



# **OFFICIAL PLAN AND ZONING BY-LAW** **AMENDMENT APPLICATION GUIDE**

## **A. What is an Official Plan**

The Official Plan is a policy document which sets out the goals, objectives and policies of the municipality primarily to manage and direct physical change and the effects on the social, economic and natural environment.

## **B. What is a Zoning By-law**

The Zoning By-law is the legal document which implements policies and objectives described in the Township's Official Plan and regulates the use and development of buildings and land by stating exactly what types of land use are permitted on a piece of land and establishing precise standards for how the land can be developed (e.g. lot size, building setbacks).

## **C. Changes to the Official Plan and Zoning By-law**

If you propose to use, alter or develop your property in a way that does not conform with the policies of the Official Plan, you must apply for an amendment. In most cases, where an amendment to the Official Plan is required, an amendment is also required to the regulations set out in the Zoning By-law. A change to the Official Plan requires an amendment to the Plan. A change to the By-law may occur through either a Zoning By-law Amendment application (rezoning) or a Minor Variance application. Rezoning is required for major changes to the Zoning By-law such as land use changes or significant increases in height or density. Minor variances are used for small changes in regulations such as building setbacks or parking requirements. Generally, where the change to the Zoning By-law is as a result of an Official Plan amendment, a rezoning will be required. If you are not sure whether your proposal involves a rezoning or a Minor Variance, please contact the staff of the Township's Development Services Department

## **D. Official Plan and Zoning By-law Amendments Application Guide**

This Official Plan and Zoning By-law Amendments Application Guide has been prepared by the Township to assist persons applying for amendments to both the Official Plan and Zoning By-law. It provides a general outline of the Official Plan and Zoning By-law Amendments process (summarized in Figure 1 attached) and related requirements including fees. Along with this guide are a series of attachments including the following:

- Appendix A Pre-consultation Form;
- Appendix B Application Form, including Statutory Declaration and Owners Authorization and List of Material required to be submitted to constitute a complete application;
- Appendix C Fee Schedule, and,
- Appendix D Signage Requirements.

## **D. Application Process**

### **1. Pre-consultation**

Prior to submitting an application, the applicant or his agent (applicant) is required to consult with the Township as follows:

i) Arrangements for Pre-consultation Meeting

The applicant should contact the Administrative Assistant of the Development Services Department (905-852-9181 ext. 202), to arrange for a meeting to review the proposal. The Administrative Assistant will determine through this initial contact which Township staff and consultants should attend the session, and whether outside agency representation is required (e.g. Region of Durham, Conservation Authority).

ii) Pre-consultation Meeting Format

Initially, the applicant will be expected to outline for those in attendance the nature of the proposal and the background information which is proposed to be submitted with the application. Preliminary concept plans should be available where appropriate. Questions and discussion following the applicant's presentation would have the objective of providing preliminary comments on the proposal, and identifying any issues, as well as a potential approach to their resolution. Information would also be provided to the applicant on Township standards, fees, and other related information.

In addition, the Pre-consultation form (See Appendix A) will be used by the Township as a basis to determine appropriate application submission requirements, in addition to the requirements prescribed by the Planning Act. Not all requirements listed in the Pre-consultation form will apply to each application. Further the scope of the requirements may vary depending on the nature of the application.

iii) Meeting with Planning Committee

In addition to the matters outlined in subsection ii), as part of the Pre-consultation meeting, it may be recommended by Township staff, that prior to formally applying for Official Plan and Zoning By-law amendments, proponents make an appointment with the Township Clerk to appear before the Planning Committee to informally discuss the proposal.

## 2. Completion of the Application

Completion and submission of the application form (See Appendix B) involves:

i) Parts A, C and D of the Application Form - Prescribed Information

Under Sections 22(4) and 34 (10.1) of the Planning Act, certain information and material is required to be provided as part of an application for an official plan or zoning by-law amendment respectively, in order for the applications to be considered a complete applications. This prescribed information is set out in Parts A, C and D of the application form.

ii) Parts B to E of the Application Form - Township Required Information

Under Sections 22(5) and 34 (10.2) of the Planning Act, Township Council may require an applicant to provide additional information or material that Council considers it may need in accordance with requirements set out in the Township Official Plan. This required information is set out in Parts B and E of the application form and is required to be submitted in order for an application to be considered a complete application.

A determination will be made at the Pre-Consultation meeting as to which of the materials, plans and studies outlined in Part E of the application form will be required. An application will not be considered a complete application without the submission of the required materials, plans and studies.

iii) Evaluation of Application with respect to Planning Policy Documents

Please note that any development proposal which necessitates an amendment to the Township's Official Plan and comprehensive Zoning By-law must be consistent with the Provincial Policy Statement; conform with either the Oak Ridges Moraine Conservation Plan or the Greenbelt Plan depending on the location of the site; and conform with the Greater Golden Horseshoe Growth Plan, the Durham Region Official Plan and in the case of a zoning by-law amendment, the Township's Official Plan. The application form requires submission of information which addresses these requirements, therefore, prior to making application for an Official Plan or Zoning By-law amendment, proponents should determine how these documents relate to the proposal.

iv) Number of Copies

The application must be completed in duplicate by the registered owner(s) of the property or his/her agent and returned to the Township Clerk. In addition, a minimum of 15 (fifteen) copies of all required materials, plans and studies will be submitted with the application. The applicant will be advised in the Pre-consultation meeting of the specific number required.

