



CHECKLIST FOR APPLICATION SUBMISSIONS

Required for All Applications:

- Application Form – for all applications Part A to be completed and affidavit signed, for Minor Variance and Zoning Amendment also include Part B, for Official Plan Amendments also include Part C.
The minimum processing fee and deposit (if required), made payable to the Township of Montague, shall be submitted at the time of the application.
If applicable, three (3) copies of the sketch identified below, acceptable to the Municipality, accurately displaying the existing conditions and proposal for the subject land.
One (1) copy of the Deed / Transfer of Land showing the current owner's name and legal description of the subject property.
One (1) copy of an Ontario Land Surveyors survey for the lands affected, if available. Copies of surveys, if they exist, may be obtained through the online Land Registry Portal (www.onland.ca).
2-3 Photos of the Site

If there is any other information that you think may be of assistance to the municipality or other agencies in reviewing this application, please attach a separate sheet with an explanatory note. Incomplete applications will not be accepted.

Required for Zoning By-law Amendment, Minor Variance, and Site Plan Applications:

- A sketch drawn to scale showing the following:
i. The boundaries and dimensions of the subject land.
ii. The location, size and type of all existing and proposed buildings (including decks) and structures on the subject land, indicating the distance of the building or structure from the front yard lot line, rear yard lot line and the side yard lot lines.
iii. The location of well and septic system along with distance from lot lines and structures, if applicable.
iv. The approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, etc.
v. The current uses on land that is adjacent to the subject land.
vi. 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.
vii. If access to the subject land is by water only, the location of the parking and docking facilities to be used.
viii. The location and nature of any easement affecting the subject land.

Additional Information Required for Site Plan Applications:

See Appendix A. Please consult with the Municipality regarding specific site plan requirements. The Municipality reserves the right to request additional details upon review of the application.

REQUIRED FEES – Pursuant to By-law 4003-2023

Table with 2 columns: Application Type and Fee. Rows include Zoning Certificate (\$50.00), Consent Application - Township Fee (\$500.00 for first lot, \$150.00 for subsequent lots), Minor Variance Application (\$750.00 fee), Site Plan Agreement (\$500.00 fee & \$250.00 deposit), Site Plan Amendment (\$250.00 fee & \$250.00 deposit), Development Agreement (\$250.00 fee & \$250.00 deposit), Subdivision Agreement (\$2,500.00 fee & \$500.00 deposit), Rezoning Application (\$750.00 fee), Official Plan Amendment Application (\$1,000.00 fee), Lifting of Holding Provision (\$300.00 fee), Deeming By-Law (\$300.00 fee), Other Staff time for technical document review and on-site attendance (\$50.00/hour), and Additional assistance prior to complete application submission beyond initial inquiry and one pre-consultation (\$50.00/hour).



Prior to making application it is suggested the owner review the standard requirements as listed in the Zoning By-law, copies of which are available at www.township.montague.on.ca or at the Municipal Office.

This application form must be accompanied by the submission requirements in order to be considered a complete application. See checklist attached. Incomplete applications will not be processed until all information is provided.

OFFICE USE ONLY table with fields: Date Received, Receipt No., Application Fee, File No., Application Complete (Yes/No), Proposed Committee Meeting Date.

PART A – Must be completed for ALL applications

CONTACT INFORMATION

Contact information table with columns: NAME/TITLE, MAILING ADDRESS & POSTAL CODE, PHONE NO. /FAX NO. /E-MAIL ADDRESS. Rows for Registered Owner(s) and Applicant / Agent.

Please specify to whom all communications should be sent: owner [] authorized agent []

DESCRIPTION OF THE SUBJECT LANDS AND SERVICING INFORMATION

Property Information:

Civic Address (Street Name & Number) _____

Registered Plan No.: _____ Lot or Block No./Concession No.: _____

Reference Plan No.: _____ Part No.: _____

Assessment Roll No.: _____ Date acquired by current owner(s): _____

Lot Area: _____ (m²)

Lot Frontage: _____ (metres)

Lot Depth: _____ (metres)

Are there any easements or restrictive covenants affecting the subject land? Yes [] No []

If yes, please describe the easement or covenant and its effect: _____



Type of access (check appropriate space)

- Provincial highway
- County road
- Municipal road
- Other public road (please specify) _____
- Private Road or Right-of-way
- Water access only (If water access only, describe the following)

Parking and docking facilities: _____

Distance of these facilities from the subject land and nearest public road: _____

Type of water supply (check appropriate space):

- | | Existing | Proposed |
|--|--------------------------|--------------------------|
| Publicly owned and operated piped water system: | <input type="checkbox"/> | <input type="checkbox"/> |
| Privately owned and operated individual or communal well | <input type="checkbox"/> | <input type="checkbox"/> |
| Lake or other water body | <input type="checkbox"/> | <input type="checkbox"/> |
| Other means (please specify): _____ | <input type="checkbox"/> | <input type="checkbox"/> |

