



THE CORPORATION OF THE TOWNSHIP OF MUSKOKA LAKES

1 BAILEY STREET, P.O. BOX 129, PORT CARLING, ONTARIO P0B 1J0

Application for Zoning Amendment or Zoning By-Law Exemption

FOR OFFICE USE ONLY: AMENDMENT #: ROLL #: DATE: RECEIPT #: CIVIC (911) ADDRESS: Schedule #: MNR #: Assessment Map #:

1. Name of Owner(s) Address Telephone # (Home) (Office) (Cottage) Fax # E-Mail Address

Name and Address of the holders of any mortgages, charges or other encumbrances in respect of the subject land:

2. Name of Agent (if any): Mailing Address Postal Code: Tel.# Fax.# E-Mail Address:

Please Specify to Whom all Communications Should be Sent:

- Owner Agent Solicitor

3. Location of Land Geographic or Former Township Lot Concession Registered Plan of Subdivision Number (if any) Lot # on Plan Reference Plan # (Survey Plan; if any) Part # on Survey

4. Accompanying Plan

Each application shall be accompanied by a plan showing: (one copy must be available on paper no larger than 11 inch by 17 inch when submitted) Any drawings exceeding 11 inch by 17 inch and all Studies/Reports are required to be submitted in digital format in addition to hard copy.

- a. The boundaries and dimensions of the subject lands; b. The accurate location, size and type of all proposed and existing buildings and structures on the subject lands, including septic systems (where applicable); c. The distance from side, rear and front lot lines of all existing or proposed buildings; d. The location, width and names of all road allowances, right-of-ways, streets or highways within or abutting the property, indicating whether they are public travelled roads, private roads or right-of-ways or unopened road allowances. The location and number of parking and loading spaces, ingress, egress and direction of traffic;

- e. The location of all natural and artificial features on the subject lands (ie: railways, wells, septic tanks, drainage ditches, watercourses, slopes, swamps, wooded areas), the location of any of these features on adjacent lands which may affect the proposal, and any proposed changes to the land, such as grading, blasting, planting or channelization;
- f. The use of adjoining lands (i.e.: residential, agricultural, commercial, etc.);
- g. The location and nature of any restrictive covenant or easement affecting the subject lands.

When required by the Director of Planning, the plan shall be signed by an Ontario Land Surveyor. All plans shall have a detail of 1 inch = 50 feet of larger.

5. **Dimensions of Land Affected**

Frontage: Water \_\_\_\_\_ Road/Street \_\_\_\_\_  
 Average Depth \_\_\_\_\_ Lot Area \_\_\_\_\_

6. **Type of Access to Subject Lands**

a. Is access by road?

- Municipal Road Year-Round Maintained
- Municipal Road Seasonally Maintained
- Private Road - Existing
- Proposed
- Provincial Highway
- District Road
- Other (specify) \_\_\_\_\_

b. Name of Road / Street \_\_\_\_\_

c. Is access by water?      yes                       no   
 If yes, what boat docking and parking facilities are available at the point of road access?

Distance from subject lands \_\_\_\_\_

d. Civic Address \_\_\_\_\_

7. **Services**

	Existing	Proposed
Municipal water and sewers	<input type="checkbox"/>	<input type="checkbox"/>
Municipal water & private sewage system	<input type="checkbox"/>	<input type="checkbox"/>
Municipal sewer and well	<input type="checkbox"/>	<input type="checkbox"/>
Well and private sewage system	<input type="checkbox"/>	<input type="checkbox"/>
Lake and private sewage system	<input type="checkbox"/>	<input type="checkbox"/>
Storm Drainage	<input type="checkbox"/> Sewers	<input type="checkbox"/> Ditches
	<input type="checkbox"/> Swales	<input type="checkbox"/> Other

Other (specify) \_\_\_\_\_

Attach to this application a copy of the Certificate of Approval issued under the Ontario Building Code, or by the Ministry of the Environment and Energy for the provision of private sewer and for water facilities. If municipal services are proposed, attach approval for the District Public Works Department.

8. **Zoning**

Present Zoning on the property: \_\_\_\_\_  
 \_\_\_\_\_

Proposed Zoning on the property: \_\_\_\_\_  
 \_\_\_\_\_

Detail any requested exemptions to specific provisions of the By-law: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Applicant's reasons for requiring proposed change to Zoning By-law: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Where an application would permit development on privately owned and operated individual or commercial septic systems, and more than 4500 litres of effluent would be produced per day as a result of the development being completed, the following reports are attached:

- A Servicing Options Report
- A Hydrogeological Report

9. **Official Plan**

Official Plan Designations: \_\_\_\_\_

Explanation of How Application Conforms to the Official Plans: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

10. **Parking (if applicable - give full details)**

Existing: \_\_\_\_\_  
 \_\_\_\_\_

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

11. **Building Details**

Specify the use, floor area, number of storeys, width, length, height, date of construction, etc., of all buildings and structures on or proposed for the subject lands.

