



**CORPORATION OF THE TOWNSHIP OF MELANCTHON
APPLICATION FOR AMENDMENT TO
ZONING BY-LAW**

Township of Melancthon
157101 Highway 10
Melancthon, Ontario
L9V 2E6
Attention: CAO/Clerk

The undersigned hereby applies to the Township of Melancthon for an amendment to the Zoning By-law for lands shown in Schedule A attached hereto.

Enclosed herewith is a cheque payable to the Township of Melancthon in the amount of **\$1,500.00** for the Township's fee and required deposit towards the cost of processing this application. It is hereby agreed that pursuant to By-law No. 8-2007 the applicant shall bear all the costs of the application, including internal review, administrative services, costs of circulation, holding public meetings, in-house and external professional services, independent professional peer reviews, studies, plans and such other expenditures as are incurred by the municipality in order to properly administer, process and evaluate the application, appeal proceedings to the Ontario Municipal Board and Court action.

The following is to be completed by the applicant. Please use a separate sheet of paper if there is insufficient room to answer any question.

1. **APPLICANT AND OWNERSHIP INFORMATION**

Applicant's Name _____

Applicant's Address _____

Applicant's Phone Number _____ Fax No. _____

Applicant's Email Address _____

Date of Application _____

Applicant's interest in subject lands:

_____ Registered Owner _____ Prospective Purchaser _____ Mortgagor/Mortgagee

_____ Neighbouring Owner _____ Other

If applicant is not the registered owner, he/she must attach a letter from the registered owner authorizing this application

Registered Owner's Name _____

Address _____

Phone Number _____ Fax No. _____

Any mortgages, charges, or other encumbrances in respect of the subject land: Yes _____
No _____. If yes, please provide the following information:

Name _____

Address _____

Name _____

Address _____

2. **INFORMATION REGARDING THE SUBJECT LAND(S)**

Location of Subject Land(s)

Lot _____

Concession _____

Registered Plan No. _____ Lot
No. _____

Reference Plan No. _____ Part No. _____

Emergency Number/Street Name _____

Total Lot Area (Metric Units) _____

Frontage (metric units) _____

Depth (metric units) _____

Date lands acquired _____

3. **OFFICIAL PLAN**

Present Land Use Designation

How does the application conform to the Official Plan

4. **ZONING BY-LAW**

Present Zone _____

Nature and Extent of Zoning Requested _____

Reasons for change (detailed description) _____

5. Is the subject land within an area where the municipality has predetermined the minimum and maximum density requirements? Yes _____ No _____

If the answer is yes, please provide a statement of those requirements

6. Is the application to implement an alteration to the boundary of an area of settlement or to implement a new area of settlement? Yes _____ No _____

If the answer is yes, please provide details of the Official Plan or Official Plan Amendment that deals with the matter

7. Is the application to remove land from an area of employment? Yes _____ No _____

If the answer is yes, please provide the details of the Official Plan or Official Plan Amendment that deals with the matter

8. Is the subject land within an area where zoning with conditions may apply?

Yes _____ No _____

Please give an explanation of how the application conforms to the Official Plan policies relating to zoning with conditions _____

9. **ACCESS TO THE SUBJECT LANDS:**

Provincial Highway _____

Municipal Road (maintained all year round) _____

County Road _____

Right of Way _____

By Water _____

If access by water only, what parking and docking facilities to be used or will be used and what is the approximate distance of these facilities from the subject land and the nearest public road?

10. **USE OF SUBJECT LANDS**

Existing Land Uses (detailed description) _____

Proposed Land Uses (detailed description) _____

If known, what is the length of time that the existing uses of the subject land have continued?

11. **STRUCTURES ON SUBJECT LANDS**

Are there any structures or buildings on the subject lands? _____

If the answer is yes, please provide the following information:

Type of Building/Structure _____

Setbacks from (in metric units):

Front Lot Line _____

Rear Lot Line _____

Side Lot Lines _____

Height of the Building/Structure _____

Dimensions _____

Floor Area _____

If known, what is the date any existing building or structures were constructed?

*Please use a separate sheet for additional buildings/structures

12. Are there any buildings/structures proposed to be built on the subject land?

Yes _____ No _____

If the answer is yes, please provide the following information:

Type of building or structure _____

Setbacks from (in metric units):

Front Lot Line _____

Rear Lot Line _____

Side Lot Lines _____

Height of the Building/Structure _____

Dimensions _____

Floor Area _____

*Please use a separate sheet for additional buildings/structures

13. **ENVIRONMENTAL INFORMATION**

Source of Water:

Publicly Owned and Operated Piped System _____

Privately Owned and Operated Individual Well _____

Communal Well _____

Other Water Body/other means _____

Sewage Disposal:

Publicly Owned and Operated sanitary sewage system _____

Privately owned and operated individual septic system _____

Communal System _____

Privy or other means _____

Would more than 4,500 Litres (990 Gallons) of effluent be produced per day?