Type of sewage disposal (check appropriate space):

- | | Existing | Proposed |
|---|--------------------------|-----------------------------|
| Publicly owned and operated sanitary sewage system | <input type="checkbox"/> | <input type="checkbox"/> |
| Privately owned and operated individual septic tank or communal septic system | <input type="checkbox"/> | <input type="checkbox"/> ** |
| Pit privy | <input type="checkbox"/> | <input type="checkbox"/> |
| Other means (please specify): _____ | <input type="checkbox"/> | <input type="checkbox"/> |

Type of storm drainage (check appropriate space):

- | | Existing | Proposed |
|------------------------------------|--------------------------|--------------------------|
| Sewers | <input type="checkbox"/> | <input type="checkbox"/> |
| Ditches | <input type="checkbox"/> | <input type="checkbox"/> |
| Swales | <input type="checkbox"/> | <input type="checkbox"/> |
| Other means (please specify) _____ | <input type="checkbox"/> | <input type="checkbox"/> |

** if the development is serviced by a privately owned and operated individual or communal septic system and more than 4500 litres of effluent is produced per day as a result of the development, please attach a servicing options report and hydrogeological report.

EXISTING LAND USE AND HISTORY OF THE SUBJECT LAND

Existing Land Use: _____ Use of Adjacent Lands: _____

Length of time the existing uses have continued: _____ Previous Uses: _____

Existing Buildings/Structures: Yes No (If yes, please fill in the following section to describe each building/structure. If more space is required please attach additional pages)

Building/Structure No. 1

Type of building/structure: _____ Date Constructed: _____

Setbacks from: Front Lot Line: _____(m) Rear Lot Line: _____(m) Side Lot Lines: _____(m)

From Water: _____(m) From Road: _____(m)

Height of building/structure: _____(m)

Dimensions or floor area of building/structure: _____

Dimensions or floor area of decks/open porches: _____



Building/Structure No. 2

Type of building/structure: _____ Date Constructed: _____

Setbacks from: Front Lot Line: _____ (m) Rear Lot Line: _____ (m) Side Lot Lines: _____ (m)

From Water: _____ (m) From Road: _____ (m)

Height of building/structure: _____ (m)

Dimensions or floor area of building/structure: _____

Dimensions or floor area of decks/open porches: _____

PROPOSED SITE DEVELOPMENT

Proposed Land Use: _____

Proposed Buildings/Structures: Yes No (If yes, please fill in the following section to describe each building/structure. If more space is required please attach additional pages)

Building/Structure No. 1

Type of building/structure: _____ Height of building/structure: _____ (m)

Setbacks from: Front Lot Line: _____ (m) Rear Lot Line: _____ (m) Side Lot Lines: _____ (m)

From Water: _____ (m) From Road: _____ (m)

Dimensions or floor area of building/structure: _____

Dimensions or floor area of decks/open porches: _____

Building/Structure No. 2

Type of building/structure: _____ Height of building/structure: _____ (m)

Setbacks from: Front Lot Line: _____ (m) Rear Lot Line: _____ (m) Side Lot Lines: _____ (m)

From Water: _____ (m) From Road: _____ (m)

Dimensions or floor area of building/structure: _____

Dimensions or floor area of decks/open porches: _____

Estimated date of completion: _____ (month and year)

APPLICATION HISTORY

Is the subject land or any land within 120 metres of the subject land the subject of an application made by the applicant for approval of any of the following:

Yes	No	Unknown		File No. (if known)	Status (i.e. in process, approved, refused)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Official Plan Amendment	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Zoning By-Law Amendment	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Subdivision Application	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site Plan Application	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consent (Severance) Application	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minor Variance Application	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (i.e. Road Opening)	_____	_____

If the answer is YES, please attach a page and provide the following information: Name of Approval Authority; Lands affected by the application; Purpose of the application; and Effect of application on proposed amendment.



PART B – Supplementary Information (ONLY required for applications to amend the Zoning By-law or for Minor Variance Applications)

NAME/TITLE	TYPE OF INTEREST <small>(e.g. mortgage, charge, other encumbrance)</small>	MAILING ADDRESS & POSTAL CODE	PHONE NO.

Official Plan designation of the land is _____

Current zoning of the land is _____

Has the subject land ever been the subject of a zoning amendment application? Yes No Unknown

Has the subject land ever been the subject of a minor variance application? Yes No Unknown

What is the nature and extent of the rezoning or relief requested from the Zoning By-law?

Reason why the proposal cannot comply with the provisions of the Zoning By-law or reason rezoning requested.

If the application is to implement an alteration to the boundary of an area of settlement or to implement a new area of settlement, please indicate the details of the official plan or official plan amendment that deals with the matter:

If the application is to remove land from an area of employment (i.e. retail, office, warehousing, manufacturing uses), please indicate the details of the official plan or official plan amendment that deals with the matter.

