



**CORPORATION  
de la Cité de / of the City of  
CLARENCE-ROCKLAND**

**APPLICATION FOR AN  
OFFICIAL PLAN  
AND/OR  
ZONING BY-LAW AMENDMENT**

Personal information contained on this form is collected pursuant to the *Municipal Freedom of Information and Protection of Individual Privacy Act* and will be used for the purpose of responding to your request. Questions about this collection should be directed in writing to the Freedom of Information and Privacy Coordinator of the City of Clarence-Rockland.

**APPLICANT'S GUIDE**

The following notes are for the assistance of the applicant(s) and should not be regarded as complete or exhaustive. Reference should be made to the Planning Act, the Official Plan and Zoning By-Law of the City of Clarence-Rockland as well as the Official Plan of the United Counties of Prescott-Russell. In case of doubt or difficulty, enquiries should be directed to the:

Infrastructure & Planning Department  
City of Clarence-Rockland  
1560 Laurier Street  
Rockland, Ontario  
K4K 1P7

Telephone: (613) 446-6022  
Fax: (613) 446-1497

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**GENERAL INFORMATION**

1. Pre-consultation discussions with the City of Clarence-Rockland, concerned ministries and agencies are recommended before submitting a complete application. The ministries with the largest review functions are the Ministry of Natural Resources and the Ministry of the Environment and Energy.
2. This application is to be fully completed and submitted to the Infrastructure & Planning Department of the Corporation of the City of Clarence-Rockland, signed by both the applicant(s) and owner(s) of the affected lands, and accompanied by:
  - i) Fees for the amount indicated on the attached Schedule “B”.

The fees for the application represent a portion of the anticipated costs for the processing of the application(s). The following are also required to ensure that an application can be deemed complete:

- i) A Cover Letter or Planning Rationale describing the application and outlining reasons for its support and justification;
  - ii) A recent survey plan and/or reference plan;
  - iii) 3 copies of any additional supporting information (*see Item 10 of the application form*);
  - iv) A draft Official Plan Amendment must accompany any application to amend the Official Plan (*see Item 8.2 of the application form*);
  - v) A copy of the Deed of Land;
  - vi) A signed letter of Undertaking for a possible OMB appeal.
3. If, in the opinion of the Director of Infrastructure & Planning, the application is not complete (*as described in the Planning Act of Ontario, R.S.O. 1990, as amended*), the required circulation of the application and any necessary hearing will be delayed until a complete application is submitted.
4. Once the application has been deemed complete, the Infrastructure & Planning Department will seek comments and recommendations from all relevant municipal departments and external agencies. The Infrastructure & Planning Department will ultimately bring forward a report with a recommendation to the municipal Council who will then make the final decision.
5. The Letter of Undertaking is required and binds the Owner to paying the municipality’s cost if the municipality ends-up representing an applicant’s interest at any Ontario Municipal Board Hearing associated with the submitted application.
6. Applications must be submitted well in advance (approximately 60 days) of any anticipated meeting. The advanced submission period will permit the Municipality to comply with the legislated notification period within the Planning Act.
7. The Clerk will, if the application receives approval from the municipal Council, initiate the procedures of giving notice of passing of the Official Plan or Zoning By-law Amendment.

**1.0 Owner/applicant and application information**

1.1 Name of owner/applicant. (An authorization is required in Item 12.0, if applicant is not the owner.)

Registered Owner:		
Name of representative (if the owner is a company):		
Address:	City/Province:	Postal Code:
Telephone: Home (    )	Work (    )	Fax (    )
Email Address:		

Name of applicant or agent:		
Address:	City/Province:	Postal Code:
Telephone: Home (    )	Work (    )	Fax (    )
Email Address:		

Name, address and telephone number of all persons having any mortgage charge or encumbrance on the property:

1.2 Send correspondence to:                      Owner     Applicant     Other  \_\_\_\_\_

1.3 Which official language would you prefer                      French     English   
for any correspondence?

1.4 Have you had a pre-consultation meeting with the City's                       Yes                       No  
Infrastructure & Planning Department?

If yes, with whom and when? \_\_\_\_\_

**2.0 Type of application**

Official Plan

Zoning By-Law

Temporary Use By-law

Holding Provision By-law

2.1 What is the purpose of/and reasons for the proposed amendment(s)?

**3.0 Location of the subject land**

3.1 Provide a description of the entire subject property:

Municipal Address:					
Lot:		Concession:		Reference Plan No.:	
Subdivision Plan No(s).: 50M-			Block/Lot No(s).:		
Area	acres	Depth	metres	Frontage (width)	metres
	hectares		feet		feet

3.2 What area does the amendment cover?

Entire property

Just a portion, provide a description of the area being amended:

Area	acres	Depth	metres	Frontage (width)	metres
	hectares		feet		feet

3.3 What are the adjacent land uses?

North:	East:
South:	West:

**4.0 Planning designation**

4.1 What is the current planning designation?

i) United Counties of Prescott and Russell  
Official Plan \_\_\_\_\_

ii) Official Plan of the Urban Area of the  
City of Clarence-Rockland (if applicable) \_\_\_\_\_

4.2 What is the current zoning? \_\_\_\_\_

**5.0 Existing and proposed land uses and buildings**

5.1 What is the existing use of the land? \_\_\_\_\_

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

**6.0 Provide the following details for all buildings (Use a separate page if necessary):**

	Existing		Proposed	
	m	ft	m	ft
Type of Building(s)				
Main Building Height	m	ft	m	ft
% Lot Coverage				
# of Parking Spaces				
# of Loading Spaces				
Number of Floors				
Total Floor Area	m <sup>2</sup>	ft <sup>2</sup>	m <sup>2</sup>	ft <sup>2</sup>
Area of Ground Floor (excluding basement)	m <sup>2</sup>	ft <sup>2</sup>	m <sup>2</sup>	ft <sup>2</sup>

