

# Township of Douro-Dummer Zoning By-law Amendment Application

## Members of Council

J. Murray Jones  
Mayor

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Deputy Mayor

Tom Watt  
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Heather Watson  
Councillor, Douro Ward

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Councillor, Dummer Ward

## Planning/Building Department

Municipal Office Contact:  
705-652-8392

Crystal McMillan  
Clerk/Planning Coordinator

Martina Chait-Hartwig  
Acting Clerk

Brian Fawcett  
Chief Building Official

A Zoning By-law is a legal document that regulates the use of land within the Municipality. The By-law states what each parcel of land can be used for, where and what types of buildings or structures may be located on the land and the requirements of lot sizes, parking lots, building heights and setbacks, etc. The Zoning By-law must conform with the Official Plan of the Municipality.

An application for a Zoning By-law Amendment is most often initiated when the zoning on your property does not permit a proposed development.

The following is an overview of the Zoning By-law Amendment Application/Review Process:

1) At the outset, you are required to consult with Township staff regarding any development proposal to determine if a zoning by-law amendment process is right for your proposal. A pre-consultation meeting will be held.

A zoning by-law amendment takes a minimum of 3 months to reach completion upon receipt of a "complete application". Additional delays may be caused by requests for further information or concerns raised at the Public Meeting.

2) Before submitting an application for a zoning by-law amendment, it is recommended that the applicant contact all neighbours within 120 metres of the proposed land, relevant ministries and agencies to inform them of their plans. This courtesy may prevent a possible delay in the processing of your application should someone not understand the nature of your request.

3) Upon receipt of a "complete" application for an amendment to the zoning by-law, your application will be taken to Council to have the application deemed complete as per the Planning Act and to obtain approval for staff to process your application. The Planning Act prescribes that a Notice of the Public Meeting shall be given at least 20 days before the day of the Meeting by mail to all property owners within 120 metres of the subject property and to the appropriate agencies. You will also be required to post a Notice on

the subject property.

- 4) The Public Meeting will be scheduled under the regulations of the Planning Act and will be held in the Council Chambers of the Municipal Building. It is recommended that the applicant and any other person having an interest attend the meeting or have a representative attend on your behalf.
- 5) All written submissions will be presented at the public meeting. The public in attendance also has the opportunity to express their interest in the application. If the application is approved at the meeting a By-law will be passed by Council.
- 6) Following Council's decision a Notice will be sent to the applicant and/or his agent and to each person who filed with the Clerk a written request for notice of the decision.

There is a **20 day appeal period from the date of the notice being mailed**. Only the applicant or a person or public body who, before the By-law was passed, made oral submissions at the public meeting or written submissions to council may appeal the By-law to the Local Planning Appeal Tribunal.

If no appeal is received within the 20 day appeal period, the By-law becomes effective on the date of passage.

**\*\*\* The information contained in this document is general in nature - for more specific information please contact the Municipal Office.**

## Zoning By-law Amendment Application Checklist

**The following must be provided in order for the application to be deemed “complete”:**

- Application Form (all sections must be complete)
- If your property is within a vulnerable area as defined by the Source Water Protection Plan, a clearance notice from the Risk Management Official is required to be submitted with your application. Speak with Township staff to determine if this is required.
- Site Plan drawing: **An up-to-date location survey prepared by an Ontario Land Surveyor is required for all applications. Please ensure that all existing and proposed structures (including decks, accessory buildings, etc.) are shown on the survey and that all setbacks are shown and measured accurately.**

**Please request** that the surveyor email a draft copy of the site plan to the Municipality ahead of time to ensure that all of the required information is included on it, as follows.

