

# Application for Official Plan and Zoning By-Law Amendment

(Effective September 18, 2026)

## PLANNING INFORMATION SHEET

### 1. Completion of Application

All applicable information, including supporting studies, requested throughout any pre-consultation, must be provided to conduct an initial review. The initial review of the application will determine if any other information is required.

**Note:** Prior to submitting this application, applicants are strongly advised to pre-consult with the Town's Planning Department to discuss application and project requirements. To book an appointment please call 613.354.3351 or email [planning@greaternapanee.com](mailto:planning@greaternapanee.com).

### 2. Statutory Declaration

The application requires a Statutory Declaration which must be declared in the presence of a Commissioner for taking affidavits.

### 3. Proposal Justification

The application must be accompanied by a written justification which provides a complete explanation of the requested application within context of the Town's Official Plan, Zoning By-law and Provincial Planning Statement.

### 4. Required fee

Application fees, payable to the Town of Greater Napanee by cash, debit or cheque, are required upon submission of the application.

### 5. External Agencies

External agencies will be circulated on the application as part of the technical review process. Additional costs beyond the application fee will be invoiced to the applicant for services rendered.

The Conservation Authority review fee must be paid by the applicant, directly to the applicable authority. Proof of payment must be included with the application to the Town of Greater Napanee. Should the Conservation Authority incur costs beyond the initial review fee, associated with the application, the costs may be invoiced to the applicant.

### 6. Submission

Planning applications and supporting documents can be submitted by email to [planning@greaternapanee.com](mailto:planning@greaternapanee.com) or by mail or in person to:

Town of Greater Napanee,  
Planning Department,  
99-A Advance Avenue,  
Napanee, ON  
K7R 3Y5 by mail or in person.

**1.0 THIS SECTION IS FOR OFFICE USE ONLY**

|               |               |
|---------------|---------------|
| File No(s)    | Date Received |
| Staff Contact |               |
| Phone Number  | E-mail        |
| Fee(s) Paid?  | Fee Amount    |

**2.0 SUBMISSION(S)** (please check all applicable boxes)

|                                                    |
|----------------------------------------------------|
| <input type="checkbox"/> Official Plan Amendment   |
| <input type="checkbox"/> Zoning By-law Amendment   |
| <input type="checkbox"/> Removal of Holding Symbol |

**3.0 PRE-CONSULTATION**

|                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Has the proposed amendment been the subject of a pre-consultation meeting with Planning Department staff? <input type="checkbox"/> Yes <input type="checkbox"/> No<br><br>If yes, what was the date of pre-consultation? _____                                                                                                                     |
| 2. Has a copy of the Record of Pre-consultation been included? <input type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                                                                                                                                               |
| <b>Note:</b> The Record of Pre-submission Consultation documents the required information and materials that must be submitted in conjunction with the application form and fees. The Record is used by staff to determine whether the application is complete and acts as a receipt for any pre-submission consultation fees that you may have paid. |

Application Form

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## 4.0 APPLICANT (if other than registered owner)

|                                                                                                                                                                                                                           |                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| Applicant Name                                                                                                                                                                                                            |                |
| Company (if applicable)                                                                                                                                                                                                   |                |
| Address (Street Number/Name)                                                                                                                                                                                              |                |
| City / Province                                                                                                                                                                                                           | Postal Code    |
| Telephone Number                                                                                                                                                                                                          | E-mail Address |
| Applicant is<br><input type="checkbox"/> Owner <input type="checkbox"/> Lawyer <input type="checkbox"/> Architect <input type="checkbox"/> Planner <input type="checkbox"/> Engineer <input type="checkbox"/> Other _____ |                |

## 5.0 REGISTERED OWNER

|                                                                      |                |
|----------------------------------------------------------------------|----------------|
| Registered Owner(s) of subject land (as it appears on Deed/Transfer) |                |
| Address (Street Number/Name)                                         |                |
| City / Province                                                      | Postal Code    |
| Telephone Number                                                     | E-mail Address |
| When was the subject land was acquired by current owner?             |                |

