



**CORPORATION  
de la Cité de / of the City of  
CLARENCE-ROCKLAND**

**APPLICATION FOR: OFFICIAL PLAN AMENDMENT  
AND/OR ZONING BY-LAW AMENDMENT**

Personal information contained on this form is collected pursuant to the *Municipal Freedom of Information and Protection of Individual Privacy Act* and will be used for the purpose of responding to your request. Questions about this collection should be directed in writing to the Freedom of Information and Privacy Coordinator of the City of Clarence-Rockland.

Please refer to *A Guide to Official Plan and Zoning By-law Amendments* for more information regarding application requirements, fees, and the review process. A pre-consultation meeting is required prior to submitting an application. Reference should be made to the Planning Act, the Official Plan and Zoning By-Law of the City of Clarence-Rockland as well as the Official Plan of the United Counties of Prescott-Russell. In case of doubt or difficulty, enquiries should be directed to the:

Infrastructure & Planning Department  
City of Clarence-Rockland  
1560 Laurier Street  
Rockland, Ontario  
K4K 1P7

Phone: (613) 446-6022  
Fax: (613) 446-1497  
[www.clarence-rockland.com](http://www.clarence-rockland.com)

*For office use only*

Date received:	Date deemed complete:	File number:

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**GENERAL INFORMATION**

1. Pre-consultation with the City's Development Review Team is required for most applications. Additional consultations with various provincial ministries may be recommended (for example, the Ministry of Natural Resources and Forestry or the Ministry of the Environment and Climate Change). You should familiarize yourself with the Provincial Policy Statement, the applicable Official Plans and the City of Clarence-Rockland Zoning By-law.
2. The original application is to be completed and submitted to the Infrastructure & Planning Department of the Corporation of the City of Clarence-Rockland in paper and digital (PDF) format and must be signed by all the applicant(s) and owner(s) of the affected lands. The application must be accompanied by:
  - i) **Fees** for the amount indicated on the attached *Schedule B*. The fees for the application represent a portion of the anticipated costs for the processing of the application;
  - ii) A **Cover Letter or Planning Rationale** describing the application and outlining reasons for its support and justification, including consistency with the Provincial Policy Statement and conformity with the applicable Official Plan(s);
  - iii) A recent **survey plan** and/or reference plan;
  - iv) Two (2) copies of any additional supporting information (*see Section 9*);
  - v) A draft Official Plan Amendment must accompany any application to amend the Official Plan (*see Section 8*);
  - vi) A **map or sketch** indicating the exact location and dimensions of the area to be amended as well as any existing and proposed buildings and their setbacks from lot lines, and all natural features.
  - vii) A recent copy of the **Deed of Land or Parcel Register**;
3. If, in the opinion of the Manager of Development, the application is not complete (*as described in the Planning Act of Ontario, R.S.O. 1990, as amended*), the required circulation of the application and any necessary hearing will be delayed until a complete application is submitted.
4. For more information regarding the review process and the timeline for approval once a complete application has been submitted, please refer to the City's process guide (*A Guide to Official Plan and Zoning By-law Amendments*).
5. Applications must be submitted well in advance (approximately 60 days) of any anticipated meeting. The advanced submission period will permit the Municipality to comply with the legislated notification period within the *Planning Act*.

**Section 1 – Contact Information**

**Registered Owner (name):** \_\_\_\_\_

Contact person (if owner is a corporation): \_\_\_\_\_

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

Telephone Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

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

**Applicant (name):** \_\_\_\_\_

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

Telephone Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

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

**Agent (name):** \_\_\_\_\_

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

Telephone Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

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

All persons having a mortgage charge or encumbrance on the property:

Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

*If more than one, include on a separate page.*

**Correspondence:**

I/we prefer to receive correspondence in:  French  English

I/we prefer to receive correspondence via:  Letter mail  Email

Send correspondence to:  Owner  Applicant  Agent

Did you have a pre-consultation meeting with the Development Review Team or with a municipal planner?  Development Review Team  Planner  None

Name of planner: \_\_\_\_\_ Date: \_\_\_\_\_

**Section 2 – Description of the Subject Property**

*Please include all applicable information. This section covers the entire subject property.*

Civic Address: \_\_\_\_\_

Lot: \_\_\_\_\_ Concession: \_\_\_\_\_ Geographic Township: *Clarence*

Reference Plan Number: \_\_\_\_\_ Part(s): \_\_\_\_\_

Subdivision Plan Number: \_\_\_\_\_ Lot/Block: \_\_\_\_\_

Roll Number: \_\_\_\_\_ PIN(s): \_\_\_\_\_

Lot area: \_\_\_\_\_ m<sup>2</sup> ft<sup>2</sup> Lot depth: \_\_\_\_\_ m ft Width/frontage: \_\_\_\_\_ m ft

