TOWNSHIP OF BLANDFORD-BLENHEIM

ZONE CHANGE APPLICATION GUIDE

Please read carefully before completing the attached application form.

1. The attached application form is to be used when applying to the Township of Blandford-Blenheim for a change to the Township Zoning By-Law. The applicant is advised to approach the Township Office and/or the County of Oxford Community Planning for Official Plan, Zoning and Policy information before making a formal application.

Completing the Application Form

2. The attached application form should be submitted to either the:
   a) Township of Blandford-Blenheim
      47 Wilmot Street South
      P. O. Box 100
      Drumbo ON N0J 1G0
      Phone: 463-5347 or 1-800-410-6882
   b) County of Oxford
      Community Planning
      P. O. Box 1614
      21 Reeve Street
      Woodstock ON N4S 7Y3
      Phone: 539-9800

3. The application consisting of one original must be accompanied by a fee of $550.00 in cash or cheque payable to the 'Treasurer, Township of Blandford-Blenheim'.

4. The application should be completed by the property owner(s) or his/her authorized agent. Where the application is being made by an agent, the written authorization of the owner(s) must accompany the application or if the application is being made under an agreement of purchase and sale, a signed copy of the agreement must be attached as authorization and will remain confidential.

5. The application must include a ‘Key Map’ and a sketch/site plan showing the following information:
   a) the boundaries and dimensions of the subject lands;
   b) any proposed or existing building(s) and/or structure(s) on the subject lands and its location (including distance to lot lines), size and type;
   c) the land uses on all adjacent lands of the subject lands;
   d) approximate location of all natural and artificial features on subject and adjacent lands and shall include buildings, railways, roads, watercourse(s), municipal drains, drainage ditches, existing and proposed septic facilities, wells, wetlands and wooded areas;
   e) 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;
   f) if access to the subject land is by water only, the location of the parking and docking facilities to be used;
   g) the location and nature of any easement affecting the subject land;
   h) location of all landscaped areas, fencing, buffer strips and sidewalks.

6. In addition, all applications for commercial, industrial, institutional and multi-family residential uses must include the following additional information:
   a) floor plan with dimensions and proposed uses of any existing or proposed buildings; and
   b) an exterior elevation plan of any proposed buildings.

7. All site plans and floor plans must be drawn to scale at a maximum size of 11” x 17”.
   Large plans must be folded.

Processing the Application

1. After accepting the completed application, the County of Oxford Department of Public Health and Planning circulates the application to municipal officials, provincial authorities and other agencies for comment. The public in the vicinity of the application are given 20 days’ notice of a public meeting held by Municipal Council to consider the requested zone change. The applicant is required to attend the public meeting to support their application.

2. Section 34(19) of the Planning Act, 1990 provides for an appeal by any person to the Local Planning Appeal Tribunal of the decision of the Council within 20 days of the giving of written notice of the passing of the By-Law.

3. Section 34(11) of the Planning Act, 1990 allows the applicant to appeal to the Local Planning Appeal Tribunal if Council refuses the application or neglects to make a decision within 150 days of receipt of the completed application.

PLEASE NOTE: When the Township passes a zoning by-law amendment and a Local Planning Appeal Tribunal hearing is required, the applicant agrees to pay an ADDITIONAL FEE OF $300 to the Township of Blandford-Blenheim.
TOWNSHIP OF BLANDFORD-BLENHEIM

APPLICATION FOR ZONE CHANGE

1. Registered Owner(s):
   Name: ___________________________ Phone: Residence: ________________
   Address: ___________________________ Business: ______________________
   Fax: _______________________________
   Postal Code: ______________________ E-mail: ___________________________

   Applicant (if other than registered owner):
   Name: ___________________________ Phone: Residence: ________________
   Address: ___________________________ Business: ______________________
   Fax: _______________________________
   Postal Code: ______________________ E-mail: ___________________________

   Solicitor or Agent (if any):
   Name: ___________________________ Phone: Business: _________________
   Address: ___________________________ Fax: ___________________________
   Postal Code: ______________________ E-mail: ___________________________

   All communications will be sent to those listed above. If you do not wish correspondence to be sent to the
   Owner, Applicant, or Solicitor/Agent, please specify by checking the appropriate box.

   Name and address of any holders of any mortgage, charges or other encumbrances (if known):

2. Subject Land(s):
   a) Location:
      Municipality ___________________________ former municipality ___________________________
      Concession No. ___________________________ Lot(s) ___________________________
      Registered Plan No. ___________________________ Lot(s) ___________________________
      Reference Plan No. ___________________________ Part(s) ___________________________
      The proposed lot is located on the __________ side of ___________________________ Street/Road/Line, lying between
      ___________________________ Street/Road/Line and ___________________________ Street/Road/Line.
      Street and/or Civic Address (911#): ___________________________

   b) Official Plan Designation:
      Existing: ___________________________________________
      Proposed: ___________________________________________

      If the proposed designation is different than the existing designation, has an application for Official Plan Amendment
      been filed with the County of Oxford? □ No □ Yes
c) **Zoning:**

Present: 

Proposed: 

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d) **Uses:**

Present: 

Proposed: (Include description)

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3. **Buildings/Structures:**

For all buildings/structures, either **existing or proposed** on the subject lands, please supply the following information:

