

— TOWN OF —
GRIMSBY

APPLICATION TO
AMEND THE ZONING BY-LAW

Revised: April 2024

The Application Process

1. Pre-consultation Meeting

Prior to submitting an application, the Applicant must apply for a Pre-consultation meeting. This meeting will allow for Town Departments including Planning, Public Works, Building, and other provincial and regional agencies to provide preliminary guidance and confer with the applicant about any additional requirements or studies. Applicants are encouraged to contact staff prior to the pre-consultation meeting to discuss initial concepts.

2. Submission of a Complete Application

NOTE: The applicant and/or their authorized representative is required to make an appointment to submit their completed application. Email planning@grimsby.ca to make an appointment.

After accepting a complete application, the Town will circulate copies to Town Departments, provincial and regional agencies, commissions, authorities and others who may be concerned, to obtain information, comment and recommendations. The applicant will be notified if the application is deemed incomplete.

3. Comments

Review comments are relayed to the applicant. Comments typically request changes to meet Town requirements, clarification, additional information, etc. A meeting between Town, agency staff and applicant may be required.

4. Public Meeting

A public meeting is required by the *Planning Act* as part of the review process.

5. Decision on Zoning By-law Amendment

Once the applicant has addressed all comments appropriately, the Zoning By-law Amendment is then forwarded to Council for approval/refusal.

Official Plan Amendment Requirements Checklist

1. Mandatory Pre-consultation Meeting

2. Completed Original Application Form

One (1) original and one (1) copy of the Town of Grimsby Application to Amend the Zoning By-law, signed by the owner and agent (if any).

3. Affidavit

The person signing the affidavit must appear before Commissioner of Oaths and must show proof of identity via government issued photo identification such as a driver's licence, or passport. The person signing the affidavit must sign the document in the presence of the Commissioner.

Please note that an appointment is required to see the Commissioner. Contact Town Hall at 905-945-9634 or email clerks@grimsby.ca to inquire about appointment availability.

4. The text of the requested amendment if a provision within the Zoning By-law 14-45 is being changed, replaced, deleted or added.

One (1) high quality digital copy.

5. Zoning Sketch(s) and any accompanying text if amendments to a schedule or schedules in the Zoning By-law 14-45 are requested.

One (1) physical and one (1) high quality digital copy of the Zoning Sketch showing the following shall be submitted with the application:

- The boundaries and dimensions of the subject land.
- The location, size and type of all existing and proposed buildings and structures on the subject land, indicating their distance from the front lot line, rear lot line and side lot lines.
- The approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded area, wells and septic tanks) that are located on the subject land and on land that is adjacent to it, and in the applicant's opinion may affect the application.
- The current uses of land that is adjacent to the subject land.
- The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way.
- If access to the subject land will be by water only, the location of the parking and docking facilities to be used.

- The location and nature of any easement affecting the subject land.
- A zoning matrix.

6. SketchUp file indicating any amendments.

SketchUp (.skp) file indicating massing and location of any amendments.

7. Application Fees

Planning & Development

A cheque made out to the Town of Grimsby in accordance with the fee schedule. (Refer to the Rates & Fees section of Town of Grimsby website: <https://www.grimsby.ca/en/town-hall/rates-and-fees.aspx>)

The Region of Niagara

A cheque made out to the Region of Niagara should be submitted to the Town of Grimsby at the time of application. Please contact the Region of Niagara with respect to these fees.

Phone: 905-980-6000

Toll-free: 1-800-263-7215

NPCA Review Fees

Where Niagara Peninsula Conservation Authority (NPCA) review is required, additional fees will be required. Please contact the NPCA directly with respect to fees.

8. Supporting Studies, as indicated in Pre-Consultation Meeting

9. Notification Sign(s)

The applicant is responsible for the erection of a public notification sign(s) in a location on the subject lands which is clearly visible to the public. The sign must conform to the design specifications as described in the Notice Signboard Template document (<https://www.grimsby.ca/en/doing-business/planning-resources.aspx>). Planning Staff will assist in choosing a suitable location for the sign. Digital photograph(s) of the sign(s) must be provided to the Planning Department.

