



THE TOWNSHIP OF GEORGIAN BLUFFS

OFFICIAL PLAN AND/OR ZONING BY-LAW AMENDMENT APPLICATION INFORMATION PACKAGE

The following information is provided to assist you in understanding the Planning process and may be used for reference only. For complex proposals we suggest professional assistance may be needed.

WHAT IS A ZONING BY-LAW?

A comprehensive Zoning By-law is a legal planning document which recognizes and permits various details in respect to the use of land, and the placement and size of buildings and structures. The provisions contained in the Zoning By-law are one of the primary tools used to achieve the directions contained in the relevant Official Plan.

The Zoning By-law defines various land use categories, establishes the uses permitted in a particular zone, and identifies the zone provisions such as setbacks from lot lines, parking requirements and lot coverage.

If an individual wishes to develop a property, or build in a manner not permitted by the By-law, an amendment to address the discrepancy from the By-law is required. Such applications are evaluated based on a variety of criteria including:

- Maintaining the direction provided by the Official Plan
- Maintaining the compatibility with adjacent and surrounding uses
- Suitability of the land itself to accommodate the use, building and required accessory function in a safe and efficient manner
- Assurance that all relevant services will be made available for the proposed use.

In order to properly review the merits of an application with respect to those matters, Section 34 (10.2) of *The Planning Act* permits Council to request additional information or material that Council may need to effectively review the application. The additional information is provided for in the Official Plan or Provincial Policy and may include: A planning justification report, storm or surface water plan, soil suitability, environmental impact, and entrance permission. Amendments to the Zoning Bylaw must be in compliance with the applicable Official Plan.

WHAT IS AN OFFICIAL PLAN?

An Official Plan or OP is a document adopted by a municipality which is intended to guide present and future land use structure. The Official Plan is intended to provide a policy path and methodology to deal with the priorities of a municipality or area and a complex mix of issues. These include, but are not limited to:

- Where and how housing may be provided
- Where industry offices and retail stores may be located
- What services like roads, watermains, and sewer mains are provided
- What order and under what conditions the various parts of the community will develop and grow

The current plan for Georgian Bluffs is the County of Grey OP, and further for the lands within the boundaries of the former Sarawak, the Township of Sarawak OP.

An amendment to the Official Plan must show how it is maintaining the general direction. In order to ensure that an amendment and the development proposal is in keeping with the general direction of the Official Plan, it is necessary that Council has sufficient and relevant information to properly review the application and the potential impacts of the change on servicing, traffic patterns, existing land usage and the maintenance of the highly valued community character. The Official Plan and its various policies provide that additional information may be requested on some or all of the following areas. The OP must be in compliance with Provincial policy.

WHAT IS THE PROVINCIAL POLICY STATEMENT?

Under Section 3 of the *Planning Act* the Province can and has established priorities for protecting provincial resources, including agricultural land, water, aggregates. The Provincial Policy Statement (PPS) contains the policies for dealing with the inter-relationship among environmental, economic and social factors in land use planning. Provincial agencies provide comment on proposals based upon these policies. All proposals must show consistency with these policies when submitted and being evaluated by local planning authorities, including the County and Township.

PRECONSULTATION IS NOW REQUIRED PRIOR TO FORMAL SUBMISSION OF APPLICATIONS FOR A COMPREHENSIVE ZONING BY-LAW AMENDMENT, SITE PLAN APPROVAL AND/OR TOWNSHIP OF SARAWAK OFFICIAL PLAN AMENDMENT.

A COMPLETE APPLICATION may be required to include one or more of the following:

Planning Justification Report

This is required for all applications. Depending upon the complexity of the proposal, these shall be prepared by the property owner or a qualified professional addressing the principles and objectives of the Official Plan and the Provincial Policy Statement, how the proposal meets the intent of the Zoning By-law and the details of the proposal clearly compared to existing provisions and proposed amendments. A summary of information on environmental issues and an engineer's reports may also be included or other matters depending on the proposal. (2 copies to be submitted)

Conceptual Site Plan Layout

Showing all proposed building envelopes, driveways, parking, landscaping, existing structures, sewage system, water supply and unique site features and any other permanent features, including a legend or key showing how the site plan meets the Bylaw or amendment proposed. (2 copies to be submitted)

Storm Water Report

Required for all applications abutting environmental areas, in Brooke, lands within the former Township of Sarawak and may also be required on other lands within the Township. It shall be a Report and Functional Drawing indicating on-site and off-site, pre and post development impact and including a plan for the control of water in the 100 year storm event, or other matters determined necessary by the Township (2 copies may be submitted)

Water and Wastewater Service Report

Required for all applications in a water or waste water service area and including a plan for the proposed municipal service connection.