Yes _____ No _____

If the answer is yes, please provide a Servicing Options Report and a Hydrogeological Report.

Storm Drainage

Sewers _____ Ditches _____ Swales _____ Other _____

14. **SUPPLEMENTARY INFORMATION**

Has the subject land ever been the subject of an application under the Planning Act for approval of a Plan of Subdivision of a consent?

Yes _____ No _____

If the answer is yes, what is the File Number and the status of the application?

Has the subject land ever been the subject of an application under Section 34 of the Planning Act before?

Yes _____ No _____

Has the subject land ever been the subject of a Minister's Zoning Order and if known, the Regulation number of that order?

Is the application for amendment to the zoning by-law consistent with policy statements issued under subsection 3 (1) 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 the answer is yes, does the application conform to or does not conflict with the applicable provincial plan or plans?

15. If this application involves the creation of a non-farm lot within approximately 500 metres of livestock facilities and/or permanent manure storage facilities, a completed MDS I calculation form must be submitted with this application. If this application involves a new or expanded livestock facility and/or permanent manure storage facility, a completed MDS II calculation form must be submitted with this zoning amendment application.

16. **SKETCH OF PROPERTY**

The sketch, to be marked Schedule "A" or shown on the attached Schedule "A", must show the following (in metric units):

- the boundaries and dimensions of the subject lands
- the location, size and type of all existing and proposed buildings and structures on the subject land, indicating their distance from the front lot line, rear lot line and side lot lines
- the approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks), that
 - are located on the subject land and on land that is adjacent to it, and
 - in the applicant's opinion, may affect the application
- the current uses of 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 travelled road, a private road or a right of way
- if access to the subject land will be by water only, the location of the parking and docking facilities to be used, and
- the location and nature of any easement affecting the subject land

17. **STATUTORY DECLARATION**

I/we, _____ of _____

solemnly declare that:

All above statements and the information contained in this application including Schedule "A" transmitted herewith are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is the same force and effect as if made under oath by virtue of The Canada Evidence Act.

Signature of Applicant

Signature of Applicant

Declared before me at the _____

in the _____ this _____ day of

_____, 20 .

A Commissioner, etc.

SCHEDULE "A"

Authorizations:

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 on his/her behalf, must be included with this form or the authorization set out below must be completed.

Authorization of Owner for Agent to Make Application and for Agent to Provide Personal Information

I, _____, am the owner of the land that is the subject of this application for consent and I authorize _____ to act as my agent for the purpose of this application and for the purposes of the **Freedom of Information and Protection of Privacy Act**, I authorize my agent to provide any of my personal information that will be included in this application or collected during the processing of this application.

Date

Signature of Owner

Consent of the Owner to the Use and Disclosure of Personal Information

I, _____, am the owner of the land that is the subject of this consent application and for the purposes of the **Freedom of Information and Protection of Privacy Act**, I authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application.

Date

Signature of Owner



Permit and Planning Fee Schedule

Fees for planning and development related services under Section 21 (m.1) of the *Conservation Authorities Act*, as approved by the NVCA Board of Directors, effective March 18, 2016

Call before you apply! Before you submit an application, call NVCA planning staff at 705-424-1479 for a free consultation on your proposal. NVCA staff will go over your proposed plan, help you understand the timeline for application and review, and provide you with application pricing.

Official Plans and Zonings	
Official Plans and Secondary Plans	General Levy
Comprehensive Zoning By-law	General Levy
Site Specific Official Plan and Zoning By-Law Amendments	\$500
Additional fee for technical study review	\$750
Letter of approval (no technical review or site inspection required)	\$100
Plan of Subdivision/Condominium (Residential, Commercial and Industrial)	
Minimum Fee	\$12,500
Maximum Fee (See Note 1)	\$100,000
Lot/Unit fee and Net hectare fee	\$3,300 per hectare
Site Plans	
Letter of Approval (no technical review or site inspection required)	\$525
Minor: Site Plan Area less than 2 ha	\$1,500
Intermediate: Site Plan Area more than 2 ha, less than 4 ha	\$5,500
Major: Site Plan Area more than 4 ha (Additional 1250/ha fee charge for sites over 10 ha.)	\$13,500
Site Plan: Residential (multi-unit)	Use Residential Subdivision Fees
Golf Courses	
New Golf Courses	\$15,000

