



Planning and Development
Department
Form One
Property and Applicant Information

File Number: _____

Date Received: _____

Please Note that the **Planning Act** requires that a complete application be filed before it can be considered. You need to complete this form as well as the **Additional Requirements** for the specific application you are making. Please look at the Information For Applicants sheet for your type of application.

General Information

You are encouraged to discuss your application with the Planner for your municipality, and with the appropriate officials of the local municipality. You may also contact your local Planner by way of the County of Bruce website (www.brucecounty.on.ca) 'Living Here', 'Housing and Property' 'Land Use Planning', then select your municipality. At this point you will be provided with contact information for the planning hub and staff. Staff can provide you with information about your application. To avoid delay in processing, you should gather information about your property, and examine the provisions of Official Plans and Zoning By-Laws in force and effect.

Incomplete Applications May Be Refused

The Planning Act requires that complete applications be filed before the application(s) may be considered. The requirements for a complete application are defined in the Planning Act, its regulations, the Bruce County Official Plan and in Local Municipal Official Plans. Applications may be refused when incomplete.

A complete application consists of **Form 1** (Property and Applicant Information) completed and signed; a scalable and detailed site plan (examples of which are attached to the specific application guides), two (2) paper copies and one (1) electronic copy (Word or PDF) of supplementary documents including reports, studies, maps and schedules as required, together with the associated development application fees (see Table of Fees at end of Form One).

If You Are Unable to Answer Any of these Questions, Please Contact Your Local Planning and Development Office for Assistance.

1. **Registered Owner's Name:** _____
Address and Postal Code _____

Telephone: Home _____ Work _____ Fax _____
E-Mail Address: _____

2. **Applicant's Name:** (If different from #1) _____
Address and Postal Code _____

Telephone: Home _____ Work _____ Fax _____
E-Mail Address: _____

3. **Agent's Name:** (If different from #1) _____
Address and Postal Code _____

Telephone: Home _____ Work _____ Fax _____
E-Mail Address: _____

4. All communication(s) will be sent to the **Prime Contact Only**.
Please indicate who this will be.

Owner Applicant Agent

5. Names, addresses and telephone numbers of any **holders of mortgages, charges or encumbrances** on the subject lands. (if there is more than one person, please use a separate piece of paper)

Name: _____

Address and Postal Code _____

Telephone: _____ Fax: _____

E-Mail Address: _____

6. Location of Property:

Municipality _____
Former Municipality _____
Lot (s) _____ Concession _____
Lot (s) _____ Registered Plan _____
Part (s) _____ Reference Plan _____
Street /or Civic Address _____
Tax Assessment Roll Number _____

7. Dimensions of Lands (Entire Parcel)

Frontage (along street) _____
Width (along front and rear) _____
Depth: _____
Area: _____
Width of Street: _____

Complete #8 and #9 ONLY if your application involves a consent. Otherwise, skip and continue with # 10.

8. Dimensions of Lands (Parcel to be Severed)

Frontage (along street) _____
Width (along front and rear) _____
Depth: _____
Area: _____
Width of Street: _____

9. Dimensions of Lands (Parcel to be Retained)

Frontage (along street) _____
Width (along front and rear) _____
Depth: _____
Area: _____
Width of Street: _____

10. Existing Use of the Subject Lands

Existing Use: _____

Proposed Use: _____

Number of Buildings Existing: _____

Number of Buildings Proposed: _____

11. Uses of the abutting properties (including properties on opposite side of road allowance):

North _____ South _____

East _____ West _____

12. What type of access do the lands have?

Provincial Highway	County Road
Year Round Municipal Road	Seasonal Municipal Road
Unopened Road Allowance	Private Right-of-Way
Other, Please specify:	
If proposed access is by water, what boat docking and parking facilities are available on the mainland? (Specify):	
Note: For access to a Provincial Highway or County Road, access permits may be required. You should contact the Ministry of Transportation or the County of Bruce Transportation Department for further information.	

13. Have the subject lands been the subject of a previous application for approval?

No _____ Yes _____ (If yes, please indicate file number, nature of the application, date of the application, and the decision).

14. Are there any easements or restrictive covenants applying to the subject lands?

No _____ Yes _____. (If yes, please attach copies of the covenants or easements, or a detailed description).

