

# LAKEHEAD RURAL PLANNING BOARD

3250 Highway 130, Rossllyn ON P7K 0B1  
Phone: (807) 935-3300 Fax: (807) 935-3309

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## APPLICATION FOR A ZONING BY-LAW AND OFFICIAL PLAN AMENDMENT

The undersigned hereby applies to the Lakehead Rural Planning Board under Section 17 and/or 34, 36 and 39 of the  
*Planning Act* (as amended)

### APPLICATION INFORMATION:

Please read all instructions and application questions carefully before completing the application.

- For the Lakehead Rural Planning Board to accept this application, **all** questions must be answered fully, the **site plan drawing(s)** are to be in a **metric scale**, a copy of the **deed or proper legal description** is required, the **fee** is paid in full and the authorization form completed if an agent is representing the applicant.
- If you are unfamiliar with making *Planning Act* applications or have difficulty with the application process you are encouraged to retain a planning consultant.
- Please note that when the application is deemed complete, a **required sign** indicating notice of application, which will be provided, shall be posted on the subject lands 20 days prior to the Public meeting. Failure to do so will result in deferral.
- The information on this form is collected for the purpose of creating a record that is available to the general public.

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## ZONING BY-LAW AND OFFICIAL PLAN AMENDMENT PROCESS\*

\*Can take a minimum of four months to complete.

Applicant to discuss intent to apply with Staff and/or Planner. If it's a complex application, consider hiring a planning consultant.

Applicant to hold pre-application meeting with Planner.

Applicant to complete application including any supplemental information requested by the Planner and submit with fee.

Planner to circulate application to relevant agencies and pre-consult with Approval Authority and others where required.

Notice of Public Meeting is circulated by Planner and applicant posts Notice on subject property.

Planner prepares report to Board including recommendations from Approval Authority.

Board holds public meeting.

Board makes a decision to adopt/approve or not. Decision is forwarded to the Approval Authority for their decision. (Authority is the Ministry of Municipal Housing and Affairs).

Decision is final after a 20 day appeal period whereby the decision can be appealed to the Ontario Land Tribunal.

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## APPLICATION TYPE:

Check (✓)

- Zoning By-law Amendment - \$1500+
- Temporary Use By-law - \$1000+
- Removal of the Holding Zone ("H" Symbol)+
- Official Plan Amendment - \$2000+

*+ indicates Extra Costs which are above and beyond normal application process requirements as detailed in By-law No 001-2022 available from the LRPB Planner.*

## OWNER/APPLICANT INFORMATION:

Owner \_\_\_\_\_

Tel. \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

## AGENT, SOLICITOR, OR PLANNING CONSULTANT (if applicable):

Name \_\_\_\_\_

Tel. \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

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## PROPERTY INFORMATION

Legal Description \_\_\_\_\_

Address \_\_\_\_\_

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Current Zoning \_\_\_\_\_ Official Plan Designation \_\_\_\_\_

Existing use of the property \_\_\_\_\_

How long has this use continued? \_\_\_\_\_

In what year did the owner acquire the property? \_\_\_\_\_

List all types of existing buildings/structures, the dates constructed and the setbacks, height and dimensions of each building/structure

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How is the property serviced? Check ( )

- City water     Private well     Communal well     Lake/other water body  
 Private septic     Communal septic system     Other

How will storm drainage be provided?

- Storm sewer     Ditches     Swales     Other

If the application would permit development on privately owned and 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, a servicing options report and a hydrogeological report must be provided.

How is the property accessed?

- Provincial highway     Municipal road, maintained all year  
 Other public road     Right of way     Water access

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Describe the parking facilities to be used and the approximate distance of these facilities between the subject land and the nearest public road:

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Does any party have an interest in the property (i.e. easement, mortgage)?  
Provide the names and addresses for these parties \_\_\_\_\_

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List any previous or current *Planning Act* applications that apply to this property

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Are you aware of any *Planning Act* applications currently being processed for any properties within 120m? ( ) Yes ( ) No

If Yes, include the File No. and Approval Authority, if known \_\_\_\_\_

Does the Owner own Adjoining Properties? ( ) Yes ( ) No

If Yes, please describe in detail \_\_\_\_\_

Is there any reason to believe that the site may be environmentally contaminated? ( ) Yes ( ) No

If Yes, please describe in detail \_\_\_\_\_

Has an industrial or commercial use been on or adjacent to the property?  
( ) Yes ( ) No

If Yes, please describe in detail \_\_\_\_\_

Has lot grading been changed by adding or removing earth or other material?  
( ) Yes ( ) No

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Has the Ministry of the Environment or any other agency formally or informally advised the owners that the property is or may be contaminated?