- None Existing
- None Proposed

**Existing**

- Building 1
- Building 2
- Building 3

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<thead>
<tr>
<th>Use</th>
<th>Date Constructed (if known)</th>
<th>Floor Area</th>
<th>Setbacks</th>
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**Proposed**

- Building 1
- Building 2
- Building 3

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<th>Use</th>
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4. **Site Information (proposed use(s)):**

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<thead>
<tr>
<th>Lot Frontage</th>
<th>Lot Depth</th>
<th>Lot Area</th>
<th>Lot Coverage</th>
<th>Front Yard</th>
<th>Rear Yard</th>
<th>Interior Side Yard(s)</th>
<th>Exterior Side Yard (corner lot)</th>
<th>Landscaped Open Space (%)</th>
<th>No. of Parking Spaces</th>
<th>No. of Loading Spaces</th>
<th>Building Height</th>
<th>Width of Planting Strip</th>
<th>Driveway Width</th>
<th>No. of Units</th>
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5. **Services:**

- **Water supply**
  - Publicly owned and operated piped water system
  - Privately owned and operated communal piped water system
  - Privately owned and operated individual well
  - Lake or other water body
  - Other (specify)

<table>
<thead>
<tr>
<th>Existing</th>
<th>Proposed</th>
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Sewage Disposal

Publicly owned and operated sanitary sewer system
Privately owned and operated communal septic system
Privately owned and operated individual septic tank
Pit Privy
Other (specify) ______________________

Storm Drainage

Municipal Sewers
Ditches
Municipal Drains
Swales

6. Access:

Provincial Highway
Unopened Road Allowance
County Road
Right-of-Way owned by __________________
Municipal Road maintained all year
Water Access (describe below)
Municipal Road seasonally maintained
Other (specify) ______________________

if proposed access is by water, what boat docking and parking facilities are available on the mainland?

7. General Information:

a) Is the Subject Land the subject of regulations for flooding or fill and construction permits of a Conservation Authority?

No Yes Name of Conservation Authority __________________

Has an Application been filed with the appropriate Conservation Authority? No Yes

b) Present land use(s) of adjacent properties:

Characteristics of subject land (check appropriate space(s) and add explanation, if necessary)

(i) Is the land swampy or subject to seasonal wetness? No Yes

(ii) Is any part of the land used for agricultural purposes? No Yes

If yes, describe type of crop, or operation and amount of land used: (include woodlots)

8. Historical Information:

a) Is the subject land the subject of a current Application for Consent to the Oxford County Land Division Committee or a current application for draft plan of subdivision to the County of Oxford?

No Yes Application No. _______

b) Have the subject land(s) ever been the subject of any other application under the Planning Act, such as an application for approval of an Official Plan amendment, a zoning by-law amendment, a Minister's Zoning Order amendment, consent, a minor variance, or approval of a plan of subdivision?

No Unknown

Yes File No. __________________ Status/Decision __________________

c) If known, the date the subject land was acquired by the owner?

d) If known, the length of time that the existing uses of the subject land have continued?

Dated this ______ day of __________, 20____

Signature of Owner/Applicant/Agent
If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form, or the authorization set out below must be completed. (See Item 4 in the Zone Change Application Guide attached.)

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

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

Date ____________________________  Signature of Owner(s) ____________________________  Signature of Owner(s) ____________________________

**THIS SECTION TO BE COMPLETED IN THE PRESENCE OF A COMMISSIONER FOR TAKING AFFIDAVITS**

I/We ____________________________ of the ____________________________
of ____________________________ in the ____________________________ of ____________________________,

DO SOLEMNLY DECLARE THAT:

All of the prescribed information contained in this application is true and that the information contained in the documents that may accompany this application is true and 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 and by virtue of the Canada Evidence Act.

DECLARED before me at the ____________________________
of ____________________________ in the ____________________________ of ____________________________,

Owner(s)/Applicant ____________________________

Owner(s)/Applicant ____________________________

A Commissioner for Taking Affidavits

**Notes:**

1. Where a Local Planning Appeal Tribunal hearing is required the applicant must assume the costs and responsibilities for the hearing as outlined in the Zone Change Application Guide attached.

2. Applications will not be considered complete until all required information has been supplied.

3. It is required that one original of the complete application form (including the sketch) be filed, accompanied by the applicable fee of $550.00, payable to the Treasurer, Township of Blandford-Blenheim.

**Municipal Freedom of Information and Protection of Privacy Act – Notice of Collection & Disclosure**

The collection of personal information on this form is legally authorized under Sec.34 of the Planning Act and O.Reg.545/06 for the purpose of processing your planning application. Questions about this collection should be directed to the Director of Community Planning at the County of Oxford, 21 Reeve St., P.O. Box 1614, Woodstock, ON N4S 7Y3 or at 519-539-9800 (ext.3207).

Pursuant to Sec.1.0.1 of the Planning Act, and in accordance with Sec.32(e) of the Municipal Freedom of Information and Protection of Privacy Act, it is the policy of the County of Oxford to make all planning applications and supporting material available to the public.
SKETCH/SITE PLAN

USE THIS PAGE FOR SKETCH (OR SURVEY PLAN IF AVAILABLE) AND ATTACH TO THE APPLICATION FORM. WITHOUT SKETCH OR SURVEY PLAN, THE APPLICATION WILL NOT BE PROCESSED. SKETCH OR SURVEY PLAN MUST CONTAIN THE INFORMATION SET OUT IN ITEM 5 OF THE ZONE CHANGE APPLICATION GUIDE.