



**Application Form:
 Zoning By-law Amendment/Lifting of Holding By-law/Temporary
 Use By-law**

File Number: _____ **Date Received:** _____

Property Tax Roll: _____ **Application Fee:** _____

Staff Member initials: _____ **Fee Paid:** **Yes** **No**

Payment Method: **Cash** **Cheque** **Interac** **FIN Code:** _____

This application reflects the mandatory information that is prescribed in the Schedules to Ontario Regulation 545/06 made under the Planning Act, RSO, 1990, as amended.

All information and materials required in support of your application shall be made available to the public, as indicated by Section 1.0.1 of the Planning Act, R.S.O. 1990 C. P.13. Personal information on this form is collected under the Authority of the Planning Act and will be used to process this application.

In addition to completing this form, the Applicant may be required to submit supplementary information and materials. Consultation is not mandatory but is strongly recommended.

As per the Township of Champlain’s current User Fee By-law, the following costs associated with the processing of planning applications are payable by the applicant:

- Legal fees related to the preparation and registration of agreements and by-laws to be registered on title;
- Engineering fees; and
- All other technical review fees as may be required by Champlain Township.

I/we acknowledge and understand that I/we am/are responsible for all applicable legal, engineering, and technical review costs as determined by the Township of Champlain.



I/we acknowledge that, Dormant Planning Files that have remained inactive for three years for Committee of Adjustment applications and five years for all other planning applications will be deemed closed. In the event that a request is made to reactivate a closed file, the applicant shall pay the full existing fee for planning services regardless of any fees paid in the past.

Additionally,

I/We acknowledge that, with respect to this application, it is the responsibility of the applicant to determine whether the United Counties of Prescott and Russell require any additional review processes. Furthermore, I/We understand that all applicable fees associated with such reviews are the sole responsibility of the applicant.

Section 1: Property Owner (s) / Authorized Agent Information

Property Owner(s) Information:

List ALL registered property owners (First and Last Names):

Corporation Name or Partnership (if applicable):

Contact Name:

Title:

Property Address:

Unit/Civic Number:

Street:

City:

Province:

Postal Code:

Mailing Address (if different than above):

Phone Number:

Email Address:

Have you consulted with Champlain Township's Planning Department? Yes No



Phone Number:

Email Address:

Please indicate how you would like to receive notification: Phone

Email

What language would you prefer to receive correspondence in: English

French

Who should the correspondence be sent to (check all that apply):

Authorized Agent

Property Owner(s)

Section 2: Property Information and Characteristics

Civic Address of Subject Property:

Legal Description of Subject Property:

Current Land Use Designation:

How does the proposal conform to the United Counties of Prescott and Russell Official Plan:

If applicable, how does the proposal conform to the Official Plan for the Urban Areas of the Township of Champlain:

Describe the current use of the property:



Description of surrounding land uses:

Are there any easements or restrictive covenants affecting the subject land? Yes No

If yes, please provide details:

Lot characteristics:

Lot Frontage (meters)

Lot Area (square meters)

Lot depth (meters)

Water frontage (meters)

Are there any buildings on the subject land? Yes No

If yes, provide the following details on the buildings:

Building 1 Type and Use:

Building Height (meters)

Floor Area (m²)

Front setback (meters)

Rear setback (meters)

Side set back (meters)



Building 2 Type and Use:

Building Height (meters)

Floor Area (m²)

Front setback (meters)

Rear setback (meters)

Side set back (meters)

Building 3 Type and Use:

Building Height (meters)

Floor Area (m²)

Front setback (meters)

Rear setback (meters)

Side set back (meters)

Building 4 Type and Use:

Building Height (meters)

Floor Area (m²)

Front setback (meters)

Rear setback (meters)

Side set back (meters)

Access:

Provincial Highway

Private Road

County Road

Right-of-way

Municipal Road

Water Frontage



What is the proposed Zoning:

(attach a zoning matrix, if applicable)

Proposed Development Details:

Does the development cover the entire property: Yes No

If No, provide a description of the subject area:

Floor Area (Total of all existing and proposed buildings) m²

Proposed Density (dwelling units per hectare):

Maximum Building Height: m

Number of Storeys:

Number of Dwelling Units:

Number of Parking Stalls:

Number of Accessible Parking Stalls:

Number of Loading Stalls:

Landscaped Area: m²



5. Has the subject site ever been subject to an application under the Act for an Amendment to a Zoning By-law? Yes No

If yes, please identify the file number and the status of the application:

6. Has the subject site ever been subject to a Minister's Zoning Order? Yes No

If yes, please identify the Ontario Regulation number of that order:

7. Will the proposed development result in the production of more than 4500 meters of effluent a day? Yes No

If yes, a servicing options report and a hydrogeological report will be required to support the application.