10. Public Consultation Strategy

One (1) digital copy of the proposed strategy for consulting with the public with regarding the requested Zoning By-law amendment.

11. Electronic copies of all required items sent to planning@grimsby.ca

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APPLICATION TO
AMEND THE ZONING BY-LAW

Revised: April 2024

For Office Use Only	
Date Received	Date Application Deemed Complete
Application Reviewed by	

1. Pre-Consultation Meeting

Pre-Consultation Meeting Date

2. Registered Owner (as shown on the deed and title of the property)

Name	Company Name	Municipality	
Mailing Address		Unit #	Postal Code
Province	Email	Telephone	

3. Authorized Agent or Solicitor (if one has been authorized)
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Name	Company Name	Municipality	
Mailing Address		Unit #	Postal Code
Province	Email	Telephone	

Contact for all future correspondence (select one)	<input type="checkbox"/> Registered Owner	<input type="checkbox"/> Authorized Agent
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4a. Other Parties (consultant, surveyor, lawyer, etc.)

Contact Name	Company Name	Municipality	
Role to application (consultant, surveyor, lawyer, etc.)			
Mailing Address		Unit #	Postal Code

Province	Email	Telephone
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4b. Other Parties (consultant, surveyor, lawyer, etc.)

Contact Name	Company Name	Municipality
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Role to application (consultant, surveyor, lawyer, etc.)

Mailing Address	Unit #	Postal Code
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Province	Email	Telephone
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5. Details of the Subject Lands

Municipal Address

Legal Description

Are there any: easements, restrictions, or other covenants applicable to the property? If “yes”, provide a description of each easement, restriction or covenant, and its effect.

Are there any: mortgages, charges or other encumbrances in respect of the subject land? And if “yes”, provide the names and address of the holders of any mortgages, charges or other encumbrances.

Frontage of land affected (metric)

Average Width of land affected (metric)

Average Depth of land affected (metric)

Area of land affected (metric)

6. Existing and Previous Land Use

What is the existing use of the subject lands?

If known, what were the previous uses of the subject lands, and approximate timeframe?

If known, what is the date the subject land was acquired by the current owner?

If known, identify the date(s) of any existing buildings or structures on the subject land were constructed.

If known, the length of time that the existing uses of the subject lands have continued?

Has there been an industrial or commercial use of the site or adjacent land?

Yes No Unknown

If "yes", please indicate the last year of use.

Has there been fill placed on the site?

Yes No Unknown

Is there reason to believe the site may have been contaminated by former uses, either on the site or on adjacent sites? (e.g., former industrial use, gas station, petroleum or other fuel stored on site or adjacent site.)

Yes No Unknown

If "yes", then an environmental audit including all former uses of the site and, if appropriate, the adjacent site, to the satisfaction of the municipality is required. This study must be prepared by a qualified consultant.

Report attached? Yes No

If "no" on what basis did you come to this determination?

Indicate the land uses on abutting properties (north, south, east, west)

Identify all existing buildings on property (if any) in metric units.

Type of Existing Buildings or Structures	All Yard Setbacks				Number of Stories	Ground Floor Area	Total Floor Area
	Front	Rear	Interior	Exterior			

Are the subject lands or buildings designated as architecturally or historically significant under the *Ontario Heritage Act*?

Yes No

7. Proposed Use of Subject Lands

What is the proposed use of the subject lands?

List any proposed buildings or structures in metric units.

Type of Existing Buildings or Structures	All Yard Setbacks				Number of Stories	Ground Floor Area	Total Floor Area
	Front	Rear	Interior	Exterior			

8. Proposed Zoning Amendment

What is the current Official Plan designation?

How does this rezoning application conform to the Official Plan?

What zoning is proposed for the subject lands?

Describe the purpose of the proposed amendment.

Are any site specific zoning regulations (i.e. setbacks, etc.) being requested?

Yes No

If "yes" please specify.

Is this application to implement an alteration to the urban boundary or implement a new urban area?

Yes No

If "yes" provide details of the Official Plan or Official Plan Amendment that references this matter.

Is this application to remove land from an area or employment?

Yes No

If "yes" provide details of the Official Plan or Official Plan Amendment that references this matter.