	Floor Area	Number of Storeys	Width	Length	Height	Date of Construction
Existing						
Proposed						

12. Proposed strategy for consulting with the public with respect to the application: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please be advised that this application once deemed complete will be circulated to all property owners within 800 feet of the subject property. It is highly recommended that you contact your neighbouring property owners in advance of this circulation to discuss your proposal.

13. **Location of Buildings**

Specify the distance from side, rear and front lot lines of all buildings and structures on or proposed for the subject lands.

	Front	Side	Rear
Existing Building			
Proposed Building			

14. Date of Acquisition of Lands \_\_\_\_\_

15. Existing uses and length of time the existing uses of the subject property have continued \_\_\_\_\_  
\_\_\_\_\_

16. Has the subject land ever been the subject of an application under the Planning Act for approval of a plan of subdivision, a consent or a previous zoning amendment/exemption?

Yes  No

File Number \_\_\_\_\_

17. Written directions to the subject land. Distances for intersections, names of road, distances of lands, colour of houses, names on mails boxes, etc., should all be noted \_\_\_\_\_

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

18. Does the Application propose to implement an alteration to the boundary of an area of settlement or to implement a new area of settlement? \_\_\_\_\_

If yes, provide details of the applicable Official Plan policies or related Official Plan Amendment:

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

19. Does the Application propose to remove land from an area of employment? \_\_\_\_\_

If yes, provide details of the applicable Official Plan policies or related Official Plan Amendment:

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

20. Is the subject land within an area designated under any Provincial Plan(s)? \_\_\_\_\_

If yes, an explanation of how the Application conforms to or does not conflict with the Provincial Plan(s) \_\_\_\_\_

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

21. Explanation of how the application is consistent with the Policy Statements issued under Sub Section 3 (1) of the Planning Act? \_\_\_\_\_

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

22. **Mail Application to:**

**THE TOWNSHIP OF MUSKOKA LAKES**

1 Bailey Street,  
P.O. Box 129,  
Port Carling, Ontario P0B 1J0  
Attention: Planning Department

or: Deliver to the Planning Department Staff at the Municipal Office,  
1 Bailey Street in Port Carling, Ontario

Dated at the \_\_\_\_\_ of \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Signature of Applicant, Solicitor or Authorized Agent

**NOTE:**

1. ***It is required that the application and a plan, as outlined in Item 4, be filed with the Planning Department and be accompanied by a fee of \$1300.00 for an exemption or \$1550.00 plus cost recovery for a rezoning, in cash, debit or a cheque, made payable to the Township of Muskoka Lakes.***
2. ***Approval of an exemption to the zoning by-law or a rezoning does not relieve an owner from the requirements of the building code, septic system approvals, and site plan approvals.***
3. ***By signing the application, the owner (and / or agent) agrees to permit staff of the Township to inspect the property for the purpose of verifying the application and drafting staff reports for Committee and Council.***
4. ***That there may be additional approvals such as but not limited to: site plan, building permit, entrance permit, etc and additional fees and charges such as but not limited to: site plan application fees & securities, building permit fees, development charges, etc. associated with any development approved in conjunction with this application.***
5. ***Additional administrative processing fee: Where an approval under the Planning Act is sought for development which exists or is under construction, and is in contravention of the requirements of the Township, an additional administrative / processing fee in the amount of 75% of the respective application fee, as defined herein, shall be required at the time of submission of the application.***

Personal information contained on this form is collected under the authority of the Planning Act, Section 34, and will be used to determine eligibility for amending the Township of Muskoka Lakes zoning by-law(s). Questions about this collection should be directed to: The Director of Planning, Corporation of the Township of Muskoka Lakes, 1 Bailey Street, P.O. Box 129, Port Carling, Ontario, P0B 1J0, (Telephone Number 705-765-3156 or Fax Number 705-765-6755).

**AFFIDAVIT**

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

in the \_\_\_\_\_ of \_\_\_\_\_

solemnly declare that: All of the above statements contained in all of the exhibits transmitted herewith 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 \_\_\_\_\_

of \_\_\_\_\_

\_\_\_\_\_ of \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_

A.D., 20\_\_\_\_.

\_\_\_\_\_  
**Signature of Applicant, Solicitor or Authorized Agent**

*(If signed by an agent, written authorization of the owner must accompany the application. If the applicant is a corporation, the application shall be signed by an officer of the corporation and the corporation's seal shall be affixed.)*

\_\_\_\_\_  
A COMMISSIONER, ETC.