8. Are there any natural heritage features or constraints on the property? Yes No

If yes, please explain:

9. Is any portion of the subject property within 120 m of a natural heritage feature? Yes No

If yes, please explain:



10. Does the proposal change or impact the boundary of the settlement area? Yes No

11. Does the proposed development require any changes to the policies of employment lands?
(Including residential use in commercial, industrial, or institutional lands, conversion of a
brownfield property) Yes No

12. Are the subject lands within an area designated under any provincial plan or plans?
Yes No

If yes, please specify how the proposed amendment conforms or does not conflict with the
provincial plan or plans:

13. How is the proposed amendment consistent with the policy statements issued under
subsection 3(1) of the Act.



**Section 4: Supporting Information
 (as outlined in the Information and Materials By-Law No. 2023-71)**

Please select the information and materials that are being submitted alongside this application form, or at the time of submission as required by the Township.

Table 1 Information and Materials to be provided with the application

Document Type	To be provided with the submission
Application form(s)	
Agrology and Soil Capability Study	
Archaeological Assessment	
Building Elevations	
Environmental Impact Study	
Environmental Site Assessment (Phase 1&2)	
Geotechnical Study	
Grading and Drainage Plan	
Heritage Impact Assessment	
Hydrogeological and Terrain Analysis	
Impact Assessment – Mineral Aggregate	
Impact Assessment – Mining Hazards	
Impact Assessment – Waste Disposal Site(s)/Former Landfill Site(s)	
Landscape Plan	
Minimum Distance Separation	



Noise Control Study	
Plan of Survey	
Planning Rationale	
Plan of Subdivision	
Plan of Condominium	
Rail Proximity Study	
Shadow Analysis	
Site Plan	
Site Servicing Study	
Slope Stability Study	
Transportation Impact Assessment	
Tree Conservation Report	
Urban Design Brief	
Water Budget Assessment	
Wellhead Protection Study	
Wind Analysis	

Additional information and materials may be required by Champlain Township to support the application. The application may not be considered a complete application unless this information and these materials have been completed.



Please attach a concept plan (sketch) with the following details:

- Boundaries and dimensions of subject land.
- Location, size, and type of existing and proposed buildings and structures on the subject land, showing distances from front, rear and side lot lines.
- Approximate location of natural and artificial features that are located on or adjacent to subject lands or that may impact the development.
- Current uses of adjacent land.
- Details of roads within and abutting the subject land.
- If access is by water only, location of parking and docking facilities.
- Location and nature of any easement.



Section 6: Authorization of Property Owner(s) (to name Authorized Agent)

If someone other than the registered owner(s) of the property are making this application, then this section must be completed. Each registered owner shall sign this section of the application form. Authorization is required from each individual or corporation.

I/We (name(s))

the undersigned, hereby authorize,

(Full name, including company, if any), to submit the enclosed application to Champlain Township, and to appear on my/our behalf at any hearing(s) of the application, and further, to provide any information or materials required by Champlain Township relevant to the application.

Signature of Property Owner

Name (First-Last)

Signature of Property Owner

Name (First-Last)

Date Signed:



Section 7: Permission and Disclosure

Permission is hereby granted to Champlain Township staff and consultants to enter the premises subject to this application for the purposes of making inspections associated with this application, during normal and reasonable working hours.

I/we (Name(s)) _____,

the undersigned, am/are the owner(s) of the land that is the subject of this application and for the purposes of the Freedom of Information and Protection of Privacy Act, I/we authorize and consent to the use by or 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.

Signature of Property Owner

Name (First-Last)

Signature of Property Owner

Name (First-Last)

Date Signed:

