



**TOWN OF MIDLAND**  
Application for  
**ZONING BY-LAW AMENDMENT**

**IT IS REQUIRED THAT YOU CONSULT WITH THE TOWN PLANNING AND BUILDING SERVICES DEPARTMENT PRIOR TO SUBMITTING YOUR APPLICATION.**

**APPLICATION CHECKLIST**

**Please ensure you have completed the following prior to submitting your application:**

- Fully complete all sections of the application.
- Sign application in all appropriate locations and obtain signed authorization from the Owner(s) if you are acting as their Agent.
- Declaration of Owner(s)/Agent must have a Commissioner's stamp and signature.
- Application fee made payable to the Town of Midland.
  - Zoning By-law Amendment \$8,500.00
  - Zoning By-law Amendment (minor in nature) \$3,500.00
  - Removal of a Holding Symbol \$2,500.00
  - Temporary Use By-law \$5,000.00
  - Deposit \$2,000.00Please note the Application fee and Deposit are required when submitting an application.
- Electronic copy of Sketch or site plan (in metric) in accordance with the requirements of the application form in Adobe Acrobat .pdf format.
- Electronic copy of any correspondence, approvals or permits from outside agencies/departments.
- Electronic copy of all studies and reports required to be submitted with your application in accordance with the requirements determined by the Town at the consultation meeting. Two (2) hard copies of the reports and a .pdf copy shall be submitted to the Town with the Application.
- Electronic copy of your completed Pre-Consultation Form where required.

## **NOTICE SIGNS**

On March 25, 2013 the Town of Midland Adopted a Notice Signs – Procedures and Protocols policy which applies to Zoning By-law Amendment Applications. Please see attached information regarding the posting of Notice Signs.

Council members and/or Town staff may conduct site inspections of your lands. By submitting this application, you are authorizing the Town to access your lands for the purposes of conducting the required site inspection. Please be advised that where access is by water or by summer maintained municipal road or by private road, the consideration of the application may be delayed during the winter until such time as safe access can be obtained to the lands.

You may be required to submit a copy of the deed for the subject land. If access is provided by private road/right-of-way from a municipal road, attach a copy of the deed indicating if the access is registered on title.

Your application will not be processed until it is complete. A complete application will be determined in accordance with the requirements of the *Planning Act*, the Provincial Policy Statement, and the Town of Midland Official Plan. Please be advised that technical and supporting studies submitted as part of a complete application may be required to be peer reviewed. If a Peer Review is required, the cost will be at the expense of the applicant in accordance with policies of the Midland Official Plan. The Planning and Building Services Department will obtain prior authorization to proceed with the peer review from the applicant.

To expedite the processing of your application please ensure it is complete upon submission. Incomplete applications will be returned for re-submission. We will not hold incomplete applications in our office.

If you require additional assistance regarding this application, please contact the Planning and Building Services at:

**Town of Midland**  
**575 Dominion Avenue**  
**Midland, Ontario L4R 1R2**  
**(705) 526-4275 ext. 2217**  
**General Inquiries:** [planning@midland.ca](mailto:planning@midland.ca)  
**Submission of Application:** [planningsubmissions@midland.ca](mailto:planningsubmissions@midland.ca)

## **NOTES:**

1. The Town is now receiving all applications by electronic submissions. No hardcopy materials are required unless requested by Staff. All electronic materials must be accessible to the Town, must not be password protected, and should be “flattened” so that they can be uploaded to the review system. All completed application forms and accompanying documents should be sent by email to

[planningsubmissions@midland.ca](mailto:planningsubmissions@midland.ca). Emails can be received up to 50mb in size but the Town will not accept a zip file submission or submissions through Dropbox. The Town can accept submissions through a SharePoint or OneDrive link granting access to download the documents. Additionally, the documents must not be password protected to allow staff the ability to review and provide comments on the plans. Payment of the required fee can be made in the following manner:

- A cheque can be mailed/couriered to the Municipal Office with the attention to the Planning Department
  - A cheque, debit, or cash payment can be processed in person during regular business hours
  - A cheque contained within an envelope marked with the attention to the Planning Department can be dropped into the mail slot located at the Third Street entrance during or outside of regular business hours
2. Please note that the Town will only accept complete submissions which includes revised and unrevised documents and submissions. Each submission must contain all of the original documents, documents that have been revised, and documents that have not been revised.