Aggregate Proposals	
Minimum fee for Below Water Table	\$12,500
Maximum fee for Below Water Table	\$100,000
Net hectare fee for Below Water Table	\$1,250/ha
Above water table proposals or expanded extraction within a licensed area	\$12,500
Consents	
Base Fee	\$300
Additional fee for technical study review (e.g., SWM Report or EIS)	\$500
Letter of approval (no technical review or site inspection required)	\$100
Minor Variances	
Base Fee	\$200
Additional fee for technical study review (e.g., SWM Report or EIS)	\$500
Letter of approval (no technical review or site inspection required)	\$100
Niagara Escarpment Commission Applications	
Base Fee	\$300
Additional fee for technical study review, for example EIS	\$500
Letter of approval (no technical review or site inspection required)	\$100
Conservation Authorities Act	
Letter of Approval (site inspection not required)	\$100
Permit Application Minor Works	\$250
Permit Application Intermediate Works	\$500
Permit Application Major Works	\$1,500
Permit Application Major Works – complex	\$3,000
Agricultural Permit Applications (separated in 2016)	
Letter of Approval (site inspection not required)	\$100
Minor works or works located in regulated adjacent lands	\$250
Works located within flood and/or erosion hazard	\$500
Unauthorized works	2 X permit fee

Permit application large fill projects: 250 – 1,000 m ³ (Permit application for large fill projects - See procedural guidelines for more detail.)	\$500 plus \$0.80/m ³
Permit application large fill projects: more than 1000 m ³	\$1,500 plus \$0.80/m ³
Permit – amendment	\$100
Additional fee for significant technical review	Varies
Other	
Legal/Real Estate Inquiries	\$200
Comprehensive Mapping Request (minimum fee)	\$2,000
Legal/Consultant Peer Review Costs (charged on the basis of cost recovery)	Varies
Provision of Individual Property Information	\$50
Development Pre-consultations requiring technical study review (minimum fee)	\$500

Notes:

1. The maximum review fee for plans of subdivision/condominium is \$100,000.
2. Plans of subdivision/condominium fees for will be phased as outlined in NVCA's Policy for Charging Fees.
3. When processing and reviewing consolidated planning applications (e.g., OPA/ZBA/ Subdivisions) the higher fee would be applied.
4. Plans of subdivision/condominium and site plan fees include permitting fees under the NVCA's Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulation, Ontario Regulation 172/06.
5. A net hectare refers to the total area of land available for development. It excludes lands outside of the development limit (e.g., natural hazard, natural heritage areas and buffers).
6. NVCA reserves the right to reassess the review fee after 5 years of receipt of the application based on timing and receipt of technical information.
7. The applicant will be responsible for any external peer review costs necessary to review submitted technical submissions.
8. Alterations or expansions to existing golf courses not requiring *Planning Act* approvals and within a regulated area will be addressed through the *Conservation Authorities Act* approval fees.

9. Permit approval will not be required from the NVCA for certain small scale projects as outlined in NVCA's Policy for Charging Fees.

10. Please see NVCA's Policy for Charging Fees for further an explanation of the minor, intermediate and major permit fee categories, as well as other matters (e.g., fee exemptions, appeal process, etc.). This document is available at www.nvca.on.ca under Planning & Permits – Policies & Guidelines.

ATTACHMENT - Costs for Mapping/GIS Requests

Fee per Map	
Pre-made NVCA General Maps (8.5x11 or 11x17 Color)	\$10
Custom Made Maps (data processing fee + printing costs)	
8.5x11 or 11x17	\$10
17x22	\$20
22x34	\$25
24x36	\$30
Add Ortho Imagery to a 17 X 22 or larger map	Add \$10
Digital Maps	
Data Processing Fee -The fee for data preparation will be based on an hourly administration cost of the GIS Department's time for compiling and processing the requested information.	Varies
Products	
Digital Ortho Imagery	\$75 per tile
Packaged GIS Datasets	
Price will vary depending on level of complexity of the data and the time put into processing i.e., Generic Regulation Mapping \$2000	Varies

Alternative Formats – If you require this document in an alternative format, please contact the NVCA at 705-424-1479 or admin@nvca.on.ca

Rev. 03/16



400 Clyde Road, P.O. Box 729 Cambridge, ON N1R 5W6

Phone: 519.621.2761 Toll free: 866.900.4722 Fax: 519.621.4844 Online: www.grandriver.ca

TO: Municipal Clerks, Planning, Building and Engineering Staff
Adjacent CA's

FROM: Nancy Davy, Director of Resource Management
Fred Natolochny, Supervisor of Resource Planning
Beth Brown, Supervisor of Resource Planning

DATE: December 1, 2017

SUBJECT: GRCA Planning, Permit and Inquiry Revised Fees
Effective January 1, 2018

The General Membership of the Grand River Conservation Authority has approved a revised GRCA fee schedule for Plan Review, GRCA Permit and Inquiry services. The fees will be implemented throughout the Grand River watershed effective January 1st, 2018.