Hydrology Study

Required for all applications for development requiring a Permit to Take Water under the Ontario Water Resources Act.

Traffic/Transportation Impact Study

Required for all applications that propose a new or intensified land use with required access to a provincial, municipal or county road.

Agricultural Impact Assessment

Required for all applications within or adjacent to an agricultural designation, including a Minimum Distance Separation compliance review.

Market Impact Study

Required for all commercial applications proposing 50,000 sq. m of new commercial floor space, or the expansion of the existing commercial land use designation.

Conservation Authority Regulated Areas

A report is required for all applications in cases where the property contains identified stream, shoreline or slope, located within a regulated area under Regulation 151/06 and a letter from the Conservation Authority that they support the proposal.

Environmental Impact Statement

An EIS is required in all cases where an environmental feature is identified by the Official Plan or preliminary site survey.

Noise and Vibration Study

A Study is required for any use that is expected to produce noise or vibration in association with its normal operation, these are generally associated with industrial operations, or where a Ministry of the Environment certificate of approval is required.

Environmental Site Assessment

An assessment is required where previous uses may have contaminated the site with chemicals or products considered hazardous to the occupant of the propose use. Generally associated with industrial operations, or where a Ministry of the Environment certificate of approval is required.

Archeological Report

A Report is required for all applications in or near areas of archeological potential.

Draft Zoning Schedule

To be provided when a qualified professional has been retained to prepare application.

DIGITAL COPIES OF ALL PLANS, PROPOSED SCHEDULES AND REPORTS ARE REQUIRED.

TOWNSHIP OF GEORGIAN BLUFFS
APPLICATION FOR AMENDMENT TO THE
ZONING BY-LAW



NOTE

- **PRECONSULTATION IS NOW REQUIRED PRIOR TO FORMAL SUBMISSION OF APPLICATIONS FOR A COMPREHENSIVE ZONING BY-LAW AMENDMENT, SITE PLAN APPROVAL AND/OR TOWNSHIP OF SARAWAK OFFICIAL PLAN AMENDMENT.**
- The amendment process will not commence until a 'complete' application is received. Incomplete applications will be returned to the Applicant.
- The Application should be filed with the Planning Office of the Township of Georgian Bluffs. A copy may be returned to the Applicant for their records.
- An accurate sketch or map is required. All measurements must be shown in metric units (imperial may also be given). **HARD COPY AND DIGITAL COPY MUST BE PROVIDED.**
- Please type or print the information clearly on this legal document. For assistance in filling out this application, contact the Township Planning Department or Township Clerk. A Commissioner is usually available at the Municipal Office, please call ahead.
- A complete application must include a 'Justification Report', the complexity of the report will depend upon the Proposal, it is not intended to replace detailed engineering or environmental reports. Reports must be provided in digital format.
- The fee for a **minor** zoning amendment (within the same zone or in conjunction with another application) is **\$700.00**. For a **major** zoning application (from one zone to another, multiple changes to multiple zones) the fee is **\$1,200.00**.

I hereby submit this application for an amendment to the Zoning By-law of the Township of Georgian Bluffs, in respect of the lands hereinafter described.

DECLARATION:

I, _____ of the _____,
in the _____ of _____ do solemnly declare:

- a) that I am the owner/the authorized agent of the owners of the lands hereinafter described (as per written verification attached),
- b) that, to the best of my knowledge and belief, all the information and statements given in this application and in all the exhibits transmitted herewith are true and accurate,
- c) it is understood and agreed that it will be my responsibility to reimburse the Township of Georgian Bluffs for any further costs, above \$700.00 (or \$1,200.00) already paid, incurred and charged to the Municipality in connection with the application, (i.e. O.M.B. hearing, Legal or Engineering fees).
- d) I (we) hereby authorize municipal planning staff and the municipality's agents to enter the property for the purposes of performing inspections and gathering information, without further notice, related to the processing of this application.