v) Owner's Authorization

Where an application is being made by an agent, the written authorization of the owner(s) must accompany the application. An authorization form has been included as part of the attached application form.

vi) Fees

**Until the required fees are submitted, including any fees required by the Region of Durham and the relevant Conservation Authority, the Township will refuse to accept or further consider the application in accordance with the provisions of Section 22(6 and 6.1) and 34 (10.3 and 10.4) of the Planning Act. If the fees are paid by cheque (other than a certified cheque) the date of receipt of the application will be the date that the cheque(s) is cleared for payment by the Township's financial institution. The required fees include:**

- a) The Township's fees for an Official Plan Amendment application and a Zoning By-law Amendment application are set out in the attached Fee Schedule (See Appendix C). A separate cheque or money order payable to the Township of Uxbridge should be submitted for the Township's fees.
- b) The Region of Durham also charges a fee for the evaluation of official plan and zoning by-law amendment applications. In addition, the Durham Region Health Department charges an additional fee for a review of applications on private services. The current fees should be determined from the Region's website ([www.durham.ca](http://www.durham.ca)) or by contacting the Regional Planning Department at 905-436-6612 and the Region's Health Department 1-888-777-0613 ext. 2188. Separate cheques or money orders payable to the Regional Municipality of Durham should be submitted for each of the Region's fees.
- c) If the subject lands are within an area of interest or adjacent to lands owned by one of the Conservation Authorities which have jurisdiction in the Township, a fee will be required by the relevant Conservation Authority to review the application. The need for review by a Conservation Authority will be determined as part of the Pre-consultation process. Where a review is required, the current fees should be determined from the website of the applicable Authority or by contacting them directly. A separate cheque or money order payable to the applicable Conservation Authority, should be submitted for the Authority's fees.

### **3. Initial Evaluation of Application**

#### **i) Evaluation Purpose and Schedule**

In accordance with the provisions of Sections 22(6 and 6.1) and 34 (10.3 and 10.4) of the Planning Act, once the application has been submitted with the required fees, the Township is required to undertake an initial evaluation of the application to determine whether the information required by Sections 22(6 and 6.1) and 34 (10.1 and 10.2) of the Planning Act have been submitted. This evaluation is required to be completed within 30 days after the payment of the required fees. As soon as the evaluation is complete, the Township is required to notify the applicant of the status of the application (i.e. whether it is deemed to be complete or not).

#### **ii) Signage**

If the application is deemed complete, the applicant will be directed, as part of the affirmative notice provided by the Township, to place a sign(s) on the property, in accordance with the Sign Policy of the Township. A copy of the Sign Policy is found in Appendix D. When the specific wording of the sign has been approved by the Township Clerk, it shall be erected on the site in the location(s) directed by the Clerk prior to the issuance of the notice of complete application.

#### **iii) A Complete Application**

If the Township deems the application to be complete they are required to issue a public notice of the application to persons and public bodies prescribed by Planning Act regulation, in accordance with Sections 22(6.2) and 34(10.7) of the Act. The notice is required to be issued within 15 days after the applicant is notified that the application is complete. The Township is also required at that time to make the information and material provided as part of the application public.

#### **iv) Incomplete Application**

If the Township deems the application to be incomplete, the applicant may provide the additional information requested by the Township, or appeal to the Ontario Municipal Board within 30 days of a negative notice in accordance with the Sections 22(6.2) and 34 (10.5) of the Planning Act.

### **4. Detailed Evaluation and Decision with respect to Application**

The Township's objective is to complete the processing, and make a decision with respect to applications for Official Plan amendments and related Zoning By-law amendments within 180 days after receipt of the application and required fees by Township Clerk. To assist in achieving the objective, the Township will as soon as possible, once the application is deemed complete:

- i)** Circulate the application and related material for comments internally to Township departments and consultants, and externally to relevant public agencies
- ii)** Consider whether the applicant should formally present the application to Planning Committee, and if so arrange for such a presentation at regular Committee meeting.
- iii)** Schedule the formal public meeting as soon as possible in accordance with the provisions of the Planning Act which require a minimum of 20 days notice. At the public meeting, the proponent will be required to present the details of the proposal.
- iv)** Following the public meeting, Township staff or consultants will prepare a planning report. The Planning Committee will consider the report, the public input, as well as the comments of staff, consultants and agencies prior to making a formal recommendation to Township Council who will make the decision with respect to the application.

