



Planning and Development  
Department  
**Form One**  
Property and Applicant Information

File Number: \_\_\_\_\_

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

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**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](http://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):	
<b>Note:</b> 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](mailto: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](mailto: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

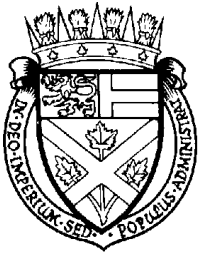
E-Mail: [bcplpe@brucecounty.on.ca](mailto:bcplpe@brucecounty.on.ca)

## 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  <b>Peer Review Fees</b> Reports/Studies submitted together with an application for Plans of Subdivision and / Condominium are subject to Peer Review Fees as follows: <b>All Developments:</b> <b>Subdivisions</b> = \$70 per lot or block with a minimum flat fee of \$560 and a maximum fee of \$6,780.00; or <b>Condominiums</b> = 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 <b>Major</b> revisions (re-circulation)	1,220
Subdivision / Condominium - request for <b>Minor</b> revisions <b>OR</b> Extension to Draft Approval (for each additional year beyond three (3) year lapsing)	620
<b>Emergency Extension</b> 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><b>Additional Municipal Fees May Apply</b></p> <p>Please consult with your Municipality for further information. These fees are also available on the County of Bruce Website at <a href="http://www.brucecounty.on.ca">www.brucecounty.on.ca</a> The additional fees that may apply are:</p> <ol style="list-style-type: none"> <li>1. Municipal Administration fees;</li> <li>2. Municipal Technical Review fees (ie. Septic systems).</li> </ol>	

## No Refunds Will Be Provided for Any Development Application



**County of Bruce**  
**Planning & Development Department**  
**Form Three**  
**Zoning By-law Amendment**  
**Information to Applicants**

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## 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](http://www.brucecounty.on.ca)) 'Planning Services' 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 amendment to a Zoning By-Law 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 Property and Applicant Information 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 Amendments to the Zoning By-law

**Schedule 1 to Ontario Regulation 545/06, as amended by O. Reg. 470/09** lists the information that is to be provided with a complete application for an amendment to a zoning bylaw. 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 545/06 include:

1. The nature and extent of the rezoning requested, and the reasons for the request whether the requested amendment changes or replaces a designation in the Official Plan.
2. The land uses that the application requests and that currently exists
3. If the requested amendment would permit a development on privately owned and operated individual or communal septic systems and more than 4500 litres of effluent would be produced per day, you are required to provide:
  - a. A servicing options report, and
  - b. A hydrogeological report.
4. Whether the land has been the subject of an application for approval of a plan of subdivision, consent, a previous rezoning, or is subject to a Minister's zoning order.
5. If the requested amendment alters any or all part of a settlement area or establishes a new settlement area, or removed land from an area of employment, the current official plan policies applying to this.
6. Whether the requested amendment is consistent with the Provincial Policy Statement,
7. Whether the subject land is within an area of land designated under any provincial plan or plans (such as the Niagara Escarpment Plan), whether the requested amendment conforms to or does not conflict with those plan or plans.

**The Bruce County Official Plan** has application requirements that may also apply. These include:

1. Where development may affect an Area of Natural or Scientific Interest (ANSI), a Provincially, Regionally or Locally Significant Wetland, or areas of habitat of Threatened or Endangered Species, the preparation of an Environmental Impact Study may be required, in accordance with Section 4.3 of the County Plan.
2. Where major new development or redevelopment is proposed on other than municipal sewer and water services, a Settlement Capacity Study is required (Section 4.7.5.2, 4.7.6)
3. Where a local or the County Plan permits development on private individual or communal services, a lot servicing plan may be required, and a hydrogeologic report demonstrating the suitability of and impact of the development on groundwater, and a conceptual storm water management plan, (Section 4.7.5.3), and a storm water management study may be required. (Section 5.3.5.1 (iii),
4. In the Shoreline Development Area, as designated in the County Plan, you may also be required to prepare a storm water management plan, a fisheries management study, and other studies as outlined in Section 5.3.5.1 of the County Plan.

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

You are asked to deal with these questions in the form of a planning rationale report, prepared by a qualified professional.

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).