**7.0 Existing and proposed services**

7.1 Road access is from:

- Private right-of-way
- Municipal road
- County road
- Other \_\_\_\_\_

7.2 What is the name of the road providing access? \_\_\_\_\_

7.3 Indicate the applicable water supply, sewage disposal and stormwater drainage systems:

	<b>Existing</b>	<b>Proposed</b>
Municipal water system	<input type="checkbox"/>	<input type="checkbox"/>
Communal well	<input type="checkbox"/>	<input type="checkbox"/>
Individual well	<input type="checkbox"/>	<input type="checkbox"/>
Other water supply ( <i>Specify</i> )		

	<b>Existing</b>	<b>Proposed</b>
Municipal sewer system	<input type="checkbox"/>	<input type="checkbox"/>
Communal septic	<input type="checkbox"/>	<input type="checkbox"/>
Individual septic	<input type="checkbox"/>	<input type="checkbox"/>
Other sewage system ( <i>Specify</i> )		

	<b>Existing</b>	<b>Proposed</b>
Public storm sewer	<input type="checkbox"/>	<input type="checkbox"/>
Ditch or swale	<input type="checkbox"/>	<input type="checkbox"/>
Other ( <i>Specify</i> )		

**8.0 Official Plan Amendment** *(Proceed to Question No. 9 if an Official Plan Amendment is not proposed)*

8.1 Does the proposed Official Plan Amendment do the following:

	<b>Yes</b>	<b>No</b>
Change a policy in the Official Plan	<input type="checkbox"/>	<input type="checkbox"/>
Replace a policy in the Official Plan	<input type="checkbox"/>	<input type="checkbox"/>
Delete a policy in the Official Plan	<input type="checkbox"/>	<input type="checkbox"/>
Add a policy in the Official Plan	<input type="checkbox"/>	<input type="checkbox"/>
Add or change a designation in the Official Plan	<input type="checkbox"/>	<input type="checkbox"/>
Other _____		

8.2 If applicable and known at the time of application, provide the following:

Section Number(s) of policy to be changed: \_\_\_\_\_

Text of the proposed new policy attached on a separate page       **Yes**                                       **No**

New designation name: \_\_\_\_\_

Map of proposed new schedule attached on a separate page       **Yes**                                       **No**

8.3 List the land uses that would be permitted by the proposed amendment:

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

**9.0 Other related planning applications**

9.1 Is this parcel of land currently the subject of any of the application listed below?

	<b>Yes</b>	<b>No</b>
Official Plan Amendment	<input type="checkbox"/>	<input type="checkbox"/>
Zoning By-Law Amendment	<input type="checkbox"/>	<input type="checkbox"/>
Minor Variance	<input type="checkbox"/>	<input type="checkbox"/>
Plan of Subdivision	<input type="checkbox"/>	<input type="checkbox"/>
Consent (Severance)	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan Control	<input type="checkbox"/>	<input type="checkbox"/>
Building Permit	<input type="checkbox"/>	<input type="checkbox"/>
Other _____		

9.2 If the answer to question 9.1 is yes, please provide the following information:

File No. of Application: \_\_\_\_\_

Approval Authority: \_\_\_\_\_

Lands Subject to Application: \_\_\_\_\_

Purpose of Application: \_\_\_\_\_

Status of Application: \_\_\_\_\_

Effect on the Current Application for Amendment: \_\_\_\_\_

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**10.0 Other supporting information**

10.1 Please list the titles of any supporting documents: (*e.g. Environmental Impact Assessment Study, Hydrogeological Report, Traffic Study, Market Area Study, Aggregate License Report, Stormwater Management Report, etc.*).

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**11.0 Affidavit:** *(This must be signed in the presence of a Commissioner)*

I (we) \_\_\_\_\_ of  
Applicant(s)

\_\_\_\_\_ in the  
village / town

\_\_\_\_\_ solemnly  
County / Region

declare that all 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.**

DECLARED before me at the \_\_\_\_\_  
village / town

of \_\_\_\_\_  
County / Region

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

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

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

Signature of a Commissioner \_\_\_\_\_

**12.0 Owner's authorization, if the owner is not the applicant**

I (we) \_\_\_\_\_ of  
Owner(s)

\_\_\_\_\_ in the  
village / town

\_\_\_\_\_ do hereby  
County / Region

authorize \_\_\_\_\_  
Name of agent

to act as my agent in this application.

Signature of Owner \_\_\_\_\_

Signature of Owner \_\_\_\_\_

Date \_\_\_\_\_

**SCHEDULE A – APPLICANT’S CHECKLIST****Applicant’s Checklist:**

<b>Have you remembered to attach:</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>▪ 1 original copy of the completed application form accompanied by a cover letter or a planning rationale</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ The required fees, either cash, Interac, cheque or money order, payable to the City of Clarence-Rockland</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ 3 copies of the supporting documentation described in the application form (if applicable)</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Survey plan and/or reference plan</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Copy of the Deed of Land</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ A signed letter of Undertaking for a possible OMB appeal</li> </ul>	<input type="checkbox"/>

**SCHEDULE B**

1. **OFFICIAL PLAN AMENDMENT**  
\$4,000.00
2. **ZONING BY-LAW AMENDMENT**  
\$2,600.00
3. **AMENDMENT FOLLOWING A CONDITION OF SEVERANCE**  
\$1,000.00
4. **TEMPORARY USE**  
\$1,650.00
5. **HOLDING PROVISION**  
\$700.00
6. **LOCATED WITHIN THE SOUTH NATION CONSERVATION WATERSHED**  
\$350.00