We have attached the revised fee schedules. Please ensure that copies of the attached fee schedule are available to municipal staff and prospective applicants.

Announcement A free, web based mapping tool, is available to the public to review GRCA maps of areas regulated under Ontario Regulation 150/06. We note that the text of Ontario Regulation 150/06 defines the areas that are regulated. However, this mapping tool will provide municipal staff and the public with some guidance on the areas regulated by the Conservation Authority. To use this mapping tool please go to www.grandriver.ca On the home page click on "Map Your Property" under the Planning and Permits heading.

Proposed activities or works within the areas regulated by the GRCA will require a permit from the GRCA, in addition to a building permit from the municipality.

The policies regarding Ontario Regulation 150/06 and a series of checklists that will aid the public and development industry to prepare satisfactory reports and plans for applications or inquiries can be found under the planning and regulations section of our website at www.grandriver.ca. The Plan Review and GRCA permit fees are also posted on the GRCA website under the planning and regulation section.

Please note that GRCA GIS data access is available to download or order data for use with your GIS directly off of the GRCA website.

If you have any questions or concerns regarding the Plan Review or Permit Service Fees please contact Fred (ext. 2229) or Beth (ext. 2307) at (519) 621-2761.

A handwritten signature in black ink that reads "Nancy Davy".

Nancy Davy
Director of Resource Management
621-2763, ext. 2235
ndavy@grandriver.ca

GRCA Permit, Plan Review, Title Clearance and Inquiry Fee Schedule
January 1st, 2018

PERMIT FEE SCHEDULE		
Category of Permit/Application	Fee for Development Applications	Fee for Alterations or Interference with Wetlands, Shorelines and Watercourses Applications
Minor - <i>Low risk of impact on natural hazards or natural feature. No technical reports required.</i>	\$400	\$400
Standard - <i>Moderate risk and/or potential impact on natural hazards or natural features. Detailed report and/or plans required.</i>	\$580	\$1030
Major - <i>Requires one or more reports (Environmental Impact Study, Hydraulic Analysis, Stormwater Management, Geotechnical, etc.)</i>	\$8,870	\$5,815 <i>Culvert/Bridge replacement</i> \$8,870 <i>All other applications</i>
Category of Permit Application	Fee	
Large Fill – over 1,000m ³	\$8,870 plus \$0.50/m ³	
Works initiated prior to GRCA approval	2 times the fee for the category	
Rural Water Quality Programs or GRCA projects	\$75	
Expired Permit	\$75	
Plans amended to an approved permit	\$75	

INQUIRY SCHEDULE	
Category of Application	Fee
Title Clearance and Inquiry Fee	\$225/property

PLAN REVIEW FEE SCHEDULE	
<i>*italicized please see Fee Notes</i>	
Category of Application	January 1, 2018 Fee
Subdivision and Vacant Land Condominium	
Base fee	\$2,175
▪ per net hectare	\$1,130/hectare
Applicant driven modification	\$1,450
Final clearance for registration of each stage: technical review required	\$5,815
Final clearance Processing Fee: no reports or review required	\$225
Fourth (4 th) and subsequent submission for review (same report)	\$500
Official Plan and/or Zoning Bylaw Amendment	
<i>Major</i>	\$2,170
<i>Minor</i>	\$400
Consent	
<i>Major</i>	\$1,030
<i>Minor</i>	\$400
Minor Variances	
<i>Major</i>	\$580
<i>Minor</i>	\$260
Site Plan Approval Applications	
<i>Major</i>	\$3,045
<i>Minor</i>	\$400
Complex Applications	\$8,870
Below Water Table Aggregate Applications	
No features of interest within 120 metres of licence limit	\$8,870
Features of interest within 120 metres of licence limit	\$37,145
Above Water Table Aggregate Applications	
No features of interest within 120 metres of licence limit	\$400
Features of interest within 120 metres of licence limit	\$8,870

* When reading the Permit and Planning fee schedule, please refer to the Fee Notes outlined below.