



Planning & Development Department  
**Form One**  
Planning Act Application

File Number: \_\_\_\_\_

Date Received: \_\_\_\_\_

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Please Note that the Planning Act requires that a complete application be filed before it can be considered. You need to complete this form as well as the **Additional Requirements** for the specific application you are making. Please look at the Information For Applicants sheet for your type of application.

### General Information

You are encouraged to discuss your application with the Planner for your municipality, and with the appropriate officials of the local municipality. You may also contact your local Planner by way of the County of Bruce website ([www.brucecounty.on.ca](http://www.brucecounty.on.ca)) 'Living Here', 'Housing and Property' 'Land Use Planning', then select your municipality. At this point you will be provided with contact information for the planning hub and staff. Staff can provide you with information about your application. To avoid delay in processing, you should gather information about your property, and examine the provisions of Official Plans and Zoning By-Laws in force and effect.

### Incomplete Applications May Be Refused

The Planning Act requires that complete applications be filed before the application(s) may be considered. The requirements for a complete application are defined in the Planning Act, its regulations, the Bruce County Official Plan and in Local Municipal Official Plans. Applications may be refused when incomplete.

A complete application consists of **Form 1** (Property and Applicant Information) completed and signed; a scalable and detailed site plan (site plan requirements are listed at the end of Form One), two (2) paper copies and one (1) electronic copy (Word or PDF) of supplementary documents including reports, studies, maps and schedules as required, together with the associated development application fees (refer to the current fee schedule).

If You Are Unable to Answer Any of these Questions, Please Contact Your Local Planning and Development Office for Assistance.

### For Office Use Only

Deemed to be a Complete Application on: \_\_\_\_\_

Signature of Bruce County Planner: \_\_\_\_\_



## CONTACT INFORMATION

1. Registered Owner(s)  Applicant  Agent  (please indicate )  
(please list all)

Name: \_\_\_\_\_

Address and Postal Code \_\_\_\_\_

\_\_\_\_\_ Unit or Box # \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

2. Registered Owner(s)  Applicant  Agent  (please indicate )  
(please list all)

Name: (If different from Owner) \_\_\_\_\_

Address and Postal Code \_\_\_\_\_

\_\_\_\_\_ Unit or Box # \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

*\*if needed, please provide additional contact information on a separate page*

3. All communication(s) will be sent to the **Prime Contact Only**.  
Please indicate who this will be:

Owner  Applicant  Agent

4. A Notice Sign is required to be posted.  
Please indicate who the sign should be sent to:

Owner  Applicant  Agent

Other

\_\_\_\_\_

**5. Location of Property:**

Municipality \_\_\_\_\_

Street /or Civic Address \_\_\_\_\_

Legal Description (from tax bill - please include former municipality):

\_\_\_\_\_  
\_\_\_\_\_

Tax Assessment Roll Number \_\_\_\_\_

**6. Dimensions of Lands (Entire Parcel)**

Frontage (along street) \_\_\_\_\_

Depth: \_\_\_\_\_

Area: \_\_\_\_\_

Width of Street: \_\_\_\_\_

**Complete #7 and #8 ONLY if your application involves a consent. Otherwise, skip and continue with # 9.**

**7. Dimensions of Lands (Parcel to be Severed)**

Frontage (along street) \_\_\_\_\_

Depth: \_\_\_\_\_

Area: \_\_\_\_\_

Width of Street: \_\_\_\_\_

**8. Dimensions of Lands (Parcel to be Retained)**

Frontage (along street) \_\_\_\_\_

Depth: \_\_\_\_\_

Area: \_\_\_\_\_

Width of Street: \_\_\_\_\_

9. Existing Use of the Subject Lands

Existing Use: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Number and Description of Buildings Existing: \_\_\_\_\_

\_\_\_\_\_

Number and Description of Buildings Proposed: \_\_\_\_\_

\_\_\_\_\_

10. Uses of the abutting properties (including properties on opposite side of road allowance):

North \_\_\_\_\_ South \_\_\_\_\_

East \_\_\_\_\_ West \_\_\_\_\_

11. What type of access do the lands have?

<input type="checkbox"/> Provincial Highway	<input type="checkbox"/> County Road
<input type="checkbox"/> Year Round Municipal Road	<input type="checkbox"/> Seasonal Municipal Road
<input type="checkbox"/> Unopened Road Allowance	<input type="checkbox"/> Private Right-of-Way
<input type="checkbox"/> Other, Please specify:	
If proposed access is by water, what boat docking and parking facilities are available on the mainland? (Specify):	
<b>Note:</b> For access to a Provincial Highway or County Road, access permits may be required. You should contact the Ministry of Transportation or the County of Bruce Transportation Department for further information.	