9. Concurrent Planning Applications

Are there any concurrent applications made under the *Planning Act* or the *Niagara Escarpment Planning and Development Act*, such as applications for approval of an official plan amendment, plan of subdivision, a site plan or for a consent to sever **that involves the subject lands?**

Yes No

If "yes" please indicate the type of application, file number, purpose of application, status of application and its effect on the requested amendment.

Are there any applications made under the *Planning Act* or the *Niagara Escarpment Planning and Development Act*, such as applications for approval of an official plan amendment, zoning by-law amendment, plan of subdivision, a minor variance, a site plan or for a consent to sever **that is within 120 metres of the subject lands?**

Yes No Unknown

If "yes" please indicate the type of application, file number, purpose of application, status of application and its effect on the requested amendment.

10. Access (select all that apply)

Identify how the subject lands will be accessed:

Regional road Other public road Private road
 Municipal road Provincial highway Right of way/Easement

11. Servicing (select all that apply)

Identify how the subject lands will be serviced:

Water

Municipal water
 Private individual well
 Private communal well
 Lake or other waterbody
 Other: _____

Wastewater

Municipal wastewater
 Private individual septic
 Private communal septic
 Other: _____

Stormwater

Sewers
 Ditches/swales
 Other: _____

Will the application permit development on privately owned and operated individual or communal septic system producing more than 4,500 litres of effluent per day?

Yes No

12. Provincial Policy Plan Conformity

Describe how the application is consistent with the policy statements issued under Section 3(1) of the *Planning Act*.

Is the subject property within an area designated by the Greenbelt Plan?

Yes No

Is the subject property within an area designated by the Niagara Escarpment Plan?

Yes No

If the answer to any of the above is "yes", please explain how the application conforms to the applicable plan(s).

Affidavit

I, _____ OF THE _____
Applicant Name *Name of City, Town, or Township etc.*

IN THE _____, SOLEMNLY DECLARE THAT
Name of Regional Municipality

the information and material contained within this application, including this form and all documents that accompany it, is accurate and complete. 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.

Declared before me in _____ in the _____
Name of Regional Municipality *Name of City, Town, or Township etc.*

on this ____ day of _____, 20____
Month *Year*

Signature of Applicant or Authorized Agent

Signature of Commissioner of Oaths

Acknowledgement of Agreement of Registered Owner

I (we), _____, REGISTERED OWNER(S) OF THE SUBJECT LANDS, *Name of Registered Owner(s)*

ACKNOWLEDGE AND AGREE AS FOLLOWS:

- i. I am the registered owner of the Subject Lands.
- ii. All information requested on this form is collected and maintained under the authority of the *Planning Act*, R.S.O 1990, c. P.13 for the purpose of creating a record that is available to the general public within the meaning of section 27 of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56.
- iii. I hereby grant the Town permission to reproduce, in whole or in part, any document submitted as part of a complete application for internal use, inclusion in staff reports or distribution to the public either online or through other means for the purpose of application review.
- iv. Employees and agents of the Town to which this application is made ("the Municipality"), Niagara Region, and any relevant commenting agency may enter onto the Subject Lands, without notice, to view, survey, and/or photograph the Subject Lands to obtain information required by the Municipality to process this application.
- v. All information and material requested on this form and/or obtained by entering onto the Subject Lands is required by the Municipality to process this application and will be used for that purpose.
- vi. For the purposes of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56, I authorize and consent to the use by or the 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 and correspondence purposes. Questions about this collection should be directed to The Town Clerk, Town of Grimsby, 160 Livingston Ave, Grimsby, Ontario L3M 0J5, telephone 905-945-9634.

Signature of Registered Owner

Date

The section below is only to be completed by the Corporate Owner or an Agent of the Corporate Owner (if applicable).

Name: _____

Date: _____

I have the authority to bind the corporation

Owner's Authorization of an Agent

If an agent is employed, the Owner(s) must complete the following:

I (we) _____,
Name of Registered Owner(s)

REGISTERED OWNER(S) OF THE SUBJECT LANDS, hereby authorize

Name of Agent

to prepare and submit an Application to Amend the Zoning By-Law for approval.

Signature of Registered Owner

Date