## 6.0 MORTGAGES, CHARGES, OR OTHER ENCUMBRANCES

|                              |
|------------------------------|
| Name                         |
| Company (if applicable)      |
| Address (Street Number/Name) |

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|                  |                |             |
|------------------|----------------|-------------|
| City / Province  |                | Postal Code |
| Telephone Number | E-mail Address |             |

## 7.0 SUBJECT LANDS

|                                                                                                        |            |                        |
|--------------------------------------------------------------------------------------------------------|------------|------------------------|
| Municipal Address                                                                                      |            |                        |
| Geographic Township                                                                                    |            |                        |
| Lot(s) / Block(s)                                                                                      | Concession | Registered Plan No.    |
| Reference Plan No.                                                                                     | Part(s)    | Parcel No.             |
| Description location (e.g., closest major intersection and side of the street subject land is located) |            |                        |
| Assessment Roll Number                                                                                 |            |                        |
| Frontage (m)                                                                                           | Depth (m)  | Area (m <sup>2</sup> ) |

## 8.0 SITE CONDITIONS

|                                                                                                                                                                         |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1. What is the existing use(s) on the subject lands and its duration?                                                                                                   |  |
| 2. What were the previous use(s) on the subject lands and its duration?                                                                                                 |  |
| 3. What are the surrounding land uses?                                                                                                                                  |  |
| 4. Are there existing buildings or structures on the subject lands?<br><div style="text-align: right;"><input type="checkbox"/> Yes   <input type="checkbox"/> No</div> |  |

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5. Identify the following of each existing building(s) on the subject lands (attach a separate page if necessary)

| Building / Structure | Date Constructed (if known) | Yard Setbacks |      |      |      | Number of Storeys | Height | Ground Floor Area |
|----------------------|-----------------------------|---------------|------|------|------|-------------------|--------|-------------------|
|                      |                             | Front         | Rear | Side | Side |                   |        |                   |
|                      |                             |               |      |      |      |                   |        |                   |
|                      |                             |               |      |      |      |                   |        |                   |
|                      |                             |               |      |      |      |                   |        |                   |

6. Is demolition/alteration of buildings proposed?

☐ Yes ☐ No

If yes, explain the extent:

7. Are there any easements or restrictive covenants affecting the subject land?

☐ Yes ☐ No

If yes, describe each easement or covenant and its effect

## 9.0 PROPOSED DEVELOPMENT

1. Please describe the proposed development:

2. What is the proposed use of the subject lands?

3. Indicate how the proposed use(s) will be compatible with the surrounding land uses:

4. Are there any new proposed buildings or structures on the subject property?

☐ Yes ☐ No

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5. Identify the following information for each proposed building(s) on the subject property (attach a separate page if necessary):

| Building / Structure | Yard Setbacks |      |      |      | Number of Storeys | Height | Ground Floor Area |
|----------------------|---------------|------|------|------|-------------------|--------|-------------------|
|                      | Front         | Rear | Side | Side |                   |        |                   |
|                      |               |      |      |      |                   |        |                   |
|                      |               |      |      |      |                   |        |                   |
|                      |               |      |      |      |                   |        |                   |

## 10.0 PROVINCIAL POLICY CONFORMITY

1. Is this application consistent with the policy statements issued under any subsection 3(1) of the Planning Act? (i.e. Provincial Planning Statement) ☐ Yes ☐ No

If yes, explain how the application is consistent with the provincial policy statements:

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

If yes, explain how the requested amendment conforms or does not conflict with the provincial plan(s):

3. Provide the proposed strategy for consulting with the public with respect to the request:

## 11.0 COUNTY OF LENNOX AND ADDINGTON OFFICIAL PLAN

1. What is the current County of Lennox and Addington Official Plan designation for the subject lands:

2. Does the request conform with the County of Lennox and Addington Official Plan? ☐ Yes ☐ No

If yes, please explain how the proposed amendment conforms with the County of Lennox and Addington Official Plan:

Application Form

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Note: If a County of Lennox and Addington Official Plan amendment is required, it must be submitted prior to or concurrently with this application.

