



Rezoning and Holding Zone Removal Applications

This application contains two (2) parts

Part 1: Submission Guideline

Part 2: Application Form

Part 1 provides information that will assist the applicant to complete the required application form, and describes the Town's review/approval process for rezoning and holding zone removal applications

Part 2 is the actual application form. This form is to be completed in full (including all required plans, documents, and fees) and submitted to the Town at the following address: to the *Attention of the Director of Planning and Development Services:*

*The Corporation of the Town of LaSalle,
Department of Planning and Development Services
5950 Malden Road
LaSalle, Ontario
N9H 1S4*

Note: The applicant is responsible for the accuracy of the information depicted on all plans and is also responsible for ensuring that all required information is provided on all plans submitted to the Town of LaSalle.

TOWN OF LASALLE

REZONING AND HOLDING ZONE REMOVAL APPLICATIONS

Part 1 - Submission Guideline

1. *WHAT IS A ZONING BY-LAW AND HOW CAN IT BE AMENDED?*

By-law 5050, as amended, is the Town of LaSalle's comprehensive zoning by-law. This by-law controls the use of land throughout the town. It states exactly:

- how land may be used;
- where buildings and other structures can be located;
- the types of buildings that are permitted and how they may be used;
- required lot sizes and dimensions, parking requirements, building heights and setbacks from the street, and other development and site regulations

Property owners interested in either establishing a use that is not permitted in the zoning by-law or in changing one or more of the zone standards that apply to individual parcels of land, may apply to the Town of LaSalle for an amendment to the zoning by-law (a rezoning application). Any change in zoning must conform to the Town of LaSalle's Official Plan. If a conflict exists between the proposed rezoning and the official plan, and the property owner wishes to proceed with such a change in zoning, the applicant must also apply to amend the official plan.

Certain lands in the town have a holding zone symbol (h) attached to the zone category that applies to individual parcels of land. An application to remove the holding zone symbol must be made to the town and such an application must be approved by Council (with a corresponding by-law removing the holding symbol) before these lands can be developed in accordance with their underlying zone category.

2. *REZONING/HOLDING ZONE REMOVAL APPROVAL PROCESS*

Pre-consultation - It is recommended that the applicant and/or the applicant's designated agent meet with town planning, engineering and building department staff before submitting either a rezoning and/or a holding zone removal application, in order for the applicant to become familiar with the town's development, servicing and urban design standards and with all applicable regulations.

Application Submission - The application form, including all required fees, plans and all other supporting material must be submitted (as a complete package) in order for your application to be considered complete. The application and other materials may be dropped off in person or mailed to the LaSalle Planning Department in the LaSalle Municipal Complex at 5950 Malden Road, LaSalle, Ontario, N9H 1S4.

Staff/Agency Review - Once received, the application is reviewed by planning department staff to ensure that it is complete, and then it is circulated to internal and external departments and agencies for review and comment in advance of the Planning Review Committee meeting.

Planning Review Committee (PRC) - The applicant is invited to attend and present the application to the Planning Review Committee. The Town of LaSalle's Planning Review Committee is comprised of staff from various departments and includes representation from LaSalle Council. The LaSalle Planning Review Committee holds monthly meetings, and prepares consolidated staff reports for each rezoning and holding zone removal application.

The PRC reports are prepared and submitted to LaSalle Council in advance of the required public meeting for all rezoning applications, and in advance of the discretionary public meeting held by LaSalle Council for all holding zone removal applications.

The consolidated staff report includes recommendations and comments pertaining to each application.

LaSalle Council Approval (Refusal) – Following the required and/or discretionary public meeting, Council passes a resolution either granting approval in principle or refusing to approve the subject application.

In some instances, depending on the nature and complexity of the application itself, Council may pass resolutions deferring making a decision, to allow additional time and resources to be applied by the applicant to prepare revisions to plans; address issues that come forward before or at the public meeting; and/or provide additional supporting documentation. In such instances, additional public meetings may be scheduled before a final decision is made by LaSalle Council pertaining to the subject rezoning and/or holding zone removal application.

If approval in principle is conditional upon the execution of a development agreement, the applicant is required to pay a separate fee to the town's solicitor for the preparation of the required agreement. Once final revised plans are received from the applicant, a draft development agreement is prepared for final approval and execution purposes.

