



Application to Amend Zoning By-Law

Office Use Only	Submission Date:
File Number:	Date Deemed Complete:
Roll #:	Meeting Date:

Complete applications must include all fees.

For applicable fees (see Fees and Charges By-Law)

Incomplete applications will not be accepted and will be returned to the Applicant / Agent.

- ☐ Pre-consultation Reference #: _____
- ☐ A professional sketch in metric is enclosed. (see page 7)
- ☐ The completed application has been submitted to the Development Division (a copy of the current deed, a survey for the property and the required sketch).
- ☐ It is acknowledged that a site visit will likely be conducted by members of Town Staff, Council, and/or other agents. By signing below, the owner agrees to allow these agents, staff, committee and/or Council members access to the property in the review of this application.
- ☐ It is acknowledged that the members of Council must hear all information at the public meeting without prejudice and therefore, applicants must not discuss any applications prior to meeting.
- ☐ If the property is in an area identified by the Source Protection Plan, a Section 59 Notice or Prohibition letter from the Conservation Authority must be submitted with the application.
- ☐ If the owner is not the applicant, written authorization to the applicant is required and enclosed. (See Attachment 1, page 9).
- ☐ Ensure that all sections in the application forms are completed.
- ☐ Applicant acknowledges that they will be required to post a sign on the property for a minimum of 20 days prior to the public hearing date.

Date: _____ **Signature of Applicant:** _____



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Instructions to Applicant

Please read carefully before completing the application.

- A. It is the policy of The Town of Cobourg that an application with applicable fees be submitted for **each** transaction.

To make an application, complete and file one (1) signed original application forms together with one (1) copy of all supporting documents, and one (1) professional sketch depicting the lands subject to the amended Zoning By-Law.

All supporting documents and sketches can be submitted in digital form.

Note to applicant: All questions (unless otherwise indicated) in the application must be completed in full otherwise the application will not be deemed complete and returned to you. Please mark all irrelevant sections Not Applicable (N/A).

- B. In accordance with the Town of Cobourg's Fees and Charges By-Law, application processing fees apply at the time of submission.
To obtain the most up to date fees information contact the Planning and Development Division at:
Tel: 905-372-1005
Email: planninginfo@cobourg.ca
- C. The Undersigned hereby applies to the Town of Cobourg under the *Planning Act*, as amended for a zoning by-law amendment to the transaction as described, and to the extent set forth in this application.
- D. Please note the application together with any and all documents related thereto are a public record and as such are available for viewing or duplication by the general public.



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1. Applicant and Agent Information

	<i>Applicant(s)</i>	<i>Authorized Agent</i>
Name:		
Address:		
City/Postal Code:		
Phone:		
Email:		

2. Mortgagee, Registered Lessees and Encumbrancers

3. Property Information of Subject Lands

Municipal Address: _____

Legal Description: _____

Assessment Roll Number: _____

4. Existing Easement / Rights-of-Ways or Covenants:

☐ Yes

☐ No

** If Yes, please describe below in detail.

Describe existing easements:

5. Dimensions of Lands in Metric Units

(Must accurately match dimension noted on submitted sketch)

Frontage (m)	
Depth (m)	
Total Area (m² or ha)	



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6. Proposed Zoning Change: (include reason)

7. History of the Subject Land:

a. Existing Use(s) (i.e. residential, commercial, etc.) and how long they have been in place:

b. If known, when was the property acquired by the current owner(s)?:

c. Has the subject lands ever been subject to an application for a plan of subdivision?

☐ Yes

☐ No

If Yes, specify date and File No.: _____

8. Existing building(s) or structure(s) including well and septic:

☐ Yes

☐ No

If yes, please provide the following information for each building/structure in metres (All dimensions below must be included on the sketch).

