ZONE CHANGE APPLICATION GUIDE

Please read carefully before completing the attached application form.

1. The attached application form is to be used only when applying to the Town of Tillsonburg for a change to the Town Zoning By-Law. The applicant is advised to approach the Town Office and/or the County of Oxford Community Planning Office 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) Development Technician
      Town of Tillsonburg
      10 Lisgar Avenue
      Tillsonburg ON N4G 5A5
      Phone: 842-9200
   b) County of Oxford
      Community Planning Office
      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 $1,250.00 in cash or cheque payable to the “Treasurer, Town of Tillsonburg”. A fee of $2,500.00 will be charged if an application is required after the fact.

4. The application must 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 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, existing and proposed septic facilities, water supply, 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) the location and nature of any easement affecting the subject land;
   g) location of all landscaped areas, fencing, buffer strips and sidewalks.

6. All site plans must be drawn to scale at a maximum size of 11” x 17”. Larger plans will be accepted with the inclusion of an original reduction of the plans 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 Community Planning Office 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 Tillsonburg Council to consider the requested zone change. The applicant is required to attend the public meeting and present the application.

2. All applications for multiple residential, industrial, commercial and institutional development may require subsequent site plan approvals by the Town. Application forms are available at the County of Oxford Community Planning Office and the Town of Tillsonburg Municipal Offices.

3. Section 34(19) of the Planning Act, 1990 provides for an appeal by any person or public body 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.

4. 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.
TOWN OF TILLSONBURG
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, lying between
      ___________________________ Street and ___________________________ Street.
      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: ____________________________

d) Uses: Present: ____________________________
Proposed: (Include description) ____________________________

3. Buildings/Structures:
For all buildings/structures, either existing or proposed on the subject lands, please supply the following information:

<table>
<thead>
<tr>
<th>Existing/Proposed</th>
<th>☐ None Existing</th>
<th>☐ None Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Constructed (if known):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Floor Area:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Setbacks:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Front lot line</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Side lot lines</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rear lot line</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please complete for residential, commercial/industrial or institutional uses.

<table>
<thead>
<tr>
<th>Reservoir</th>
<th>Commercial/Industrial</th>
<th>Institutional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type:</td>
<td></td>
<td></td>
</tr>
<tr>
<td># of Units:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conversion/Addition to Existing Building</td>
<td>Describe</td>
<td></td>
</tr>
<tr>
<td>Total # of Units/Beds</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Floor Area</td>
<td>by dwelling unit or by type (office, retail common rooms, etc.)</td>
<td>N/A</td>
</tr>
<tr>
<td>Other Facilities</td>
<td>playground, underground parking, pool, etc.</td>
<td>N/A</td>
</tr>
<tr>
<td># of Lots (for subdivision)</td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>Seating Capacity</td>
<td>(for restaurant, assembly hall, etc.)</td>
<td>N/A</td>
</tr>
<tr>
<td># of Staff</td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>Open Storage Required?</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Accessory Residential Use?</td>
<td>N/A</td>
<td>If accessory residential use, complete residential section</td>
</tr>
</tbody>
</table>

4. Site Information (proposed use(s)):
Lot Frontage ____________________________ Exterior Side Yard (corner lot) ____________________________
Lot Depth ____________________________ Landsaped Open Space (%) ____________________________
Lot Area ____________________________ No. of Parking Spaces ____________________________
Lot Coverage ____________________________ No. of Loading Spaces ____________________________
Front Yard ____________________________ Building Height ____________________________
Rear Yard ____________________________ Width of Planting Strip ____________________________
Interior Side Yard ____________________________ Driveway Width ____________________________
5. **Services:** (check appropriate box)  
   **Water supply**  
   Publicly owned and operated piped water system ☐  
   Privately owned and operated individual well ☐  
   Other (specify) ________________________________ ☐  
   **Sewage Disposal**  
   Publicly owned and operated sanitary sewer system ☐  
   Privately owned and operated individual septic tank ☐  
   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 ☐  Other (specify) ________________________________ ☐  
   Municipal Road seasonally maintained ☐  

7. **General Information:**  
   a) Is the Subject Land the subject of regulations for flooding or fill and construction permits of the Long Point Region Conservation Authority? ☐ No ☐ Yes  
      If yes, has an Application been filed with the Conservation Authority? ☐ No ☐ Yes  
   b) Present land use(s) of adjacent properties:  
      ____________________________________________  
   c) Characteristics of subject land (check appropriate space(s) and add explanation, if necessary)  
      (i) Does the land contain environmental features such as wetlands, woodlots, watercourses, etc.?  
          ☐ No ☐ Yes If yes, describe ________________________________  
      (ii) Has any part of the land been formally used for any purpose other than agricultural purposes?  
          ☐ No ☐ Yes  
          If yes, describe former use:  
          ____________________________________________  

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?  
        ____________________________________________
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 _________________________ in the _________________________
of _________________________ in the _________________________
this __________ day of __________ 20__________

Owner(s)/Applicant __________________________

Owner(s)/Applicant __________________________

A Commissioner for Taking Affidavits __________________________

Notes:
1. Applications will not be considered complete until all requested information has been supplied.

2. It is required that one original of this application (including the sketch/site plan) be filed, accompanied by the applicable fee of $1,250.00 in cash or cheque, payable to the Treasurer, Town of Tillsonburg. A fee of $2,500.00 will be charged if an application is required ‘after the fact’ (after the use has occupied the site).

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 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.