12. Services Currently Available, or to be Available (Please check all that apply)

	Municipal Water	Communal Water	Private Water	Municipal Sewers	Communal Sewers	Private Septic	N/A
Existing							
Proposed							

13. **Have the subject lands been the subject of a previous application for approval?**  
 Yes \_\_\_\_\_ No \_\_\_\_\_ (If yes, please indicate file number, nature of the application, date of the application, and the decision).
14. **Are there any easements or restrictive covenants applying to the subject lands?**  
 Yes \_\_\_\_\_ No \_\_\_\_\_ (If yes, please attach copies of the covenants or easements, or a detailed description).
15. **Have the subject lands been the subject of a Minister's Zoning Order?**  
 Yes \_\_\_\_\_ No \_\_\_\_\_
16. **Is there a stream, pond, or other wetland within 100 metres of the subject lands?**  
 Yes \_\_\_\_\_ No \_\_\_\_\_
17. **Are the subject lands within 100 metres of Lake Huron, Georgian Bay?**  
 Yes \_\_\_\_\_ No \_\_\_\_\_
18. **Are the subject lands within 100 meters of an inland lake?**  
 Yes \_\_\_\_\_ No \_\_\_\_\_
19. **Has the septic system been re-inspected?**  
 Yes \_\_\_\_\_ No \_\_\_\_\_  
 If yes, please provide date of re-inspection \_\_\_\_\_
20. **Are stormwater sewers present?**  
 Yes \_\_\_\_\_ No \_\_\_\_\_ Proposed \_\_\_\_\_  
 If no, indicate how the subject lands are drained \_\_\_\_\_
21. **The date of construction of all buildings and structures on the subject lands:**  
 \_\_\_\_\_
22. **Does the application require demolition of an existing building?**  
 Yes \_\_\_\_\_ No \_\_\_\_\_
23. **When did you acquire the subject property or properties?** \_\_\_\_\_
24. **Is the application consistent with Provincial Policy Statement?** Yes \_\_\_\_\_ No \_\_\_\_\_

## PUBLIC CONSULTATION

25. To meet the minimum requirements for Public Consultation under the *Planning Act*, the County Planning Department undertakes public consultation on your behalf for your proposed development. Do you propose to undertake any further public consultation (at your own expense) on behalf of your proposal?

No

Yes, I have or plan to speak with my neighbours to clarify any concerns they may have

Other plans: (public open houses, radio or newspaper advertisements, etc; please discuss these plans with the Department prior to initiating them)

## MORTGAGE

26. Names, addresses and telephone numbers of any **holders of mortgages, charges or encumbrances** on the subject lands. (if there is more than one person, please use a separate piece of paper)

Name: \_\_\_\_\_

Contact Staff Name: \_\_\_\_\_

Address and Postal Code \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

## For Farm Related Applications Only:

27. In order to shorten the time associated with processing Zoning/Consent applications for farmers wishing to dispose of surplus dwellings, the Planning Department requires your assistance in providing additional information. This information will assist the Planning Department in evaluating the application and in carrying out future site visits to the property. Additionally, the information will be used to assist in determining the compliance of the proposal with the Official Plan and relevant Minimum Distance Separation Formula.
- To what extent are you currently involved in active farming (e.g. farming full time, part time, renting out farm land to other farmers) \_\_\_\_\_
  - Farm Type: Incorporated  Partnership  Family  Other
  - Total Land Holdings in Acres: Own \_\_\_\_\_ Rent \_\_\_\_\_
  - Location of home farm Municipality \_\_\_\_\_ Lot \_\_\_\_\_ Concession \_\_\_\_\_
  - Please complete the following table for each livestock facility on neighbouring lots within 1500 feet of the new property boundaries proposed by the surplus lot.

