

APPLICATION FOR A ZONING CHANGE

Applicant's Guide

These notes are for the assistance of applicants and should not be regarded as complete or exhaustive. Reference should be made to The Planning Act, to the Official Plan of St. Joseph Island Planning Area, and to the Zoning By-law of the Township of Jocelyn. In case of doubt or difficulty, enquiries should be directed to:

Township of Jocelyn Municipal Office
3670 5th Side Road
RR#1
Hilton Beach, ON
P0R 1G0
PHONE - 7052462025 EMAIL: admin@jocelyn.ca

- I. This application is to be fully completed in triplicate and submitted to the Clerk of the Township of Jocelyn, signed by both the applicant(s) and owner(s) of the affected lands, and accompanied by:
 - i) A cheque for \$150.00 made payable to the Corporation of the Township of Jocelyn.
Note: The application includes an undertaking to reimburse the Township for all reasonable expenses, fees or charges. In the event of any dispute about the amount of such expenses, fees or charges, solicitor's fees shall be taxed in accordance with The Solicitor's Act and other fees or charges submitted to arbitration by a single arbitrator appointed by a District Judge of the Judicial District of Algoma.
 - ii) A sketch of an illustration or survey plan (see item #7 (a) on the application - in triplicate.
 - iii) Supporting information (see item #7(b) on the application) in triplicate
2. Immediately upon receipt of an application, the Planning Board will receive a copy of the application and a copy will be presented to Council for its information.
3. Where necessary, the Clerk will send a notice to all property owners within 120 (400 feet) of the limits of the lands for which the application for zoning change is being made.

4. It is to the applicant's advantage to submit a complete and comprehensive application. Complete applications will be expedited. The applicant's reasons for requesting the amendment (Item #6 on the application) should be stated in detail. If, in the opinion of the Council or Planning Board, the application is not complete, necessary circulation of the application and any necessary hearing will be delayed until a complete application is submitted.

Note: Certain applications requesting minor amendments may not require the supporting information requested by Item #7(b) on the application. However, most applications will be considered incomplete without the information requested by Item #7(b).

5. The application will be considered at the first regular meeting of the Planning Board held after Council has reviewed the application. On request, a copy of the Planning Board's recommendation to Council will be forwarded to the applicant, his agent(s) and to all other persons who have requested copies.

GENERAL PROCEDURES

- 1) The clerk or some person designated by Council shall be responsible for all initial contacts for the municipality with the applicant.
- 2) Council or a person designated by Council shall meet with the applicant and discuss the application.
- 3) Council shall make a decision as to the action to be taken:
 - 1.e. -rejection
 - deferred to a later date
 - referred to a specific agency or person
 - preliminary approval in principle subject to technical review
- 4) In the event that the Council grants preliminary approval in principle and the applicant wishes to proceed, the owner shall enter into an agreement with the municipality to guarantee payment of fees and expenses resulting from the review of the application and preparation of any documents directly related to the application.
- 5) Upon signing of the agreement, Council shall employ the services of a planner, solicitor, road superintendent, building inspector and clerk, or one or more of them to review the application, advise Council and prepare any necessary documents.
- 6) Council shall proceed with the application only when the findings of the review are available.

71-~~FE~~ CORPORATION OF THE TOWNSHIP OF JOCELYN
Application for a zoning change

NOTE: THE ATTACHED GUIDE SHOULD BE READ BEFORE
COMPLETING THIS APPLICATION.

I. APPLICANT AND OWNER

A) APPLICANT _____
name phone

I certify that, to the best of my knowledge and belief, the particulars given in the following application are correct. I hereby apply, in accordance with the provisions of The Planning Act, for the change of zoning described in this application. In addition to the fee payable on the filing of this application, I hereby undertake and agree to reimburse the Township of Jocelyn for all reasonable expenses, fees or charges properly incurred by it in the processing of this application to finality.

Signature of Applicant Date

B) OWNER _____
Name Phone

Address

I, the owner of the subject property, hereby endorse the application.

Owner's Signature Date

2. AGENTS

Solicitor(if any) _____
Name Phone

Address

Other (Architect/Engineer/Planning/Consultant/etc.)

Name Phone

3. **LOCATION AND DESCRIPTION OF THE LAND**

Concession No. _____ Lot(s) _____
Registered Plan No. _____ Lot(s) _____
Street _____ Side _____

4. **REQUESTED CHANGE IN ZONING AND APPROPRIATE AMENDMENT TO THE OFFICIAL PLAN.**

(a) Existing Provisions of By-Laws affecting Lands (specify Paragraphs)

(b) Requested zone change - specify fully

(c) Is an amendment to the Official Plan required?

Yes _____ No _____

If the answer to (c) above is "yes" what is the required change? Specify Fully.

5. **LAND USE**

(a) Existing use of the Land _____

(b) Proposed use of the lands and/or buildings _____

6. **REASONS FOR REQUESTING THE AMENDMENT**

Complete as fully as possible using extra paper if required.

7. **SUPPORTING INFORMATION REQUESTED**

(a) **Sketch of an illustration or survey plan showing the following:**

- i) Applicant/owner's total holdings in the area
- ii) Land(s) which are the subject of the proposed amendment
- iii) The location, size, and use of all existing buildings or structures on the subject lands and on immediately adjacent properties

(b) **Site Plan Showing the following:**

- i) Proposed buildings or structures together with height, size, setbacks and exterior design.
- ii) Ingress and egress, parking, unloading and driveway areas
- iii) landscaping, including fencing and buffers

(c) **The applicant is requested to submit any further information which he feels may affect this proposal.**

8. If the application is approved by Council, and the Ontario Municipal Board where applicable, within what period will you:
- (a) Commence use of the lands and /or structure for the purposes outlined in your application?

- (b) Complete construction if a building is proposed?