A by-law amendment either rezoning the lands in question and/or removing the corresponding holding zone symbol is prepared and presented to LaSalle Council for adoption purposes, once a satisfactory development agreement has been executed by the applicant/registered owner. The executed agreement is registered on the title of the property affected in advance of building permits being available from the town.

If Council does not approve the rezoning application and/or refuses to remove the holding zone symbol from the affected lands, the applicant can appeal LaSalle Council's refusal to the Ontario Municipal Board.

3. REZONING/HOLDING ZONE REMOVAL APPLICATION SUBMISSION REQUIREMENTS

3.1 Required Plans

All plans submitted with the application shall be legible, accurate and professionally drawn to scale "black line" prints. The following plans and drawings are required to be submitted to the town for rezoning and holding zone removal applications:

- ❑ Plan of Survey;
- ❑ Context Plan;
- ❑ Site Plan (*see note 2 on page 6 of this guideline);
- ❑ Site Servicing Plan (*see note 2 on page 6 of this guideline);

All plans are to be shown on individual sheets, no combined plans will be accepted, and if all required plans are not completed in the approved manner, the application will be considered incomplete and will be returned to the applicant.

All dimensions, site statistics, and other required numerical information is to be provided in a metric format. Imperial equivalents can be provided on the plans for information purposes only.

In order for the application to be considered complete, the applicant will be required to submit five (5) sets of large scale prints ("D" size drawings), one (1) reduced hard paper copy set (17" x 11" in size, or the metric equivalent), and one (1) digital drawing file in an AutoCAD (up to version 2000) format (.dwg) of all required plans and drawings. These digital files will be kept on file by the town and will be used by Town of LaSalle staff.

Note: The Applicant is responsible for the accuracy of the information depicted on all plans and is also responsible for ensuring that all required information is provided on all plans submitted to the Town of LaSalle

3.2 General Requirements For All Plans and Drawings:

- ❑ the municipal address of the subject property, names of adjacent streets, project name, applicant's name, name of firm preparing plans;
- ❑ drawing title and number, preparation date, date of revisions, north arrow, metric scale;
- ❑ appropriate cross-references to other plans, elevation drawings and cross-section drawings;
- ❑ stamp and initials of the appropriate professional who prepared the plans;
- ❑ appropriate site and project statistics, and phasing of development;
- ❑ where the applicant or owner is a registered company, a letter identifying the name of the principal(s) and the name of the executive officer(s) of the company is to be submitted with the plans and drawings;

- ❑ where the applicant is the registered owner, a copy of the deed is to be submitted with the plans and drawings, and where the applicant is a prospective purchaser, a copy of the offer of Purchase and Sale Agreement is to be submitted with the plans and drawings;
- ❑ where there are easements, rights-of-way or lease agreements affecting the subject site, a copy of the easement, right-of-way or lease agreement document is to be submitted with the plans and drawings;

3.3 Plan of Survey (up-to-date with respect to existing conditions)

- ❑ stamp and initials of a registered/licensed Ontario Land Surveyor;
- ❑ all existing buildings and structures (if any), depicting distances from each building and structure measured to all lot lines;
- ❑ boundaries, dimensions and site area calculations of the parcel(s) of the site;
- ❑ boundaries and dimensions of any abutting lands in which the applicant has an interest;
- ❑ location, width and names of all roads or highways within or abutting the site;
- ❑ location, width and area of any rights-of-way and easements affecting the site;
- ❑ municipal address of buildings on or adjacent to the site;

3.4 Context Plan

- ❑ the proposed development/redevelopment depicted in relation to surrounding buildings, roadways, driveways, sidewalks, bikeways/trails, open spaces, natural features, and adjacent land uses;
- ❑ the context plan is to encompass a larger area (within a 100 metre radius of the subject property) to provide a clear indication as to the manner in which the proposed development/redevelopment fits into the surrounding neighbourhood and/or district;

3.5 Site Plan and Site Servicing Plan (2 individual sheets)

- ❑ stamp and initials of a registered/licensed civil engineer, architect, planner, or other similarly qualified professional;
- ❑ all property lines of the subject site, accurately depicted and dimensioned based on a legal survey plan;
- ❑ exterior ground floor dimensions and outline ("footprint") of all existing buildings and structures and all proposed new buildings and structures, including the location of all building entrances and exits, and setback distances (measured to all lot lines) from each building and structure (existing and proposed) to each lot line;
- ❑ overhanging buildings and above grade structures, roof and upper storey projections;