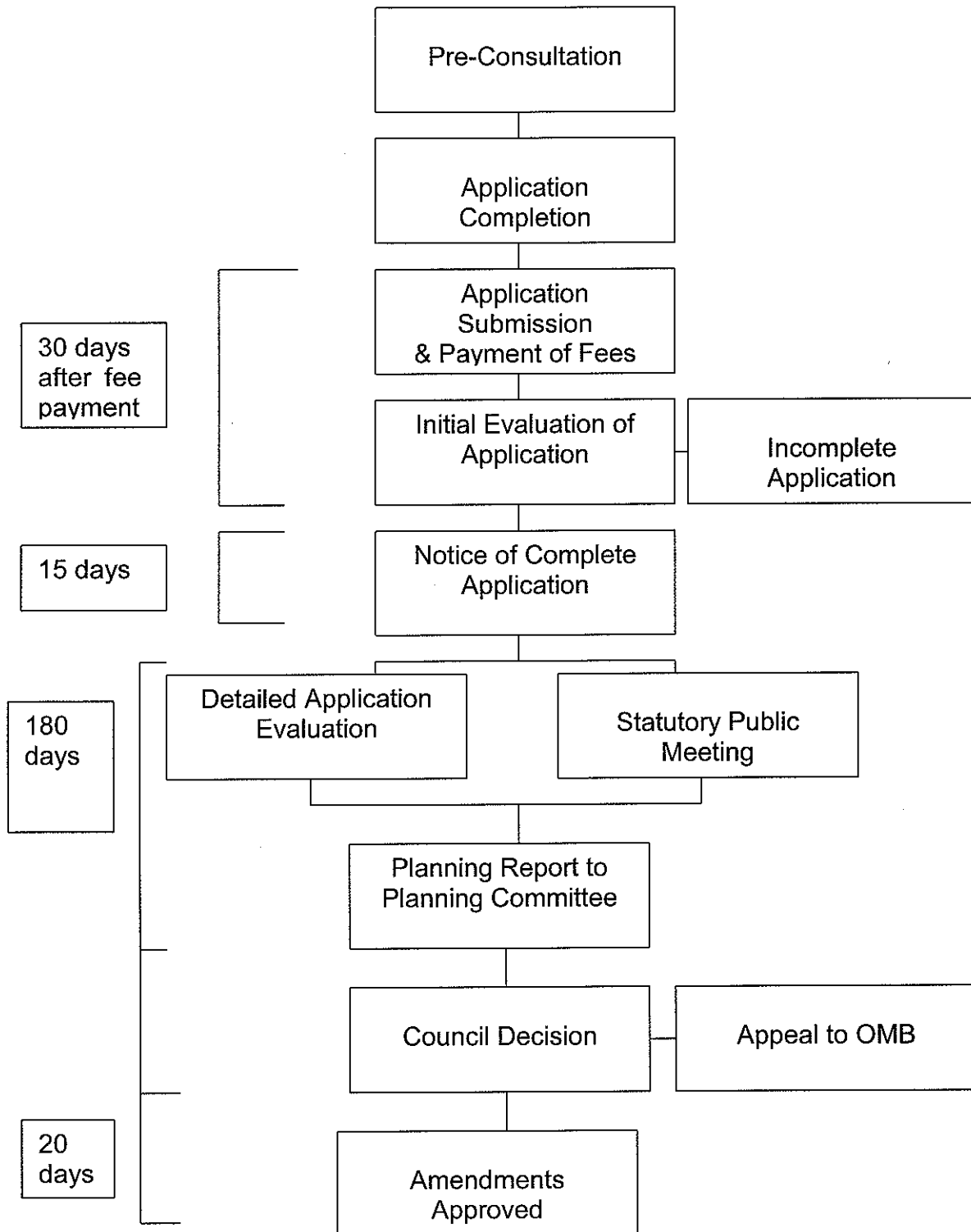
**5. Approval of Application**

If the application is approved by Council, an Official Plan amendment and a Zoning By-law amendment will be prepared and submitted to Council for adoption. Following adoption of the amendments by Township Council, notice of its passage must be given within 15 days in accordance with Sections 17(23) and 34 (18) of the Planning Act. If the amendments are not appealed to the Ontario Municipal Board within 20 days of notice having been given, the Official Plan amendment, or that part which is not subject to appeal, shall come into effect after the last day for filing a notice of appeal. The Zoning By-law will come into force on the day it was passed, unless the amendment to the official plan is not in effect, in which case the by-law shall not be deemed to have come into force on the day it was passed until the amendment to the official plan comes into effect. If an objection to either or both amendments is filed with the Township, an Ontario Municipal Board (OMB) hearing is required. The timing of such a hearing is determined by the OMB.

**6. Denial of Application**

If the application is not approved by Council, notice of refusal must be given within 15 days in accordance with Sections 22(6.6) and 34 (10.9) of the Planning Act. The applicant, or any person who requested notice, or any prescribed person or public body may appeal the refusal to the Ontario Municipal Board.

**FIGURE 1**  
**Summary: Application Process**



**Appendix A**

**Pre-consultation Form**



**THE CORPORATION OF THE TOWNSHIP OF UXBRIDGE**

**PRE-CONSULTATION FORM**

**(Applicant to complete the following in conjunction with Development Services staff at the Pre-consultation Meeting and submit with application)**

For Township Use Only		
Township File Number :	Date of Receipt of request for Pre-consultation meeting:	Date of Pre-consultation meeting:

***PLEASE TYPE OR USE BLACK INK FOR REPRODUCTION PURPOSES. WHERE ADDITIONAL SPACE IS REQUIRED PLEASE ADD PAGES AT THE BACK OF THE FORM IDENTIFIED BY THE SECTION NUMBER.***

**1. Specify (x) the type of application being submitted:**

- Official Plan Amendment ( )      Official Plan and Zoning By-law Amendment ( )  
 Zoning By-law Amendment ( )      Removal of Holding ( )      Temporary Use ( )  
 Site Plan Application ( )      Minor Variance ( )      Consent ( )  
 Plan of Subdivision ( )      Plan of Condominium ( )      Hamlet Plan Amendment ( )

**2. Name of Applicant:** \_\_\_\_\_ **Tel No.:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Fax No.** \_\_\_\_\_  
**Postal Code:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**3. Description of land for which application is being made.**

(a) Legal description (Lot, Concession, Registered Plan and/or Reference Plan):

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(b) Municipal Address (Street and Number):

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(c) Frontage                      Depth                      Hectare

**4. Existing land use:**

(a) What are the existing use(s) of the subject land?

