**TOWNSHIP OF SOUTH FRONTENAC**
**APPLICATION FOR ZONING BY-LAW AMENDMENT**
**Updated January, 2026**

Council is authorized under Section 34 of the *Planning Act* R.S.O. 1990 Chapter P.13 to amend By-law provisions relating to land, buildings or the use of any of these.

The Committee may amend Zoning By-law provisions provided the Committee is of the opinion that the amendment:

- Is desirable for the appropriate development or use of the land, building or structure
- Maintains the general intent and purpose of the Official Plan.

**Application Requirements**

1. It is required that one (1) copy of this application be filed with the Planning Department, together with the **Sketch** referred to in Note 2 (below), accompanied by the application fee in cash, debit or by cheque made payable to the Township of South Frontenac.

| **Application Type:** | **Planning Fee:** |
|---|---|
| Pre-Consultation Meeting Fee | $ 415.00 |
| Zoning By-Law Amendment | $2,039.00 |
| Zoning By-Law Amendment – after building without a permit | $3,842.00 |

1. It is required that a Fee be provided for the review of the onsite sewage system and/or Conservation Authority (where applicable) when submitting an application. Separate cheques, payable to applicable Conservation Authority, are to be submitted to the Township with the completed application.
   Please Note: These fees are for consultation on this application only; these agencies may require additional permit applications and fees prior to any construction.

| | |
|---|---|
| Township of South Frontenac sewage system review | $463.00 |
| Cataraqui Region Conservation Authority | $445.00 |
| Quinte Conservation Authority | $450.00 |
| Rideau Valley Conservation Authority | $410.00 |

2. **PLEASE READ THIS ITEM CAREFULLY:**
   Each applicant shall provide a sketch showing the dimensions of the subject land and of all abutting lands as outlined in question 28 of the application. The sketch should be accurately dimensioned and either Imperial or Metric Measurements are suitable. This sketch, in conjunction with the Application Form, is the basis of analysis of the Application by the Planning Department. It is strongly recommended that the applicant spends the necessary time to carefully and thoroughly secure the data and transfer the data to the sketch. It is important that the sketch be drawn with accurate dimensions and measurements, and includes all the pertinent data included on the sample sketch that is attached to the back of the Application Form. The Application, without a sketch that includes the required dimension and measurements and pertinent data, will not be accepted by the Planning Department and will delay the process. If necessary, the applicant may wish to seek the assistance of a person who specializes in the drafting of such sketches.

3. **Collection of Personal Information**
   Personal information requested herein is required under the *Planning Act*, 1990 as amended. This information will be used by the Planning Department for the purpose of reviewing the above referenced application, and may be made available to those boards, Commissions, Authorities, Agencies and Persons having an interest in this matter. Any questions regarding the collection of this information should be directed to the Planner/Deputy Clerk.

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***Planning Act*, R.S.O. 1990, c. P.13 as amended**

Date Received: _____ File No: _____

1. Name of Owner: _____

   **Full Mailing Address** of Owner: _____

   _____

   Email Address of Owner: _____

   Phone number of Owner: _____

2. If the applicant is not the owner of the subject land, the written authorization of the owner that the applicant is authorized to make the application:

   Name of Authorized Agent: _____

   **Full Mailing Address** of Authorized Agent: _____

   _____

   Phone number & email address of Authorized Agent:

   _____

   _____
   Signature(s) of Owner(s)

3. The description of the subject land:

   District: ☐ Bedford ☐ Portland ☐ Loughborough ☐ Storrington

   Concession Number: _____ Lot Number: _____

   Street Number: _____ Name of Road/Street: _____

   Reference Plan Number: _____ Part Number(s): _____

   Roll Number: _____

4. The frontage(s), depth and area of the subject land:

   Frontage (on water): _____ Frontage (on road/lane): _____

   Depth: _____ Area (acres): _____

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5. The name and address(es) of any mortgages, charges or other encumbrances in respect of the subject land.

_____

_____

6. The current zoning of the subject land:

_____

7. The nature and extent of rezoning requested:

_____

_____

8. The reason the proposed use cannot comply with the provisions of the Zoning By-law:

_____

_____

9. Please indicate whether access to the subject land is by a public road (fully maintained or seasonal), a right of way or by water?

_____

10. **If access to the subject property is by water only**, please indicate 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.

_____

11. What are the existing uses of the subject land?

_____

12. Please indicate whether there are any existing buildings or structures on the subject land (i.e. residence, garage, shed, etc.).