15. Have the subject lands been the subject of a Minister's Zoning Order?

No _____ Yes _____

16. Is there a stream, pond, or other wetland within 100 metres of the subject lands?

No _____ Yes _____

17. Are the subject lands within 100 metres of Lake Huron, Georgian Bay?

No _____ Yes _____

18. Are the subject lands within 100 meters of an inland lake?

No _____ Yes _____

19. Services Currently Available, or to be Available (Please check all that apply)

	Municipal Water	Communal Water	Private Water	Municipal Sewers	Communal Sewers	Private Septic	N/A
Existing							
Proposed							

20. Has the septic system been re-inspected?

No _____ Yes _____

If yes, please provide date of re-inspection _____

21. Are stormwater sewers present?

No _____ Yes _____ Proposed _____

If no, indicate how the subject lands are drained _____

22. The date of construction of all buildings and structures on the subject lands:

23. Does the application require demolition of an existing building?

No _____ Yes _____

24. When did you acquire the subject property or properties? _____

25. Is the application consistent with Provincial Policy Statement?

No _____ Yes _____

For Farm Related Applications Only:

26. In order to shorten the time associated with processing Zoning/Consent applications for farmers wishing to dispose of surplus dwellings, the Planning Department requires your assistance in providing additional information. This information will assist the Planning Department in evaluating the application and in carrying out future site visits to the property. Additionally, the information will be used to assist in determining the compliance of the proposal with the Official Plan and relevant Minimum Distance Separation Formula.
- a) To what extent are you currently involved in active farming (e.g. farming full time, part time, renting out farm land to other farmers) _____
- b) Farm Type: Incorporated Partnership Family Other
- c) Total Land Holdings in Acres: Own _____ Rent _____
- d) Location of home farm Municipality _____ Lot _____ Concession _____
- e) Please complete the following table for each livestock facility on neighbouring lots within 1500 feet of the new property boundaries proposed by the surplus lot.

	Barn 1	Barn 2	Barn 3
# of Tillable acres (where livestock facility is located)			
Description of Animal Type (existing or potential) Beef, Dairy, Pigs Poultry (Chickens, Turkeys) etc. Eg. Beef Cows, including calves to weaning (all breeds) Swine, Weaners (7kg-27kg) Dairy Cattle, Large-framed e.g. Holsteins, Chickens, Broilers on an 8 week cycle			
Maximum Housing Capacity of Livestock Facility Eg. Total # of Chickens that can be housed in barn			
Type of Manure - Solid (dry) Liquid (wet)			
Type of Manure Storage System - Inside/Outside, Covered/Not Covered Eg. Liquid, outside with permanent, tight fitting or Solid, outside, no cover, 18-30% dry matter with covered liquid runoff storage			
Distance from Barn or Manure Storage System to Nearest Point of Proposed New Zone or Consent			
Additional information regarding livestock facilities on neighbouring lots may be requested.			

Questions # 27, 28 and 29 Must Be Completed In The Presence of a "Commissioner of Oaths".
Staff in Planning Offices Are Authorized Commissioners. **Please Print.**

27. I, _____ hereby authorize a site visit(s) be undertaken by, but not limited to the staff of the following agencies: County of Bruce Planning Department, the Municipality, the Conservation Authority, and, the Grey-Bruce Health Unit, where applicable.

28. I, _____ have reviewed the fees for applications, and the refund policy that forms part of this application form.

29. I, _____ of the _____ in the County/ Regional Municipality Of _____, hereby solemnly declare that the statements made herein are to the best of my belief and knowledge, a true and complete representation of the purpose and intent of this application.

Date: _____ Signature Of Owner _____
Signature Of Owner _____
Signature Of Agent Or Applicant _____

Declared Before Me At The
_____ Of _____
In The _____ Of _____,
This _____ Day Of _____, 20____.

A Commissioner, Etc.

If you are an owner, and wish to have someone else represent you regarding this application, please complete the following:

Authorization of Owner(s) for Agent to Make the Application

I/We, _____, am/are the owner(s) of the land that is the subject of this application and I/we authorize _____ to make this application on my/our behalf.