## PLANNING SERVICES AGREEMENT

BETWEEN: \_\_\_\_\_  
hereinafter called the Applicant

- and - THE CORPORATION OF THE TOWNSHIP OF MUSKOKA LAKES  
hereinafter called the Township

WHEREAS:

The Applicant has filed an application for zoning amendment with the Township, and has agreed to retain the services of the Township in connection with the processing of that application:

THIS AGREEMENT WITNESSES THAT IN CONSIDERATION OF THE MUTUAL COVENANTS SET OUT BELOW, THE PARTIES AGREE AS FOLLOWS:

1. **Obligation of the Township:** The Township agrees to provide, for the benefit of the Applicant in connection with the zoning amendment application, the following services (which are additional to any services that the Applicant may wish to privately retain from other persons):

- a) The initial planning evaluation of application, and recommendations if any as to form of application;
- b) Drafting the Notice;
- c) Submission of document to District Municipality with supporting information and related conferences with District Planning Staff;
- d) Research for circulation purposes and mailing of circulation;
- e) Review draft survey prior to registration;
- f) Review and approve transfers;

**and if a Local Planning Appeal Tribunal hearing is necessary and the Township takes a position on the matter:**

- g) Retaining the Municipal solicitor and expert witnesses and preparation for hearing;
- h) Attendance of the persons described in item (g) at the hearing;
- i) Correspondence with the Local Planning Appeal Tribunal in respect of its Order, and preparation of any by-laws, agreements, or other materials required by the Tribunal as a result of the hearing.

2. **Applicant's Responsibilities:** The Applicant agrees to provide the Township with the following:

- a) Any information in the Applicant's possession concerning the planning aspect of the application;
- b) All surveys as required to process the application;
- c) The sum of \$1300.00 for an application for a by-law exemption or \$1,550.00 for a rezoning.
- d) If a hearing is required to defend appeals brought before the Local Planning Appeal Tribunal by parties other than the Applicant/Owner or Township, and the Township takes a position on the matter, the sum of \$5,000.00 prior to submission of the request for approval to the Local Planning Appeal Tribunal and this amount shall be applied to the costs referred to in item (e) below, any surplus to be refunded to the Applicant following final approval of the by-law;
- e) All fees and disbursements paid to the Municipal solicitor and expert witnesses called to testify by the Municipality;

- f) All disbursements incurred by the Municipality in connection with the application.
- 3. **Appeal:** If an appeal is taken from the decision of the Local Planning Appeal Tribunal, and the Applicant wishes the Municipality to take an active part in the appeal proceedings, the parties agree that a further agreement as to services and the costs of same will be entered into, failing which the Municipality has no obligation to the Applicant to participate further in the proceedings.
- 4. **Interim Billing:** Where the Township finds it necessary to make extensive use of professional assistance in preparation for the hearing, or where the hearing is of more than two days in duration, the Township may submit to the Applicant, and the Applicant agrees to pay promptly, interim accounts from time to time in respect of expenses incurred by the Township, payment for which have been made by the Township or invoices for which have been received by the Township.

DATED this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_.

IN WITNESS THEREOF the APPLICANT and the TOWNSHIP have caused their corporate seals to be affixed over the signatures of their respective signing officers.

SIGNED, SEALED AND DELIVERED  
in the presence of:

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature of Applicant, Solicitor or Authorized Agent

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature of Applicant, Solicitor or Authorized Agent

**THE CORPORATION OF THE  
TOWNSHIP OF MUSKOKA LAKES**

\_\_\_\_\_  
Mayor, Phil Harding

\_\_\_\_\_  
Clerk, Cheryl Mortimer

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THE CORPORATION OF THE TOWNSHIP OF MUSKOKA LAKES

**AUTHORIZATION FOR AN APPLICATION**

**BY A PERSON OTHER THAN THE LEGAL OWNER(S)**

I / We, \_\_\_\_\_, being  
the legal owner(s) of the property described as Lot(s) \_\_\_\_\_,  
Concession(s) \_\_\_\_\_, Part(s) \_\_\_\_\_, on Plan(s) \_\_\_\_\_,  
located at Civic Address \_\_\_\_\_,  
in the former Township of \_\_\_\_\_, now in the Township of  
Muskoka Lakes, and having Tax Assessment Roll # \_\_\_\_\_,  
hereby authorize \_\_\_\_\_ to make  
an application for

- Minor Variance     Severance     Concurrent Severance/Zoning By-law  
 Zoning By-law     Deeming By-law     Site Plan

for the property noted above.

\_\_\_\_\_  
Date

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