

APPLICATION FOR AMENDMENT TO THE OFFICIAL PLAN AND/OR ZONING BY-LAW

*Planning Act R.S.O. 1990 c.P. 13, s22 (4); 1996, c.4, s.13. Reg. 543/06, Schedule 1
Planning Act R.S.O. 1990, c.P. 13, s.34(10); 1996, c.4, s.20(50). Reg. 199/96, Schedule*

Office Use Only	(Date Stamp)	Application Number:
Date Received:		Related Applications:

Application Type:

- Official Plan Change Amendment
- Zoning By-law Amendment
- Official Plan / Zoning (Combined Amendment)

Application Fees:

[See Online Fees Schedule](#)

URL: sarnia.ca/planning-building-department-fees

Method of Payment:

Fees can be paid online. Follow the link on the Official Plan Amendment or Zoning By-law Amendment webpage.

Fees can also be paid by cheque mailed or couriered to City Hall. Fees under \$5000 can be paid by credit or debit card at City Hall or by credit card over the phone.
(519-332-0330 ext. 3301)

1. GENERAL INFORMATION

1.A Description of Lands

Municipal Address / Location Description:

Legal Description (Lot, Plan, Concession):

Assessment Roll Number:

Frontage (m): _____ Depth (m): _____

Area (m²): _____

Current City of Sarnia Official Plan Designation:

Current Zoning Designation:

Current County of Lambton Official Plan Designation:

Explain how the proposal complies with the County of Lambton Official Plan:

Please provide the file number and date of the mandatory Pre-Application Consultation Report completed prior to this application: _____

1.B Contact Information (Fill out all that are applicable)

Property Owner: Person Corporation

Registered Landowner:

Address:

Postal Code: _____ Email: _____

Phone: _____

Applicant:

Address:

Postal Code: _____ Email: _____

Phone: _____

Agent/Consultant:

(Authorized to apply on behalf of the owner)

Address:

Postal Code: _____ Email: _____

Phone: _____

Which of the above is the Primary Contact? Owner Applicant Agent

Mortgage Holder:

(or Charge or Encumbrance)

Address:

Postal Code: _____ Email: _____

Phone: _____

2. REQUIREMENTS FOR A COMPLETE APPLICATION

	Completed application form, including declaration by the applicant.
	A sketch/site plan (see description on page 13)
	Planning Rationale – prepared by a qualified Planning Official
	A Letter of Authorization from the owner (dated, signed) or completion of the Authorization by Owner section located on page 11 of this application (if owner is not filing the application).
	Application fee(s).
	Any other information identified by Planning staff during Pre-consultation or prior to application submission.
List of Reports/Studies to Accompany Application	

**Complete Section 3 if you are applying for:
Official Plan Change Amendment or Combined Amendment**

3. OFFICIAL PLAN CHANGE AMENDMENT

Uses Authorized by Current Official Plan Designation:

Proposed Land Use to be Authorized by the Amendment:

Effect of Proposed Amendment on Policies:

The proposed amendment has the following effect on a policy:

Changes Replaces Deletes

State the purpose of the proposed Official Plan Amendment, identify any affected policies and provide the text of any proposed policy:

Proposed Policy Addition:

If the proposed amendment adds a policy to the Official Plan, please provide the proposed policy: _____

Effect of Proposed Amendment on Designation:

The proposed amendment has the following effect on a designation of the Land Use Schedule of the Official Plan: Changes Replaces Deletes

Name the designation proposed:

**Complete Section 4 if you are applying for:
Zoning By-law Amendment or Combined Amendment**

4. ZONING BY-LAW AMENDMENT

Nature and Extent of Rezoning Request: (Attach additional pages if necessary)

Why is Rezoning being Requested?

Explain how the application conforms to the Official Plan (not required if you are completing a combined amendment)

**End of Section 4
Complete Section 5 for all applications**

5. ADDITIONAL INFORMATION

5.A Other Applications

State whether the subject land or any land within 120 metres (400 feet) of the subject land is the subject of an application made by the applicant for approval of an official plan amendment, zoning by-law amendment, a plan of subdivision, a consent, a minor variance, site plan or Minister's zoning order.

