

---

## APPLICATION FOR ZONING AMENDMENT

for applying under Section 34 of the *Planning Act*, R.S.O. 1990 (as amended)

- APPLICATION:** It is the responsibility of the Owner(s) or Authorized Agent to provide complete and accurate information at all times. This form will not be accepted as a complete application until all questions have been answered and all requirements have been met in the manner requested herein.
- PRE-CONSULTATION:** Any person wishing to make an application for a Zoning By-law amendment is required to first pre-consult with the Planning Department. Please contact the Department to set up a time to review the project.
- FEE:** **\$1,500.00 for Minor Zoning By-law Amendments** (applies to any zoning amendment to change a yard setback requirement, lot frontage or lot area, required as a condition of a “dwelling surplus to a farm” severance, or to extend a zoning boundary to reflect the addition of lands to an existing property)
- \$2,000.00 for Major Zoning By-law Amendments** (applies to all other zoning amendments)
- \$750 for temporary zoning By-Law Amendments OR Interim Control By-Law**
- When an application requires public notice, a sign describing the proposal must be posted on the subject property. The fee for this sign is charged in addition to the above application fees fee ([see note #4 on page 6 for the required size](#)):
- \$280.00** for Large Sign **\$85.00** for Small Sign
- SIGNS:** Additional signage, if required will be invoiced to the applicant at real cost.  
**Applicants are required to pay for, and install signage on the subject property in accordance with the Planning Department’s Sign Guidelines. Following the submission of a complete application, signs will be prepared and ordered by the Township and the applicant notified when they are ready for pickup. Signs must remain well maintained on the property until the application has been approved.**
- OWNERSHIP:** Proof of ownership is to accompany each application. If more than one owner is shown therein, the application shall be submitted under all names, and all parties are required to sign either the application form or authorization form.
- AUTHORIZATION:** All agents **MUST** file an authorization form signed by **ALL REGISTERED OWNERS** when filing on their behalf.
- PUBLIC INFORMATION:** All information submitted with this application will be made available to the public at the Township of Russell.
- PLANS:** Refer to the submission requirements detailed within the application. All documents and drawings must be submitted on a USB Key in Adobe PDF format in addition to the hard copy requirements described below. All full-sized plans **MUST BE folded to maximum size of 8½” x 11”**. All required documents and drawings must be submitted for the application to be considered complete.
- COMMISSIONERS’ SIGNATURES:** It is required that this form be signed before a Commissioner of Oaths. If more than one owner is shown therein, **ALL OWNERS** are required to sign before a Commissioner, otherwise an authorization form will be necessary. A commissioner is available at front counter of the first floor Planning Department.

If you have any questions regarding your application, call the Township of Russell Planning Department by phone at 613-443-3066 or by fax at 613-443-1042.

---



Municipalité de  
**RUSSELL**  
Township

Application No. \_\_\_\_\_  
Receipt No. \_\_\_\_\_  
Report No. \_\_\_\_\_

## APPLICATION FOR ZONING AMENDMENT

for applying under Section 34 of the *Planning Act*. R.S.O. 1990 (as amended)

**HAVE YOU PRE-CONSULTED WITH THE PLANNING DEPARTMENT?  
 HAVE YOU CONSIDERED DEVELOPMENT CHARGES?**

Complete all applicable sections of the application form. An incomplete application will be returned to the applicant. All required studies and plans must be part of the submission package for the application to be considered complete.

### SECTION 1: BACKGROUND INFORMATION

PROPERTY INFORMATION			
Address:		Unit:	
Registered Plan Number:	Lot/Block numbers:		
Roll Number:	Concession		
Have you pre-consulted with Township staff?	Yes	No	
If yes, indicate the date of pre-consultation:		Current zoning:	
Indicate the name of the staff member:			
REGISTERED PROPERTY OWNER INFORMATION			
Last Name:	First Name:	Position:	
Corporation or Partership:			
Address:		Unit:	
Town:	Province:	Postal Code	
Phone:	Cell:	Email:	



<b>APPLICANT INFORMATION</b>			
Registered Owner:		Authorized Agent:	
Last Name:	First Name:	Position:	
Corporation or Partnership:			
Address:			Unit:
Town:	Province:	Postal Code:	
Phone:	Cell:	E-Mail:	

Specify the person who is to be contacted if more information needed. All communication will be directed to the person.