The Site Plan/Location Survey must include the following:

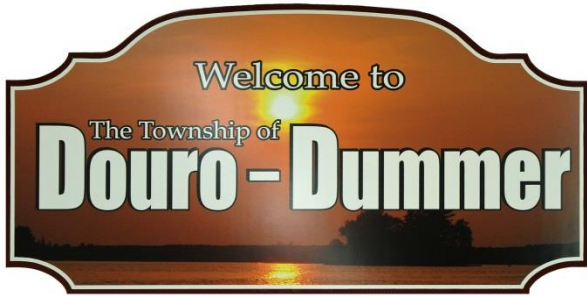
- The boundaries and dimensions of the subject land
- The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines
- The approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells, septic tanks, hydro lines, telephone lines or any other services) on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application.
- The current uses on land that is adjacent to the subject land
- The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public 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 docking facilities to be used
- The location and nature of any easement affecting the subject land
- If Waterfront Property, elevation/Highest Recorded Water Level details must also be included on the site plan - Please contact the Otonabee Region Conservation Authority prior to submitting your application (705-745-5791 Ext. 213)
- Submit photographs of property showing pertinent detail
- Township Fee (\$1500.00) plus the Otonabee Region Conservation Authority (ORCA) Fee – to be paid by cash, cheque or Interac
- Floor Plans and Building Elevations (discuss with staff to determine applicability)

**Note:** Full size drawings may be submitted however in all cases copies of the drawings must be provided on Ledger-sized paper (11" x 17") or smaller for copying purposes and for inclusion as a schedule to the By-law Amendment if approved. A digitized PDF version is also required.

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The Township may require additional information to process your application. Pre-consultation with Township staff prior to submitting your application is mandatory.

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<b>Office Use Only</b>	
File No.	_____
Date App. Submitted	_____
Application Fee	\$ _____
Date Fee Received	_____
Date Application Deemed Complete	_____
Roll No.	_____

**Township of Douro-Dummer Application for  
Amendment to Zoning By-law #10-1996, as amended**  
(Section 34 of the Planning Act, R.S.O. 1990, c. P. 13, as amended)

**1.0 Applicant Information**

Registered Owner(s): \_\_\_\_\_  
 (Please Indicate Name(s) *Exactly* as Shown on the Transfer/Deed of Land)

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

Phone: (home) \_\_\_\_\_      Email: \_\_\_\_\_  
 Phone: (work) \_\_\_\_\_  
 Phone: (cell) \_\_\_\_\_      Fax: \_\_\_\_\_

**2.0 Agent Information**

Authorized Agent (if any): \_\_\_\_\_

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

Phone: (home) \_\_\_\_\_      Email: \_\_\_\_\_  
 Phone: (work) \_\_\_\_\_  
 Phone: (cell) \_\_\_\_\_      Fax: \_\_\_\_\_

**3.0 Other Information – Charges Against the Land**

If known, the name(s) and address(es) of holder(s) of any mortgages, charges or other encumbrance(s) in respect of the subject land: \_\_\_\_\_

**4.0 Legal Description/Location/Property Characteristics/Access to Subject Land:**

County		Township	Ward (Former Township)
Concession Number(s)	Lot Number(s)	Legal Description:	
Registered Plan No:	Lot(s)/ Block No.	Civic/911 Address:	
Reference Plan No:	Part Number(s):	Are there any easements or restrictive covenants affecting the property?	
Date subject land was purchased by current			

**4.1 Dimensions of the Subject Land**

Frontage:	Depth:	Area:
<input type="checkbox"/> Water: _____	<input type="checkbox"/> Min: _____	
<input type="checkbox"/> Road: _____	<input type="checkbox"/> Max: _____	

**4.2 Access to the Subject Land**

<b>Access to Subject Property –</b>		<input type="checkbox"/> Existing	or	<input type="checkbox"/> Proposed
<input type="checkbox"/> Municipal Road – maintained year round	<input type="checkbox"/> Private Road			
<input type="checkbox"/> County Road	<input type="checkbox"/> Right-of-way			
<input type="checkbox"/> Provincial Highway	<input type="checkbox"/> Water			
<input type="checkbox"/> Other public road (Specify):				
Name of Road/Street:				
<b>If access to the land is by water only:</b>				
Where are parking and docking facilities:				
Approximate distance from subject land:				
Approximate distance from nearest public road:				