Application A

Type of Application:

Application File Number: _____

Approval Authority: _____

Lands Affected:

Purpose of Application:

Status of Application:

Effect of Application on Proposed Amendment:

Application B

Type of Application:

Application File Number: _____

Approval Authority: _____

Lands Affected:

Purpose of Application:

Status of Application:

Effect of Application on Proposed Amendment:

5.B Uses and Structures' Details

Date Subject Land was Acquired by Owner: _____

Existing Uses of Subject Land:

Length of Time Existing Uses of the Subject Land has continued (if known): _____

Existing Buildings and Structures – Check here if plan attached or describe below:

Type _____ Front Yard _____ Height in metres _____

Date Constructed _____ Rear Yard _____ Dimensions _____

Side Yard _____ Side Yard _____ Area _____

(Attach additional pages if necessary)

Proposed uses of Subject Lands:

Proposed Buildings and Structures – Check here if plan attached or describe below:

Type _____ Front Yard _____ Height in metres _____

Date Constructed _____ Rear Yard _____ Dimensions _____

Side Yard _____ Side Yard _____ Area _____

(Attach additional pages if necessary)

5.C Private Septic Services (Complete only if private septic is proposed)

Have necessary approvals been obtained from the County of Lambton and/or Ministry of Environment for proposed private services?

Yes No

(if yes, attach copies of appropriate certificates)

Will the development produce more than 4,500 litres of effluent per day?

Yes No

(if yes, please attach a servicing options report, and a hydrogeological report)

5.D Services (mark all that apply)

	Existing	Proposed
Sanitary Sewage Municipal system Individual septic Communal septic Other:		
Storm Water Municipal sewer Ditch Swale Other:		
Water Supply Municipal piped water Private well Communal well Lake or other water body Other:		

5.E Access (How will the property be accessed?)

Provincial Highway	Year-Round Municipal Road
Seasonal Municipal Road	Right-of-way
Water	Other:

If access is provided exclusively by water, please describe the parking and docking facilities to be used and the distance from these facilities to the subject property and the nearest public road. Please additionally include this information on the site plan.

Please provide details: _____

5.F Relating to Legislation

Is the requested Amendment consistent with the Provincial Policy Statement issued under Subsection 3(1) of the Planning Act? Please provide an explanation in the Planning Rationale document.

Yes No

Is the subject property located within an area designated under any Provincial Plan(s)?

Yes No

If yes, does the application conform to the Provincial Plan(s)? Please provide an explanation in the Planning Rationale document.

Yes

No

If the application alters a settlement area boundary, provide details of the Official Plan Amendment that deals with the matter.

If the application removes land from an area of employment, provide details of the Official Plan Amendment that deals with the matter.

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

To the best of your knowledge, has the subject land ever been the subject of any other application under the Planning Act? (e.g. amendment to an official plan, zoning by-law or minister's zoning order, application for minor variance, consent, site plan control or plan of subdivision/condominium)

Yes

No

If yes, please describe (file number and status, regulation number): _____

5.G Height and Density Requirements, if applicable:

	Maximum	Minimum
Height		
Density		

6. AUTHORIZATION BY OWNER

(If applicable: Authorize an agent to act on the owner's behalf)

I, the undersigned being the owner of the subject land or having authority to bind the owner, hereby authorize _____ to act as my agent and make this application.

(Signature of owner or person having authority to bind the owner)

(Date)

STOP
THE FOLLOWING SECTION MUST BE COMPLETED IN THE PRESENCE OF A
COMMISSIONER OF OATHS

7. DECLARATION - TO BE COMPLETED IN THE PRESENCE OF A
COMMISSIONER OF OATHS

I, _____ of the _____ of
_____ in the County of _____ do solemnly
declare that all above statements contained in this application and in all of the exhibits
submitted are true, and I make this solemn declaration conscientiously believing it to
be true and knowing that it has the same force and effect as if made under oath and
by virtue of the “**CANADA EVIDENCE ACT**”.

SIGNATURE OF OWNER OR AGENT

(To be signed in the presence of a Commissioner of Oaths)

Declared before me at the _____ of _____
in the County of _____ this _____ day of _____
20____.

A COMMISSIONER, etc.

Site Plan Development Control Agreement

Approval of this application may require that the subject lands be developed in accordance with a **Site Plan Development Control Agreement** between the owner(s) and the Municipality. (Section 41 of the Planning Act, 1990, as amended.)

Sketch/Site Plan

A sketch/site plan may be required to identify and show the following (where applicable):

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 their distance from the front lot line, rear lot line and side 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, and septic tanks) 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 current uses of 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 will be only by water, demonstrate the location of the parking and docking facilities to be used, and the distance to the subject property and the nearest public road.

The location and nature of any easement affecting the subject land.