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

**APPLICATION TYPE (CHECK ONE)**

Zoning By-law Amendment \_\_\_\_\_ Temporary Use By-law \_\_\_\_\_  
 Removal of a Holding Provision \_\_\_\_\_ Interim Control By-law \_\_\_\_\_

Has the subject property been the subject of previous development applications (zoning, consent, minor variance, subdivision, etc.)?      Yes      No      Don't know

If yes, provide previous file number(s) and the date of any application(s):

File # \_\_\_\_\_ Date: \_\_\_\_\_

File # \_\_\_\_\_ Date: \_\_\_\_\_

What is the current use of the land? \_\_\_\_\_

What is the current Official Plan designation of the subject property? \_\_\_\_\_

What is the current Zoning of the subject property? \_\_\_\_\_

Lot characteristics:

Lot frontage (m): \_\_\_\_\_

Lot area (m<sup>2</sup>): \_\_\_\_\_

Lot depth (m): \_\_\_\_\_

or lot area (if irregular (m<sup>2</sup>): \_\_\_\_\_



---

## SECTION 2: PROPOSAL DETAILS

What type of development is being proposed (new buildings or additions, land use(s), number of units, proposed tenure, etc.)?

---

---

Why is a zoning amendment required (to permit a new land use, increase height allowances, reduce yard setbacks, etc.)?

---

---

---

### Development Information

What is the gross floor area of all proposed buildings/additions (m<sup>2</sup>)?

What is the gross floor area of all existing buildings (m<sup>2</sup>)?

---

What is the proposed total gross floor area (m<sup>2</sup>)?

---

What is the proposed commercial gross floor area (m<sup>2</sup>)?

---

What is the proposed number of residential dwelling units?

---

What is the proposed industrial gross floor area (m<sup>2</sup>)?

---

What is the maximum building height proposed?

---

How many storeys are proposed?

---

How many total combined parking spaces are proposed (existing + proposed)?

---

How many total barrier-free parking spaces are proposed (existing + proposed)?

---

How many total loading spaces are proposed (existing + proposed)?

---

What is the proposed lot coverage (total area of all building footprints divided by total lot area x 100) (%)?

---

What percentage of the total site will be occupied by vegetation and landscaping (total area of all landscaping and vegetation divided by lot area x 100) (%)?

---

How many existing trees will be removed from the site?

---



**Outdoor Patio Information (if applicable)**

What is the area of the proposed patio (m<sup>2</sup>)? \_\_\_\_\_

What is the gross floor area of the existing restaurant (m<sup>2</sup>)? \_\_\_\_\_

What is the distance to the nearest residential zone (m<sup>2</sup>)? \_\_\_\_\_

**Telecommunications Tower Requirements (if applicable)**

What is the height of the proposed tower (m)? \_\_\_\_\_

What is the area of all structures (m<sup>2</sup>)? \_\_\_\_\_

What is the area of the leased/fenced site (m<sup>2</sup>)? \_\_\_\_\_

**Site Servicing (please check all that apply):**

*Existing*    *Proposed*

- Municipal Water
- Storm Sewer
- Sanitary Sewer

*Existing*    *Proposed*

- Private Well
- Private Septic
- Communal Septic

**Site Access (please check one):**

- Provincial Highway
- Right of Way
- Other Public Road

County Road



## SECTION 3: SUBMISSION REQUIREMENTS

Submission and plan requirements are outlined for the applicant during pre-application consultation with Township Staff. It is highly recommended that you consult with the Township prior to submission to ensure that your application is complete and is processed in a timely manner.

<b>Requirements for All Submissions:</b>	<i>Number of Copies Required</i>
Site Plan	3 copies (11"x17")
Site Survey	2 copies (11" x 17")

### **Potentially Required Studies (requirements to be defined through pre-consultation):**

#### ***Engineering:***

- Traffic Impact Study
- Site Servicing Study
- Stormwater Management Report
- Composite Utility Plan
- Geotechnical Study/Slope Stability Study
- Groundwater Impact Study
- Erosion and Sediment Control Plan
- Hydrogeological and Terrain Analysis
- Noise/Vibration Study

#### ***Planning/Design:***

- Planning Rationale
- Architectural Elevation Drawings
- Concept Plan Showing Ultimate plan for Lands
- Plan of Parking Garage Layout
- Minimum Distance Separation (MDS)
- Archaeological Study
- Sun Shadow Study

