

Schedule "A"
to
By-Law No. 1945

**Township of Hornepayne
Planning Application Forms**

1. Definitions

- 1.1 "Council" means the Council of Corporation of the Township of Hornepayne.
- 1.2 "Person" means an individual, firm, partnership, incorporated company, trust, association, or any other legal entity or representative of a person to whom the same can apply in law.
- 1.3 "Municipality" means the Corporation of the Township of Hornepayne and may also be referred to as the "Township".
- 1.4 "Chief Administrative Officer" means the individual appointed by Council as the Township's Chief Administrative Officer in accordance with the Section 229 of the *Municipal Act*.

2. Development Application

Any person intending to submit development applications as noted in Section 3 of this By-Law is hereby required to consult in accordance with By-Law No. 1939, submit a development application in the Township's prescribed format, pay all applicable fees and submit all plans, drawings, reports, studies, information, and other materials as identified by the Township and the *Planning Act*.

3. Types of Developments

The types of developments that require the submission of a development application as noted in Section 2 of this By-Law, include:

- Official Plan Amendments;
- Zoning By-law Amendments (including lifting of a holding designation 'h');
- Site Plan Control;
- Plan of Subdivision;
- Plan of Condominium;
- Part Lot Control;
- Any combination of the above; or
- Any other *Planning Act* application identified by the Chief Administrative Officer

4. Incomplete Application

The Township shall not deem a planning application complete and shall not process a planning application until the applicant provides the required development application form(s), fees and required plans, drawings, reports, studies, information, and other materials as identified by, and to the satisfaction of the Township.

5. Form(s)

The Chief Administrative Officer is authorized to prepare, edit, and update the Township's development application form(s) as may be required to ensure efficient and effective processing and administration of planning applications.

6. Interpretation

The Chief Administrative Officer is authorized to resolve any conflict or ambiguity regarding the interpretation or applicability of this By-Law.

7. Severability

Should a court or tribunal of competent jurisdiction declare a part or whole of any provisions of this By-Law to be invalid, or of no force and effect, the provision or part is deemed severable from this By-Law. It is the intention of Council that the remainder survives and be applied and enforced in accordance with its terms to the extent possible under the law.

8. Validity Conflicts

Where a provision of this By-Law conflicts with the provisions of another By-Law, Act or Regulation in force within the Township, the provisions that establish the higher standards shall prevail.

Appendix A

Fees Payable at Time of Development Application*			
Y/N	Description	Fees	Fee Payable
	Zoning By-law Amendment Application (**Fees plus Peer Review Costs - \$5000 deposit required when peer review is required - full cost recovery)	\$1,750	
	Lifting of Holding (h) Zoning By-law	\$1,000	
	Official Plan Amendment Application (**Fees plus Peer Review Costs - \$5000 deposit required when peer review is required - full cost recovery)	\$1,750	
	Combined Official Plan and Zoning by-law Amendment (**Fees plus Peer Review Costs - \$5000 deposit when peer review is required - full cost recovery)	\$2,500	
	Site Plan Control Application (**Fees plus Peer Review Costs - \$5000 deposit required - full cost recovery)	\$1,450	
	Draft Plan of Subdivision Application (**Fees plus Peer Review Costs - \$10,000 deposit required - full cost recovery)	\$2,000	
	Draft Plan of Subdivision or Condominium Agreement Amendment (**Fees plus cost recovery including legal, registration and other applicable fees)	\$750	
	Draft Plan of Subdivision Extension - required annually	\$750	
	Red Line Changes to Draft Plan of Subdivision	\$500	
	Draft Plan of Condominium Application (**Fees plus Peer Review Costs - \$5,000 deposit required - full cost recovery)	\$2,000	
	Part Lot Control (per by-law) or amendment to Part Lot Control by-law for extension	\$600	
	Lifting of reserves - per part or block (**Fees plus cost recovery including legal, registration and other applicable fees)	\$400	
	Total Payable at Development Application Stage		

* The fees listed above are applicable to new planning application submissions. Additional fees will be applied during review and/or at agreement registration as may be deemed applicable by the Township.

** The deposit is to be applied to legal and peer review services contracted by the Township to process the application. The proponent is responsible for all legal and peer reviews services fees on a cost recovery basis. Should the deposit exceed total final costs of fees, the proponent will be reimbursed the remaining deposit. Should the fees exceed the deposit, the legal and peer reviews services will be placed on-hold until the proponent provides a second deposit to off-set the costs of the services.