## 12.0 TOWN OF GREATER NAPANEE OFFICIAL PLAN & PROPOSED AMENDMENT(S)

1. What is the current designation of the subject lands in the Town's Official Plan and the land uses that the designation authorizes?

2. Does the request conform with the Town's Official Plan, including any applicable Secondary Plans? ☐ Yes ☐ No

If yes, please explain how the proposed development conforms with the Town's Official Plan:

3. Does the requested amendment change, replace, or delete a policy in the Town's Official Plan? ☐ Yes ☐ No

If yes, which policy or policies are requested to be changed, replaced, or deleted? (please attach separate page if necessary)

4. Does the requested amendment add a policy or Special Policy Area to the Town's Official Plan? ☐ Yes ☐ No

If yes, please describe the requested policies or Special Policy Areas and provide text for the requested amendment (please attach separate page if necessary):

5. Does the requested amendment change or replace a designation in the Town's Official Plan? ☐ Yes ☐ No

If yes, please list the affected designation and describe the proposed changes:

6. What land uses would the requested official plan amendment authorize?

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7. Are any official plan schedules proposed to be changed or replaced? ☐ Yes ☐ No

If yes, please list the affected schedule and the text that accompanies it:

8. Is this an application to alter the boundary of an area of settlement or to establish a new area of settlement? ☐ Yes ☐ No

If yes, please describe the request:

9. Is this an application to remove land from an area of employment? ☐ Yes ☐ No

If yes, provide details of the amendment that deals with this matter:

## 13.0 ZONING BY-LAW & PROPOSED AMENDMENT(S)

1. What are the subject lands currently zoned in the Town's Zoning By-law?

2. What is the nature and extent of the rezoning requested, and why is the rezoning requested?

3. What are the minimum and maximum density requirements (floor space ratio) for the applicable zoning category, if applicable?

Minimum:

Maximum:

4. What are the minimum and maximum height requirements for the applicable zoning category, if applicable?

Minimum:

Maximum:

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## 14.0 OTHER APPLICATIONS

| Has the subject land ever been the subject of a previous application under the Planning Act? Or is there land within 120 metres also owned by the applicant subject of an application? |                          |                          |         |          |                 |         |                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|---------|----------|-----------------|---------|---------------------|
| Application Type                                                                                                                                                                       | Yes                      | No                       | Unknown | File No. | Approval Status | Purpose | Effect on Amendment |
| Official Plan Amendment                                                                                                                                                                | <input type="checkbox"/> | <input type="checkbox"/> |         |          |                 |         |                     |
| Zoning By-law Amendment                                                                                                                                                                | <input type="checkbox"/> | <input type="checkbox"/> |         |          |                 |         |                     |
| Draft Plan of Subdivision / Condominium                                                                                                                                                | <input type="checkbox"/> | <input type="checkbox"/> |         |          |                 |         |                     |
| Consent                                                                                                                                                                                | <input type="checkbox"/> | <input type="checkbox"/> |         |          |                 |         |                     |
| Minor Variance                                                                                                                                                                         | <input type="checkbox"/> | <input type="checkbox"/> |         |          |                 |         |                     |
| Site Plan Control                                                                                                                                                                      | <input type="checkbox"/> | <input type="checkbox"/> |         |          |                 |         |                     |
| Minister's Zoning Order                                                                                                                                                                | <input type="checkbox"/> | <input type="checkbox"/> |         |          |                 |         |                     |

## 15.0 SITE SCREENING QUESTIONNAIRE

|                                                                                                                                                                                        |                                                                                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| 1. Has there ever been an industrial or commercial use on the subject land or adjacent lands?<br>If yes, specify the use and the last year of that use:                                | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown |
| 2. Has the grading of the subject land been changed by adding earth or other materials?                                                                                                | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown |
| 3. Has a gas station been located on the subject land or land adjacent to the subject land at any time?                                                                                | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown |
| 4. Has there been petroleum or other fuel stored on the subject land or land adjacent to the subject land?                                                                             | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown |
| 5. Have the lands or adjacent lands ever been used as a weapons firing range?                                                                                                          | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown |
| 6. Have the lands or adjacent lands ever been used as an agricultural operation where cyanide products may have been used as pesticides and/or sewage sludge was applied to the lands? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown |
| 7. If there are existing or previously existing buildings, are there any building materials remaining on site that are potentially hazardous to public health (e.g., asbestos, PCB's)? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown |

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|                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8. Has the land ever been subject of an environmental order such as control, stop, preventative, clean-up or prohibition order?                                                                                                                                                                                                                                                                                                | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown                                                                                                                                                                                                                      |
| 9. Have you ever been advised either formally or informally by the Ministry of Environment, Conservation & Parks or another source that the property is or may be contaminated?                                                                                                                                                                                                                                                | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown                                                                                                                                                                                                                      |
| 10. Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent site?                                                                                                                                                                                                                                                                                                        | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown                                                                                                                                                                                                                      |
| 11. Has a Phase 1 or Phase 2 Environmental Site Assessment been completed?                                                                                                                                                                                                                                                                                                                                                     | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown                                                                                                                                                                                                                      |
| 12. What information did you use to determine the answers to 15.1 – 15.11 above?                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                |
| 13. Does the subject land contain any areas of archaeological potential?<br><br>If yes, provide (1) an archaeological assessment prepared by a person who holds a license that is effective with respect to the subject land, issued under Part VI (Conservation of Resources of Archaeological Value) of the Ontario Heritage Act; and (2) a conservation plan for any archaeological resources identified in the assessment. | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown                                                                                                                                                                                                                      |
| 14. Is the subject land:<br><br>a) Designated under Part IV or V of the Ontario Heritage Act?<br>b) Listed as a non-designated property on the Municipal Heritage Register?<br>c) Subject to an easement or covenant under the Ontario Heritage Act?<br>d) Are there any adjacent heritage properties?                                                                                                                         | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown<br><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown |

## 15.1 Significant Features Checklist

| Features or Development Circumstances                                      | (a) If a feature, is it on site or within 500 metres? |                          | If a feature, specify distance in metres | Potential Information Needs                                                                                    |
|----------------------------------------------------------------------------|-------------------------------------------------------|--------------------------|------------------------------------------|----------------------------------------------------------------------------------------------------------------|
|                                                                            | YES (✓)                                               | NO (✓)                   |                                          |                                                                                                                |
| Non-farm development near designated urban areas or rural settlement areas | <input type="checkbox"/>                              | <input type="checkbox"/> |                                          | Demonstrate sufficient need within 20-year projections and that proposed development will not hinder efficient |

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| Features or Development Circumstances                                   | (a) If a feature, is it on site or within 500 metres? |                          | If a feature, specify distance in metres | Potential Information Needs                                                                               |
|-------------------------------------------------------------------------|-------------------------------------------------------|--------------------------|------------------------------------------|-----------------------------------------------------------------------------------------------------------|
|                                                                         | YES (✓)                                               | NO (✓)                   |                                          |                                                                                                           |
|                                                                         |                                                       |                          |                                          | expansion of urban or rural settlement areas                                                              |
| Class 1 industry <sup>1</sup>                                           | <input type="checkbox"/>                              | <input type="checkbox"/> |                                          | Assess development for residential and other sensitive uses within 70m                                    |
| Class 2 industry <sup>2</sup>                                           | <input type="checkbox"/>                              | <input type="checkbox"/> |                                          | Assess development for residential and other sensitive uses within 300m                                   |
| Class 3 industry <sup>3</sup>                                           | <input type="checkbox"/>                              | <input type="checkbox"/> |                                          | Assess development for residential and other sensitive uses within 1000m                                  |
| Landfill site                                                           | <input type="checkbox"/>                              | <input type="checkbox"/> |                                          | Address possible leachate, odour, vermin and other impacts from limit of licensed-fill area               |
| Sewage treatment plant                                                  | <input type="checkbox"/>                              | <input type="checkbox"/> |                                          | Assess the need for a feasibility study for residential and other sensitive land uses                     |
| Waste stabilization pond                                                | <input type="checkbox"/>                              | <input type="checkbox"/> |                                          | Assess the need for a feasibility study for residential and other sensitive land uses                     |
| Railway line                                                            | <input type="checkbox"/>                              | <input type="checkbox"/> |                                          | Evaluate impacts within 100m                                                                              |
| Controlled access highways or freeways including designated future ones | <input type="checkbox"/>                              | <input type="checkbox"/> |                                          | Evaluate impacts within 100m                                                                              |
| Operating mine site                                                     | <input type="checkbox"/>                              | <input type="checkbox"/> |                                          | Will development hinder continuation or expansion of operations?                                          |
| Non-operating mine site or hazard within 1000m (MDI)                    | <input type="checkbox"/>                              | <input type="checkbox"/> |                                          | Have potential impacts been address? Has the mine been rehabilitated so there will be no adverse effects? |
| Airports where noise exposure forecast                                  | <input type="checkbox"/>                              | <input type="checkbox"/> |                                          | Demonstrate feasibility of development above 28 NEF                                                       |