Is the property subject to any easements or restrictive covenants?  Yes  No

Instrument Number: \_\_\_\_\_

Description/Effect: \_\_\_\_\_

**Section 3 – Application Type**

Is this application for approval of:

- Official Plan Amendment
  Zoning By-Law Amendment  
 Temporary Use By-law
  Holding Provision By-law

What is the purpose of or reasons for the proposed amendment(s)? *(Include a separate sheet if space is insufficient):*

**Section 4 – Description of Proposed Development**

**Information on the Proposed Development**

	Existing		Proposed	
Type of Building(s)				
Proposed building height (m)				
Number of storeys				
Setbacks from lot lines (m)	Front: Rear:	Side: Side:	Front: Rear:	Side: Side:
Proposed lot coverage (%)				
Number of parking spaces				
Number of accessible spaces (included in the above total)				
Number of loading spaces				
Gross floor area (m <sup>2</sup> )				
Area of Ground Floor (m <sup>2</sup> )				
Percentage of the landscaped area (%)				

**Existing and proposed land uses, buildings and structures**

What is the current use of the subject land and any buildings?

Since when have the current buildings and land uses existed on the subject property?

Date the property was acquired by the current owner:

Briefly describe the proposed development *(buildings, land use, number of units, etc.)*:

Adjacent land uses:

North: \_\_\_\_\_

South: \_\_\_\_\_

East: \_\_\_\_\_

West: \_\_\_\_\_

Does the amendment cover the entire subject property?  Yes  No

*If no:* Please provide a description of the area subject to the amendment:

Lot area: \_\_\_\_\_ m<sup>2</sup> Lot depth: \_\_\_\_\_ m Width/frontage: \_\_\_\_\_ m  
ft<sup>2</sup> ft ft

**Section 5 – Access and Services**

**Type of access**

	Existing	/	Proposed
County Road	<input type="checkbox"/>		<input type="checkbox"/>
Municipal Road	<input type="checkbox"/>		<input type="checkbox"/>
Private Road	<input type="checkbox"/>		<input type="checkbox"/>
Right-of-way	<input type="checkbox"/>		<input type="checkbox"/>
Easement	<input type="checkbox"/>		<input type="checkbox"/>
Water Access	<input type="checkbox"/>		<input type="checkbox"/>
Other	<input type="checkbox"/>		<input type="checkbox"/>

*For water or other access, please describe:*

*Is there an existing entrance or culvert on the property? If yes, how many and on which road?*

**Type of water supply**

	Existing	/	Proposed
Municipal water	<input type="checkbox"/>		<input type="checkbox"/>
Private individual well	<input type="checkbox"/>		<input type="checkbox"/>
Private communal well	<input type="checkbox"/>		<input type="checkbox"/>
Lake or other water body	<input type="checkbox"/>		<input type="checkbox"/>
Not required	<input type="checkbox"/>		<input type="checkbox"/>
Other	<input type="checkbox"/>		<input type="checkbox"/>

*For other water source, please describe:*

**Type of sanitary sewage disposal**

	Existing	/	Proposed
Municipal sanitary sewers	<input type="checkbox"/>		<input type="checkbox"/>
Private individual septic	<input type="checkbox"/>		<input type="checkbox"/>
Private communal septic	<input type="checkbox"/>		<input type="checkbox"/>
Pit privy	<input type="checkbox"/>		<input type="checkbox"/>
Not required	<input type="checkbox"/>		<input type="checkbox"/>
Other	<input type="checkbox"/>		<input type="checkbox"/>

*For other sanitary sewage disposal, please describe:*

**Type of storm water management**

	Existing	/	Proposed
Municipal storm sewers	<input type="checkbox"/>		<input type="checkbox"/>
Roadside ditch or swale	<input type="checkbox"/>		<input type="checkbox"/>
Other	<input type="checkbox"/>		<input type="checkbox"/>

*Date of installation for proposed services:*

**Section 6 – Related Applications**

**Previous Applications**

Has this land ever been the subject of an application for a plan of subdivision (Planning Act, Section 51) or consent (Planning Act, Section 53)?

- Yes                       No                       Unknown

If yes: File Number or date:	Status:
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Has this land ever been the subject of an application under Section 34 of the Planning Act (Zoning By-law, Holding By-law, or Interim Control By-law)?

- Yes                       No                       Unknown

If yes: File Number or By-law Number:	Status:
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**Concurrent Applications**

Is this parcel of land currently the subject of any other planning applications?                       Yes                       No

- If yes: Application type:
- Official Plan Amendment
  - Zoning By-law Amendment
  - Minor Variance
  - Plan of Subdivision
  - Consent (Severance)
  - Site Plan Control
  - Building Permit
  - Other

File Number:	Status:
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Approval Authority:

Land affected by the Application:

Purpose of Application:

Effect on the Current Application:

**Section 7 – Planning Designation**

**Land Use**

What is the current land use designation in the:

- *Official Plan of the United Counties of Prescott and Russell?*

- *Official Plan of the Urban Area of the City of Clarence-Rockland or Bourget Official Plan?*

If applicable, what are the density requirements of the Official Plan?