- ❑ underground buildings, including transformer vaults, access ramps, vents and stairs;
- ❑ all building setbacks, for all existing and proposed buildings and structures;
- ❑ location, dimensions and details for pedestrian sidewalks, steps, ramps and curbs;
- ❑ width, turning radii, height, gradient and surface material for vehicle access driveways, ramps, and driveway approaches;
- ❑ location, dimension and engineering details for existing and proposed sanitary and stormwater drains, sewers, manholes and connections, water supply services, fire hydrants, hydro poles, pad mount transformers and light standards;
- ❑ location and dimensions for all loading and service areas, where required;
- ❑ location and details for facilities to be provided on-site for the storage and handling of refuse and recycling materials;
- ❑ location and dimensions for occupant, visitor and disability parking spaces and aisle ways for automobiles, and storage/parking facilities for bicycles;
- ❑ location of all existing vegetation/natural features; location, size and species of vegetation to be removed; and location, size and species of vegetation to be maintained and/or added to the site;
- ❑ location of existing and proposed exterior lighting, ground signs, fences, retaining walls;
- ❑ existing and proposed elevations at property lines, driveways, catch basins and building entrances – to demonstrate proper site drainage and to assess relationship between the proposed development and the abutting land, buildings and roads;
- ❑ tenure of any proposed residential dwelling units (i.e. rental, freehold, condominium);
- ❑ complete building and site statistics for the development, in chart form, to demonstrate compliance with all applicable zoning regulations;

Notes:

- 1. From time to time, depending on the nature of the application, additional information may be required to be shown on individual plans submitted to the town for review and approval purposes. It is important that the applicant meet with staff in advance of submitting a formal application (ie. pre-consultation), to review the extent and scope of any additional information that may need to be submitted by the applicant (ie. a traffic impact study).***
- 2. If this rezoning/holding zone removal application affects multiple lots and/or new roads and/or other municipal infrastructure are proposed to be built on a municipal road allowance, a full set of engineering drawings will need to be submitted and approved by the town engineer, in advance of any development agreement being prepared and executed for the lands affected. In such instances, individual site plans and site servicing plans may not have to be submitted as part of the subject rezoning/holding zone removal application package. When dealing with development applications of this type, further discussion will take place between staff and the applicant (as part of the pre-consultation meeting) to determine the exact nature and scope of any site servicing/site plan drawings (i.e. conceptual plans) that may be required at the application submission stage.***



REZONING AND HOLDING ZONE REMOVAL APPLICATIONS

Part 2 - Application Form

This application form is to be COMPLETED IN FULL, including all required plans and documents and the required fees made payable in cash or cheque to the Approval Authority, the Corporation of the Town of LaSalle.

1. APPLICANT/AGENT/ARCHITECT-ENGINEER-PLANNER/OWNER INFORMATION

Applicant:

Name: _____
Address / City: _____
Postal Code: _____ Telephone: _____ Fax: _____
E-Mail Address: _____

Agent (Contact Person):

Name: _____
Address / City: _____
Postal Code: _____ Telephone: _____ Fax: _____
E-Mail Address: _____

Architect:

Name: _____
Address / City: _____
Postal Code: _____ Telephone: _____ Fax: _____
E-Mail Address: _____

Engineer:

Name: _____
Address / City: _____
Postal Code: _____ Telephone: _____ Fax: _____
E-Mail Address: _____

Planner:

Name: _____
Address / City: _____
Postal Code: _____ Telephone: _____ Fax: _____
E-Mail Address: _____

Registered Owner:

Name: _____
Address / City: _____
Postal Code: _____ Telephone: _____ Fax: _____
E-Mail Address: _____

TOWN OF LASALLE

Name and Address of any mortgagees, chargees or other encumbrances in respect of the subject lands