***Fees owing must be paid in advance of final step(s).

Appendix B
Township of Hornepayne
Development Application Form

Application is being made for the following planning applications (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Official Plan Amendment | <input type="checkbox"/> Zoning By-law Amendment |
| <input type="checkbox"/> Site Plan Control | <input type="checkbox"/> Plan of Subdivision |
| <input type="checkbox"/> Plan of Condominium | <input type="checkbox"/> Part Lot Control |
| <input type="checkbox"/> Lifting of Reserve | |

Site Address:
(or location)

Applicant / Agent Information

Name:

Mailing Address:

Telephone: Email:

Registered Property Owner Information Same as above

Name:

Mailing Address:

Telephone: Email:

Property Details

Property Legal Description:

What is the property currently used for, including any existing buildings?

Lot frontage (m):

Lot depth (m):

Lot area (m²):

Are there any known easements, rights-of-way, or restrictive covenants affecting the subject lands?

Yes No Unknown

If yes, please provide the instrument number(s), and description of each easement and/or covenant and its effect below.

Proposal Details:

Are/is the application(s) for Official Plan Amendment / Zoning By-law Amendment / Draft Plan of Subdivision / Draft Plan of Condominium consistent with the current Provincial Policy Statement?

Yes No

Does the proposal remove lands from any Employment areas?

Yes No

Has the applicant consulted with First Nations regarding potential cultural heritage resources including heritage sites or burial grounds?

Yes No

Do the subject lands have any known cultural heritage resources that involve First Nations heritage sites or burial grounds?

Yes No Unknown

Are the subject lands located within 500m of an open, closed, or inactive Waste Management Site?

Yes No Unknown

I/We have applied for and attended a pre-application consultation with the Township of Hornepayne:

Yes Date of meeting Click or tap to enter a date. No

Declaration of Landowner(s):

I/We _____ do solemnly declare that:

1. As of the date of this application, I/we am/are the registered owner of all the lands described in the application.

Signature _____ Date Click or tap to enter a date.

2. As of the date of this application, I/we am/are **NOT** the registered owner of all the lands described in the application. I/we confirm that all owners of the lands described in the application (enumerated in the attached list) have been notified of the application being made on their properties. I/we include the permissions of those landowners whose signatures are affixed immediately below and, in respect of any lands that may be owned by the Township of Hornepayne, I/we attach a letter of consent from the Township of Hornepayne, in its capacity as landowner, to include its lands in this application:

Name of landowner _____

Address of landowner _____

Signature _____ Date Click or tap to enter a date.

Name of landowner _____

Address of landowner _____

Signature _____ Date Click or tap to enter a date.

Please Note: If more space is needed for additional landowners, please attach a separate sheet. A comprehensive list identifying each property included in the lands described in the application must also be attached, together with the name and address of the property owner notified and an indication as to whether, or not the owner has furnished permission for the application. Those owners indicated on the list as having furnished permission, must also have their signatures affixed above.

Authorization of Agent

I/We _____ authorize _____

to act as our agent and sign the application form to the Township of Hornepayne on my/our behalf for the lands described/known as:

Name of landowner _____ Signature _____

Date Click or tap to enter a date.

Name of landowner _____ Signature _____

Date Click or tap to enter a date.

Signature of signing Officer(s) of the Corporation _____

Date Click or tap to enter a date.

Signature of signing Officer(s) of the Corporation _____

Date Click or tap to enter a date.

Declaration of the Applicant

I/we _____ do solemnly declare that:

1. I/we have examined the contents of the application, certify that the information submitted with it is accurate and concur with the submission of the application.
2. Enclosed is the required fee, which I/we certify is accurate, and the prescribed information and supporting documentation required for each application. I/we agree to pay any further costs which may be determined as these applications are reviewed.
3. I/we have thoroughly read and understand that information contained in this form is collected pursuant to Section 1.0.1 of the *Planning Act*, R.S.O. 1990, c.P.13, as amended and shall be made available to the public. Information collected that may be requested by the applicant to be treated as confidential may be subject to release, notwithstanding a request to keep information confidential, in accordance with the *Municipal Freedom of Information Act*, R.S.O. 1990, c. M.56, as amended.

Applicant Signature _____ Date Click or tap to enter a date.

Owner Signature if different than applicant _____

Date Click or tap to enter a date.