



Township of South-West Oxford
312915 Dereham Line
Mount Elgin, ON, N0J 1N0
Phone: 519-485-0477 or 519-877-2702
Fax: 519-485-2932 | www.swox.org

OFFICE USE ONLY:

File Number: _____ Received: _____
Date Considered: _____ Completed: _____

**Township of South-West Oxford
Application for Zone Change**

1. Background Information

a) Applicant/Agent:

Name: _____
Mailing Address: _____
City: _____ Postal Code: _____
E-mail: _____
Telephone Number: _____

b) Registered Owner (if other than the Applicant):

Name: _____
Address: _____
City: _____ Postal Code: _____
E-mail: _____
Telephone Number: _____

c) Solicitor or Agent (if any):

Name: _____
Mailing Address: _____
City: _____ Postal Code: _____
E-mail: _____
Telephone Number: _____

This form is available in a paper printout and/or alternate format upon request to the Township. Please call the Township at 519-485-0477 ext. 7023 to request an alternate format.



All communications will be sent to those listed above. If you do not wish correspondence to be sent to one of the following, please specify by checking the appropriate box:

- Owner Applicant Solicitor/Agent

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

Three horizontal lines for text entry.

2. Subject Land(s):

a) Location:

Municipality: Former Municipality:

Lot Number(s): Plan/Concession:

Part Number(s): Reference Plan:

Street Address (or 911 number):

The subject land is located on the side of the street between and (street/road names).

Assessment Roll Number: 3211- - 0000

Dimensions of land affected:

Frontage: Depth:

Area/Acreage: Width of Street/Road:

b) Official Plan Designation:

Existing:

Horizontal line for text entry.

Proposed:

Horizontal line for text entry.



c) Zoning:

Existing: _____

Proposed: _____

d) Uses:

Existing: _____

Proposed (include description): _____

3. Buildings/Structures:

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

- None Existing
None Proposed

Table with 4 columns: Existing, Building 1, Building 2, Building 3. Rows include Use, Date, Constructed, Floor Area, Setbacks, Front Lot Line, Side Lot Line, and Rear Lot Line.



4. Site Information, Proposed Use(s):

Lot Frontage: _____ Landscaped Open Space (%): _____
 Lot Depth: _____ No. of Parking Spaces: _____
 Lot Area: _____ No. of Loading Spaces: _____
 Lot Coverage: _____ Building Height: _____
 Front Yard: _____ Width of Planting Strip: _____
 Rear Yard: _____ Driveway Width: _____
 Interior Side Yard(s): _____ No. of Units: _____
 Exterior Side Yard (corner lot): _____

Proposed	Building 1	Building 2	Building 3
Use: _____	_____	_____	_____
Date			
Constructed: _____	_____	_____	_____
Floor Area: _____	_____	_____	_____
Setbacks: _____	_____	_____	_____
Front Lot Line: _____	_____	_____	_____
Side Lot Line: _____	_____	_____	_____
Rear Lot Line: _____	_____	_____	_____

5. Services (check appropriate box):

a) Water Supply

Existing Proposed

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

This form is available in a paper printout and/or alternate format upon request to the Township. Please call the Township at 519-485-0477 ext. 7023 to request an alternate format.



b) Sewage Disposal

Existing Proposed

- 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):

c) Storm Drainage

- Municipal Sewers
Municipal Drains
Ditches
Swales

6. Access

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

Blank lines for entering adjacent property land use information.

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



- (i) Is the land swampy or subject to seasonal wetness?
(ii) Is any part of the land used for agricultural purposes?
If yes, describe type of crop, 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 an application for draft plan of subdivision to the County of Oxford?

No Yes -> Application Number:

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, a minor variance, or approval of a plan 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

Signature of Owner/Applicant



Township of South-West Oxford
312915 Dereham Line
Mount Elgin, ON, N0J 1N0
Phone: 519-485-0477 or 519-877-2702
Fax: 519-485-2932 | www.swox.org

9. Declaration:

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 Application/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 is to be completed in the presence of a Commissioner for taking affidavits.

I/We _____ of the Township of South-West Oxford in the County of Oxford.