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(b) Are there any existing buildings on the subject lands?                      Yes                      No

**5. Proposal**

**Please describe the nature of the application and proposed development and provide any preliminary plans which are available.**

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6. **Materials, Plans and Studies (Also refer to Parts D and E of application forms)**

# OF COPIES	SUBMISSION REQUIREMENTS		AT SUBMISSION	DURING PROCESS	DATE PROVIDED
	Drawings and Reports Required	Paper Form Digital Form			
	<b>ALL APPLICATIONS</b>				
	Detailed Sketch				
	Sign Requirement				
	Photo of Sign on Property				
	Confirmation of Servicing Capacity				
	Servicing options statement				
	Hydrogeological report				
	Hydrogeological sensitivity certification				
	Preliminary stormwater management plan				
	Stormwater management study				
	Top-of-bank demarcation				
	<b>UXBRIDGE URBAN AREA AND COPPINS CORNERS SEC. PLAN AREAS</b>				
	Survey				
	Development Plans				
	Building Elevations				
	Site grading and drainage plans				
	Landscaping plans				
	Plans illustrating integration with NHS				
	Tree analysis				
	Noise Impact Study				
	Vibration Study				
	Heritage Impact Statement				
	Archaeological Resource Assessment				
	Land use Compatibility				
	Phase I assessment in accordance with MOE Guidelines for Use at Contaminated Sites				
	Phase II assessment				
	Traffic Impact Analysis				
	Air quality analysis				
	<b>UXBRIDGE URBAN AREA</b>				
	Functional servicing study				
	Master Drainage Study or stormwater study(Sec. 2.7.4 x))				
	Market impact study				
	Corridor Commercial Area submission requirements (Sect. 2.5.17.3.6				
	Employment Area submission requirements (Sect. 2.5.19.5.2)				

# OF COPIES	SUBMISSION REQUIREMENTS		AT SUBMISSION	DURING PROCESS	DATE PROVIDED
	Drawings and Reports Required	Paper Form			
	Recreational Mixed Use submission requirements (Sec. 2.5.4.3.1 ii)				
	Brock St. Mixed Use Area submission requirements (Sects. 2.5.26.4.1 iii ,iv and v and 2.5.26.4.2)				
	<b>COPPINS CORNERS</b>				
	Additional servicing or engineering studies (Sec. 5.2 and 5.7.3)				
	Stormwater management plan and associated landscaping plan (Sec. 5.7.3 x))				
	Community and design guidelines (Sec. 5.7.3 xv)				
	<b>RURAL AND HAMLET AREAS/OAK RIDGES MORAINE</b>				
	All studies required by the Regional Plan and the Oak Ridges Moraine Conservation Plan				
	<b>RURAL AND HAMLETS AREAS/GREENBELT</b>				
	All studies required by the Regional Plan and Greenbelt Plan				
	<b>OTHER STUDIES*</b>				

**\*NOTE: Additional studies may be required. These may be identified at the Pre-consultation meeting or during the processing of the application, depending on the issues identified and the information required as the application proceeds through the application process. However, where the application is for the removal of a Holding ‘H’ symbol the requirements shall only be those necessary to address the conditions established in the Zoning By-law for the removal of the ‘H’.**

**NOTICE OF COLLECTION  
MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT**

Personal information collected on this form is collected under the authority of the *Planning Act* as amended, and will be used to assist in making a decision on this matter. All names, addresses, opinions and comments will be made available for public disclosure. Questions regarding this collection should be forwarded to The Manager, Development Services, Township of Uxbridge, 51 Toronto Street South, P.O. Box 190, Uxbridge, Ontario L9P 1T1, telephone 905-852-9181

**Appendix B**  
**Application Form**



**THE CORPORATION OF THE TOWNSHIP OF UXBRIDGE**

**OFFICIAL PLAN AND ZONING BY-LAW AMENDMENT APPLICATION**  
(under Sections 22 and 34 of the Planning Act)

For Township Use Only				
Township File Number:	Date of Receipt:	Payment of Required Fees:	Completion Initial Evaluation:	Date Circulated (if application deemed complete):

**PLEASE TYPE OR USE BLACK INK FOR REPRODUCTION PURPOSES. WHERE ADDITIONAL SPACE IS REQUIRED PLEASE ADD PAGES AT THE BACK OF THE APPLICATION IDENTIFIED BY THE SECTION NUMBER.**

**IF THE APPLICATION IS FOR AN OFFICIAL PLAN AMENDMENT ONLY, WITH NO AMENDMENT TO THE ZONING BY-LAW, DO NOT COMPLETE SECTIONS WHICH ARE ASTERISKED**

**PART A: PRESCRIBED INFORMATION UNDER SECTIONS 22(4) AND 34(10.1) OF THE PLANNING ACT AND RELATED MATTERS**

**1. Specify (x) the type of application being submitted:**

Township of Uxbridge Official Plan Amendment ( )      Zoning By-law Amendment ( )