	Barn 1	Barn 2	Barn 3
# of Tillable acres (where livestock facility is located)			
Description of Animal Type (existing or potential) Beef, Dairy, Pigs Poultry (Chickens, Turkeys) etc. Eg. Beef Cows, including calves to weaning (all breeds) Swine, Weaners (7kg-27kg) Dairy Cattle, Large-framed e.g. Holsteins, Chickens, Broilers on an 8 week cycle			
Maximum Housing Capacity of Livestock Facility Eg. Total # of Chickens that can be housed in barn			
Type of Manure - Solid (dry) Liquid (wet)			
Type of Manure Storage System - Inside/Outside, Covered/Not Covered Eg. Liquid, outside with permanent, tight fitting or Solid, outside, no cover, 18-30% dry matter with covered liquid runoff storage			
Distance from Barn or Manure Storage System to Nearest Point of Proposed New Zone or Consent			
Additional information regarding livestock facilities on neighbouring lots may be requested.			



Questions # 28, 29 and 30 Must Be Completed In The Presence of a "Commissioner of Oaths".  
Staff in Planning Offices Are Authorized Commissioners. **Please Print.**

28. I, \_\_\_\_\_ hereby authorize a site visit(s) be undertaken by, but not limited to the staff of the following agencies: County of Bruce Planning Department, the Municipality, the Conservation Authority, and, the Grey-Bruce Health Unit, where applicable.
29. I, \_\_\_\_\_ have reviewed the fees for applications, and the refund policy that forms part of this application form.
30. I, \_\_\_\_\_ of the \_\_\_\_\_ in the County/ Regional Municipality Of \_\_\_\_\_, hereby solemnly declare that the statements made herein are to the best of my belief and knowledge, a true and complete representation of the purpose and intent of this application.

Date: \_\_\_\_\_ Signature Of Owner \_\_\_\_\_  
Signature Of Owner \_\_\_\_\_  
Signature Of Agent Or Applicant \_\_\_\_\_

Declared Before Me At The  
\_\_\_\_\_ Of \_\_\_\_\_  
In The \_\_\_\_\_ Of \_\_\_\_\_,  
This \_\_\_\_\_ Day Of \_\_\_\_\_, 20\_\_\_\_.  
\_\_\_\_\_

A Commissioner, Etc.

If you are an owner, and wish to have someone else represent you regarding this application, please complete the following:

### Authorization of Owner(s) for Agent to Make the Application

I/We, \_\_\_\_\_, am/are the owner(s) of the land that is the subject of this application and I/we authorize \_\_\_\_\_ to make this application on my/our behalf.

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

NOTE: The following pages are for information purposes only and are not part of Form One



County of Bruce  
 Planning & Development Department  
 brucecounty.on.ca  
 226-909-5515

## Fee Schedule - 2020 Planning Application Fees Effective March 5, 2020

<b>Application Type</b>	<b>Fee (includes Conservation Authority Review Fee)</b>
Minor Variance / Alteration or Extension of Legal Non-Conforming Use.	890
Consent Certification	150
Consent / Severance	1,330
Official Plan Amendment (Local and/or County)	1,640
Zoning By-Law Amendment	1,400
Joint Zoning / OPA	2,510
Joint OPA / Consent	2,780
Joint Local OPA and County OPA	2,670
Joint Local OPA/County OPA / Zoning	3,540
Joint Local OPA/County OPA/Zoning/Consent	4,690
Joint Zoning / Consent	2,540
Joint Minor Variance / Severance	2,080
Joint OPA / Minor Variance / Consent	3,280
Joint OPA/ Zoning / Severance	3,650
Consents – Change of Conditions	560
Foreclosure, Power of Sale and Validation of Title	940 plus County legal costs
Part Lot Control (per lot or block)	940

<b>Application Type</b>	<b>Fee (includes Conservation Authority Review Fee)</b>
Subdivision / Condominium Draft Approval Up to 20 blocks / lots or units 21 to 50 blocks / lots or units more than 50 blocks / lots or units  (0.3 metre reserve blocks not included for calculating applicable fees)	5,120 6,400 7,670  <b>Peer Review Fees</b> Reports/Studies submitted together with an application for Plans of Subdivision and / Condominium are subject to Peer Review Fees as follows: <b>All Developments:</b> <b>Subdivisions</b> = \$110 per lot or block with a minimum flat fee of \$850 and a maximum fee of \$10,170; or <b>Condominiums</b> = the lesser of \$110 per unit or \$1,220 / ha with a minimum flat fee of \$850 and a maximum flat fee of \$10,170 (payable to the Conservation Authority responsible for the review)
Condominium – Exemption from draft approval	1,270
Subdivision / condominium – request for <b>Major</b> revisions (re-circulation)	1,270
Subdivision / Condominium – request for <b>Minor</b> revisions <b>OR</b> Extension to Draft Approval (for each additional year beyond three (3) year lapsing)	640
<b>Emergency Extension</b> to Draft Approval – when application for Draft Approval Extension is submitted ten (10) or less working days prior to date of lapsing. For each one (1) year Draft Approval extension.	1,090
Subdivision / Condominium – Final Approval	1,270