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| Features or Development Circumstances                                                       | (a) If a feature, is it on site or within 500 metres? |                          | If a feature, specify distance in metres | Potential Information Needs                                                                                                                      |
|---------------------------------------------------------------------------------------------|-------------------------------------------------------|--------------------------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                             | YES (✓)                                               | NO (✓)                   |                                          |                                                                                                                                                  |
| (NEF) or noise exposure projection (NEP) is 28 or greater                                   |                                                       |                          |                                          | for sensitive land uses. Above the 35 NEF/NEP, development of sensitive land uses is not permitted<br><br>Determine possible impacts within 200m |
| Electric transformer station                                                                | <input type="checkbox"/>                              | <input type="checkbox"/> |                                          | Determine possible impacts within 200m                                                                                                           |
| High voltage electric transmission line                                                     | <input type="checkbox"/>                              | <input type="checkbox"/> |                                          | Consult the appropriate electric power service                                                                                                   |
| Transportation and infrastructure corridors                                                 | <input type="checkbox"/>                              | <input type="checkbox"/> |                                          | Will the corridor be protected?                                                                                                                  |
| Prime agricultural land                                                                     | <input type="checkbox"/>                              | <input type="checkbox"/> |                                          | Demonstrate need for use other than agricultural and indicate how impacts are to be mitigated                                                    |
| Agricultural operations (including livestock facility)<br><b>Note: 1,500m review needed</b> | <input type="checkbox"/>                              | <input type="checkbox"/> |                                          | Development to comply with the Minimum Distance Separation Formulae                                                                              |
| Mineral aggregate resource areas                                                            | <input type="checkbox"/>                              | <input type="checkbox"/> |                                          | Will development hinder access to the resource or the establishment of new resource operations?                                                  |
| Mineral aggregate operations                                                                | <input type="checkbox"/>                              | <input type="checkbox"/> |                                          | Will development hinder continuation of extraction?                                                                                              |
| Mineral and petroleum resource areas                                                        | <input type="checkbox"/>                              | <input type="checkbox"/> |                                          | Will development hinder access to the resource or the establishment of new resource operations?                                                  |
| Existing pits and quarries                                                                  | <input type="checkbox"/>                              | <input type="checkbox"/> |                                          | Will development hinder continued operation or expansion?                                                                                        |

