



City of  
Peterborough

File No.:	
Date App. Submitted:	
Date Deemed Complete:	
To be completed by City Staff	

## Zoning By-law Amendment Application

Property Owner Information			
Name:			
Address:			
City:		Province:	
Phone:		Postal Code:	
E-mail:			

Applicant Information (if different from owner)			
Name:			
Address:			
City:		Province:	
Phone:		Postal Code:	
E-mail:			

Agent Information (if different from owner/applicant)			
Name:			
Address:			
City:		Province:	
Phone:		Postal Code:	
E-mail:			

Property Information			
Street Address:			
Registered Plan:		Lot Nos.:	
Reference Plan:		Part Nos.:	
Easements:	Yes <input type="checkbox"/> No <input type="checkbox"/>		
If "Yes", provide details:			
Frontage (m):		Depth (m):	
		Area: ( sq m or ha)	

**Property Information (continued)**

Heritage Designation?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
If "Yes", provide details:			
Current Official Plan Designation:			
Does the application conform to the Official Plan?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
If "Yes", explain how it conforms (use a separate sheet if necessary)			
If "No", has an application for an Official Plan Amendment been submitted?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Is the subject land designated Residential in the Official Plan?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Is the subject land within an area where the municipality has pre-determined the minimum and maximum density requirements or the minimum and maximum height requirements? If yes, state these requirements			
Date of acquisition of subject lands by current owner (month and year):			
Names and addresses of the holders of any mortgages, charges or other encumbrances in respect of the subject land (use a separate sheet if necessary)			
Abutting Land Uses:			
North:		South:	
East:		West:	

**Requested Amendment (use a separate sheet if necessary)**

Current Zoning District:			
What is being proposed as a Rezoning? (Nature and Extent)			
What is the reason for the proposed Rezoning and what uses are proposed for the subject land?			
Is the application for amendment to the Zoning By-law consistent with Policy Statements of the Province of Ontario (PPS)?	Yes <input type="checkbox"/> No <input type="checkbox"/>		

**Requested Amendment (continued)**

Is the subject land within an area of land designated under any Provincial Plan or Plans?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If "Yes", explain how the application conforms or does not conflict with the applicable Provincial Policy or Plans (use separate sheet if necessary):	
Is the application to remove land from within an area of employment?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If "Yes", provide details of the Official Plan or Official Plan Amendment that deals with the matter.	
Is the application to implement an alteration to the boundary of an area of settlement or to implement a new area of settlement?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If "Yes", provide details of the Official Plan or Official Plan Amendment that deals with the matter.	

**Property/Development Details**

Are there any existing buildings or structures on the subject land?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are there any buildings or structures proposed to be built on the subject land?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	<b>Existing</b> <b>Proposed</b>
	(use a separate sheet if necessary)
Uses of the subject land: (i.e.: residential, commercial, etc.)	
How long have the existing uses continued (if known)?	
Type of building or structure (house, shed, deck, shopping centre, sign, etc)	
Date of construction (if known) of any existing building(s)	
Distance from street line (m)	
Distance from rear lot line (m)	
Distance from side lot line (m)	
Distance from side lot line (m)	

**Property/Development Details (continued)**

	Existing	Proposed
Ground Floor Area (footprint) (m <sup>2</sup> )		
Building Floor Area (m <sup>2</sup> ) (total of all floors)		
Net Floor Area (m <sup>2</sup> ) (leasable area if applicable)		
Number of Storeys		
Number of Dwelling Units		
Number of Dwelling Units per hectare		
Number of Parking Spaces Required		
Number of Parking Spaces Provided		

**Public Services**

Is the property serviced by a municipal piped water system?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If "No", describe:				
Is sewage disposal provided by a municipal sanitary sewage system?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If "No", describe:				
How is storm drainage provided?	Sewers <input type="checkbox"/>	Ditches <input type="checkbox"/>	Swales <input type="checkbox"/>	Other <input type="checkbox"/>
If "Other", describe:				
If the requested amendment would permit development on a privately owned and operated individual or communal septic system 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 to be submitted with the application.				
Road Access:	Provincial Highway <input type="checkbox"/>	Municipal Road <input type="checkbox"/>	Right-of-Way <input type="checkbox"/>	
If none of the above, describe:				

**Application History**

Please indicate if the property has ever been subject, or is currently subject, to an application under the provisions of the **Planning Act**.

Type of Application	Yes	No	If "Yes", provide File No. (or O. Reg. No.) and status
Official Plan			
Rezoning			
Consent			
Plan of Subdivision			
Minister's Zoning Order			

**Pre-consultation Meeting**

Date of your pre-consultation meeting with Planning Staff:

Based on your pre-consultation meeting with Planning Staff, describe the strategy for consulting with the public with respect to the request.

