

THE CORPORATION OF THE TOWNSHIP OF HILTON

APPLICATION FOR A ZONING CHANGE

Applicant 's Guide

These notes are to assist the applicant and should not be regarded as complete or exhaustive. Reference should be made to the Planning Act, the Official Plan for the St. Joseph Island Planning Area and the Zoning By-Law of the Township of Hilton. Pre-consultation with the Township of Hilton or the St. Joseph Island Planning Board is encouraged. Other agencies could also be potentially involved (ie Ministry of Transportation; Algoma Public Health; Algoma Power Inc; Ministry Natural Resources and Forestry).

Inquiries should be directed to: Sara Dinsdale, Acting Clerk
Township of Hilton
2983 Base Line
Hilton Beach, Ontario P0R 1G0
Phone: (705)246-2472 Fax: (705)246-0132
Email: admin@hiltontownship.ca

1. This application is to be fully completed and signed by both the applicant and owner of the affected lands and submitted to the Clerk of the Township of Hilton accompanied by:

a) A cheque for \$400.00 made payable to the Township of Hilton.

Please note that the application includes an undertaking to reimburse the Township for all reasonable expenses, fees or charges, including any and all costs involved with an Ontario Land Tribunal hearing, should one be required. 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.

b) A sketch of illustration or survey plan (see Item #7(a) on the application).

c) Supporting information (see Item #7(b) on the application).

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 comment.

3. Where necessary, the Clerk will send a notice to all property owners within 120 metres (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. The applicant's reasons for requesting the amendment (Item #6 on the application) should be stated in detail. If, in the opinion of 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 amendment may not require the supporting information requested by Item #7(b) on the application. However, most applications will be considered to be incomplete without the information requested by #7(b).

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APPLICATION FOR A ZONING CHANGE

NOTE: The attached guide should be read before completing this application.

1. APPLICANT AND OWNER

(a) APPLICANT _____
Name Phone

Address

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 or Hilton 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

Address

Phone: _____ Email: _____

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

Owner's signature Date

2. AGENTS

SOLICITOR (if any) _____
Name

Address

Phone: _____ Email: _____

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

Name Phone

Phone: _____ Email: _____

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 as required.

7. **SUPPORTING INFORMATION REQUESTED**

- (a) Sketch of Illustration or Survey Plan showing:
- i. Applicant's/Owner's total holdings in the area.
 - ii. Lands 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:
- i. Proposed buildings or structures together with height, size, setbacks and exterior design.
 - ii. Ingress/egress, parking, unloading and driveway areas.
 - iii. Landscaping including fencing and buffers.
- (c) The applicant is requested to submit any further information which may affect this proposal.

8. If this application is approved by Council, and the Ontario Land Tribunal where applicable, within what period will:

- (a) Use of the lands and/or structures commence for the purposes outlined in this application?

- (b) Construction of any proposed buildings be completed?