**Additional Municipal Fees May Apply, which may be collected by the County of Bruce on behalf of the Municipality (a separate cheque addressed to the local Municipality will be required)**

Please consult with your Municipality for further information. These fees are also available on the County of Bruce Website at [www.brucecounty.on.ca](http://www.brucecounty.on.ca) The additional fees that may apply are:

1. Municipal Administration fees;
2. Municipal Technical Review fees (i.e. Septic systems);
3. Within the Municipality of Northern Bruce Peninsula – Supplementary plan review fee to facilitate Grey Sauble Conservation Authority review.

**Notes:**

- **Separate technical fees for review of studies or other site-specific reports / documents may also be required.**
- **Within the Municipality of Northern Bruce Peninsula, there is an additional \$100.00 Supplementary plan review fee for each application to facilitate the GSCA review.**
- **No Refunds Will Be Provided for Any Development Application**
- **Cheques are Payable To ‘Treasurer, County Of Bruce’ (unless otherwise indicated)**



County of Bruce  
 Planning & Development Department  
 brucecounty.on.ca  
 226-909-5515

## Office Locations

The County of Bruce Planning & Development Department handles the administrative requirements of applications for the local municipalities and the County.

The Department currently has three offices:

### The Lakeshore Hub

Serves the following local municipalities:	Contact Information
Municipality of Kincardine (Town of Kincardine, Village of Tiverton, former Townships of Kincardine and Bruce);  Town of Saugeen Shores (Town of Southampton, Town of Port Elgin, former Township of Saugeen)	County of Bruce Planning & Development Department  1243 MacKenzie Road PORT ELGIN, ON N0H 2C6  Ph: 226-909-1601 Fax: (519) 832-9000  E-Mail: <a href="mailto:bcplpe@brucecounty.on.ca">bcplpe@brucecounty.on.ca</a>

### The Inland Hub

Serves the following local municipalities:	Contact Information
Municipality of Brockton (Town of Walkerton, former Townships of Brant and Greenock);  Township of Huron-Kinloss (Town of Lucknow, Village of Ripley, former Townships of Huron and Kinloss); and  Municipality of South Bruce (Village of Mildmay, Village of Teeswater, former Townships of Carrick and Culross)	County of Bruce Planning & Development Department  30 Park Street, P. O. Box 848 WALKERTON, ON N0G 2V0  Ph: 519-881-1782 Fax: (519) 507-3030  E-Mail: <a href="mailto:bcplwa@brucecounty.on.ca">bcplwa@brucecounty.on.ca</a>

### The Peninsula Hub

Serves the following local municipalities:	Contact Information
Municipality of Arran-Elderslie (Town of Chesley, Villages of Tara and Paisley, former Townships of Arran and Elderslie);  Municipality of Northern Bruce Peninsula (Village of Lion's Head, former Townships of Eastnor, Lindsay, and St. Edmunds); and  Town of South Bruce Peninsula (Town of Wiarton, Village of Hepworth, former Townships of Albemarle and Amabel)	County of Bruce Planning & Development Department  268 Berford Street, Box 129 WIARTON, ON N0H 2T0  Ph: 519-534-2092 Fax: 519-534-1174  E-Mail: <a href="mailto:bcplwi@brucecounty.on.ca">bcplwi@brucecounty.on.ca</a>



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226-909-5515

## Site Plan (Sketch) Requirements

Applications require a sketch showing the following:

- 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 (for example, residential, agricultural, or commercial);
- 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; and
- the location and nature of any easement affecting the subject land.

Site Plans for Consent (Severance) Applications also Require:

- the boundaries and dimensions of any land abutting (bordering) the subject land that is owned by the owner of the subject land;
- the approximate distance between the subject land and the nearest township lot line or landmark such as a bridge or railway crossing;
- the boundaries and dimensions of the subject land, the part that is intended to be severed and the part that is intended to be retained;
- the location of all land previously severed from the parcel originally acquired by the current owner of the subject land.

The sketch needs to:

- be legible,
- be generally to scale,
- indicate what direction is north,
- show dimensions in metric units, and
- fit on a single page

The sketch may:

- be done by hand or on a computer, and
- include a table outlining building setback and size dimensions.