☐ Yes ☐ No

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13. If the answer to item 12 is yes, **for EACH building or structure** please indicate:

| **Type of Structure (E.g. residence)** | **(1)** | **(2)** | **(3)** | **(4)** |
|---|---|---|---|---|
| **Setback from Front Lot Line** | | | | |
| **Setback from Rear Lot Line** | | | | |
| **Setback from Side Lot Line** | | | | |
| **Height of Building** **(Also indicate if it is one story or two story)** | | | | |
| **Dimensions of Floor Area** | | | | |
| **Setback from High Water Mark (If applicable)** | | | | |

14. The proposed uses of the subject land:

_____

15. Are any building(s) or structure(s), or additions to existing building(s) or structure(s), proposed to be built on the subject land?

☐ Yes ☐ No

16. If the answer to item 15 is yes, for each building or structure please indicate:

| **Type of Structure (E.g. residence)** | **(1)** | **(2)** | **(3)** | **(4)** |
|---|---|---|---|---|
| **Setback from Front Lot Line** | | | | |
| **Setback from Rear Lot Line** | | | | |
| **Setback from Side Lot Line** | | | | |
| **Height of Building** **(Also indicate if it is one story or two story)** | | | | |
| **Outside Dimensions of Building/Structure** | | | | |
| **Setback from High Water Mark (If applicable)** | | | | |

17. What are the uses of proposed development?

(a) Increase in number of bedrooms ☐ Yes ☐ No

(b) Increase in plumbing fixtures ☐ Yes ☐ No

(c) Increase in living space ☐ Yes ☐ No

(d) Will the addition or structure encroach on the existing septic system? ☐ Yes ☐ No

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18. The date the subject land was acquired by the current owner:

_____

19. Indicate the date the existing buildings or structures on the subject land were constructed:

_____

20. Indicate the length of time that the existing uses of the subject land have continued:

_____

21. Indicate whether water is provided to the subject land by a publicly owned and operated piped water system, a privately owned and operated individual or communal well, a lake or other water body or other means.

_____

22. Indicate whether sewage disposal is provided to the subject land by a publicly owned and operated individual or communal septic system, a privately owned and operated individual septic system, a privy or other means.

_____

23. Is storm drainage provided by sewers, ditches, swales or other means?

_____

24. **If known**, please indicate whether the subject land is the subject of an application under the Planning Act for approval of a plan of subdivision or consent:

☐ Yes ☐ No

25. If the answer to item 24 is yes, please give the file number of the application and the status of the application:

_____

_____

26. **If known**, please indicate whether the subject land has ever been the subject of an application under section 34 of the Act (previous zoning amendment):

☐ Yes ☐ No

27. If the answer to item 24 is yes, please give the file number of the application and the status of the application:

_____

_____

28. Are there any abandoned wells on the property? ☐ Yes ☐ No

29. A **SKETCH** must be submitted showing the following:

(a) The boundaries and dimensions of the subject land.

(b) The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines.

(c) The approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.

(d) The current uses of land that is adjacent to the Subject land.

(e) The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public traveled road, a private road or a right of way.

(f) If access to the subject land is by water only, the location of the parking and docking facilities to be used.

(g) The location and nature of any easement affecting the subject land.

(h) The location of any abandoned wells on the property.

(i) Show North Direction - oriented at the top of the page

NOTE: The distance to wells, septic fields and barns from the lands to be rezoned **SHALL** be shown.

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## AGREEMENT TO INDEMNIFY

Attached to this application is a cheque payable to the Township of South Frontenac representing payment of the application fee.

The Owner/Applicant agrees that the information recorded in this Zoning Amendment Application Form is correct.

The Owner/Applicant agrees to reimburse and indemnify the municipality for all fees and expenses incurred by the municipality to process the application, including any fees and expenses attributable to proceedings before the Ontario Municipal Board or any court or other administrative tribunal if necessary to defend Council's decision to support the application.

Without limiting the foregoing, such fees and expenses shall include the fees and expenses of consultants, planners, engineers, lawyers and such other professional and technical advisors as the municipality may, in its absolute discretion acting reasonably, consider necessary or advisable to more properly process and support the application.

The Owner/Applicant further agrees to provide the municipality, upon request and in cases where an application has been appealed to the Ontario Municipal Board, with a deposit (over and above the normal application fee), from which the municipality may, from time to time charge any fees and expenses incurred by the municipality in order to process the application. If such appeal expenses exceed the deposit, the Owner/Applicant shall pay the difference forthwith upon being billed by the municipality, with interest at the rate of 1.25% per month (15% per annum) on accounts overdue more than 30 days.

The Owner/Applicant further agrees that, until such requests have been complied with, the municipality will have no continuing obligation to process the application or attend or be represented at the Ontario Municipal Board or any court or other administrative proceeding in connection with the application:

DATED AT _____

THIS _____DAY OF_____, 20_____

I, _____ OF _____
solemnly declare that all the statements contained in this application 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.

_____ _____
Signature of Applicant or Authorized Agent Signature of Applicant or Authorized Agent

DECLARED before me THIS _____DAY OF_____, 20_____

_____
A Commissioner, etc.