**2. Date of Application Submission:** \_\_\_\_\_

**3. Name of Owner:** \_\_\_\_\_ Tel No.: \_\_\_\_\_

Address: \_\_\_\_\_ Fax No: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Email: \_\_\_\_\_

**4. Name of Applicant:** \_\_\_\_\_ Tel No.: \_\_\_\_\_

Address: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Email: \_\_\_\_\_

5. Name of Authorized Agent (if any): \_\_\_\_\_

Address: \_\_\_\_\_ Tel No.: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Email: \_\_\_\_\_

6. Please specify (x) to whom all communication should be sent:

Owner ( )                      Applicant ( )                      Agent ( )

\*7. Names and Addresses of the holders of any mortgages, charges or other encumbrances in respect of the subject property (if known):

	Name	Address
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____

8. Description of land for which application is being made.

(a) Legal description (Lot, Concession, Registered Plan and/or Reference Plan):

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

(b) Municipal Address (Street and Number):

\_\_\_\_\_

(c) Frontage \_\_\_\_\_ m    Depth \_\_\_\_\_ m    Area \_\_\_\_\_ ha

\*9. Existing land use:

(a) What are the existing use(s) of the subject land?

\_\_\_\_\_

(b) Are there any existing buildings on the subject lands?      Yes      No

**If yes:**

Type of Building / Structure	Date Constructed	Setbacks (metric)			Height (metric)	Dimensions or Floor Area (metric)
		Front Lot Line	Rear Lot Line	Side Lot Line		

(c) If known:

Date the subject land was acquired by the current owner \_\_\_\_\_

Date any existing buildings/structures on the subject lands were constructed \_\_\_\_\_

Length of time the existing uses of the subject land have continued \_\_\_\_\_

**10. Proposed Changes**

(a) The uses proposed for the subject lands \_\_\_\_\_

(b) Are there any buildings or structures proposed to be built on the subject lands?

Yes                  No

**If yes:**

Type of Building / Structure	Setbacks(metric)			Height (metric)	Dimensions or Floor Area (metric)
	Front Lot Line	Rear Lot Line	Side Lot Line		

(c) Please describe the purpose of the proposed Official Plan amendment.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(c) Does the proposed amendment to the Official Plan change, replace or delete a policy in the Plan? If so, please identify the policy or policies and describe the general nature of the proposed change. In addition, a copy of the proposed changes should be attached to the application.

\_\_\_\_\_

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\_\_\_\_\_

- (e) Does the proposed amendment to the Official Plan propose to add a policy to the Plan? If so please describe the purpose of the amendment in general terms and attach a copy of the policy to the application.

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- (f) What is the current designation of the subject land in the Official Plan and the land uses that the designation authorizes?

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- (g) Does the proposed amendment change or replace a designation in the Official Plan and, if so what is the designation to be changed or replaced? A copy of the requested schedule and related text should be attached to the application.

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- \* (h) Current Zoning: \_\_\_\_\_

- \* (i) Nature and extent of the rezoning requested:

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- (j) If the requested amendment alters all or any part of the boundary of an area of settlement or establishes a new area of settlement, identify the current official plan policies, dealing with the alteration or establishment of an area of settlement.

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- (k) If the requested amendment removes the subject land from an area of employment, the current official plan policies, dealing with the removal of land from an area of employment.

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\* (i) If the subject land is within an area where the Township has predetermined the minimum and maximum density requirements or the minimum or maximum height requirements in the Official Plan, what are the relevant requirements and a statement as to how the proposal conforms to them.

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\* (j) If the subject land is within an area where zoning with conditions may apply, an explanation of how the application conforms to the official plan policies relating to zoning with conditions:

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**11. Previous Applications**

(a) Whether the subject land or land within 120 metres is the subject of an application by the applicant under the Planning Act for:

(i)	a minor variance	Yes	No
(ii)	a consent	Yes	No
(iii)	official plan amendment	Yes	No
(iv)	a zoning by-law	Yes	No
(v)	Minister's zoning order	Yes	No
(vi)	plan of subdivision	Yes	No
(vii)	site plan	Yes	No

If the response to any of subsections (i) through (vii) is "Yes", the following information about each application should be provided as an attachment to this application:

- (i) file number;
- (ii) name of the approval authority considering the application;
- (iii) the land it affects;
- (iv) its purpose;
- (v) its status; and,
- (vi) its effect on the requested official plan amendment.

\*(b) If known, whether the subject land has ever been the subject of a previous application under the Planning Act for approval of a plan of subdivision or for a consent:

Yes                      No

If yes, File #: \_\_\_\_\_ status of application: \_\_\_\_\_

\*(c) If known, whether the subject land has ever been the subject of a previous application under section 34 of the Planning Act:

Yes                      No

If yes, File #: \_\_\_\_\_ status of application: \_\_\_\_\_

\*(d) If known, whether the subject land has ever been the subject of a Minister's Zoning Order:

Yes                      No

If yes, Ontario Regulation #: \_\_\_\_\_

**12. Proposed Servicing**

Complete the following in full, including whether all identified technical information requirements are attached. Before undertaking any action consult with appropriate authorities to determine details.