**Affidavit**

**Note:** If this application is signed by an agent or applicant on behalf of the owner(s) written authorization of all owners must accompany the application. If the applicant is a corporation, the application must be signed by an authorized signing officer of the corporation.

I, \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_, Province of Ontario, solemnly declare that all of the above statements 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.

DECLARED before me at the \_\_\_\_\_ of )  
\_\_\_\_\_, in the County of )  
\_\_\_\_\_, Province of Ontario )  
this \_\_\_\_\_ day of \_\_\_\_\_ )  
20\_\_\_\_. )  
)  
)  
)

\_\_\_\_\_  
(Signature of Applicant or Authorized Agent)

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

**Notes:**

- Pursuant to the provisions of Section 34(10.3) of the **Planning Act**, failure to complete any part of this form may result in the application not being accepted or further considered.
- You are required to make arrangements to meet with Planning Staff for a pre-consultation regarding your application prior to submission in order that we may advise as to the specific supporting documentation that may be required, discuss the merits of the application, and agree to a proposed strategy for consulting with the public with respect to the application.

<b>Application Checklist</b>	
<input type="checkbox"/>	<b>Application</b> (one original signed and sworn copy)
<input type="checkbox"/>	<b>Fees (see below)</b> (cheques payable to City of Peterborough)
<input type="checkbox"/>	<b>Authorization Form</b> (if agent or applicant signs application on behalf of owner(s))
<b>Concept Site Plan</b> (to scale – metric – see requirements on page 7)	
<input type="checkbox"/>	Paper format
<input type="checkbox"/>	PDF format
<b>Property Survey (if available)</b>	
<input type="checkbox"/>	Paper format
<input type="checkbox"/>	PDF format
<input type="checkbox"/>	<b>Property Tax Payment Verification</b>
<input type="checkbox"/>	<b>City Permits, Agreements</b>
<b>Other</b> (as required and discussed at pre-consultation meeting)	
<input type="checkbox"/>	i)
<input type="checkbox"/>	ii)
<input type="checkbox"/>	iii)
<b>Note:</b> The items identified in the above checklist not yet received at the Planning Division office <b>must be provided</b> as soon as possible and municipal property taxes must be up to date. Without this information/documentation, payment of outstanding taxes, or the completion of agreements with the City, Planning Staff cannot proceed with your application.	

<b>Zoning By-Law Amendment Fees</b> (current as of January 1, 2021) All fees, including ORCA, are payable to the City of Peterborough	
<b>Residential</b>	
Base Fee (one dwelling unit): \$1,500.00 plus \$45.00 per additional dwelling unit Plus ORCA Fee*: see ORCA schedule	
<b>Commercial or Industrial</b>	
Base Fee: \$1,500.00 plus \$1.00 per square metre of building floor area Plus ORCA Fee*: see ORCA schedule	
<b>Other</b>	
Base Fee: \$1,500.00 plus \$0.40 per square metre of building floor area Plus ORCA Fee*: see ORCA schedule	
<b>Note:</b> ORCA may charge additional fees for review of supporting documents, if required. Please confirm the exact fee payable during your pre-consultation meeting with Planning Staff.	

## Concept Plan (Scaled Plan/Sketch Requirements)

Please provide a minimum of **one copy** of a concept plan, or sketch/survey **in both paper format and digitally in PDF format** (with a scale of 2.5 cm = 15 m or 2.5 cm = 30 m (or similar scale) on 8.5" x 11" paper) that illustrates the following:

1. The boundaries and dimensions of the subject land;
2. The location, size and type of all existing and proposed buildings and structures on the subject land, along with the setbacks from the street line, rear and side lot lines;
3. The approximate location of natural and artificial features on the subject **and** abutting lands that may affect the application (such as buildings, railways, roads, watercourses, drainage ditches, river or stream bank, wetlands, wooded areas, wells, septic tanks, walkways, driveways, trees, parking areas, etc.);
4. The current uses of the abutting lands;
5. The location, width and name of any roads within or abutting the subject lands, and whether such is an unopened road allowance, public travelled road, a private road or a right-of-way;
6. If access is by water only, the location of the parking and docking facilities to be used;
7. The location and nature of any easement affecting the subject land; and
8. North Arrow

## Planning Division Policy

1. Under Section 34(10.2) of the **Planning Act** other information and material, in addition to the foregoing, may be required in order to process the proposed Zoning By-law amendment. The expense of such will be the applicant's responsibility.
2. Pursuant to the provisions of Section 34(10.3) of the **Planning Act**, failure to complete any part of this form may result in the application not being accepted or further considered.
3. The Zoning By-law Amendment application fees are refundable based upon the following:
  - i) 75% of total application fee be refunded prior to mailing of agency circulation;
  - ii) 25% of total application fee be refunded prior to mailing of public notice; and
  - iii) No refund if application has proceeded to and/or beyond mailing of public notice.