



**CHECK LIST FOR APPLICATION SUBMISSIONS**

**Required for All Applications:**

- Application Form – for all applications Part A to be completed and affidavit signed, for Minor Variance and Zoning Amendment also include Part B, for Official Plan Amendments also include Part C.
- The minimum processing deposit(s), made payable to the Town of Prescott, shall be submitted at the time of the application.
- If applicable, three (3) copies of the sketch identified below, acceptable to the Town, accurately displaying the existing conditions and proposal for the subject land.
- One (1) copy of the Deed / Transfer of Land showing the current owner’s name and legal description of the subject property.
- One (1) copy of an Ontario Land Surveyors survey for the lands affected, if available. Copies of surveys, if they exist, may be obtained at the Land Titles Office in Brockville
- 2-3 Photos of the Site

*If there is any other information that you think may be of assistance to the municipality or other agencies in reviewing this application please attach a separate sheet with an explanatory note. Incomplete applications will not be accepted.*

**Required for Zoning By-law Amendment, Minor Variance, and Site Plan Applications:**

- A sketch drawn to scale showing the following:
  - i. The boundaries and dimensions of the subject land.
  - ii. The location, size and type of all existing and proposed buildings (including decks) and structures on the subject land, indicating the distance of the building or structure from the front yard lot line, rear yard lot line and the side yard lot lines.
  - iii. The location of well and septic system along with distance from lot lines and structures, if applicable.
  - iv. The approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may effect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, etc.
  - v. The current uses on land that is adjacent to the subject land.
  - vi. 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.
  - vii. If access to the subject land is by water only, the location of the parking and docking facilities to be used.
  - viii. The location and nature of any easement affecting the subject land.

**Additional Information Required for Site Plan Applications:**

- Front, side, rear sketches of new building elevations and floor plans with room sizes
- Proposed landscaping details (fences, hedges, lawn areas, buffer strips), driveways, parking areas and walkways (including their dimensions and surface treatment), proposed drainage and servicing details, as required by the Town.

*Please consult with the Town regarding specific site plan requirements. The Town reserves the right to request additional details upon review of the application.*

**REQUIRED FEES**

The fee for processing planning applications is an amount equal to the amount incurred by the municipality. Costs incurred by the municipality and/or Committee of Adjustment shall include but not be limited to Planner’s fees (**as contracted out on an hourly basis**), notice publication and internal administration fees, legal fees for site plan registration (if applicable), and Ontario Municipal Board fees and costs for planning / legal counsel (if applicable).

Notwithstanding the above, each application shall be accompanied by a deposit in the amount shown which shall be credited to the total cost of processing the application. **Outstanding balance, if any, will be billed to the Owner.**

- |  |                                       |
|--|---------------------------------------|
| <input type="checkbox"/> Zoning By-law Amendment | <b>\$ 1500.00</b>                     |
| <input type="checkbox"/> Official Plan Amendment | <b>\$ 2000.00</b>                     |
| <input type="checkbox"/> Minor Variance          | <b>\$ 500.00</b>                      |
| <input type="checkbox"/> Site Plan Application   | <b>\$ 750.00</b> (minor development)  |
| <input type="checkbox"/> Site Plan Application   | <b>\$ 1500.00</b> (major development) |



Prior to making application it is suggested the owner review the standard requirements as listed in the Zoning By-law, copies of which are available at [www.prescott.ca](http://www.prescott.ca) or at the Municipal Office.