Date Signature of Owner

For Office Use Only:

Deemed to be a complete application on: _____

Signature of Planner: _____

Contact Information

The County Planning and Development Department handles the administrative requirements of applications for the local municipalities and the County.

The Department currently has three offices.

The **Peninsula Hub Office** serves the following local municipalities:

Municipality of Arran-Elderslie (former Arran, Elderslie, Tara, Paisley and Chesley);

Municipality of Northern Bruce Peninsula (former Eastnor, Lindsay, St. Edmunds and Lion's Head); and

Town of South Bruce Peninsula (former Albemarle, Amabel, Hepworth and Wiarton)

Bruce County Planning & Development Department

268 Berford Street, Box 129,

WIARTON, Ontario N0H 2T0

Phone: (519) 534-2092 Fax: (519) 534-1174

E-Mail: bcplwi@brucecounty.on.ca

The **Interior Hub Office** serves the following local municipalities:

Municipality of Brockton (former Brant, Greenock and Walkerton)

Township of Huron-Kinloss (former Huron, Kinloss and Lucknow); and

Municipality of South Bruce (former Mildmay, Carrick, Teeswater and Culross);

Bruce County Planning and Development Department

30 Park Street, P. O. Box 848,

WALKERTON, Ontario, N0G 2V0

Phone: (519) 881-1782 Fax: (519) 507-3030

E-Mail: bcplwa@brucecounty.on.ca

The **Lakeshore Hub Office** serves the following municipalities:

Municipality of Kincardine (former Kincardine Township, Bruce, Tiverton and Kincardine);

Town of Saugeen Shores (former Saugeen, Port Elgin and Southampton).

Bruce County Planning and Development Department

1243 MacKenzie Road, PORT ELGIN, ON N0H 2C6

Phone: (226) 909-1601 Fax: (519) 832-9000

E-Mail: bcplpe@brucecounty.on.ca

Application Fees 2018

Application Type	2018 fees (including CA review fees) Payable To 'Treasurer, County Of Bruce' (unless otherwise indicated)
Minor Variance / Alteration or Extension of Legal Non-Conforming Use.	770
Consent Certification	150
Consent / Severance	1,160
Official Plan Amendment (Local and/or County)	1,460
Zoning By-Law Amendment	1,230
Joint Zoning / OPA	2,240
Joint OPA / Consent	2,500
Joint Local OPA and County OPA	2,200
Joint Local OPA/County OPA / Zoning	3,280
Joint Local OPA/County OPA/Zoning/Consent	4,450
Joint Zoning / Consent	2,270
Joint Minor Variance / Severance	1,840
Joint OPA/ Zoning / Severance	3,280
Consents - Change of Conditions	540
Foreclosure, Power of Sale and Validation of Title	900.00 plus County legal costs
Part Lot Control (per lot or block)	890
Subdivision / Condominium Draft approval Up to 20 blocks / lots or units 21 to 50 blocks / lots or units more than 50 blocks / lots or units (0.3 metre reserve blocks not included for calculating applicable fees)	4920 6140 7360 Peer Review Fees Reports/Studies submitted together with an application for Plans of Subdivision and / Condominium are subject to Peer Review Fees as follows: All Developments: Subdivisions = \$70 per lot or block with a minimum flat fee of \$560 and a maximum fee of \$6,780.00; or Condominiums = the lesser of \$70 per unit or \$1340.00/ ha with a minimum flat fee of \$560.00 and a maximum flat fee of \$6780.00

Application Type	2018 fees (including CA review fees) Payable To 'Treasurer, County Of Bruce' (unless otherwise indicated)
	(payable to the Conservation Authority responsible for the review)
Condominium - Exemption from draft approval	1,220
Subdivision / condominium - request for Major revisions (re-circulation)	1,220
Subdivision / Condominium - request for Minor revisions OR Extension to Draft Approval (for each additional year beyond three (3) year lapsing)	620
Emergency Extension to Draft Approval - when application for Draft Approval Extension is submitted ten (10) or less working days prior to date of lapsing. For each one (1) year Draft Approval extension.	1,040
Subdivision / Condominium - Final Approval	1,220
<p>Additional Municipal Fees May Apply</p> <p>Please consult with your Municipality for further information. These fees are also available on the County of Bruce Website at www.brucecounty.on.ca The additional fees that may apply are:</p> <ol style="list-style-type: none"> 1. Municipal Administration fees; 2. Municipal Technical Review fees (ie. Septic systems). 	