## The Process

When a complete application is received, a request for comments is sent to several government agencies, the municipality or the County will give notice of an application to surrounding property owners, a public meeting will be scheduled, notice of decision is given, and individuals who have written to the municipality, or attended the public meeting 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

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 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  
578 Brown Street, Box 129,  
WARTON, Ontario N0H 2T0  
PHONE: (519) 534-2092  
FAX: (519) 534-1174  
Email: [jvandorp@brucecounty.on.ca](mailto:jvandorp@brucecounty.on.ca)

The **INTERIOR OFFICE** serves the following local municipalities:

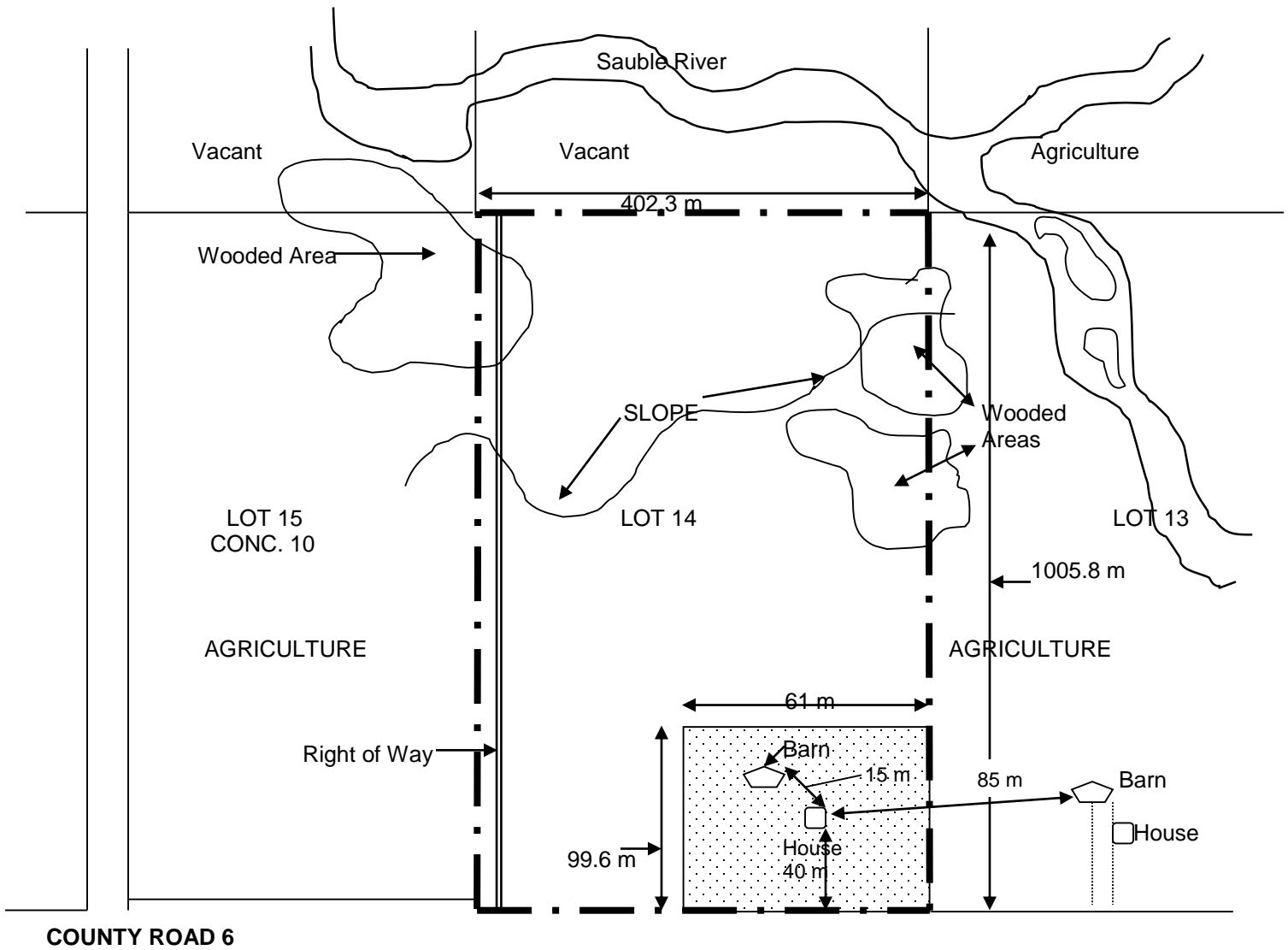
MUNICIPALITY OF BROCKTON (former Township of Brant, Township of Greenock and Walkerton)  
TOWNSHIP OF HURON-KINLOSS (former Huron, Kinloss and Lucknow); and  
MUNICIPALITY OF SOUTH BRUCE (former Mildmay, Carrick, Teeswater and Culross);

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: [dsmith@brucecounty.on.ca](mailto:dsmith@brucecounty.on.ca)

The **LAKESHORE 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  
30 Park Street, P. O. Box 848, WALKERTON, Ontario, N0G 2V0  
PHONE: (519) 881-1782  
FAX: (519) 507-3030  
E-MAIL: [lbarrie@brucecounty.on.ca](mailto:lbarrie@brucecounty.on.ca)



COUNTY ROAD 6

AGRICULTURE

AGRICULTURE

AGRICULTURE

LOT 15  
CONC. 11

House

**NOTE: NOT TO SCALE**



SUBJECT PROPERTY



AREA TO BE REZONED OR REDESIGNATED

**EXAMPLE ONLY**