

**POSTING OF PLANNING ACT APPLICATION ADVISORY SIGN**

**RE: REZONING APPLICATION**

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This will confirm the requirement of the Township of Tay for a sign to be posted by all applicants or agents on each property under application.

A sign will be made available to you upon submission of your application(s) and you are directed to post each sign in a prominent location that will enable the public to observe the sign. A charge of \$50.00 will be deducted from your payment in the event the sign is not returned to the Township following the Public Meeting.

The location of each sign will depend on the lot and location of structures on it, however, the sign should be placed so as to be legible from the roadway in order that the public can see the sign and make note of the telephone number should they wish to make inquiries. In most cases, please post the sign with stake as you would a real estate sign. For commercial or industrial buildings it may be appropriate to post the sign on the front wall of the building at its entrance. Please contact the undersigned if you have any queries on the sign location.

Each sign must remain posted beginning 20 days prior to the Public Meeting, until the day following the Public Meeting, at which time the sign is to be returned. Please fill in the form below indicating your agreement to post the sign(s) as required. This form must be submitted with the application so that it may be placed on file as evidence that you have met the Township's requirements. Failure to post the sign as required may result in deferral of the application.

Thank you for your co-operation.

Planning & Development Department  
Corporation of the Township of Tay

**OWNER/AGENT:** \_\_\_\_\_

**PROPERTY:** \_\_\_\_\_

**I understand that each sign must be posted at least 20 days before the Public Meeting, and will remain posted and be replaced if necessary, until the day following the Public Meeting.**

**I acknowledge that the Planning and Development Department has confirmed these requirements with me.**

\_\_\_\_\_  
Signature (Owner/Agent)

\_\_\_\_\_  
Date

Dear Applicant:

**RE: GENERAL INFORMATION ON PLANNING MATTER APPLICATIONS**

1. Please be advised that only fully completed Applications in accordance with the Planning Act, accompanied by the necessary supporting materials and fees, will be received and processed. **PLEASE DISCUSS YOUR APPLICATION WITH STAFF FROM THE PLANNING AND DEVELOPMENT DEPARTMENT PRIOR TO SUBMITTING THE APPLICATION.**
2. The fees for Planning Applications (see attached) have been established by Council by By-law pursuant to the Planning Act, R.S.O. 1990. The fee is to reimburse the Municipality for all expenses for advertising, public meetings, drafting, planning, engineering and legal costs.
3. Where the fee includes a Refundable Deposit and the actual costs incurred are less than the deposit, the funds remaining shall be refunded. Where costs exceed the deposit, all work on the Application will stop until a further deposit is submitted to the Municipality.
4. Pursuant to the Planning Act, Council may reduce or waive the requirement for the payment of the fee. The Applicant is responsible for requesting Council's consideration under the Planning Act. The Application will not be received until either a decision is made and/or the fee paid.
5. Pursuant to the Planning Act, the Applicant may pay the fee under protest and appeal to the O.M.B. within thirty (30) days of the payment of the fee.

# POLICY MANUAL

SUBJECT: **PLANNING APPLICATION FEES**

EFFECTIVE DATE: **DECEMBER 13, 1995**

REVISION DATE:

PAGE:  
**1 OF 1**

It shall be the Policy of the Township of Tay that all Application fees with respect to Planning Applications made pursuant to the Planning Act shall be paid prior to the receipt and processing of the Application.

It shall be the policy of the Township of Tay that requests to waive or reduce planning application fees pursuant to Section 69 of the Planning Act shall only be considered, upon application if they fall within the following categories:

- 1) Applications submitted by Non-Profit Organizations/Associations which will provide general public service to the residents of the Township of Tay.
- 2) Applications required as a result of an error or omission of the Township of Tay.

It shall be the Policy of the Township of Tay that where a request is made pursuant to Section 69 of the Planning Act, the Planning Matter Application shall not be received until and in accordance with the decision of the Committee or Council.

THE CORPORATION OF THE  
TOWNSHIP OF TAY  
**Planning Application Fees**  
BY-LAW NUMBER 2004-100