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 _____ this _____ of _____, 20 _____.

_____ Signature: Applicant/Agent _____ A Commissioner for Taking Affidavits

_____ Signature: Applicant/Agent

This form is available in a paper printout and/or alternate format upon request to the Township. Please call the Township at 519-485-0477 ext. 7023 to request an alternate format.

10. Notes:

- a) 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.
- b) Applications will not be considered complete until all required information has been supplied.
- c) It is required that **one original** of the complete application (including the sketch) be filed, accompanied by the applicable fee of **\$650.00 (Township application fee and County of Oxford Public Works review fee)**, payable to the **Treasurer, Township of South-West Oxford**.

Municipal Freedom of Information and Protection of Privacy Act – Notice of Collection and 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 Street, 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.



Township of South-West Oxford
312915 Dereham Line
Mount Elgin, ON, N0J 1N0
Phone: 519-485-0477 or 519-877-2702
Fax: 519-485-2932 | www.swox.org

Public Consultation Form

As per recent changes to the *Planning Act* introduced through the *Smart Growth for Our Communities Act*, a public consultation strategy is required for applications for Official Plan Amendment, Zoning By-law Amendment, or Draft Plan of Subdivision before the application is deemed to be 'complete' as defined by the *Planning Act*. Please discuss your proposal with County Planning staff in advance of submission of any application. Formal notifications, as prescribed by the *Planning Act* include:

- Circulation to all landowners within 120m of subject lands and posting of a public notice sign.

Please select any and all forms of **further** public consultation that you, as the applicant / agent / owner, intend to undertake:

- None;
 - Speak to adjacent landowners directly about proposed development;
 - Post signs within a common area (for multi-residential buildings and developments);
 - Advertise the proposal and public meeting in a local newspaper (please discuss this with County planning staff prior to initiating);
 - Host an open house regarding the proposal; or
 - Other measures (please elaborate):
-
-

Signature: Applicant/Agent

Date

Signature: Applicant/Agent

This form is available in a paper printout and/or alternate format upon request to the Township. Please call the Township at 519-485-0477 ext. 7023 to request an alternate format.



Township of South-West Oxford
312915 Dereham Line
Mount Elgin, ON, N0J 1N0
Phone: 519-485-0477 or 519-877-2702
Fax: 519-485-2932 | www.swox.org

Appendix “A”: Sketch/Site Plan

Use this page for sketch (or survey plan), if applicable, and attach to the application form. Without a sketch or survey plan, the application will not be processed. A sketch or survey plan must contain the information set out in item 5 of the Zone Change Application Guide.

A large grid of 30 columns and 30 rows, intended for drawing a sketch or site plan.

Scale: _____

This form is available in a paper printout and/or alternate format upon request to the Township. Please call the Township at 519-485-0477 ext. 7023 to request an alternate format.



Township of South-West Oxford
312915 Dereham Line
Mount Elgin, ON, N0J 1N0
Phone: 519-485-0477 or 519-877-2702
Fax: 519-485-2932 | www.swox.org

Appendix “B”: Application Fee

The total application fee for a Zone Change Application in the Township of South-West Oxford is \$650.00. This fee includes:

- Municipal Minor Variance Application Fee: \$500.00
- Public Works Review Fee: \$150.00

There is an additional fee added to the initial Municipal Zone Change Application fee for ‘after-the-fact’ applications. This fee is \$100.00.

When the Township passes a zoning By-law amendment and **an Ontario Land Tribunal hearing is required**, the applicant agrees to pay an **additional fee of \$400.00**.

All fees are payable to the Township of South-West Oxford. Payment is accepted through cash, debit, cheque and/or e-transfer to revenueofficer@swox.org (include “Zone Change Application” and the property address in the notes section).

This form is available in a paper printout and/or alternate format upon request to the Township. Please call the Township at 519-485-0477 ext. 7023 to request an alternate format.