Name: _____

Address / City: _____

Postal Code: _____ Telephone: _____ Fax: _____

2. DESCRIPTION OF THE SUBJECT LANDS

Municipal Address: _____

Legal Description: _____

Nearest Street Intersection: _____

Assessment Roll No.(s): _____

Current Official Plan Designation: _____

Current Zoning: _____

Current Use of Land: _____

Proposed Zoning: _____

Proposed Use of Land: _____

Total Lot Area _____

Lot Frontage: _____

Lot Depth: _____

Length of Time Current Use of Subject Land has continued: _____

Existing Buildings and Structures: _____

Date of Construction of Existing Buildings and Structures: _____

Proposed Buildings and Structures: _____

Existing Water, Sanitary Sewer, Storm Sewer Road, Hydro/Gas Services Available: _____
(if necessary, detail on separate sheet)

3. DESCRIPTION OF PROPOSED REZONING/HOLDING ZONE REMOVAL APPLICATION

Type of application that is being submitted:
(please check the applicable application type)

Rezoning _____ or
Holding Zone Removal _____

Provide a brief description as to reason(s) for the rezoning/holding zone removal application:

Does the proposed rezoning/holding zone removal conform to the Official Plan? Yes / No

Please provide a brief explanation, describing how this rezoning/holding zone removal application conforms to the applicable provisions of the town's official plan (if necessary, provide your explanation on a separate sheet)

Identify surrounding zone categories, in the immediately vicinity of the subject lands, and describe how the proposed zoning change/holding zone removal will relate to the surrounding zones:

4. OTHER APPLICATIONS

List and describe all other applications made by the applicant under the Planning Act (including file numbers, the name of the approval authority considering the application, and the purpose and the status of the application) within 120 metres / 400 feet of the subject land(s):

5. LIST OF REQUIRED PLANS AND OTHER DOCUMENTS THAT ARE BEING SUBMITTED AS PART OF THE REZONING/HOLDING ZONE REMOVAL APPLICATION PACKAGE

- Plan of Survey Dated _____
- Context Plan Dated _____
- Site Plan Dated _____ (*see note 2 on page 6 of guideline)
- Site Servicing Plan Dated _____ (*see note 2 on page 6 of guideline)
- For Registered Companies -- A letter Identifying the name of the principal(s) and the name of the executive officer(s)
- Where applicant is the registered owner -- A copy of the deed
- Where the applicant is the a prospective purchaser – A copy of the Offer of Purchase and Sale Agreement
- Where there are easements, rights-of-way or leases affecting the subject site – A copy of the easement, right-of-way, lease

6. SIGNATURES (all applicable signatures required)

Registered Owner: _____ Date: __/__/20__

Applicant: _____ Date: __/__/20__

Authorized Agent: _____ Date: __/__/20__

7. DECLARATION TO BE COMPLETED BY APPLICANT

I, _____ in the County / District / Regional Municipality of _____, of the Municipality of the _____ of _____.

Solemnly declare that:

All the statements contained within this application are true, and the statements contained in all of the enclosures all supporting documentation submitted 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.

Declared before me at the _____)
of _____ in the County of Essex)
this _____ day of _____, 20 _____)
_____) Applicant/Owner

A Commissioner, etc.

8. OWNER'S AUTHORIZATION MUST BE COMPLETED IF THE REGISTERED OWNER IS NOT THE APPLICANT

I, _____ in the County / District / Regional Municipality of _____, of the Municipality of the _____ of _____.

Solemnly declare that:

_____ (name) is authorized to prepare and submit this rezoning application for approval, and that to my knowledge all of the statements contained within this application are true, and the statements contained in all of the enclosures and supporting documentation submitted 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.

Declared before me at the _____)
of _____ in the County of Essex)
this _____ day of _____, 20 _____)
_____) Registered Owner

A Commissioner, etc.

9. OFFICE USE ONLY (this section of the application form is to be used by LaSalle Staff)

File No: _____ Related File Nos: _____

Date Application Received: Date: ___/___/20___,

Received by: _____ Date: ___/___/20___

Comments: _____

Date Application Deemed Complete: Date: ___/___/20___,

Checked by: _____ Date: ___/___/20___

Amount of Fee(s) Received _____

Date of Planning Review Committee Meeting: Date: ___/___/20___

Date of Circulation to Staff/Agencies: Date: ___/___/20___

Date Comments to Be Received By: Date: ___/___/20___

Staff Report Prepared and Submitted to Council: Date: ___/___/20___

Date Application Approved (Refused) By Council: Date: ___/___/20___

Development Agreement By-law No: _____

Date Active File Closed and confirming letter sent to applicant: Date: ___/___/20___