If the subject land is within an area where zoning with conditions may apply, please provide an explanation of how the application conforms to the official plan policies related to zoning with conditions.

Is this application consistent with policy statements issued under subsection (3) of the Planning Act? Yes No

Is the subject land within an area of land designated under any provincial plan or plans? Yes No

If yes, does the application conform to the applicable provincial plan or plans: Yes No

PART C – Supplementary Information (ONLY required for applications to amend the Official Plan)

Name of the Official Plan to be amended: Official Plan of the Township of Montague

The approximate area of the land covered by the proposed amendment, if applicable and if known: _____(hectares)

Does the proposed amendment change, replace or delete a policy in the Official Plan? Yes No

If the answer is yes, please provide the policy to be changed, replaced or deleted.

Does the proposed amendment add a policy to the Official Plan? Yes No

If the proposed amendment changes, replaces, deletes or adds a policy, please provide the purpose of the proposed amendment (Please attach additional pages if required).

If applicable, provide the current Official Plan designation of the land: _____

Land uses authorized in this designation: _____

Does the proposed amendment change or replace a designation in the Official Plan? Yes No

If yes, please provide the designation to be changed or replaced: _____

Provide the land uses which would be authorized by the proposed Official Plan amendment: _____

Provide the text of the proposed amendment if a policy in the Official Plan is being changed, replaced or deleted or if a policy is being added.

If the proposed amendment changes or replaces a schedule in the Official Plan, provide the proposed schedule and text that accompanies the schedule.

If the requested amendment alters all or any part of the boundary of a settlement area or establishes a new area of settlement, please indicate the current official plan policies that deal with the alteration or establishment of an area of settlement:



If the application removes the subject land from an area of employment (i.e. retail, office, warehousing, manufacturing uses), please indicate the official plan policies that deal with the removal of land from an area of employment:

Is this application consistent with policy statements issued under subsection (3) of the Planning Act? Yes No

Is the subject land within an area of land designated under any provincial plan or plans? Yes No

If yes, does the application conform to the applicable provincial plan or plans: Yes No

AFFIDAVIT OR SWORN DECLARATION

I _____ of the _____ in the County/District/Regional

Municipality of _____ make oath and say (or solemnly declare) that the information contained in this application is true and that the information in the documents that accompany this application is true.

Where the Municipality substantially supports the application, I, the Applicant, agree to reimburse the Municipality all costs occasioned as a result of processing this application including but not limited to independent legal, engineering and planning advice necessary to the completion and the performance of covenants contained in this Application and Ontario Municipal Board defense costs if an appeal of the decision is received.

I, the named Applicant, acknowledge and authorize the release of personal information contained on this Application Form, knowing that the planning process is an open and public process. I also authorize access to the site by Municipal officials for the purpose of site visit and proposal evaluation.

Sworn (or Declared) before me at the _____ of _____ in

the _____ of _____ this _____ day of _____, 20 _____

Commissioner of Oaths (include stamp below)

Signature of Applicant/Solicitor or Authorized Agent

(Please note that if the applicant is a corporation, the application must be signed by a representative of the corporation and the corporation's seal must be affixed)

AUTHORIZATION (if applicable):

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:

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 behalf.

Date

Signature(s) of Owner(s)

Personal information collected on this form will be used to evaluate the application as submitted pursuant to the *Planning Act*. Any questions regarding release such information during this public process, should be directed to the CAO of the Township at 613-283-7478.



APPENDIX A SITE PLAN SUBMISSION REQUIREMENTS

Format of Plan:

- scalable (use standard scale, preferably metric)
- plan size is at discretion of applicant, however, it should be noted that a legal size (8 1/2" X 14") copy will be required for inclusion in the Site Plan Agreement

Information to be Supplied:

- all property dimensions
- north arrow
- legal description/municipal address of site
- location of any easements or rights-of-way, if applicable
- relevant site, zoning and building statistics, preferably in the form of a zoning table
- all buildings/structures proposed or to be retained, including sewage disposal systems and wells
- building/structure dimensions and setbacks from lot lines, including setbacks from watercourses and water bodies, where applicable
- location of pedestrian/vehicular entrances to interior of buildings/structures, including provisions for the handicapped
- service areas, including garbage storage facilities and loading areas
- parking spaces and driveways, including surfacing materials, curbing, anticipated grade (slope) of entrance, handicapped parking
- parking, aisle and driveway dimensions and setbacks
- all fencing proposed or to be retained, including height and type
- vegetation and landscaping information (i.e. existing vegetation to be retained or removed, as well as the quantity, types and sizes of proposed planting materials)
- location of any existing or proposed ditches or watercourses
- location and height of any free-standing (i.e. pylon) signage and light standards
- any relevant off-site information such as utility poles or cabinets, existing culverts, pavement, sidewalks/curbs, etc.
- proposed drainage patterns (detailed grading and drainage information, including a topographic survey, may be requested at the discretion of the municipality)