Type of building(s) / structure(s) including year of construction if known:

Setbacks:	Metres (m):
Front Lot Line	
Rear Lot Line	
Side Lot Line (Indicate direction N,E,S,W)	



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Side Lot Line (Indicate direction N,E,S,W)	
Building(s) / Structure(s) Height	
Building(s) / Structure(s) Length	
Building(s) / Structure(s) Width	
Building(s) / Structure(s) Area	

9. Proposed building(s) or structure(s)?

☐ Yes ☐ No

If yes, please provide the following information for each building/structure in metres. (All dimensions below must be included on the sketch)

Type of building(s)/structure(s) and required Parking:

Setbacks:	Metres (m):
Front Lot Line	
Rear Lot Line	
Side Lot Line (Indicate direction N,E,S,W)	
Side Lot Line (Indicate direction N,E,S,W)	
Building(s) / Structure(s) Height	
Building(s) / Structure(s) Length	
Building(s) / Structure(s) Width	
Building(s) / Structure(s) Area	



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10. Property Frontage

	<i>Existing</i>	<i>Proposed</i>
a) Municipal Road (Maintained)		
b) Municipal Road (Unopened Road Allowance)		
c) Right-of-Way		
d) Private		
e) Other:		
State name(s) of Road(s):		

11. Type of Services

	<i>Existing</i>		<i>Proposed</i>	
<i>Type of Service</i>	<i>Municipal</i>	<i>Private</i>	<i>Municipal</i>	<i>Private</i>
<i>Water</i>				
<i>Sanitary</i>				
If a septic system exists; when was it installed (month, year):				

12. Are any of the following uses or features on the subject lands or within 120 metres?

<i>Use or Feature:</i>	<i>On Subject Lands</i>	<i>Within 120m</i>
a) Wastewater treatment plant		
b) Unevaluated or provincially significant wetland		
c) Watercourse/Shoreline/Floodplain		
d) Landfill (active or closed)		
e) CP or CN Railway railway line		
f) Natural gas / oil pipeline		
g) Hydro easement		
h) Industrial or commercial use Please specify: _____		



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13. Required Sketch

The applicant shall attach to this application a professional sketch showing the following:

- Lot boundaries should be of proportionate depth, width and be of regular shape.
- The location and boundaries of any watercourses, shorelines, floodplains etc.
- The approximate distance between the subject land, and the nearest municipal lot line or landmark, such as a bridge or railway crossing.
- The approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks or rivers or streams, wetlands, wooded areas, wells and septic tanks) that are located on the subject land and on land that is adjacent to it and in the applicant's opinion, may affect the application.
- The use of adjacent lands (i.e. residential, industrial, commercial, etc.)
- 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.
- The location and nature of any easement affecting the subject land.
- The boundaries and dimensions of leases, mortgages, etc., existing and being applied for on the subject land and the boundaries and dimensions of any easements, rights-of-way, leases, mortgages, etc., existing or being applied for on the retained land.

This application must be submitted to:

***The Town of Cobourg
c/o Development Division, Planning Department
55 King Street West, Cobourg, ON,
K9A 2M2
Phone: 905-372-1005***

Email: planninginfo@cobourg.ca



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14. Affidavit or Sworn Declaration

Note: All applicants shall ensure that a “complete application” under the *Planning Act* has been made before completing this declaration. Please do not sign until you are witnessed by a commissioner.

This section is to be completed by the owner or authorized agent – if done by the authorized agent, please fill out the Authorization Section as well.

I, _____ of the Town of Cobourg in the County of Northumberland solemnly declare that all statements contained in this application and all exhibits transmitted, herewith, are 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.”

And further, I hereby agree to bear the cost of all consulting planning, engineering, legal and registration fees related to this application as deemed necessary by the municipality on request, to be applied to such costs, and for which the municipality will account.

Sworn (or declared) before me at the

Town of Cobourg in the

County of Northumberland this

_____ day of _____, 20____. _____

Applicant’s Signature

Commissioner’s Use Only

Commissioner of Oaths



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Attachment #1 - Authorization of Agent

This must be completed if an agent is to be authorized to submit the application and to represent the owner.

This form must be signed by the applicant.

Authorization of Owner for Agent to make the application.

Address of Subject Property:

Name of Registered Owner(s):

Application for Consent (list transaction type):

As of the date of this application, I am the registered owner of the lands described in this application, and I have examined the contents of this application and hereby certify that the information submitted with the application is correct insofar as I have knowledge of these facts, and I authorize the submission of this application on my behalf.

Name of Authorized Agent(s)

Date

Signature of Owner