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

Signature of Owner(s)

A Commissioner of Oath

Signature of Owner(s) or Agent

AUTHORIZATION

I, _____ (please print) am the registered owner of the lands subject to this application and I authorize _____ to make this application on my behalf.

Date: _____ Signed: _____

The following **additional fees are payable** at the time of filing your application, unless notified by the agency, or subject to other applications already in progress:

Make cheque payable to the **Grey Bruce Health Unit** \$210.00, \$250.00 if comments are for a combined zoning and consent application.

Make cheque payable to the **Grey Sauble Conservation Authority** \$210.00 for the initial application and \$105 for each additional application submitted.

ZONING BY-LAW AMENDMENT APPLICATION

1. Date Application Received: _____ Date Application Complete: _____
2. Registered Owner's Name: _____
Address: _____
Postal Code: _____
Email Address: _____
Phone Number: (Bus.) _____ (Res.) _____
3. Authorized Agent's Name: _____
Address: _____
Postal Code: _____
Email Address: _____
Phone Number: (Bus.) _____ (Res.) _____

All correspondence should be sent to: Owner Agent Both

Name and Address of holders of any Mortgage, charges or other encumbrances in respect of the subject lands:

4. Legal Description of Subject Property: i.e Lot/Concession/Registered Plan/Part/Reference Plan/Geographic Twp. (Keppel, Derby, Sarawak, Shallow Lake)

Municipal Address (911#) _____

The following information must be complete and details may be provided in the attached 'Justification Report'.

5. Present Official Plan Designation _____

Explain how the Application conforms to the Official Plan in the Justification Report.

Is the Property subject to an Official Plan Amendment? Yes No

If Yes, please include details/explanation in the Justification Report

Does the Application alter the boundaries of a Settlement Area
 remove land from an area of employment

6. Current Zoning of Subject Property _____

Proposed Zoning of Subject Property _____

Briefly describe the nature, extent and reasons for the Proposed Amendment (i.e. relief for lot frontage, density, height, area, setbacks, etc.).

7. Has the subject property ever been subject to a previous zoning application?

Yes No Unknown

If Yes, please briefly explain _____

8. Is the Zoning By-law Amendment consistent with the Provincial Policy Statement? Yes No
Explain in the Justification Report.

Are the Subject Lands within an area of land designated under any provincial plan or plans?
Yes No Explain in the Justification Report.

Does the Proposed Amendment conform? Yes No

9. If the Proposal is for a **Temporary Use** (pursuant to Section 39 of the *Planning Act, R.S.O. 1990* as amended), how long is the temporary use requested for? (Maximum three years). Provide details in Justification Report.

If the Proposal will result in a **Holding By-law** affecting Use, provide details of anticipated criteria for the removal of the holding in the Justification Report.

If the Proposal will result in an **Interim Control By-law**, provide details in the Justification Report.

10. Is this rezoning implementing a **consent** to sever? Yes No
OR **plan of subdivision** Yes No

If Yes, please explain briefly here and in detail in the Justification Report (include application number if known)

11. Dimensions of Subject Lands (entire property):

Lot Frontage: _____ Depth of Side Lot Line: _____ Lot Area: _____

Width of Rear Lot Line: _____ Depth of Side Lot Line: _____

Topographic or Special Features: _____

12a. Present Use of Subject Property

Residential Farmland Seasonal Residential
Industrial Commercial Institutional
Other (specify) _____

Date of acquisition by current owner: _____

Length of time existing uses have continued: _____

12b. List any existing Buildings or Structures on the Land

| Type/Use of Buildings/Structures | Indicate All Yard Setbacks | | | | Building Dimensions W x D x H | Date Constructed |
|----------------------------------|----------------------------|-------|-------|-------|----------------------------------|------------------|
| | Front | Rear | Side | Side | | |
| _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ | _____ |

13a. Proposed Use of Subject Property

Residential Farmland Seasonal Residential
Industrial Commercial Institutional
Other (specify) _____

13b. List Proposed Buildings or Structures

| Type/Use of Buildings/Structures | Indicate All Yard Setbacks | | | | Building Dimensions W x D x H | Municipal Req't |
|----------------------------------|----------------------------|-------|-------|-------|----------------------------------|-----------------|
| | Front | Rear | Side | Side | | |
| _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ | _____ |

14. % of Lot Coverage: Present: _____ Proposed: _____

15. Existing Uses of Abutting Properties (including properties on opposite side of road allowance)

North _____ South _____

East _____ West _____

16. Types of Servicing – the property will be serviced by, please check appropriate box and provide details in Justification Report.

