area x 100%).

[Input box] %

7. If applicable, indicate the percentage of landscaped area within all parking lots (area of landscaping within parking lots divided by parking lot area x 100%).

[Input box] %

8. Indicate the percentage of the total site that is occupied by vegetation and landscaping (total area of all landscaping and vegetation divided by lot area x 100%).

[Input box] %

COMMUNITY NOTIFICATION

Is this application subject to public consultation?

Yes No

If Yes:

Have you contacted the Ward Councillor to explain this proposal?

Yes No

Have you contacted the Registered Community Organization's representative(s) to explain this proposal?

Yes No

If Yes, indicate the name of the Registered Community Organization(s):

SECTION 2: APPLICATION TYPE AND FEES

Please don't hesitate to visit the [Zoning By-law Amendment website](#) for more information.

Fees must be paid in full at the time of application submission.

Planning Fees

- 1. Zoning By-law Amendment (Major) \$15,914.00
- 2. Zoning By-law Amendment (Minor) / Lifting Interim Control By-law \$8,448.00
- 3. Lifting Holding By-law \$5,995.00
- 4. Zoning By-law Amendment Related to Severance of Surplus Farm Dwelling \$3,551.50
- 5. Extension of Temporary Use By-law For Garden Suite \$3,551.50

PLUS Initial Conservation Authority Fee (only if option 1 or 2 is selected)

- Central Planning Area - Wards 7, 8, 9, 12, 13, 14, 15, 16, 17, 18 **\$100.00**
- Remainder of City **\$340.00**

Are multiple Applications being submitted?

Yes No

Each planning fee will be reduced by 10% if two or more planning applications are submitted at the same time and for the same lands. Committee of Adjustment, Conservation Authority, and Engineering Design Review and Inspection fees are not subject to this reduction. If "Yes" is checked, the fee will be adjusted accordingly.

Fees Total:

SECTION 3: SUBMISSION REQUIREMENTS

Standard Plans (mandatory submission requirements)

Study and plan requirements are outlined for the applicant during [Pre-application Consultation](#). Pre-application Consultation is mandatory for all major Zoning By-law Amendments. If your application is not subject to Pre-application Consultation you are strongly encouraged to contact the Planning and Growth Management Department to discuss study and plan submission requirements. If you fail to consult with staff, the City cannot guarantee the completeness or accuracy of your application submission, which may result in processing delays. For additional information, refer to the [City's Guide to Preparing Studies and Plans](#).

- ✓ Concept Plan Showing Proposed Land Uses and Landscaping **(20 copies)**
- ✓ Planning Rationale including Design Statement and Integrated Environmental Review Statement **(4 copies)**
- ✓ Survey Plan **(2 copies)**

Potential Plans and Studies (may be required at time of submission)

Engineering

- Community Transportation Study and / or Transportation Impact Study / Brief **(12 copies)**
- Assessment of Adequacy of Public Service / Site Servicing Study **(6 copies - urban proposals only)**
- Servicing Options Report **(5 copies - rural proposals)**
- Stormwater Management Report / Brief **(6 copies)**
- Geotechnical Study / Slope Stability Study **(3 copies)**
- Groundwater Impact Study **(6 copies)**
- Wellhead Protection Plan **(6 copies)**
- Noise / Vibration Study **(3 copies)**

Planning / Design

- Building Elevations **(2 copies)**
- Plan Showing Parking Garage Layout **(2 copies)**
- Concept Plan Showing Ultimate Use of Land **(3 copies)**
- Minimum Distance Separation (MDS) **(3 copies)**
- Agrology and Soil Capability Study **(5 copies)**
- Cultural Heritage Impact Statement **(3 copies)**
- Archeological Resource Assessment **(3 copies)**
- Sun Shadow Study **(3 copies)**
- Urban Design Review Panel - [Συμμοσσιον Παχκαγε](#)
- Street level visualization of the proposed development (.jpg or .pdf format) - Optional