**5.0 Official Plan Designation and Zoning**

Official Plan Designation: \_\_\_\_\_

Please provide an explanation of how the application for rezoning will conform to the Official Plan

\_\_\_\_\_  
\_\_\_\_\_

Zoning By-law Designation: \_\_\_\_\_

Is the subject land in an area where zoning conditions apply?  Yes  No. If yes, please explain how the application conforms to the Official Plan policies relating to zoning with conditions: \_\_\_\_\_

\_\_\_\_\_

**5.1 Density and Height Requirements**

Are there minimum and maximum density requirements on the property:  Yes  No

If Yes, what are they and are they being met? \_\_\_\_\_

Are there minimum and maximum height requirements on the property:  Yes  No

If Yes, what are they and are they being met? \_\_\_\_\_

**6.0 Purpose of the Application**

Please describe the nature and extent of the rezoning request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please explain the reason for the requested rezoning: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**7.0 Settlement/Employment Areas**

Does the application propose to implement or alter a boundary of an area of settlement:

Yes  No If Yes, please explain the details of the Official Plan or Official Plan Amendment that deal with this matter? \_\_\_\_\_

Does the application propose to remove land from an area of employment (Hamlet or Special Industrial properties):  Yes  No If Yes, please explain the details of the Official Plan or Official Plan Amendment that deal with this matter? \_\_\_\_\_

**8.0 Property Characteristics, Access and Servicing Information**

<b>Water Supply:</b>	<p>Please identify the type of water supply serving the subject property:</p> <p><input type="checkbox"/> Privately-owned/operated individual well  <input type="checkbox"/> Privately-owned/operated communal well  <input type="checkbox"/> Publicly-owned/operated piped water system  <input type="checkbox"/> Lake or other water body  <input type="checkbox"/> Other (specify): _____</p>
<input type="checkbox"/> Existing <input type="checkbox"/> Proposed	

<b>Storm Drainage:</b>	<p>Please identify the type of storm drainage serving the subject property:</p> <p><input type="checkbox"/> Sewers    <input type="checkbox"/> Ditches    <input type="checkbox"/> Swales  <input type="checkbox"/> Other (specify): _____</p>
<input type="checkbox"/> Existing <input type="checkbox"/> Proposed	

<b>Sewage Disposal:</b>	<p>Please identify the type of sewage disposal serving the subject property:</p> <p><input type="checkbox"/> Privately-owned/operated individual septic system  <input type="checkbox"/> Privately-owned/operated communal septic system  <input type="checkbox"/> Publicly-owned/operated sanitary sewage system  <input type="checkbox"/> Privy  <input type="checkbox"/> Other (specify): _____</p>
<input type="checkbox"/> Existing <input type="checkbox"/> Proposed	<p>If the sewage disposal system is proposed, have you obtained a permit from the Peterborough Public Health? <input type="checkbox"/> Yes    or    <input type="checkbox"/> No</p> <p style="text-align: right;">Permit Number: _____</p> <p>Does the application permit development on Privately-owned/operated individual or communal septic systems and more than 4500 Litres of effluent would be produced per day as a result of the development being completed?          (this is usually anything above or beyond a regular single family dwelling)  <input type="checkbox"/> Yes    or    <input type="checkbox"/> No</p> <p>If yes, the following are required:</p> <p>a) A servicing options report      Date received: _____          b) A hydrogeological report      Date received: _____</p>

<b>Source Water Protection Area:</b>	<p>Is your property within a vulnerable area as defined by the Source Water Protection Plan?      <input type="checkbox"/> Yes    or    <input type="checkbox"/> No</p> <p>If yes, have you attached the required clearance notice from the Risk Management Official with your application?      <input type="checkbox"/> Yes    or    <input type="checkbox"/> No</p>
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**9.0 Existing and Proposed Uses and Structures:**

What is the subject land currently used for? \_\_\_\_\_

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

What are the proposed uses of the subject land? \_\_\_\_\_

In the tables below, please provide information regarding all existing and proposed structures (this information must also be included on the site plan provided with the application). **Please note** that an up-to-date location survey will be required.