*This application form must be accompanied by the submission requirements in order to be considered a complete application. See checklist attached. **Incomplete applications will not be processed until all information is provided.***

OFFICE USE ONLY	
Date Received:	Receipt No.
Application Fee:	File No.
Application Complete Yes [ ] No [ ]	Proposed Committee Meeting Date:

**PART A – Must be completed for ALL applications**

**CONTACT INFORMATION**

NAME/TITLE	MAILING ADDRESS & POSTAL CODE	PHONE NO. /FAX NO. /E-MAIL ADDRESS
Registered Owner(s)		Phone:
		Fax:
		Email:
Applicant / Agent		Phone:
		Fax:
		Email:

Please specify to whom all communications should be sent: owner  authorized agent

**DESCRIPTION OF THE SUBJECT LANDS AND SERVICING INFORMATION**

Property Information:

Civic Address (Street Name & Number) \_\_\_\_\_

Registered Plan No.: \_\_\_\_\_ Lot or Block No.: \_\_\_\_\_

Reference Plan No.: \_\_\_\_\_ Part No.: \_\_\_\_\_

Assessment Roll No: \_\_\_\_\_ Date acquired by current owner(s): \_\_\_\_\_

Lot Area: \_\_\_\_\_ (m<sup>2</sup>)

Lot Frontage: \_\_\_\_\_ (metres)

Lot Depth: \_\_\_\_\_ (metres)

Are there any easements or restrictive covenants affecting the subject land? Yes  No

If yes, please describe the easement or covenant and its effect: \_\_\_\_\_

\_\_\_\_\_



Type of access (check appropriate space)

- Provincial highway
- County road
- Municipal road
- Other public road (please specify) \_\_\_\_\_
- Private Road or Right-of-way
- Water access only (If water access only, describe the following:)

Parking and docking facilities: \_\_\_\_\_

Distance of these facilities from the subject land and nearest public road: \_\_\_\_\_

Type of water supply (check appropriate space):

- |  | Existing                 | Proposed                 |
|--|--------------------------|--------------------------|
| Publicly owned and operated piped water system:          | <input type="checkbox"/> | <input type="checkbox"/> |
| Privately owned and operated individual or communal well | <input type="checkbox"/> | <input type="checkbox"/> |
| Lake or other water body                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| Other means (please specify): _____                      | <input type="checkbox"/> | <input type="checkbox"/> |

Type of sewage disposal (check appropriate space):

- |   | Existing                 | Proposed                    |
|---|--------------------------|-----------------------------|
| Publicly owned and operated sanitary sewage system                            | <input type="checkbox"/> | <input type="checkbox"/>    |
| Privately owned and operated individual septic tank or communal septic system | <input type="checkbox"/> | <input type="checkbox"/> ** |
| Pit privy   | <input type="checkbox"/> | <input type="checkbox"/>    |
| Other means (please specify): _____   | <input type="checkbox"/> | <input type="checkbox"/>    |

Type of storm drainage (check appropriate space):

- |                                    | Existing                 | Proposed                 |
|------------------------------------|--------------------------|--------------------------|
| Sewers                             | <input type="checkbox"/> | <input type="checkbox"/> |
| Ditches                            | <input type="checkbox"/> | <input type="checkbox"/> |
| Swales                             | <input type="checkbox"/> | <input type="checkbox"/> |
| Other means (please specify) _____ | <input type="checkbox"/> | <input type="checkbox"/> |

\*\* if the development is serviced by a privately owned and operated individual or communal septic system and more than 4500 litres of effluent is produced per day as a result of the development, please attach a servicing options report and hydrogeological report.

**EXISTING LAND USE AND HISTORY OF THE SUBJECT LAND**

Existing Land Use: \_\_\_\_\_ Use of Adjacent Lands: \_\_\_\_\_

Length of time the existing uses have continued: \_\_\_\_\_ Previous Uses: \_\_\_\_\_

Existing Buildings/Structures: Yes  No  (If yes, please fill in the following section to describe each building/structure. If more space is required please attach additional pages)

Building/Structure No. 1

Type of building/structure: \_\_\_\_\_ Date Constructed: \_\_\_\_\_

Setbacks from: Front Lot Line: \_\_\_\_\_ (m) Rear Lot Line: \_\_\_\_\_ (m) Side Lot Lines: \_\_\_\_\_ (m)