**TOWN OF MIDLAND**  
Application for  
**ZONING BY-LAW AMENDMENT**

<b>OFFICE USE ONLY</b>		Date of Application:
Application No.: <u>ZBA-_____</u>		
File Name: _____		
Civic Address: _____		
Application Complete:	Fee Received:	
<input type="checkbox"/> Yes    Date: _____	<input type="checkbox"/> Yes	
<input type="checkbox"/> No	<input type="checkbox"/> No	
Property Sign Installed:	Notice posted:	
Date: _____	Date: _____	
<b>ROLL # 4374-_____ - _____ - _____ - 0000</b>		

**1. PRIMARY CONTACT:** \_\_\_\_\_  
*All communication will be directed to the Primary Contact only.*

**2. CONTACT INFORMATION:**

**a) Registered Owner(s):** \_\_\_\_\_  
*(List all owners and contact information if multiple exist)*

Address Line 1: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

**b) Agent:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

**c) Planner:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

**d) Surveyor:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

**e) Solicitor:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

**f) Engineer:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

**3. DESCRIPTION OF SUBJECT LANDS:**

**a) Concession(s):** \_\_\_\_\_

**b) Lot(s):** \_\_\_\_\_

c) Registered Plan No. : \_\_\_\_\_ Lot(s)/Block(s): \_\_\_\_\_

d) Reference Plan No. : \_\_\_\_\_ Part(s): \_\_\_\_\_

e) Geographic Township (former municipality): \_\_\_\_\_

f) Civic Address: \_\_\_\_\_

g) Dimensions of the existing subject lands:

Frontage (m)	Depth (m)	Area (ha)

h) Are there any easements, covenants or rights-of-way affecting the subject lands:

Yes

No

If yes, indicate and describe the purpose of the easement, or right-of-way:

\_\_\_\_\_

#### 4. OFFICIAL PLAN:

a) Official Plan (current designation of subject lands): \_\_\_\_\_

b) How does the application conform to the Official Plan:

\_\_\_\_\_

#### 5. PROVINCIAL PLANS AND POLICIES

a) Please provide an explanation as to how the requested amendment is consistent with the policy statements issued under subsection 3(1) of the Act:

\_\_\_\_\_

- b) The subject land is within an area of land designated under any Provincial plan or plans:
- Yes
  - No
- c) If yes, please provide an explanation as to how the requested amendment conforms to or does not conflict with the provincial plan or plans:

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- d) The subject land is within an area where zoning with conditions apply:
- Yes
  - No
- If yes, please attach an explanation of how the application conforms to the Official Plan policies relating to the zoning with conditions.*

- e) The subject land is within an area where the Municipality has pre-determined the minimum and maximum density requirement or the minimum and maximum height requirements:
- Yes
  - No
- If yes, state the requirements: \_\_\_\_\_

**6. ZONING BY-LAW AMENDMENT:**

- a) The current zoning of the subject land: \_\_\_\_\_
- b) The nature and extent of the proposed rezoning: \_\_\_\_\_
- c) The purpose of the proposed rezoning: \_\_\_\_\_
- d) Dimensions of the proposed lands to be rezoned:  
*If only a portion of the subject property is being rezoned.*

Frontage (m)	Depth (m)	Area (ha)

- e) The application is to implement an alteration to the boundary of an area of settlement or to implement a new area of settlement:
- Yes
  - No