Yes       No

If Yes, please describe in detail \_\_\_\_\_

(If you answered Yes to any of the questions related to possible contamination of the site, a previous use inventory, showing all former uses of the subject property, or if appropriate, the adjacent property, is required and must be submitted with this application)

## PROPOSAL INFORMATION

What is the proposed use of the subject land? \_\_\_\_\_

Are buildings or structures proposed for the subject land?     Yes       No

If Yes, indicate the types of buildings or structures and the setbacks, height and dimensions of each building/structure \_\_\_\_\_

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Describe in detail what NEW DEVELOPMENT IS PROPOSED on the property

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List any buildings or structures that will be REMOVED as part of this proposal

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If no new development is proposed, describe the reasons for this application

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How, in your view, will the proposal fit in the existing land uses in the area?

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Describe in detail how the application conforms with the intent of the Official Plan

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Is the proposed amendment consistent with the Provincial Policy Statements issued under subsection 3(1) of the *Planning Act*?     Yes     No

Describe \_\_\_\_\_

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If the application is to implement an alteration to the boundary of an area of settlement or to implement a new area of settlement, please list the details of the official plan or official plan amendment that deals with the matter.

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If the application is to remove land from an area of employment, please list the details of the official plan or official plan amendment that deals with the matter.

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If the subject land is within an area where zoning with conditions may apply, please provide an explanation of how the application conforms to the Official Plan policies relations to zoning with conditions.

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Does this application seek to REZONE the property? ( ) Yes ( ) No

If Yes, what zone is requested?

Why is this application being made to amend the Zoning By-law?

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If changes to the REGULATIONS of the By-law are requested, indicate so below:

A) General Regulations or Definitions (changes to Section 2 or 3 of By-law 185-01):

Section	Existing Requirement	Requested Requirement
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>



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B) Regulations (changes requested to the regulation in a particular zone of Section 4):

Section	Existing Requirement	Requested Requirement
_____	_____	_____
_____	_____	_____
_____	_____	_____

Does this application seek to REDESIGNATE the property?  Yes  No

If YES, what designation is requested? \_\_\_\_\_

Does this application seek to add or change a POLICY in the Official Plan?  
 Yes  No Policy No. \_\_\_\_\_

Proposed Wording: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SKETCH

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Site plan must show the following in metric dimensions on a page not exceeding 11" x 17":

- North arrow, scale and legend;
- The boundaries of the owner's property including the area of the property and all dimensions;
- The boundaries of the property subject to the application including area and dimensions, if different from above;

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- All existing and proposed buildings located on the property including building dimensions (incl. height), separation distances between buildings and the distances to property lines;
- The location of all natural and artificial features (e.g. easements, railways, pipelines, high voltage transmission lines, highways, watercourses, drainage ditches, banks, slopes, wetlands, wooded areas, wells, and septic fields) that are located on the subject land and on land that is adjacent to it and in the applicant's opinion, may affect the application;
- The nature of the existing use of the adjacent properties (e.g. residential, agriculture, automotive);
- The proposed development, including the area and dimensions of any new lots to be created, the size and location of buildings, parking areas (including the dimensions of all parking spaces and aisles), landscaping, amenity areas, etc.;
- As applicable - fire access route, outdoor equipment and storage, walkways, curbing, fencing, docks;
- Existing municipal infrastructure immediately adjacent to the site (roads, lanes, sidewalks, existing entrances, boulevard trees, fire hydrants, hydro poles, easements, etc.);
- The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public traveled road, a private road or right of way;

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## CERTIFICATION BY THE APPLICANT

I/we (insert name)

\_\_\_\_\_ of the \_\_\_\_\_  
, in the Province of Ontario, solemnly declare that the statements contained in this application are true, and I/we 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*.

Sworn (or declared) before me at the \_\_\_\_\_, in the  
Province of Ontario, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Commissioner of Oaths

\_\_\_\_\_  
Applicant/Authorized Agent

If the applicant is a Corporation, the application shall be signed by an Officer of the Corporation and the Corporation Seal shall be affixed.

**THE INFORMATION IN THIS APPLICATION AND ALL OTHER INFORMATION, STUDIES, REPORTS AND COMMENTS RECEIVED RELATIVE TO THE PROCESSING OF THIS APPLICATION IS COLLECTED FOR THE PURPOSE OF CREATING A RECORD THAT IS AVAILABLE TO THE GENERAL PUBLIC.**

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## AUTHORIZATION OF THE OWNER FOR AN AGENT TO MAKE APPLICATION

I/we authorize \_\_\_\_\_ (name of agent)  
to act on my/our behalf in submitting this application. This application has been submitted with my/our full knowledge and endorsement.

\_\_\_\_\_  
Owner(s)

\_\_\_\_\_  
Date

For office use only

Date **complete** application is received: \_\_\_\_\_

Application Number: \_\_\_\_\_