**Existing Structures** (in metric)

Type of Structure	Ground Floor Area	Gross Floor Area	Number of Storeys	Length	Width	Height	Date Constructed

Please place an asterisk (\*) beside any existing structure that will be demolished.

**Proposed Structures** (in metric)

Type of Structure	Ground Floor Area	Gross Floor Area	Number of Storeys	Length	Width	Height

**Will the proposal add any of the following?**

	Yes	No	If yes, please provide:	Existing	Proposed
Total Living Area	<input type="checkbox"/>	<input type="checkbox"/>	<b>Size</b>		
Bedrooms	<input type="checkbox"/>	<input type="checkbox"/>	<b>Number</b>		
Bathrooms	<input type="checkbox"/>	<input type="checkbox"/>	<b>Number</b>		
New Plumbing Fixtures	<input type="checkbox"/>	<input type="checkbox"/>	<b>Number of Fixtures</b>		

**10.0 Existing and Proposed Structures: Setbacks**

In the tables below, please provide information regarding all existing and proposed structures (this information must also be included on the site plan provided with the application). **Please note** that an up-to-date location survey will be required.

**Existing Structures** (in metric)

Type of Structure	Front Lot Line	Rear Lot Line	Side Lot Line	Side Lot Line	Water yard	Other (specify)

Please place an asterisk (\*) beside any existing structure that will be demolished.

**Proposed Structures** (in metric)

Type of Structure	Front Lot Line	Rear Lot Line	Side Lot Line	Side Lot Line	Water yard	Other (specify)

**Note:** Information regarding the definitions of the requested dimensions and setbacks can be obtained from the Township’s Zoning By-law 2010-55.

**Lot Coverage** (in metric and percentage)

	Existing	Proposed
Principle Use (i.e. Dwelling)		
Accessory Structures		
Total		

**11.0 Other Information:**

Please provide any additional information that you feel may be relevant in the review of this application on additional pages as necessary along with any required studies.

**12.0 Other Planning Applications**

Please indicate if the subject land is or has been the subject of an application under the Planning Act.

Type of Planning Application	Yes	No	File Number	Status
Approval of Plan of Subdivision (under Section 51)	<input type="checkbox"/>	<input type="checkbox"/>		
Consent (Severance) (Section 53)	<input type="checkbox"/>	<input type="checkbox"/>		
Minor Variance (Section 45)	<input type="checkbox"/>	<input type="checkbox"/>		
Other:	<input type="checkbox"/>	<input type="checkbox"/>		

**13.0 Provincial Plans**

Is the application consistent with the Provincial Policy Statements?  Yes or  No

Is the subject property within an area of land designated under any provincial plan(s)?  Yes or  No  
**(Growth Plan applies to the entire County of Peterborough)**

If yes, does the application conform to or meet the intent of the provincial plan(s)?  Yes or  No

**14.0 Public Consultation Strategy:**

Please provide a description of the Public Consultation Strategy that will be used by the applicant during the zoning by-law amendment process to ensure that the public is consulted, please attached additional pages if needed:

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**15.0 Authorization by Owner to Appoint an Agent:**

I/We \_\_\_\_\_, being the owner(s) of the subject land, hereby, authorize \_\_\_\_\_ to be the applicant in the submission of this application.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**16.0 Freedom of Information:**

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 or publishing on the Municipal website any information that is collected under the authority of the Planning Act for the purposes of processing this application.

\_\_\_\_\_  
Owner/Applicant/Agent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner/Applicant/Agent Signature

\_\_\_\_\_  
Date

**17.0 Access to Property:**

I/We \_\_\_\_\_, hereby, authorize the members of the Council of the Township of Douro-Dummer or their agent(s)/representative(s) to attend at the subject property located at [*insert address*] \_\_\_\_\_.