**(a) Water Supply**

Service Type	Development Proposed	Yes/No	Studies Required Now	Attached
Municipal piped water system	Any development on municipal services		Confirmation of service capacity will be required during processing	
Municipal/Private communal water system	More than 5 lots/units and non residential where water used for human consumption		Servicing options statement and hydrogeological report	
	5 or less lots/units and non residential where water used for human consumption		Hydrogeological sensitivity certification	
Individual private wells	More than 5 lots/units and non residential where water used for human consumption		Servicing options statement and hydrogeological report	
	5 or less lots/units and non residential where water used for human consumption		Hydrogeological sensitivity certification	
Other	To be described by applicant		To be determined	

**(b) Sewage Disposal**

Service Type	Development Proposed	Yes/No	Studies Required Now	Attached
Municipal piped sewage system	Any development on municipal service		Confirmation of service capacity will be required during processing	
Municipal/Private communal sewage system	More than 5 lots/units or more than 4500 litres per day effluent		Servicing options statement and hydrogeological report	
	5 or less lots/units or less than 4500 litres per day effluent		Hydrogeological sensitivity certification	
Individual private septic systems	More than 5 lots/units or more than 4500 litres per day effluent		Servicing options statement and hydrogeological report	
	5 or less lots/units or less than 4500 litres per day effluent		Hydrogeological sensitivity certification	
Other	To be described by applicant		To be determined	

**\*(c) Storm Drainage**

Service Type	Development Proposed	Yes/No	Studies Required Now	Attached
Piped Sewers	Any development or piped service		Preliminary stormwater management plan. Stormwater management study may be required during application processing.	
Ditches	Any development or non-piped service			
Swales	Any development or non-piped service			
Other				

**\*(d) Property Access**

Is access provided by:

- Provincial Highway ( )      Municipal Road ( )      Regional Road ( )  
 Private Road ( )      Water ( )

*If access to the subject land is by water only, describe the parking and docking facilities used or to be used and the approximate distance of these facilities from the subject land and the nearest public road:*

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**11. Provincial Policy**

- (a) Is the requested amendment(s) consistent with policy statements issued under subsection 3(1) of the Planning Act? (explain)

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- (b) Are the subject lands within an area of land designated under any provincial plan or plans? (explain)

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If **yes** to (b), does the application conform to or not conflict with the applicable provincial plan or plans? (explain)

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6.3.1 Is there reason to believe that the site may have been contaminated by former uses on the site or adjacent sites? (i.e. gas stations, petroleum or other fuel stored on site or adjacent site)?

Yes

No

Last Year of Use \_\_\_\_\_

If **YES**, then an environmental investigation including all former uses of the site, and if appropriate the adjacent site is required. The study must be prepared by a qualified consultant.

Report attached? Yes

If **NO**, on what basis was this determined.

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**PART C: AFFIDAVITS REQUIRED AS PART OF THE PRESCRIBED INFORMATION UNDER SECTIONS 22(4) AND 34(10.1) OF THE PLANNING ACT AND RELATED MATTERS**

**1. CERTIFICATE - (to be signed by Owner, if Agent has been appointed)**

As of the date of this application, I am the registered Owner of the lands described in this application, and I have examined the contents of this application and hereby certify that the information submitted with the application is correct insofar as I have knowledge of these facts, and I concur with the submission of this application by

\_\_\_\_\_ of \_\_\_\_\_  
who I have appointed as my Agent.

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Signature of Owner

**2. AFFIDAVIT**

I, \_\_\_\_\_ of the \_\_\_\_\_ in the Region of \_\_\_\_\_  
solemnly declare that all the above statements contained herein and in all 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, and by virtue of the "The Canada Evidence Act".

DECLARED BEFORE ME AT \_\_\_\_\_  
in the \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_, 20

\_\_\_\_\_  
Registered Owner(s) or Agent

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

**NOTICE OF COLLECTION  
MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT**

Personal information collected on this form is collected under the authority of the *Planning Act* as amended, and will be used to assist in making a decision on this matter. All names, addresses, opinions and comments will be made available for public disclosure. Questions regarding this collection should be forwarded to The Manager, Development Services, Township of Uxbridge, 51 Toronto Street South, P.O. Box 190, Uxbridge, Ontario L9P 1T1, telephone 905-852-9181.

**\*PART D: MATERIALS REQUIRED AS PART OF THE PRESCRIBED INFORMATION UNDER SECTION 34(10.1) OF THE PLANNING ACT**

The Zoning Amendment Application must include a detailed sketch (in metric units) showing the following information (in some cases it may be appropriate to combine with a survey plan). Wherever possible, a digital file as well as a paper copy of the plan is required.:

- (a) boundaries and dimensions of the subject land;
- (b) 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;
- (c) 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,
  - i) are located on the subject land and on land that is adjacent to it, and;
  - ii) in the applicant's opinion, may affect the application;
- (d) the current uses of land that is adjacent to the subject land;
- (e) 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;
- (f) if access to the subject land will be by water only, the location of the parking and docking facilities to be used; and,
- (g) the location and nature of any easement affecting the subject land.

Further information and/or plans may be required after the application has been given a preliminary review by the Township staff and consultants.