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| Features or Development Circumstances                                                                                                                                                | (a) If a feature, is it on site or within 500 metres? |                          | If a feature, specify distance in metres | Potential Information Needs                                                                                                                                                                                                            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|--------------------------|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                      | YES (✓)                                               | NO (✓)                   |                                          |                                                                                                                                                                                                                                        |
| Significant wetlands                                                                                                                                                                 | <input type="checkbox"/>                              | <input type="checkbox"/> |                                          | Demonstrate no negative impacts                                                                                                                                                                                                        |
| Significant portions of habitat of endangered and threatened species                                                                                                                 | <input type="checkbox"/>                              | <input type="checkbox"/> |                                          | Development is not permitted                                                                                                                                                                                                           |
| Significant fish habitat, woodlands, valley lands, areas of natural and scientific interest, wildlife habitat                                                                        | <input type="checkbox"/>                              | <input type="checkbox"/> |                                          | Demonstrate no negative impacts                                                                                                                                                                                                        |
| Sensitive groundwater recharge areas, headwaters and aquifers                                                                                                                        | <input type="checkbox"/>                              | <input type="checkbox"/> |                                          | Demonstrate that groundwater recharge areas, headwaters and aquifers will be protected                                                                                                                                                 |
| Significant built heritage resources and cultural heritage landscapes                                                                                                                | <input type="checkbox"/>                              | <input type="checkbox"/> |                                          | Development should conserve significant built heritage resources and cultural heritage landscapes                                                                                                                                      |
| Significant archaeological resources                                                                                                                                                 | <input type="checkbox"/>                              | <input type="checkbox"/> |                                          | Assess development proposed in areas of medium and high potential for significant archaeological resources. These sources are to be studied and preserved, or where appropriate, removed, catalogued and analysed prior to development |
| Great Lakes and Large Inland Lakes:<br>- within defined portions of dynamic beach and 1:100 year flood level along connecting channels<br>- on lands subject to flooding and erosion | <input type="checkbox"/>                              | <input type="checkbox"/> |                                          | Development is not permitted<br><br>Development may be permitted; demonstrate that hazards can be safely addressed                                                                                                                     |

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| Features or Development Circumstances | (a) If a feature, is it on site or within 500 metres? |                          | If a feature, specify distance in metres | Potential Information Needs                                                                                                                                                                                                                                                                                                                |
|---------------------------------------|-------------------------------------------------------|--------------------------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                       | YES (✓)                                               | NO (✓)                   |                                          |                                                                                                                                                                                                                                                                                                                                            |
| Erosion hazards                       | <input type="checkbox"/>                              | <input type="checkbox"/> |                                          | Determine feasibility within the 1:100 year erosion limits of ravines, river valleys and streams                                                                                                                                                                                                                                           |
| Floodplains                           | <input type="checkbox"/>                              | <input type="checkbox"/> |                                          | Where one-zone flood plain management is in effect, development is not permitted within the floodplain<br><br>Where two-zone flood plain management is in effect, development is not permitted within the floodway<br><br>Where a Special Policy Area (SPA) is in effect, development must conform with official plan policies for the SPA |
| Hazardous sites <sup>4</sup>          | <input type="checkbox"/>                              | <input type="checkbox"/> |                                          | Demonstrate that hazards can be addressed                                                                                                                                                                                                                                                                                                  |
| Rehabilitated mine sites              | <input type="checkbox"/>                              | <input type="checkbox"/> |                                          | Application for approval from Ministry of Northern Development and Mines should be made concurrently                                                                                                                                                                                                                                       |
| Contaminated sites                    | <input type="checkbox"/>                              | <input type="checkbox"/> |                                          | Assess an inventory or previous uses in areas of possible soil contamination                                                                                                                                                                                                                                                               |

- Class 1 Industry** – small scale, self-contained plant, no outside storage, low probability of fugitive emissions and daytime operations only.
- Class 2 Industry** – medium scale processing and manufacturing with outdoor storage, periodic output of emissions, shift operations and daytime truck traffic.
- Class 3 Industry** – indicate if within 1000m - processing and manufacturing with frequent and intense off-site impacts and a high probability of fugitive emissions.

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- 4. Hazardous Sites** – property or lands that could be unsafe for development or alteration due to naturally occurring hazard. These hazards may include unstable soils (sensitive marine clays (Leda), organic soils) or unstable bedrock (Karst topography).