From Water: \_\_\_\_\_ (m) From Road: \_\_\_\_\_ (m)

Height of building/structure: \_\_\_\_\_ (m)

Dimensions or floor area of building/structure: \_\_\_\_\_

Dimensions or floor area of decks/open porches: \_\_\_\_\_



Building/Structure No. 2

Type of building/structure: \_\_\_\_\_ Date Constructed: \_\_\_\_\_
Setbacks from: Front Lot Line: \_\_\_\_\_(m) Rear Lot Line: \_\_\_\_\_(m) Side Lot Lines: \_\_\_\_\_(m)
From Water: \_\_\_\_\_(m) From Road: \_\_\_\_\_(m)
Height of building/structure: \_\_\_\_\_(m)
Dimensions or floor area of building/structure: \_\_\_\_\_
Dimensions or floor area of decks/open porches: \_\_\_\_\_

PROPOSED SITE DEVELOPMENT

Proposed Land Use: \_\_\_\_\_

Proposed Buildings/Structures: Yes [ ] No [ ] (If yes, please fill in the following section to describe each building/structure. If more space is required please attach additional pages)

Building/Structure No. 1

Type of building/structure: \_\_\_\_\_ Height of building/structure: \_\_\_\_\_(m)
Setbacks from: Front Lot Line: \_\_\_\_\_(m) Rear Lot Line: \_\_\_\_\_(m) Side Lot Lines: \_\_\_\_\_(m)
From Water: \_\_\_\_\_(m) From Road: \_\_\_\_\_(m)
Dimensions or floor area of building/structure: \_\_\_\_\_
Dimensions or floor area of decks/open porches: \_\_\_\_\_

Building/Structure No. 2

Type of building/structure: \_\_\_\_\_ Height of building/structure: \_\_\_\_\_(m)
Setbacks from: Front Lot Line: \_\_\_\_\_(m) Rear Lot Line: \_\_\_\_\_(m) Side Lot Lines: \_\_\_\_\_(m)
From Water: \_\_\_\_\_(m) From Road: \_\_\_\_\_(m)
Dimensions or floor area of building/structure: \_\_\_\_\_
Dimensions or floor area of decks/open porches: \_\_\_\_\_

Estimated date of completion: \_\_\_\_\_ (month and year)

APPLICATION HISTORY

Is the subject land or any land within 120 metres of the subject land the subject of an application made by the applicant for approval of any of the following:

Table with 3 columns: Yes, No, Unknown, and 2 columns for application details (File No. and Status). Rows include Official Plan Amendment, Zoning By-Law Amendment, Subdivision Application, Site Plan Application, Consent (Severance) Application, Minor Variance Application, and Other (ie. Road Opening).

If the answer is YES, please attach a page and provide the following information: Name of Approval Authority; Lands affected by the application; Purpose of the application; and Effect of application on proposed amendment.



**PART B – Supplementary Information (ONLY required for applications to amend the Zoning By-law or for Minor Variance Applications)**

NAME/TITLE	TYPE OF INTEREST <small>(eg mortgage, charge, other encumbrance)</small>	MAILING ADDRESS & POSTAL CODE	PHONE NO.

Official Plan designation of the land is \_\_\_\_\_

Current zoning of the land is \_\_\_\_\_

Has the subject land ever been the subject of a zoning amendment application? Yes  No  Unknown

Has the subject land ever been the subject of a minor variance application? Yes  No  Unknown

What is the nature and extent of the rezoning or relief requested from the Zoning By-law?

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

Reason why the proposal cannot comply with the provisions of the Zoning By-law or reason rezoning requested.

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

If the application is to implement an alteration to the boundary of an area of settlement or to implement a new area of settlement, please indicate the details of the official plan or official plan amendment that deals with the matter:

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

If the application is to remove land from an area of employment (i.e. retail, office, warehousing, manufacturing uses), please indicate the details of the official plan or official plan amendment that deals with the matter.