Minimum: \_\_\_\_\_

Maximum: \_\_\_\_\_

What is the current zoning category of the subject property?

**Environmental Constraints**

Is there a Provincially significant wetland on the subject property?  Yes  No

Is any portion of the subject property within a floodplain?  Yes  No

Is any portion of the subject property within 120 metres of a designated natural heritage feature as identified in the *Official Plan of the United Counties of Prescott and Russell*?  Yes  No

*If yes:* Please indicate the natural feature(s):

- Endangered/threatened species habitat
- Fish Habitat (lake, pond, watercourse or municipal drain)
- Significant Wildlife Habitat (deer wintering area or wildlife travel corridor)
- Significant Woodland
- Area of Natural and Scientific Interest
- Larose Forest/Clarence Island

Details (location, name of watercourse/waterbody, number and type of trees, etc.):

Unless otherwise stated in the Cover Letter or Planning Rationale, briefly describe how the proposal conforms to the Provincial Policy Statement and any applicable Official Plan(s).

Is there a proposed public consultation strategy, in addition to the process normally used by the City of Clarence-Rockland?  Yes  No

*If yes, the public consultation strategy must be attached to the application and included in the list of supporting documents in Section 9.*

**Section 8 – For Official Plan Amendments Only**

Does the proposed Official Plan Amendment change, replace, delete or add a *policy* in the Official Plan:

- Change
- Delete
- Replace
- Add

*If applicable and known at the time of application, provide the following:*

Section number(s) of the policy to be modified/added: \_\_\_\_\_

Text of proposed new/modified policy attached on a separate page:  Yes  No

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

*If yes:* Current designation: \_\_\_\_\_

Proposed designation: \_\_\_\_\_

Does the proposed Official Plan Amendment change or replace a *schedule* in the Official Plan?  Yes  No

*If yes:* Schedule to be changed: \_\_\_\_\_

Map of proposed new schedule attached on a separate page:  Yes  No

List the land uses which would be permitted by the proposed amendment:

**Section 9 - List of attached documents**

Please list the titles of any supporting documents (*e.g. Environmental Impact Study, Hydrogeological Report, Market Area Study, Aggregate License Report, Storm water Management Report, etc.*):



**Section 10 - Affidavit**

*This must be signed in the presence of a Commissioner.*

I (we) \_\_\_\_\_  
Name of Owner(s) / Applicant(s)  
of \_\_\_\_\_  
Village/Town  
in the \_\_\_\_\_  
County/Region

solemnly declare that all the statements contained in this application are true, and I (we) 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 \_\_\_\_\_  
Village/Town  
in the \_\_\_\_\_  
County/Region

This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
Day Month Year

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

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

\_\_\_\_\_  
*Signature of a Commissioner*

**Section 11 – Owner’s Authorization**

*To be completed if the owner is not the applicant or has assigned an Agent to help manage the application process.*

I (we) \_\_\_\_\_  
Name of Owner(s)  
of \_\_\_\_\_  
Village/Town  
in the \_\_\_\_\_  
County/Region

do hereby authorize \_\_\_\_\_  
Name of Applicant or Agent  
to act as my agent in this Application for an Official Plan or Zoning By-law Amendment.

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

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

Date:

**SCHEDULE A**

**Applicant's Checklist**

*Please note that your application may not be deemed complete if any of the following items are not included with the completed application form. The Infrastructure and Planning Department cannot begin processing your application until it has been deemed complete.*

- A Cover Letter or Planning Rationale
- The required fees, either cash, cheque or money order, payable to the City of Clarence-Rockland, for the amount set out in *Schedule B* below
- 2 copies of all supporting documents listed in Section 9
- A survey plan and/or reference plan
- A map or sketch of the location and dimensions of the area to be amended, buildings and setbacks, and natural features
- A recent copy of the Deed of Land or Parcel Register

**SCHEDULE B**

**Official Plan Amendment**

\$4,328.00

**Zoning By-law Amendment**

\$2,813.00

**Amendment Following a Condition of Severance**

\$1,082.00

**Temporary Use By-law**

\$1,782.00

**Holding Provision**

\$758.00

**Additional Fee for South Nation Conservation (if applicable)**

\$765.00 - Official Plan Amendment

\$390.00 - Zoning By-law Amendment/Temporary Use By-law

**Additional Fee for the United Counties of Prescott and Russell**

\$850.00 - Official Plan Amendment