**PART E: TOWNSHIP REQUIRED INFORMATION UNDER SECTIONS 22(5) AND 34(10.2) OF THE PLANNING ACT**

Fifteen (15) copies and one electronic PDF copy on a memory of the following materials, plans and studies identified in the Township Official Plan may be required to be submitted by the Township. A determination will be made at the Pre-Consultation meeting. Where materials, plans and/or studies are required, an application will only be considered complete upon their submission.

The following information and studies prepared at the applicant's expense, and carried out by a qualified professional as determined by the Township, and, at the Township's discretion, unless required by this Plan, retained by the Township, shall generally be submitted as a basis for evaluation of development applications in the Uxbridge Urban and Coppins Corners Secondary Plan areas:

i) Background Information

A plan of survey of the subject site identifying all existing significant trees, other significant landscape features, existing buildings and structures and contours.

ii) Plans

Plans, including, where applicable, site grading and landscaping plans, elevations, and other documentation:

- a) describing the proposed development and its relationship to the existing streetscape in particular building envelopes accesses and parking areas:
- b) demonstrating how stormwater, erosion and sedimentation will be controlled on site:
- c) describing proposed landscaping and any modifications to existing significant trees and landscaping; and,
- d) demonstrating how the development will be integrated with the Natural Heritage System established in Section 2.3 of this Plan.

iii) Natural Heritage System

Where the site includes or directly abuts lands designated on Schedule "B" to the Uxbridge Urban Area as part of the Natural Heritage System, proposals shall be evaluated in accordance with the information submission requirements of Section 2.3 of the Plan.

iv) Tree Analysis

Where new development is to occur on a piece of land which the Township identifies as having trees which may warrant preservation or replacement, a tree preservation and planting plan shall be developed either at the time of application or as a condition of approval at the direction of the Township.

Such a plan shall:

- a) address the nature and condition of the tree resources potentially affected by the development;
- b) provide recommendations for tree retention and removal based on the quality of the trees, species tolerance, proposed development impacts and opportunities for mitigation, as well as a program for replanting and vegetation enhancements for new development which impacts on tree stand; and,
- c) address the impact of the development on any abutting lands in the Environmental Constraint Area and Forest Area designations, and the woodlot management and edge/interior protection measures required to protect such areas during and after the initiation of construction.

Based on this analysis, controls will be placed on the trees to be removed, the amount and type of new landscaping to be provided on the site and related management and construction procedures through the Subdivision, Condominium or Site Plan Control Agreements.

v) Noise Impact Study

A noise impact study shall be carried out where residential uses or other sensitive uses, as defined by Ministry of the Environment guidelines, are proposed and the site is adjacent to a major noise source such as an arterial road, railway or industrial use.

Further, the requirements of the Ministry of the Environment guidelines, "Noise Assessment Criteria in Land Use Planning, October, 1995" or any successor thereto, with respect to the need for noise impact studies shall apply to new commercial, industrial or institutional development which is a potential major noise source, such as, but not limited to, uses which have associated with them on-going construction activity, outdoor heat rejection systems (including cooling towers) and outdoor exhaust fans, or other stationary noise sources such as railway yards, major truck stops, major hydro transformers, or natural gas compressors. Where required by the guidelines, a noise impact study shall be carried out to the satisfaction of the Township.

vi) Vibration Study

A vibration study shall be required at the request of the Region, the Township or the applicable railway where the site is within 75 metres (246 feet) of a railway right-of-way or an arterial road. Such a study shall be carried out to the satisfaction of the Township, in consultation with the appropriate government agency or railway.

Further, where new industrial development, which is a potential major source of vibration, such as metal forming industries including punch presses or drop forges, is proposed within 75 metres (246 feet) of existing residential development, a vibration study shall be carried out to the satisfaction of the Township.

vii) Heritage Impact Statement

Where the site includes a building of architectural and/or historical merit designated under the Heritage Act or is located in a designated Heritage District, a heritage impact statement, prepared by recognized professional(s) in the field, shall be required to be submitted to the Township. Such a study shall demonstrate to the satisfaction of the Township that:

- a) the proposal will not adversely impact the heritage significance of the property or the area in which it is located; or,
- b) demonstrate that it is not physically feasible to maintain the heritage building or structure.

viii) Archaeological Resource Assessment

Where there may be archaeological remains of prehistoric and historic habitation, or areas containing archaeological potential within a site, an archaeological assessment conducted by archaeologists licensed under the Ontario heritage Act shall be required. In addition, the provisions of the Cemeteries Act and its regulations shall be applied when marked and unmarked cemeteries or burial places are encountered during development, assessment or any activity.

ix) Land Use Compatibility

Where applicable, information or necessary studies shall be provided to assist in the establishment of a separation distance, having regard for the Ministry of the Environment guidelines "Compatibility Between Industrial Facilities and Sensitive Uses", between proposed development and potentially incompatible uses.

x) Stormwater Management

Where applicable, in accordance with Ministry of the Environment guidelines, a Master Drainage Plan shall be prepared, or the Township shall require a stormwater study.

xi) Soil Quality

The applicant must demonstrate that on-site soil quality is suitable for the proposed use. Where site remediation is required the Township shall be satisfied with respect to the implementation of remediation prior to development approval. Specifically, where the Township, other public body, or the applicant has identified potential site contamination, the Township shall require the applicant to complete a Phase 1 assessment, in accordance with the Ministry of the Environment's Guidelines for Use at Contaminated Sites in Ontario. The Phase 1 assessment will be reviewed by the Township to ensure there is no contamination prior to the granting of any development approvals. If there is evidence of contamination, the applicant will be required to submit a Phase 2 assessment in accordance with the Ministry of the Environment's Guidelines. If the site is found to be contaminated, the Township shall require the applicant to submit a Ministry of the Environment acknowledged Record of Site Condition to

the Township to verify site clean-up prior to the granting of a building permit.

xii) Traffic Impact Analysis

Where the Township has identified concerns with traffic impacts, a traffic impact analysis carried out by a qualified transportation engineer shall be required.

xiii) Air Quality

Where the Township identifies concerns with impacts on air quality, appropriate studies by qualified professional(s) shall be required.