#### ***Environmental:***

- Phase 1 Environmental Site Assessment
- Phase 2 Environmental Site Assessment
- Tree Conservation Report
- Impact Assessment of Adjacent Waste Disposal/Former Landfill Site
- Mineral Resource Impact Assessment
- Environmental Impact Assessment



**Notes:**

1. All full-size plans and drawings must be submitted on A1-sized paper and folded to 8½" x 11".
2. Note that many of the plans and studies collected with this application must be signed, sealed, and dated by a qualified engineer, architect, surveyor, planner, or design specialist. The plans will not be reviewed if this information is missing.
3. Electronic copies of all required studies and plans must be supplied on a Compact Disc (CD) in Adobe PDF (.pdf) format. Please ensure that the CD accompanies your application submission.
4. The applicant is responsible for paying for, and installing signage, as required by the Township, on the subject property. Signs will be ordered and the applicant notified when they are ready for pickup. Large signs (\$280) are required when the Zoning amendment application is not part of a previous planning application.
5. Additional fees may be required throughout the development review process, including, but not limited to, parkland dedication, review of technical reports, Conservation Authority fees, and agreements and associated fees.

**Ontario Municipal Board (OMB) Hearing**

Where the Township attends an Ontario Municipal Board hearing on behalf of the applicant, the applicant shall pay all legal costs incurred by the Township, including solicitor's fees and disbursements, preparation for and attendance at the hearing.

Maximum legal fees: \$10,000.00





## **AUTHORIZATION OF OWNER(S)**

If someone other than the registered owner(s) of the property is making this application, then this section must be completed. If there is more than one registered owner, separate authorization is required from each individual or corporation.

I/We, \_\_\_\_\_ the undersigned,

hereby authorize \_\_\_\_\_  
(print full name, including company, if any)

to submit the enclosed application to the Corporation of the Township of Russell, and to appear on my/our behalf at any hearing(s) of the application, and further, to provide any information or materials required by the Township of Russell relevant to the application.

### **DECLARED BEFORE ME**

at the \_\_\_\_\_ of \_\_\_\_\_  
(town, city, village, etc.) (Embrun, Limoges, Marionville, Russell)

this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
(Day of the month) (Month) (Year)

\_\_\_\_\_  
Signature of Owner(s)

\_\_\_\_\_  
Signature of Owner(s)

\_\_\_\_\_  
A Commissioner, etc.



## DECLARATION

This section is to be completed by the person carrying out this application (i.e. the registered property owner or the authorized applicant). **Note that if the applicant is not the registered owner, the “Authorization of Owners” form must also be completed.**

I, \_\_\_\_\_ of the \_\_\_\_\_  
(name) (town, city, village, etc.)

of \_\_\_\_\_,  
(Embrun, Limoges, Marionville, Russell, etc.)

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 \_\_\_\_\_  
(town, city, village, etc.) (Embrun, Limoges, Marionville, Russell, etc.)

this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
(Day of the month) (Month) (Year)

\_\_\_\_\_  
Signature of Authorized Applicant(s) or Owner(s)

\_\_\_\_\_  
Signature of Authorized Applicant(s) or Owner(s)

\_\_\_\_\_  
A Commissioner, etc.



## UNDERTAKING FOR ONTARIO MUNICIPAL BOARD APPEAL

**TO:** Corporation of the Township of Russell

**FROM:** Name: \_\_\_\_\_  
Address: \_\_\_\_\_

**SUBJECT: APPLICATION FOR ZONING BY-LAW AMENDMENT**

**ADDRESS OF PROPERTY:** \_\_\_\_\_

Where the Township of Russell substantially supports the application for Zoning By-law Amendment,

**NAME OF APPLICANT:** \_\_\_\_\_

hereby undertakes to pay, in accordance with By-law 06-2013 (as amended) of the Township of Russell, upon receipt of invoice from the Township, any and all legal costs, including all disbursements of the Township, 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 \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_,  
(Embrun, Limoges, Marionville, Russell, etc.)

Please complete 1 or 2.

1. For Applicants and Individuals

2. For Corporations and Companies

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Corporate Name (if applicable)

\_\_\_\_\_  
Name (Please print)

\_\_\_\_\_  
Authorized Signature  
I have the authority to bind the Corporation.

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Name and Title (Please print)

\_\_\_\_\_  
Name (please print)