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

If the subject land is within an area where zoning with conditions may apply, please provide an explanation of how the application conforms to the official plan policies related to zoning with conditions.

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

Is this application consistent with policy statements issued under subsection (3) of the Planning Act? Yes  No

Is the subject land within an area of land designated under any provincial plan or plans? Yes  No

If yes, does the application conform to the applicable provincial plan or plans: Yes  No



**PART C – Supplementary Information (ONLY required for applications to amend the Official Plan)**

Name of the Official Plan to be amended: Town of Prescott Official Plan

The approximate area of the land covered by the proposed amendment, if applicable and if known: \_\_\_\_\_(hectares)

Does the proposed amendment change, replace or delete a policy in the Official Plan? Yes  No

If the answer is yes, please provide the policy to be changed, replaced or deleted.

\_\_\_\_\_

Does the proposed amendment add a policy to the Official Plan? Yes  No

If the proposed amendment changes, replaces, deletes or adds a policy, please provide the purpose of the proposed amendment (Please attach additional pages if required).

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

If applicable, provide the current Official Plan designation of the land: \_\_\_\_\_

Land uses authorized in this designation: \_\_\_\_\_  
\_\_\_\_\_

Does the proposed amendment change or replace a designation in the Official Plan? Yes  No

If yes, please provide the designation to be changed or replaced: \_\_\_\_\_  
\_\_\_\_\_

Provide the land uses which would be authorized by the proposed Official Plan amendment: \_\_\_\_\_  
\_\_\_\_\_

Provide the text of the proposed amendment if a policy in the Official Plan is being changed, replaced or deleted or if a policy is being added.

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

If the proposed amendment changes or replaces a schedule in the Official Plan, provide the proposed schedule and text that accompanies the schedule.

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

If the requested amendment alters all or any part of the boundary of a settlement area or establishes a new area of settlement, please indicate the current official plan policies that deal with the alteration or establishment of an area of settlement:

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



If the application removes the subject land from an area of employment (i.e. retail, office, warehousing, manufacturing uses), please indicate the official plan policies that deal with the removal of land from an area of employment:

Blank lines for indicating official plan policies.

Is this application consistent with policy statements issued under subsection (3) of the Planning Act? Yes [ ] No [ ]

Is the subject land within an area of land designated under any provincial plan or plans? Yes [ ] No [X]

If yes, does the application conform to the applicable provincial plan or plans: Yes [ ] No [ ]

AFFIDAVIT OR SWORN DECLARATION

I \_\_\_\_\_ of the \_\_\_\_\_ in the County/District/Regional

Municipality of \_\_\_\_\_ make oath and say (or solemnly declare) that the information contained in this application is true and that the information in the documents that accompany this application is true.

Where the Town substantially supports the application, I, the Applicant, agree to reimburse the Town all costs occasioned as a result of processing this application including but not limited to independent legal, engineering and planning advice necessary to the completion and the performance of covenants contained in this Application and Ontario Municipal Board defence costs if an appeal of the decision is received.

I, the named Applicant, acknowledge and authorize the release of personal information contained on this Application Form, knowing that the planning process is an open and public process. I also authorize access to the site by Town officials for the purpose of site visit and proposal evaluation.

Sworn (or Declared) before me at the \_\_\_\_\_ of \_\_\_\_\_ in

the \_\_\_\_\_ of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Commissioner of Oaths (include stamp below)

Signature of Applicant/Solicitor or Authorized Agent

(Please note that if the applicant is a corporation, the application must be signed by a representative of the corporation and the corporation's seal must be affixed)

AUTHORIZATION (if applicable):

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form or the authorization set out below must be completed:

I/We \_\_\_\_\_, am/are the owner(s) of the land that

is the subject of this application and I/we authorize \_\_\_\_\_ to make this application on my behalf.

Date

Signature(s) of Owner(s)