Environmental

- Phase 1 Environmental Site Assessment **(5 copies)**
- Phase 2 Environmental Site Assessment **(5 copies)**
- Environmental Impact Statement **(11 copies)**

Technical Requirements

- All plans and drawings must be produced on A1-sized paper and folded to 21.6 cm x 27.9 cm (8½"x 11"). A scale of 1:200 is recommended for the Concept Plan Showing Proposed Land Uses and Landscaping.
- Many of the plans and studies collected with this application must be signed, sealed and dated by a qualified engineer, architect, surveyor, planner or designated specialist. The City will not review a plan or study if it is missing this information.
- Electronic copies of all required studies and the Concept Plan Showing Proposed Land Uses and Landscaping must be supplied on a Compact Disk (CD is preferred to DVD) in Adobe .pdf format. Electronic document names should match the study/plan names contained in Section 3 of this form. Ensure that the CD(s) accompanies your application submission. These documents will be made publicly available on the City's [Development Applications Website](#).
- Additional development applications, such as Site Plan Control, Plan of Subdivision or Plan of Condominium may be required in support of the proposal.

Legal Requirements

- All signatures requested through this document must be hand-written.
- Staff will prepare a recommendation to the Planning Committee, supporting or refuting the requested zoning change. The final decision is made by City Council. Where appropriate [criteria](#) are met, a Council decision can be appealed to the Ontario Municipal Board.
- Information requested through the Planning Act, Ontario Regulation 545/06, [Σχηδύλε 1](#) must be contained within the required Planning Rationale and Concept Plan Showing Proposed Land Uses and Landscaping. Applicable Sections of [Schedule 1](#), including 4, 8, 11-18, 22, 27 and 29-31 should be addressed within the Planning Rationale. Items discussed in Section 28 should be shown on the Concept Plan Showing Proposed Land Uses and Landscaping.
- Additional development applications, such as Site Plan Control, Plan of Subdivision or Plan of Condominium may be required in support of the proposal.

Financial Requirements

- Large black and white signs describing the proposal will be posted on the subject property. The fee for this service is included as part of the application cost (\$565). Additional signage, if required will be invoiced to the applicant at a cost of \$282.50 per sign.
- Conservation Authority will invoice for any additional fees and technical report review as required.

SECTION 4: DECLARATIONS

Authorization by the Owner allowing the Applicant to submit the Application

The Registered Property Owner must complete this section to authorize an Applicant to act on his or her behalf, and declare that the information provided within this application is accurate and true.

If the application is to be signed by an Applicant on behalf of the Owner, the following authorization must be completed or the owner must submit a letter of authorization. Declarations included within this section must contain original signatures and seals.

I, am the owner of the land that is subject of this application and I authorize
 to make this application on my behalf.

Signature of Applicant or Owner

Date (dd/mm/yyyy):

Consent - Development Application Client Satisfaction Survey - Optional

I, consent to the City of Ottawa conducting a Client Satisfaction Survey by

mailing to me a paper questionnaire at the following address:

e-mailing me an electronic questionnaire at

The purpose of this voluntary survey is to measure my level of satisfaction with the development application process and assist the City of Ottawa to improve services. The survey is anonymous. My name will not appear on the questionnaire nor will my responses be linked to my identity. The survey will take approximately 15-20 minutes to complete and be mailed to me after the development application process is complete

Signature

Date

Affidavit or Sworn Declaration that the Information is Accurate

The person carrying out the application (Registered Property Owner or Applicant) must complete the sworn declarations in this section:

I, , of the City of agree to abide by all City and Planning Act requirements in consulting with the public and do solemnly declare that all of the above statements contained in the 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 acknowledge that all information provided on this form (with the exception of personal information), including supporting documentation, is collected under the authority of the Planning Act, and will be accessible to the public and governmental and technical agencies for review.

SWORN (or Declared) BEFORE ME

At , This day of , .

