



Planning and Development Department
Form One
Property and Applicant Information

File Number: _____

Date Received: _____

Please Note that the **Planning Act** requires that a complete application be filed before it can be considered. Your 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) 'Planning Services' section. 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 applications 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.

Please Print.

Type of Application: (Check All That Apply)

| | | |
|--|---|--|
| <input type="checkbox"/> Consent | <input type="checkbox"/> Part Lot Control | |
| <input type="checkbox"/> Minor Variance | <input type="checkbox"/> Alteration / Extension of Legal Non-Conforming Use | <input type="checkbox"/> Foreclosure |
| <input type="checkbox"/> Validation of Title | <input type="checkbox"/> Power of Sale | |
| <input type="checkbox"/> Zoning By-Law Amendment | <input type="checkbox"/> Local Official Plan Amendment | <input type="checkbox"/> County Plan Amendment |

- Draft Approval – Plan of Subdivision or Plan of Condominium
 - Final Approval – Plan of Subdivision or Plan of Condominium
 - Minor Revision to Draft Approved Plan of Subdivision or Plan of Condominium
 - Major Revision to Draft Approved Plan of Subdivision or Plan of Condominium
 - Extension of Draft Approval
- **Please Complete And Attach The Appropriate Subdivision / Condominium Application Form Also**

Other (Please Specify)

Purpose of the Application:

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: _____

email: _____

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: _____

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): | |
| Note: 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 Roads 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: _____

Application Fees 2017

| Application Type | 2017 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 | 140 |
| Consent / Severance | 1,150 |
| Official Plan Amendment (Local and/or County) | 1,450 |
| Zoning By-Law Amendment | 1,220 |
| Joint Zoning / OPA | 2,220 |
| Joint OPA / Consent | 2,470 |
| Joint Local OPA and County OPA | 2,180 |
| Joint Local OPA/County OPA / Zoning | 3,260 |
| Joint Local OPA/County OPA/Zoning/Consent | 4,410 |
| Joint Zoning / Consent | 2,250 |
| Joint Minor Variance / Severance | 1,820 |
| Joint OPA/ Zoning / Severance | 3,250 |
| Consents – Change of Conditions | 530 |
| Foreclosure, Power of Sale and Validation of Title | 890.00 plus County legal costs |
| Part Lot Control (per lot or block) | 880 |
| Subdivision / Condominium Draft approval | 4850 |
| Up to 20 blocks / lots or units | 6060 |
| 21 to 50 blocks / lots or units | 7270 |
| more than 50 blocks / lots or units | Peer Review Fees |
| (0.3 metre reserve blocks not included for calculating applicable fees) | Reports/Studies submitted together with an application for Plans of Subdivision and / Condominium are subject to Peer Review Fees as follows: All Developments: Subdivisions = \$70 per lot or block with a minimum flat fee of \$560 and a maximum fee of \$6,690.00 ; or Condominiums = the lesser of \$70 per unit or \$1340.00/ ha with a minimum flat fee of \$560.00 and a maximum flat fee of \$6690.00 (payable to the Conservation Authority responsible for the review) |

| | |
|---|--|
| Application Type | 2017 fees (including CA review fees) Payable To 'Treasurer, County Of Bruce' (unless otherwise indicated) |
| Condominium – exemption from draft approval | 1,210 |
| Subdivision / condominium – request for major revisions (re-circulation) | 1,210 |
| Subdivision / Condominium – request for minor revisions OR Extension to Draft Approval (for each additional year beyond three (3) year lapsing) | 610 |
| Emergency Extension 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. | 1,030 |
| Subdivision / Condominium – Final Approval | 1,210 |
| <p>Additional Municipal Fees May Apply Please consult with your Municipality for further information. These fees are also available on the County of Bruce Website at www.brucecounty.on.ca The additional fees that may apply are:</p> <ol style="list-style-type: none"> 1. Municipal Administration fees; 2. Municipal Technical Review fees (ie. Septic systems). | |

No Refunds Will Be Provided for Any Development Application