## 16.0 SERVICING

|                                                                                                                                                                                                                        |                          |                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 1. Indicate the existing and proposed servicing type for the subject land.                                                                                                                                             |                          |                          |
| a) Water Supply – Select service type:                                                                                                                                                                                 | Existing                 | Proposed                 |
| Publicly owned and operated piped water system                                                                                                                                                                         | <input type="checkbox"/> | <input type="checkbox"/> |
| Privately owned and operated communal well                                                                                                                                                                             | <input type="checkbox"/> | <input type="checkbox"/> |
| Privately owned and operated individual well                                                                                                                                                                           | <input type="checkbox"/> | <input type="checkbox"/> |
| Other (describe): _____                                                                                                                                                                                                | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Sewage Disposal – Select service type:                                                                                                                                                                              | Existing                 | Proposed                 |
| Publicly owned and operated sanitary sewage system                                                                                                                                                                     | <input type="checkbox"/> | <input type="checkbox"/> |
| Privately owned and operated communal septic system*                                                                                                                                                                   | <input type="checkbox"/> | <input type="checkbox"/> |
| Privately owned and operated individual septic system*                                                                                                                                                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| Other (describe): _____                                                                                                                                                                                                | <input type="checkbox"/> | <input type="checkbox"/> |
| *If selected, and if more than 4,500 litres of effluent would be produced per day as a result of the development being complete, a servicing options report and hydrogeological report must accompany the application. |                          |                          |
| c) Stormwater Drainage – Select service type:                                                                                                                                                                          | Existing                 | Proposed                 |
| Sewers                                                                                                                                                                                                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| Ditches                                                                                                                                                                                                                | <input type="checkbox"/> | <input type="checkbox"/> |
| Swales                                                                                                                                                                                                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| Other (describe): _____                                                                                                                                                                                                | <input type="checkbox"/> | <input type="checkbox"/> |
| d) Access – Select service type:                                                                                                                                                                                       | Existing                 | Proposed                 |
| Provincial highway                                                                                                                                                                                                     | <input type="checkbox"/> | <input type="checkbox"/> |
| Municipal road that is maintained all year or seasonally                                                                                                                                                               | <input type="checkbox"/> | <input type="checkbox"/> |
| Another private road or a right of way                                                                                                                                                                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| Water*                                                                                                                                                                                                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| Other (describe): _____                                                                                                                                                                                                | <input type="checkbox"/> | <input type="checkbox"/> |
| *If access to the subject land will be by water only, the parking and docking facilities used or to be used and the approximate distance of these facilities from the subject land and the nearest public road:        |                          |                          |

## 17.0 ADDITIONAL SUBMISSION REQUIREMENTS

|                                                                                                                                                                                                         |                                                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| Have all additional submission requirements been included, as identified in the Record of Pre-Consultation?                                                                                             | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If a Pre-Consultation was not completed, be advised that Town Staff may not deem the application complete until all information and studies necessary to complete a comprehensive review are submitted. |                                                          |

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## 17.0 PLAN CHECKLIST

Have you included a plan showing the required information below, to scale, in metric units?

☐ Yes ☐ No

- ☐ The boundaries and dimensions of the subject land
- ☐ The location, size and type of all existing and proposed buildings and structures on the subject land, indicating their distance from the front lot line, rear lot line and side lot lines
- ☐ The approximate location of all natural and artificial features (*for example, buildings, railways, roads, watercourses, drainage ditches, banks of 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 current uses of land that is adjacent to the subject land
- ☐ 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
- ☐ If access to the subject land will be by water only, the location of the parking and docking facilities to be used
- ☐ The location and nature of any easement affecting the subject land

## 18.0 DECLARATION OF APPLICANT

I, \_\_\_\_\_, of the \_\_\_\_\_  
(name of applicant) (name of municipality/township)

in the County of \_\_\_\_\_ solemnly declare that all the information contained in this application and any supporting documents is true.

Declared before me at the Town of Greater Napanee in the County of Lennox and Addington

this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Commissioner of Oaths

\_\_\_\_\_  
Applicant

Application Form

# Application for Official Plan and Zoning By-Law Amendment

## 19.0 OWNER'S AUTHORIZATION (If the applicant is not the owner)

I, \_\_\_\_\_, of the \_\_\_\_\_  
(name of applicant) (name of municipality/township)

in the County of \_\_\_\_\_ am the owner of the land that is the subject of this application for an Official Plan / Zoning By-Law amendment and I hereby authorize

\_\_\_\_\_ to act as my agent in this application.