- Publicly Owned and Operated Potable Water System
- Private Well/Source, Type _____
- Other (e.g. Lake), please specify _____

- Publicly Owned and Operated Sanitary Sewage System
- Septic Tank and Tile Field
- Other (e.g. Lake), please specify _____

If the Application would permit development on privately owned and operated individual or communal septic systems, and more than 4500 litres of effluent would be produced per day as a result of the development being completed a Servicing Options Report and a Hydrogeological Report are required, these matters must be included in the Justification Report.

- A Public Road Owned and Maintained by the Local Municipality
- A Public Road Owned and Maintained by the County
- A Public Road Owned and Maintained by the Province
- Private Road
- Water Access Only - Information must be provided on parking and docking facilities to be used and the approximate distance of these facilities from the subject lands and the nearest public road.
- Other, please specify _____

Storm Drainage (details should be addressed in the Justification Report and/or sketch)

- Existing System
- New On-Site System
- New Area System

17. The Applicant is required to attach a **sketch** to each copy of the application, and/or in the Justification Report, which will include the following information:

- True dimensions, boundaries and shape of property, drawn to scale, of the subject lands.
- Full extent of other lands owned by the Applicant if abutting the Subject Lands, or in the Applicants opinion may affect the application.
- Approximate location, size and distance of existing and proposed buildings and structures from the front, rear and side yard lot lines.
- Location of any entrances, right-of-ways and easements affecting the lands.
- Location of all natural and artificial features (i.e. railways, highways, steep slopes, wetlands, watercourses, drainage, well, septic fields, hydro lines etc.)
- The use of adjoining lands.
- The location, name and status of roads (opened, unopened, private, seasonal)

Application Complete

Township Planner _____

Date Complete _____

Local Consultants

Please note that this list of consultants is not a complete list, nor are they endorsed by this office. This list is for your convenience only and you should consult your local yellow pages.



| | |
|--|--------------|
| Conestoga Rovers & Associates | 519-371-3311 |
| Cuesta Planning Consultants | 519-372-9790 |
| Gamsby & Mannerow | 519-376-1805 |
| Genivar (Henderson & Paddon) | 519-376-7612 |
| Pryde, Schropp and McComb | 519-389-4343 |
| Ron Davidson, Land Use Planning Consultant | 519-371-6829 |
| Thom Construction | 519-371-1938 |

JUSTIFICATION REPORT

Example Report for a New Use or Severance (e.g. garage)

Purpose:

A garage is a usual and recognized accessory structure in a residential area. The by-law will need to be amended as the location of the proposed garage cannot meet the minimum 23 m setback required from the centreline of Grey Road 1.

Property Description and Background

The property is located at Pt Lot X, Concession X, Pt 2 of Plan 16R-1111 in the geographic Township of Keppel. Fire Number 111127 ABC Road

The location of the house dictates the location of the garage. Without an amendment to the required setback, a garage could not be built because to meet the 23 m from the centerline of the road, it would be too close to the dwelling and results in 30% lot coverage. Also, the topography of the lot makes this location the only logical area on the lot. If the garage was constructed any further back it would:

- be too close to the house and the existing deck
- be located in an area of the lot where the gentle slope of the lot drops off more steeply
- result in a number of trees having to be removed and maybe causing erosion;
- be located over buried utilities lines.

The proposed garage will have access to Grey Road 1 from the existing entrance.

Compliance with Policy

Official Plan

The Official Plan designation is Inland Lake and Shoreline Residential. The OP permits low density residential development in this area and that will not change with this application. A garage is a normal and permitted accessory use in a residential area.

Zoning

Section 4.9.3 of the By-law requires a 7.5 m setback and the proposed garage can comply with this setback. However, Section 4.17.3 requires a 23m setback from the centreline of the County road. An amendment is required as the garage will only have a setback of 15 m from the centreline of the road and will result in more lot coverage than allowed.

Minimum Distance Separation requirement is 1000 feet and there are no barns within 1000 feet of the proposed development.

There is a wetland at the rear of the property but this Environmental Feature is not in close proximity to the building.

Stormwater/Drainage Plan

There would not appear to be any drainage issues on the lands as the existing culverts and drains will accommodate the proposal.