- f) The application is to remove land from an area of employment:  
 Yes  
 No
- g) The requested amendment to the Zoning By-law is consistent with the policy statements issued under subsection 3 (1) of the Act:  
 Yes  
 No

**7. EXISTING AND PROPOSED USES:**

a) Date the subject land was acquired by the current Owner: \_\_\_\_\_

b) Existing uses of the subject land:

\_\_\_\_\_

c) Length of time that the existing uses have continued: \_\_\_\_\_

d) Proposed uses of the subject land:

\_\_\_\_\_

*\*Attach a separate description if necessary*

e) Date the existing building(s) or structure(s) on the subject land were constructed:

Type of building/ structure	Date Constructed

f) Dimensions of all buildings or structures on subject land \*:

**Existing:**

Building/ Structure	Ground Floor Area (m <sup>2</sup> )	Gross Floor Area (m <sup>2</sup> )	# of Stories	Length (m)	Width (m)	Height (m)



**Proposed:**

Building/ Structure	Ground Floor Area (m <sup>2</sup> )	Gross Floor Area (m <sup>2</sup> )	# of Stories	Length (m)	Width (m)	Height (m)

**g)** Location of all buildings and/or structures on the subject land (metric) \*:

**Existing:**

Building / Structure	Front Yard (m)	Interior Side Yard (m)	Exterior Side Yard (m)	Rear Yard (m)

*\*Attach separate sheet if more than 4 existing or proposed structures*

**Proposed:**

Building / Structure	Front Yard (m)	Interior Side Yard (m)	Exterior Side Yard (m)	Rear Yard (m)

**h)** What are the adjacent land uses:

To the north: \_\_\_\_\_

To the south: \_\_\_\_\_

To the west: \_\_\_\_\_

To the east: \_\_\_\_\_

**8. ACCESS:**

**a)** Access to the subject land is provided by: \_\_\_\_\_

- Provincial Highway
- County Road
- Municipal Road (year round)
- Municipal Road (seasonal)
- Private Road / Right-of-Way
- Water

**b)** if access to the subject land is by water only, indicate the following:

*Provide written confirmation of parking and docking facilities.*

**Docking** facility: \_\_\_\_\_

Distance from docking to subject land: \_\_\_\_\_

Distance from docking to nearest public road: \_\_\_\_\_

**Parking** facility: \_\_\_\_\_

Distance from docking to parking: \_\_\_\_\_

Distance from parking to nearest public road: \_\_\_\_\_

## 9. SERVICES

a) Water is provided to the subject land by:

- Town
- Private well
- Privately owned/operated communal well
- Lake or other water body
- Other: \_\_\_\_\_

b) Sewage disposal is provided to the subject land by:

- Town
- Private sewage system
- Privately owned/operated communal sewage system
- Other: \_\_\_\_\_

c) Storm drainage is provided to the subject land by:

- Town storm sewers
- Swales
- Natural
- Other: \_\_\_\_\_

## 10. OTHER APPLICATIONS:

a) Indicate if the subject land is the subject to any applications currently under the *Planning Act*:

Application	File #	Status
Plan of Subdivision/Condominium (Section 51)		
Consent (Section 53)		
Minor Variance (Section 45)		
Zoning By-law (Section 34)		
Official Plan (Section 22)		

Site Plan (Section 41)		
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b) The subject land has been the subject of a Minister's Zoning Order:

Yes

No

If yes, indicate the Ontario Regulation number of the Order: \_\_\_\_\_

## 11. PUBLIC CONSULTATION STRATEGY

Describe the proposed strategy for consulting with the public regarding this application (provide explanation below or attach as a separate document):

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## 12. PLANS REQUIRED:

Please include 1 electronic copy of the sketch, site plan or survey **drawn to scale, in metric.**

Minimum requirements will be a sketch showing the following:

- The boundaries and dimensions (frontage, depth and area) of the subject land.
- Indicate the area to be rezoned.
- The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front lot line, rear lot line and the side lot lines.
- 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 affect the Application. Examples include buildings, railways, roads, watercourses, drainage ditches, and banks of rivers or stream, wetlands, wooded areas, wells and septic tanks.
- The current uses on land that is adjacent to the subject land.
- The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public road, a private road or a right-of-way.
- If access to the subject land is by water only, the location of the parking and docking facilities to be used.
- If the subject land has Lake Frontage, label the lake name.
- The location and nature of any easement affecting the subject land.
- North arrow and scale.