Appendix “C”: Next Steps

Committed to being a leader in the development and delivery of municipal services for the growth and well-being of the community, the Township thanks you for your contribution to development within the municipality. Planning applications are governed by the *Planning Act* R.S.O. 1990, CHAPTER P.13 and subsequent regulations. These regulations set out the various requirements and step-by-step deadlines that the municipality must follow for processing your application. Below, is an outline of the steps required to process your Application for Zoning Amendment:

1. Once an application is received for a zone change, it must be circulated for comment to neighbouring property owners within 120m of the subject property and various agencies. Following circulation, the application is presented at a Public Meeting of Township Council. Township Council will make a decision on the zone change request. You will be notified by Township and/or County staff when a Public Meeting date has been set to consider your application.
2. Notice of the Public Meeting is required to be circulated by mail to property owners within 120 meters of the subject property at least 20 days prior to the Public Meeting. Public Meeting notices for zone change applications are sent by Oxford County planning staff via regular mail and/or email.
3. A yellow Notice of Public Meeting sign is required to be posted on the subject property at least 20 days prior to the public meeting. County planning staff will prepare a sign for your application and will contact you when it is ready to be picked up at the County administration office in Woodstock.
4. An Oxford County Development Planner will write a planning report in response to your zone change application. This report will be presented by the development planner at the public meeting. You will be circulated via email by County staff with a copy of the planning report once it has been published in the meeting agenda.
5. At the Public Meeting, the Development Planner will present the application and planning report and recommendation to Council. You will be given an opportunity to speak to your application and explain to the committee why you are requesting the zone change. You will have the opportunity to speak in support of, or opposed to, the recommendation made in planning staff's report. Any member of the public that also wishes to attend and/or participate in the Public Meeting will also be given an opportunity to speak. Members of Council will be given an opportunity to ask questions of the Development Planner and yourself during the Public Meeting in relation to the application.



Township of South-West Oxford
312915 Dereham Line
Mount Elgin, ON, N0J 1N0
Phone: 519-485-0477 or 519-877-2702
Fax: 519-485-2932 | www.swox.org

6. A decision will be made by Township Council on the Public Meeting date, or Council may opt to defer the decision until a later Public Meeting date. If an application is 'approved-in-principle' at the Public Meeting date, the Zoning By-Law will need to come back to Council at a later date for final consideration.
7. The yellow Notice of Public Meeting sign must be removed within 10 days following the Public Meeting.
8. The *Planning Act* requires that appeals may be made to the Clerk within 20 days of Council's decision. If the application is approved and the Zoning By-Law is passed at the Public Meeting, Township staff will circulate a notice of passing. If there are no appeals, the decision will be final 20 days following the date of circulation. Township staff make best efforts to circulate the notice of passing the day after the decision is made.
9. Following the appeal period, Township staff will prepare a Notice of No Appeal – this will be circulated to you and County planning staff. At this time, the decision is final and binding.

Zone Change Application Number: _____

Council Meeting/Public Meeting Date: _____

Appeal Period Closed: _____

Notice of Decision Received: _____

Building Permit Number (if applicable): _____

This form is available in a paper printout and/or alternate format upon request to the Township. Please call the Township at 519-485-0477 ext. 7023 to request an alternate format.



Township of South-West Oxford 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 South-West Oxford 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.
2. The attached application form should be submitted to the Municipal Office, marked attention to the Clerk.
3. The application consisting of one original (with signatures) must be accompanied by the fee of \$650.00 (refer to Appendix "B").
4. The application should be completed by the property owner(s) or their authorized agent. Where the application is being made by an agent, the written consent/authorization of the owner(s) must accompany the application. 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 sketch/site plan showing the following information:
 - a. The boundaries and dimensions of the subject lands;
 - b. Any proposed or existing buildings(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 drain(s), 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 publicly 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(s);
 - h. Location of all landscaped areas, fencing, buffer strips, and sidewalks.



Township of South-West Oxford
312915 Dereham Line
Mount Elgin, ON, N0J 1N0
Phone: 519-485-0477 or 519-877-2702
Fax: 519-485-2932 | www.swox.org

6. 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;
 - b. An exterior elevation plan of any proposed buildings.

7. All site plan and floor 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.**

This form is available in a paper printout and/or alternate format upon request to the Township. Please call the Township at 519-485-0477 ext. 7023 to request an alternate format.