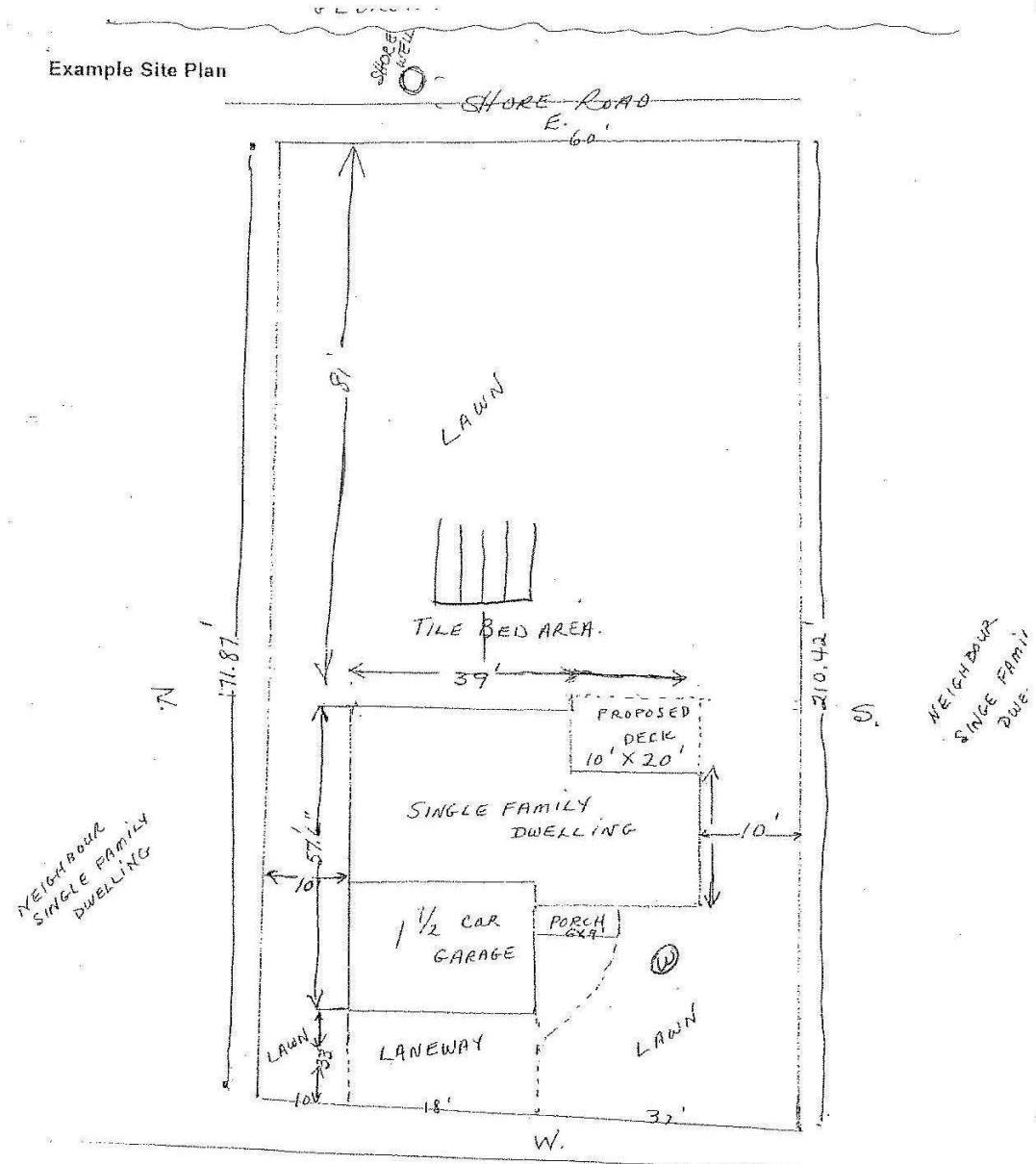
Servicing

The garage does not require water or hydro. The septic system was new in 2000 and the garage is 25 feet from the tile bed. The lands can accommodate the development with the servicing proposed.

Summary

In summary the proposal would appear to be consistent with the policies of the Official Plan and generally meets the intent of the Zoning Bylaw. No negative impact would be experienced by abutting properties as a result of the development proposed.

The detailed site plan attached to the Application shows that all other provisions of the Bylaw are met.



Example