**13. AUTHORIZATION BY OWNER:**

*Applicable if an Agent is making this application on your behalf.*

If the Applicant is not the Owner of the subject land of this Application, the written authorization of the Owner stating that the Agent is authorized to make the Application on their behalf must be included with this application form or the authorization set out below must be completed.

Please Note: If the Owner is an incorporated company, authorization of the appropriate signing officer(s) is required in accordance with the company's by-laws.

I (we), \_\_\_\_\_ the undersigned, being the  
*Registered Owner(s)*

Registered Owner(s) of the subject land, hereby authorize \_\_\_\_\_  
*Agent*

To act as my Agent with respect to the preparation and submission of this Application.

\_\_\_\_\_  
Signature of Owner  
*(If Corporation, I have the authority to bind the Corporation)*

\_\_\_\_\_  
Date

**14. FREEDOM OF INFORMATION AND PRIVACY:**

Personal information contained in this form, collected and maintained pursuant to Section 53 of *The Planning Act*, will be used for the purpose of responding to the Application and creating a public record. The Owner’s Signature acknowledges that “personal information [is] collected and maintained specifically for the purpose of creating a record available to the general public;” per Section 14(1)(c) of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M. 56.

The applicant acknowledges that the Town considers the application forms and all supporting materials, including studies and drawings, filed with this application to be public information and to form part of the public record. With the filing of an application, the applicant consents to the Town photocopying and releasing the application and any supporting material either for its own use in processing the application or at the request of a third party, without further notification to or permission from the applicant. The applicant also hereby states that it has authority to bind its consultants to the terms of this acknowledgement. Questions regarding the collection of information should be directed to the Director of Planning and Building Services at the Town of Midland at (705)526-4275 ext. 2216.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date

**15. DECLARATION OF OWNER/AGENT:**

***Must be signed by the Owner(s)/Agent in the presence of a Commissioner.***

I \_\_\_\_\_ (Owner(s)/Agent) of the  
\_\_\_\_\_ of \_\_\_\_\_ in the  
*(Town/Township/City)*  
\_\_\_\_\_ of \_\_\_\_\_  
*(County/District/Regional Municipality)*

do solemnly declare that all of the statements contained in this Application 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 *Canada Evidence Act*.

Declared before me at the  
\_\_\_\_\_ of \_\_\_\_\_ in the  
*(Town/Township/City)*  
\_\_\_\_\_ of \_\_\_\_\_  
*(County/District/Regional Municipality)*

this \_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Agent *(if applicable)*

\_\_\_\_\_  
Signature of Commissioner

\_\_\_\_\_  
Commissioner's Stamp

**16. ADDITIONAL FEES – FEES INCURRED BY TOWN**

If Planning, Engineering, legal, and/or outside service fees are incurred by the Town pertaining to this Application, the Applicant, by endorsing below, hereby agrees that the invoices received by the Town shall be paid by the Town from the deposit that is submitted with this application. I further agree that a top-up of the deposit account will be necessary once the account is below 50% of the deposit amount. I agree that upon a request from the Town that I will provide the additional funds necessary to top-up the deposit account.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Agent

**17. ADDITIONAL FEES – TOWN REVIEW**

I understand and acknowledge that should the application not receive final approval after the Town’s review of the third submission, an additional fee in accordance with the Town of Midland’s Composite Fees and Charges By-law will be required to be submitted with each subsequent submission.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Agent