Commissioner of Oaths

Signature of Applicant or Owner

SECTION 5: ENVIRONMENTAL SITE ASSESSMENT

Part 1: Statement of Site Owner Concerning Environmental Site Assessment (ESA)

The Owner/Applicant must complete Section A, regardless of whether a Phase 1 Environmental Site Assessment has been completed for the site.

Where an ESA is required (determined through pre-application consultation), the Owner or Applicant and the Consultant responsible for preparing the study, must complete both Sections A and B below.

Section A:

- I acknowledge that the City of Ottawa is not responsible for the identification and/or remediation of contaminated sites. I also agree, whether in (or as a result of) any action or proceeding for environmental clean-up of any damage or otherwise related to the site or any other lands impacted by the site, that I will not make any claim whatsoever against the City of Ottawa, its respective directors, officers, employees, or agents, or any of the foregoing, for or in respect of any loss, damage, injury or costs.

Section B:

This is to certify that as the Owner/Applicant of the site, I have hired
as the principal consultant to undertake a Phase 1 Environmental Assessment. I have undertaken reasonable inquiry into the previous ownership and uses of the property and to the best of my knowledge I have provided to the principal consultant, information relevant to the principal consultant's investigation of the environmental condition of the site. I agree to provide copies of the said Phase 1 Environmental Site Assessment on request.

Name:

Address:

Signature of Applicant or Owner

Date (dd/mm/yyyy):

SECTION 5: ENVIRONMENTAL SITE ASSESSMENT (continued)

Part 2: Affidavit of Principal Consultant Concerning Environmental Site Assessment

I, [] , of the City of []

MAKE OATH AND SAY AS FOLLOWS:

I am a qualified person as defined by Ontario Regulation 153/04, as amended

I am the [] , of []

and have personal knowledge of the matters set out below.

I, [] , was retained or employed as the principal environmental consultant to undertake or supervise the Phase 1 Environmental Site Assessment of the site located at []

The assessment activities at the site have been completed in accordance with Ontario Regulation 153/04, as amended.

- I am employed or retained by the Owner/Applicant, or the company operating on the site in another capacity.
- I am not employed or retained by the Owner/Applicant, or the company operating on the site in another capacity.

Findings of the said Phase 1 Environmental Site Assessment are that:

- There are no issues of actual or potential environmental concern with respect to soil and / or groundwater quality or potentially contaminating activities as defined by O. Reg 153/04 as amended and a Phase 2 Environmental Site Assessment will not be required; or
- There are issues of actual or potential environmental concern with respect to soil and / or groundwater quality and/or potentially contaminating activities as defined by O. Reg 153/04 as amended, and a Phase 2 Environmental Site Assessment is required to investigate the identified issues.

SWORN (Or Declared) BEFORE ME

At the [] of [] ,

In the [] ,

This [] day of [] , []

Commissioner of Oaths

Signature of Consultant

Address of consultant: []

Telephone # of consultant: []

SECTION 6: UNDERTAKING FOR ONTARIO MUNICIPAL BOARD APPEAL

TO: CITY OF OTTAWA

FROM: Name: []

Address: []

SUBJECT: APPLICATION FOR ZONING BY-LAW AMENDMENT

Address of Site: []

Where the City of Ottawa substantially supports the application for Zoning By-Law Amendment,

Name of Applicant: []

Hereby undertakes to pay, in accordance with section 18 of By-Law No. 2001-389 of the City of Ottawa, upon receipt of invoice from the City, any and all legal costs, including all disbursements of the City, to an upset limit of \$10,000 in respect of preparation for and attendance at an Ontario Municipal Board hearing, until the matter is finally resolved by the said Board.

It is hereby acknowledged that "hearing" shall include all attendances before the Board in respect of the said application whether in person, telephone conference call or other means as directed by the Board.

Dated at Ottawa this [] day of [], [] .

Please complete 1 or 2.

For Applicants and Individuals

For Corporations and Companies

1

Signature of Applicant

(Please print Name)

Signature of Witness

(Please print Name)

2

Corporate name (if applicable)

(Authorized Signature) I have the authority to bind the Corporation

(Please print Name and Title)