\_\_\_\_\_  
Signature of Owner

## 20.0 ACKNOWLEDGEMENT

In accordance with the provisions of the *Planning Act*, it is the policy of the Town of Greater Napanee to provide public access to all development applications and supporting documentation,

I, \_\_\_\_\_, agree and acknowledge that this application  
(name of applicant)

and any supporting material, including studies and drawings, filed with the application is public information, and forms part of the public record. As public information, I hereby consent to the Town photocopying and releasing the application and supporting materials for either its own use in the processing of the application or at the request of any third party.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**21.0 CONSENT FOR ACCESS TO PROPERTY**

I, \_\_\_\_\_ am the owner of the land that is the subject of this application  
(name of owner)

and I authorize and consent that representatives from the County, Town, Conservation Authority and any agency required for the review of the application may enter onto the subject property for the purposed of determining the appropriateness of the site for the proposed development.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Application Form

# Application for Official Plan and Zoning By-Law Amendment

## OFFICIAL PLAN / ZONING BY-LAW AMENDMENT APPLICATION FEES

The municipality requires an applicant to submit an application fee and a deposit to cover all costs associated with processing the application. Any costs above the deposit will be invoiced to the owner/applicant who submitted the application. These costs include consultant fees and advertising costs.

The **Official Plan Amendment application will cost an owner/application approximately \$3,000.00 to process**. The owner/applicant is responsible for all fees related to processing the Official Plan Amendment application. **In addition to the application fee, an initial deposit of \$1,500.00 will be required to cover costs associated with reviewing the application.**

The **Zoning By-law Amendment application fee will cost an owner/application \$2,500.00 to process**. The owner/applicant is responsible for all fees related to processing the zoning application. **In addition to the application fee, an initial deposit of \$2,500.00 will be required to cover costs associated with reviewing the application.**

The **Removal of a Holding Symbol application fee will cost an owner/application \$1,000.00 to process**. The owner/applicant is responsible for all fees related to processing the Holding Symbol Removal application. **In addition to the application fee, an initial deposit of \$1,000.00 will be required to cover costs associated with reviewing the application.**

I, \_\_\_\_\_ have read the above and agree to reimburse the Town of  
(name of applicant)

Greater Napanee for all costs related to my zoning amendment application, once invoiced by the Town.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Municipal Staff

**SCHEDULE “B” TO PLANNING FEES BY-LAW AGREEMENT TO INDEMNIFY**

The applicant hereby agrees to indemnify and save harmless The Corporation of the Town of Greater Napanee (“the Municipality”) from all costs and expenses that the Municipality may incur in connection with the processing of the applicant’s application for approval under *the Planning Act*.

Without limiting the foregoing, such costs and expenses will include all legal, engineering, planning, advertising and consulting fees and charges incurred or payable by the Municipality to process the application together with all costs and expenses arising from or incurred in connection with the Municipality being required, or requested by the applicant, to appear at the hearing of any appeal to the Local Planning Appeals Tribunal from any decision of the Council or Committee of Adjustment, as the case may be, approving the applicant’s application.

The applicant acknowledges and agrees that if any amount owing to the Municipality in respect of the application is not paid when due, the Municipality will not be required to process or to continue processing the application, or to appear before the Ontario Land Tribunal (OLT) in support of a decision approving the application until the amount has been paid in full.

The applicant further acknowledges and agrees that any amount owing by the applicant to the Municipality is, when due, a debt of the applicant and the Municipality may, in addition to any other remedies available to it at law, recover the amount owing together with interest from the applicant by action.

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Witness

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Applicant

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Date

Application Form

# Application for Official Plan and Zoning By-Law Amendment

## WORKPLACE HARASSMENT AND VIOLENCE POLICY ACKNOWLEDGEMENT

The Town of Greater Napanee has a duty to protect employees from all forms of harassment and violence while in the workplace. By signing this application, I agree that all dealings with employees will be handled in a respectful and appropriate manner. I further agree that I and/or persons acting on my behalf, will conform to all applicable policies of the Town of Greater Napanee, which can be provided on request. Breach of a policy could result in processing delays, denial of service or other remedies contained in the approved policy. Thank you for your cooperation.

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Name

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Signature

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Date