No Refunds Will Be Provided for Any Development Application



County of Bruce Planning & Development Department

Form Four:

Minor Variance or Alteration of a Legal Non-Conforming Use Information to Applicants

General

You are encouraged to discuss your application with the planner for your municipality, and with the appropriate officials of the local municipality. You may also contact your local Planner by way of the County of Bruce website (www.brucecounty.on.ca) 'Living Here - Housing and Property' section. Staff can provide you with information about your application. In order to avoid delay, you should gather information about your property, and you are encouraged to examine the provisions of official plans and zoning bylaws in force and effect.

Complete Application Required

The Planning Act requires that **complete applications** be filed before the applications for a Minor Variance or Alteration of a Legal Non-Conforming Use can be considered. The requirements for a complete application are defined in the Planning Act, its regulations, in the Bruce County Official Plan and in local municipal official plans. An application may be refused because it is incomplete.

In order to ensure that your application is complete, please complete the **Planning and Development Department - Form One - Property and Applicant Information**. If you are submitting applications for several applications on the same property, you need only submit one completed copy of the Development Application Form.

Additional information is required. You should submit this information in the form of an accompanying letter or report. You may need to obtain the assistance of a qualified professional to assist you in completing the application.

Information Required For Applications for Minor Variances or Alteration of a Legal Non-Conforming Use

Schedule 1 to Ontario Regulation 200/96, as amended by O. Reg. 471/09 lists the information that is to be provided with a complete application for minor variance or alteration of a legal non-conforming use. These requirements are summarized below,

and together with the completed Form One, will fulfill the requirements for your application. For major or complicated applications, you should consult the Ontario Regulations and the Official Plans that apply directly.

Additional Requirements of Ontario Regulation 200/96 include:

A letter or report outlining the reasons why the proposed use cannot comply with the provisions of the zoning bylaw.

A sketch showing the boundaries of the land, the location and size of all buildings or structures on the land, including the distance from lot lines, the location of all natural and artificial features on the land, and on land that is adjacent to the land subject to the application. This includes location of wells, buildings, roads, ditches, woodlands, wetlands, and septic. (Please see attached example).

The Bruce County Official Plan has application requirements that may also apply.

The Local Municipal Official Plan may have other requirements for applications as well. Please consult with the area planner for more information.

Two paper copies and one electronic copy in Word or PDF format of the reports that accompany the Development Application Report are required. **Any maps or schedules must be accurate, and scalable. The location of all existing and proposed buildings and structures, and the location of all natural and artificial features must be shown.** (Please see attached example).

One copy of all material accompanying the application must be provided. If possible, electronic copies of the material in Word or PDF format, including all maps and schedules, on CD or other electronic format useable by the County (no floppy disks or diskettes) would be appreciated.

The Process

When a complete application is received, a request for comments is sent to several government agencies; and, notice is given to surrounding property owners. The Committee of Adjustment for the local municipality holds a public hearing. Once the Committee of Adjustment has reached a decision, notice of the decision is given, and interested persons may appeal the decision to the Ontario Municipal Board.

Your local planner can provide more specific detail of this process for you.

Information submitted will be made available for examination to any person who requests it. Once you have been notified of the Application File Number, information about the application will be put on the Department's website.

An application that is incomplete may be refused for that reason.

Contact Information

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268 Berford Street, P.O. Box 129,

Wiarton, Ontario N0H 2T0

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Bruce County Planning and Development Department

30 Park Street, P.O. Box 848, Walkerton, Ontario, N0G 2V0

Phone: (519) 881-1782

Fax: (519) 507-3030

E-Mail: bcplwa@brucecounty.on.ca

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Town of Saugeen Shores (Former Township of Saugeen, Port Elgin and Southampton).

Bruce County Planning and Development Department

1243 MacKenzie Rd, Port Elgin Ontario, N0H 2C6

Phone: (226)-909-1601

Fax: (519)-832-9000

E-Mail: bcplpe@brucecounty.on.ca