In addition, the following studies may be required to be submitted in the Uxbridge Urban Area as set out in Section 2 of the Official Plan:

Functional Servicing Study	Section 2.2.3.2
Market Impact	Section 2.5.17.3.1 i)
Corridor Commercial Area Development	Section 2.5.17.3.6
Employment Area Development	Section 2.3.19.5.2 (up to end of first ii)
Recreational Mixed Use Development	Section 2.5.24.3.1 ii)
Brock St. Mixed Use Area	Section 2.5.26.4.1 iii), iv), v) & Section 2.5.26.4.2

Coppins Corners Secondary Plan

In addition to other requirements of the Secondary Plan, Section 5.2 Servicing Strategy includes detailed submission requirements as does Section 5.7.3 xiv) and urban design guidelines are required in accordance with Section 5.7.3 xv).

**Appendix C**

**Fee Schedule**

**FEE SCHEDULE FOR OFFICIAL PLAN AND ZONING BY-LAW AMENDMENT APPLICATION**  
**(made payable to the Township of Uxbridge except where noted)**

(a) Official Plan Amendment	\$3,765.00 Plus all external costs
(b) Hamlet Plan Amendment	\$1,83000 Plus all external costs
(c) Minor Zoning Amendment (temporary use)	\$2,475.00 Plus all external costs
(d) Minor Zoning Amendment (single lot	\$3,955.00 Plus all external costs
(e) Major Zoning Amendment	\$7,220.00 Plus all external costs
(f) Township Fire Department Review Fee	\$250.00
(g) Durham Region Planning Review	In accordance with their fee schedule
(h) Conservation Authority	In accordance with their fee schedule
(i) Durham Region Health Department Review (required only for a lot with existing or proposed Private Servicing)	In accordance with their fee schedule

**Appendix D**  
**Signage Requirements**

**SIGN POLICY  
DEVELOPMENT PROPOSALS  
TOWNSHIP OF UXBRIDGE**

In accordance with the provisions of Planning Act and the Ontario Regulations promulgated thereunder it shall be the policy of the Township of Uxbridge that signs shall be erected at the direction of the Township for the following types of development applications:

- (a) Zoning By-law amendments for a specific parcel of land.
- (b) Official Plan Amendments to either the Township's Official Plan or the Durham Region Official Plan when dealing with a specific parcel of land.
- (c) Plans of Subdivision and condominium proposals.
- (d) Amendments to Hamlet Development Plans for a specific parcel of land.

Development signs shall be approved by the Township Clerk and shall be erected by the applicant when directed by the Township Clerk. The Township shall not process the application or set a date for a public meeting until the sign has been erected.

The development sign shall conform to the following specifications:

1. **SIZE:** A development sign shall be approximately 4 feet by 4 feet in size. Each sign shall not be less than 6 feet in height, but not more than 7 feet in height, measured from the ground to the top of the sign, and shall be fastened to two (2) iron T bars, securely anchored in the ground.
2. **LOCATION:** The development sign shall be posted on the building line, but not more than 25 feet from the street line, midway between opposing lot lines, and one sign shall be erected on each street frontage of the subject property. The sign shall not be erected on Municipal property or on the right-of-way of any public highway.
3. **MAINTENANCE AND REMOVAL:** The development sign(s) erected shall be maintained by the applicant to the satisfaction of the Township of Uxbridge, until a decision has been rendered on the application by Regional or Township Council, and any amendment enacted has been approved by the Minister of Municipal Affairs and the Ontario Municipal Board, as necessary. The applicant shall remove the sign, at his own expense, within seven (7) days after the matter has been dealt with by Township or Regional Council, the Minister of Municipal Affairs or the Ontario Municipal Board, as the case may be.
4. **MATERIALS:** Development signs shall be constructed of 1/2 inch plywood (good one side, or better grade) and shall be supported by a minimum of two uprights.
5. **COLOURS:** Development signs shall have black lettering on a white background.
6. **LETTERING:** Letters shall be a minimum of 2 inches in height. All letters shall be upper case.
7. **TITLE:** The title shall be underlined and shall have letters a minimum of 4 inches in height and must contain the word "NOTICE".



8. **WORDING:**

The text of the notice shall contain the following information:

"An application has been submitted to the Township of Uxbridge to permit  
\_\_\_\_\_ on this property."

In addition the sign shall state the name and telephone number of the owner and/or the owner's agent if applicable.

The sign shall also direct inquiries to the Township Clerk - Telephone 852-9181.

The wording of the sign must be approved by the Township Clerk prior to the erection of the sign(s).