1.	<b>Amendment to the Official Plan</b> *An additional (refundable) deposit of \$1,000 shall also be submitted when the application is filed.	\$ 2,000.00+*
	<b>Total Fee</b>	\$ 3,000.00
2.	<b>Amendment to the General Zoning By-law</b>	\$ 1,000.00
3.	<b>Removal of Holding (H) Symbol</b>	\$ 300.00
4.	<b>Consent to divide (Sever) property</b>	\$ 600.00
5.	<b>Consent <u>Agreements</u></b> Between the Twp & Landowner intended to fulfill a condition of consent (severance) *An addtl deposit of \$1,000 is req'd to cover the costs of outside services	\$ 1,000.00+*
	<b>Total Fee</b>	\$ 2,000.00
6.	<b>Public Notice Re-circulation (re-circulation only)</b>	\$ 200.00
7.	<b>Minor Variance Application</b>	\$ 350.00
8.	<b>Validation of Title - Application to C.O.A.</b>	\$ 350.00
9.	<b>Deeming By-Law</b> (to deem a property not to be subject to a plan of subdivision)	\$ 350.00
10.	<b>Site Plan Approval and Agreement</b> *An additional (refundable) deposit of \$1,000 shall also be submitted when the application is filed.	\$ 1,000.00+*
	<b>Total Fee</b>	\$ 2,000.00
11.	<b>Application for Draft Plan Approval of Subdivision or Condominium</b> *An additional (refundable) deposit of \$5,000 shall also be submitted when the application is filed.	\$ 5,000.00+*
	<b>Total Fee</b>	\$10,000.00
12.	<b>Condominium/Subdivision Agreements</b> between the Township/landowner/developer to fulfill a condition of Draft Condominium or Subdivision approval . *An additional deposit of \$2,000 is req'd for outside services	\$ 2,000.00+*
	<b>Total Fee</b>	\$ 4,000.00
13.	<b>Part Lot Control By-Laws</b> To divide a property that is subject to a plan of subdivision	\$ 1,000.00
14.	<b>Subdivision/Condominium Draft plan Approval <u>Extension</u></b> (to consider an extension to the D.P. Approval)	\$ 2,500.00
15.	<b>A Subdivision/Condominium Red Line Revision</b> (to make changes to an approved draft plan)	\$1,200.00
16.	<b>Subdivision/Condominium Lift Part Lot Control</b>	\$ 1,200.00
17.	<b>Licence of Occupation</b> To enter into a license of occupation (encroachment agreement) with respect to Twp land * plus outside services	\$ 250.00+*
18.	<b>License of Occupation <u>renewal</u></b> (for an existing license of occupation)	\$ 75.00

**PLANNING MATTER APPLICATION**  
**for**  
**GENERAL ZONING BY-LAW 2000-57**

- Zoning By-law Amendment
- Holding By-law Amendment
- Interim Control By-law
- Temporary Use By-law

File No. \_\_\_\_\_

Property Roll No. \_\_\_\_\_

**TO: PLANNING AND DEVELOPMENT DEPARTMENT**

Pursuant to Section 34 of the Planning Act, R.S.O. 1990, as amended, I/We hereby submit this application to the Township of Tay in respect of the lands hereinafter described.

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**A. OWNERSHIP/APPLICANT DETAILS**

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**1. Name of Owner(s):**

\_\_\_\_\_

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

\_\_\_\_\_

Postal Code \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_

Date subject lands acquired by owners: \_\_\_\_\_

**2. Name of Authorized Agent (if any)**

\_\_\_\_\_

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

\_\_\_\_\_

Postal Code \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_

NOTE: It is requested that all communications be sent to:

\_\_\_\_\_ Owner \_\_\_\_\_ Agent

**3. Names and addresses of any mortgages, holders or charges or other encumbrances:**

\_\_\_\_\_

\_\_\_\_\_

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**B. PROPERTY DETAILS**

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**4. Description of Subject Lands:**a) Location of Property

Concession # \_\_\_\_\_ Lot(s) \_\_\_\_\_

Registered Plan # \_\_\_\_\_ Lot(s) \_\_\_\_\_

Reference Plan # \_\_\_\_\_ Part(s) \_\_\_\_\_

Name of Fronting Street and Street No. \_\_\_\_\_

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**5. Dimensions of Subject Lands (metres/hectares):**

Subject Land

a) Frontage (metres) \_\_\_\_\_

b) Depth (metres) \_\_\_\_\_

c) Area (metres) \_\_\_\_\_

**6. Access to Subject Lands:**

a) Is access to subject lands by:

- Provincial Highway
- County Road
- Municipal Road
- Private Road
- Water Access
- Other \_\_\_\_\_

b) Is road maintained \_\_\_\_\_ seasonally \_\_\_\_\_ all year?

c) If access to the subject land is by water, please indicate location of parking and docking facilities to be used and the distance between these and the nearest public road.  
\_\_\_\_\_  
\_\_\_\_\_

**7. BUILDINGS AND STRUCTURES DETAILS**

(a) Dimensions of all buildings and structures EXISTING on the subject lands. (Attach a separate page if necessary).

Description	Ground Floor Area (m2)	Total Floor Area (m2)	No. of Storeys	Width (m)	Length (m)	Height (m)	Date Constructed

(b) Describe **present** use of subject land and **existing** buildings and the length of time the use has continued.

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**8. SERVICES**

(a) Please indicate how potable (drinking) water is provided to subject lands:

- Municipal water system
- Private water system
- Well
- Lake or other surface water source
- Other, please specify \_\_\_\_\_

(b) Please indicate how sewage disposal is provided to subject lands:

- Municipal sewage treatment system
- Private communal sewage disposal
- Private septic system
- Other, please specify \_\_\_\_\_

(c) Please indicate how storm drainage is provided to the subject lands:

- Storm sewers
- Ditches and swales
- Other,

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**C. PROPOSAL DETAILS**

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**9. Provide an Explanation of the Application and Proposal Amendment and basis for requesting Amendments/Approval.**

(a) Current Official Plan designation of Subject lands:

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(b) Current Zoning of Subject Lands:

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(c) Proposed Rezoning, including nature and extent of rezoning and reason for the request:

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(If space is insufficient, please attach additional paper).