\_\_\_\_\_  
Owner/Applicant/Agent Signature

\_\_\_\_\_  
Date

**18.0 Declaration of Applicant:**

I/We \_\_\_\_\_ of the \_\_\_\_\_ in the  
(name of owner(s)/agent(s) (city/town/township in which you reside)  
\_\_\_\_\_ in \_\_\_\_\_ solemnly  
(County/Upper-tier municipality, if applicable) (Province/Territory)  
declare that:

All the statements contained in this application and provided by me 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

Declared before me at the Township of Douro-Dummer in the County of Peterborough this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**To be signed in the presence of a Commissioner for taking affidavits**

\_\_\_\_\_  
Owner/Applicant Agent Signature

\_\_\_\_\_  
Signature of Commissioner, etc.

\_\_\_\_\_  
Owner/Applicant Agent Signature

This application must be accompanied by the Township of Douro-Dummer Zoning By-law Amendment Fee (\$1500.00) plus the ORCA Fee in cash, by Interac or cheque made payable to the Treasurer of the Township of Douro-Dummer).

Personal information contained on this form, collected pursuant to the Planning Act, will be used for the purpose of responding to the initial application. Questions should be directed to the Freedom of Information and Privacy Coordinator at the institution conducting the procedures under the Act.

File Name/No. \_\_\_\_\_

Roll No. \_\_\_\_\_

### Affidavit

In the Matter of a **Zoning By-law** application to the Township of Douro-Dummer,

I/We, \_\_\_\_\_, make oath and say that:  
*[Print Owner/Applicant/Agent name]*

**1.** I am: *[Place a clear mark within the square opposite one of the following paragraphs that describes capacity of deponents.]*

- the applicant or one of the applicants in the Application(s).
- the authorized agent acting in this matter for the applicant or applicants.
- an officer of the corporate applicant named in the Application(s).

**2.** On or before the *[Insert date]* \_\_\_\_\_, I will ensure that the notice or notices of the Application(s) provided to me (or the Applicant, as the case may be) by the Township of Douro-Dummer have been posted so as to be clearly visible and legible from a public highway, or other place to which the public has access, at every separately assessed property in the area that constitutes the subject land of the Application(s) or, where posting on the property was impractical, at a nearby location so as to adequately indicate to the public what property is the subject of the Application(s).

**Should the notice(s) be removed, by any means from the posting area(s), I will immediately contact the Township of Douro-Dummer Planning Department for replacement copies of the notice(s).**

Declared before me at the Township of Douro-Dummer in the County of Peterborough this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**To be signed in the presence of a Commissioner for taking affidavits**

\_\_\_\_\_  
Owner/Applicant Agent Signature

\_\_\_\_\_  
Signature of Commissioner, etc.

\_\_\_\_\_  
Owner/Applicant Agent Signature

**Note:** Failure to post the notices, as required by this Affidavit, may result in additional costs and/or delays with your application.



## Township of Douro-Dummer

### Planning Application Costs Acknowledgement Form

I/We, \_\_\_\_\_  
[Print Owner/Applicant/Agent name]

**do** hereby acknowledge and agree that the payment of the fee that is submitted with this application for a Zoning By-law Amendment, as being an application fee only, will be used to defray the costs of processing this application, and;

**do** also hereby acknowledge and agree to assume all costs\*\* incurred by the Township of Douro-Dummer associated with the processing of this application that exceed the amount of the application fee, including, but not restricted to, Professional Planning Fees, Engineering Fees and Legal Fees, in addition to the municipal costs associated with this application, and;

**do** also hereby acknowledge and agree to assume all costs\*\* incurred by the Township of Douro-Dummer associated with any Appeal to the Local Planning Appeal Tribunal with respect to this application.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Owner/Applicant/Agent Signature

**\*\*** Written consent from the applicant will be obtained prior to any such additional costs being incurred.