



Planning and Enterprise Services
Community Development and Enterprise Services Department
99 Foster Drive, Sault Ste. Marie, ON P6A 5X6
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Received By:

Date:

Application #

Note: All applications must be completed in its entirety, signed and submitted to the Planning and Enterprise Services Division. **Incomplete Applications will be returned.**

OFFICIAL PLAN AMENDMENT / REZONING / HOLDING / INTERIM CONTROL APPLICATION FORM

CIVIC NUMBER: _____

SECTION 1: CONTACT INFORMATION

1. APPLICANT

Name:	
Address:	
Telephone:	
Email:	

2. REGISTERED OWNER

Name:	
Address:	
Telephone:	
Email:	

Registered owner's signature indicating concurrence with application: _____

3. AGENT / SOLICITOR

Name:	
Address:	
Telephone:	
Email:	

4. ALL MAIL TO BE DIRECTED TO:

- ☐ Owner
☐ Applicant
☐ Agent/Solicitor

SECTION 2: SUBJECT PROPERTY

1. WHEN LAND WAS ACQUIRED BY CURRENT OWNER (IF KNOWN)

2. INFORMATION RE: HOLDER(S) OF MORTGAGES, CHARGES, OR OTHER ENCUMBRANCES IN RESPECT TO THE SUBJECT PROPERTY (IF KNOWN)	
Name:	
Address:	
Telephone:	

3. LEGAL DESCRIPTION OF SUBJECT PROPERTY

4. LOT WIDTH, DEPTH, AREA

5. CIVIC ADDRESS OF SUBJECT PROPERTY

6. PREVIOUS & OTHER ONGOING APPLICATION INFORMATION

(See additional information requirements for Official Plan Amendments)

Was the land subject to a previous Application for Subdivision (Section 51 of the Planning Act), Consent (Section 53 of the Planning Act), or Rezoning (Section 34 of the Planning Act)?

	Yes			No			Application File #	Status of Application
Official Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Zoning By-law	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Minor Variance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Consent to Sever	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Subdivision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

7. EXISTING USES

If there are any existing structures on the subject property, please attach a site plan illustrating the type of each building or structure and their setback from the lot lines, building height, size and floor area. If known, list the date the existing buildings or structures were constructed. The site plan is to be drawn to scale and submitted on a legal size sheet of paper.

8. LENGTH OF TIME THE EXISTING USE(S) HAVE CONTINUED ON THE SUBJECT PROPERTY**9. ARE THERE RENTAL UNITS THAT WILL BE REMOVED OR THEIR CHARACTER ALTERED AS A RESULT OF APPLICATION?**

<input type="checkbox"/>	<input type="checkbox"/>	Yes
<input type="checkbox"/>	<input type="checkbox"/>	No
Number of units:		

10. PROPOSED USES

11. DESIGNATIONS & ZONING

OFFICIAL PLAN	
	Impacted by
Schedule A - Natural Resources/Soils	
Schedule B - Natural Constraints	
Schedule E – Archaeological Potential	

SCHEDULE C - LAND USE	
Existing	
Proposed	

ZONING BY-LAW	
Existing	
Proposed	

12. ACCESS

Access to the subject property provided by:

	Open Year Round	Seasonal Maintenance
Provincial Highway	<input type="checkbox"/>	<input type="checkbox"/>
Municipal Road	<input type="checkbox"/>	<input type="checkbox"/>
Private Road	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

13. SERVICES

Services to be supplied via:

	Water	Sewer
Municipal	<input type="checkbox"/>	<input type="checkbox"/>
Private	<input type="checkbox"/>	<input type="checkbox"/>

If private systems are proposed, will they be:

	Well	Sewer
Individual	<input type="checkbox"/>	<input type="checkbox"/>
Commercial	<input type="checkbox"/>	<input type="checkbox"/>

14. DRAINAGE

Storm water Drainage will be provided by:

- Sewers ☐
- Ditches ☐
- Swales ☐
- Other ☐

15. REASON FOR REQUESTING AMENDMENT

SECTION 3: APPLICATION INFORMATION

1. SITE PLAN (REQUIRED INFORMATION)

In addition to information requested under the headings Existing and Proposed Uses (Information on existing and proposed use should be shown on separate site plans)

- i) The boundaries and dimensions of the subject property
- ii) The approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land, 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,
- iii) 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 or right of way.
- iv) If access is by water, the location of the parking and docking facilities to be used.
- v) The location and nature of any easement affecting the subject land.

2. ACCESS TO INFORMATION

"It is the policy of the City of Sault Ste. Marie Planning Division to provide public access to all zoning and development applications as well as supporting documentation. In submitting this zoning and development application as well as supporting documentation, I hereby acknowledge that information contained in this file may be released to any person or public body regardless of whether that information is personal information as defined in the Municipal Freedom of Information and Protection of Privacy Act."

3. SITE INSPECTIONS

As part of processing this application, I acknowledge that City Staff may conduct an on site inspection of the subject property. By signing this application, I grant permission for the on site inspection. This inspection will be of the exterior of your property. If an inspection of the interior of any buildings is required, your specific approval will be sought.

4. STATEMENT OF THE APPLICANT

I, _____, hereby declare that the statements made herein are to the best of my knowledge a true and complete representation of the purpose and intent of this application. I acknowledge that the information contained in this application will be on file in the Planning Division offices, it will be circulated for various departments and agencies for comments and available to the public upon request.

Signed on the ____ day of _____, 20 ____

Applicant Signature

SECTION 4: APPLICANT CHECKLIST

HAVE YOU REMEMBERED TO INCLUDE:

a site plan (showing building footprints, setbacks, parking, access, landscaping, and any other information deemed necessary)?

building elevation renderings (where applicable)?

preliminary servicing report (where applicable)?

the required application fee (cheque payable to the Corporation of the City of Sault Ste. Marie)?

the additional information sheet for an Official Plan Amendment?

The subject property's Parcel Register with the Property Identification Number (PIN)? A Parcel Register may be obtained through a lawyer or through the Ontario Land Registry website at: <https://www.onland.ca/ui/57/property/address>

a Corporate Search (if the applicant and owner of the parcel(s) is a corporation)?
Alternatively, other forms of confirmation of the corporation's existence and directorship may be accepted, but only wherein accompanied by proof of an unreturnable search (via Corporation Search). This documentation may include the corresponding minutes from the corporate minute book.

ADDITIONAL INFORMATION - OFFICIAL PLAN AMENDMENT

1. IS THE SUBJECT PROPERTY WITHIN 120M (400') OF THE LAND SUBJECT TO AN APPLICATION MADE UNDER THE PROVISIONS OF THE PLANNING ACT? IF SO, COMPLETE THE FOLLOWING:

	Yes	No	Application/File #	Status of Application
Official Plan				
Zoning By-law				
Minor Variance				
Consent to Sever				

2. OFFICIAL PLAN POLICY CHANGES

If this is an application to change, delete, or add a specific Special Official Plan Policy, please complete the following:

a) Policy Number: _____

Page Number: _____

b)

DESCRIBE THE PROPOSED CHANGES IN GENERAL TERMS (USE SEPARATE SHEET IF NECESSARY)

c)

TEXT OF THE PROPOSED AMENDMENT