**10. The proposed uses of the subject land:**

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(b) Dimensions of all buildings and structures PROPOSED to be erected on the subject lands.

Description	Ground Floor Area (m2)	Total Floor Area (m2)	No. of Storeys	Width (m2)	Length (m2)	Height m2)

**11.(a)** Have the subject lands ever been the subject of, or are currently the subject of, any of the following Planning Applications:

**YES NO**

\_\_\_ \_\_\_ Consent

\_\_\_ \_\_\_ Plan of Subdivision

\_\_\_ \_\_\_ Rezoning Application

\_\_\_ \_\_\_ Official Plan Amendment Application

\_\_\_ \_\_\_ Site Plan

**11.(b)** If yes to any of the above, please indicate Application File Number and the status of the Application

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#### **D. DRAWING DETAILS**

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**12. A sketch must be submitted with the Application, and shall include thereon:**

- a) the boundaries of the "Subject Land" with dimensions;
- b) the location, widths and names of the existing streets or highways which abut the subject lands and the current uses if adjacent lands;
- c) the location, size and use of all proposed and/or retained buildings, with dimensions and relationship to the lot boundaries clearly marked thereon;
- d) the location and size of proposed parking area(s) with dimensions and proposed surface;
- e) the location of any landscaping and/or fencing proposed, with the type and height indicated;
- f) natural and artificial features (existing and proposed) on the subject lands and adjacent lands that the Applicant feels may affect the Application, such as buildings, railways, pipelines. Watercourses, drainage ditches, river or streams, swamps and wooded areas within or adjacent to the subject land, as well as the location of any septic tank, tile bed or well;

- g) the location and direction of any lighting proposed;
- h) the slope of the land;
- i) any right-of-way or other easements on or abutting subject lands.

**NOTE: All measurements shall be provided in Metric.**

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**E. SIGNATURES**

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**13. Affidavit/Declaration**

I, \_\_\_\_\_ of  
 \_\_\_\_\_

in the County of \_\_\_\_\_ solemnly declare that:

ALL the above statements and the statements contained in all of the exhibits submitted herewith, 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 County of \_\_\_\_\_  
 this \_\_\_\_ day of \_\_\_\_\_  
 A.D. 20\_\_\_\_\_

\_\_\_\_\_  
 Signature of Applicant

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

**14. Owners Statement**

As of the date of this application, I/We are the registered owner(s) of the lands described in this application. I/We examined the contents of this application and certify as to the correctness of the information submitted with the application insofar as I/We have knowledge of these facts.

I/We concur with the submission of this application to the Township of Tay.

Date:

\_\_\_\_\_  
(Owner)

\_\_\_\_\_

\_\_\_\_\_  
(Owner)

\_\_\_\_\_

- If the owner is a Corporation, the application shall be signed by an officer of the Corporation and the Corporation's Seal shall be affixed.

**15. Acknowledgement**

The Applicant hereby signifies and acknowledges the payment of the Planning Application Fee as established by By-law to the Township as a fee at the time of filing of this application.

The Applicant hereby signifies and acknowledges that the fees or portion thereof are to be held as a deposit to cover any legitimate costs in procesing this application. Legitimate costs may include but is not limited to, legal, planning, landscape architecture, etc. services.

The Applicant hereby acknowledges and agrees that if the Township deems in necessary to retain outside professionals in order to process and consider the application, the cost of these services shall be deducted from the deposit. If the deposit is depleted, all work on the processing and consideration of the application will stop until the deposit is returned to its required amount. Once the application has been finalized any surplus deposit shall be returned to the Applicant. **NO ASSURANCE IS GIVEN THAT THE PAYMENT OF THE FEE WILL RESULT IN APPROVAL.**

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

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**FOR OFFICE USE ONLY:**

Date Complete Application Received: \_\_\_\_\_

Checked by: \_\_\_\_\_

Amendment File No.: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## PERMISSION TO ENTER

Date: \_\_\_\_\_

Township of Tay  
Planning & Development Department  
450 Park Street  
P. O. Box 100  
VICTORIA HARBOUR, Ontario  
LOK 2A0

Dear Sir/Madam:

**RE: SUBMISSION OF PLANNING APPLICATION**

Location of land: \_\_\_\_\_  
(municipal address)

I hereby authorize the members of the Committee and members of the staff of the Township of Tay and the County of Simcoe to enter onto the above-noted property for the limited purposes of evaluating the merits of this application and to permit Committee staff to place a notice sign on the above noted property.

\_\_\_\_\_  
Signature of owner or authorized agent

\_\_\_\_\_  
Please print name