



Planning and Development Department
Form One
Property and Applicant Information

File Number: _____

Date Received: _____

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) '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 (see Table of Fees at end of Form One).

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: _____

3. 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: _____

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

Owner

Applicant

Agent

5. A Notice of Development Application is required to be posted.
Please indicate who the sign should be sent to.

Owner Applicant Agent

Other

6. 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: _____

7. **Location of Property:**

Municipality _____

Former Municipality _____

Lot (s) _____ Concession _____

Lot (s) _____ Registered Plan _____

Part (s) _____ Reference Plan _____

Street /or Civic Address _____

Tax Assessment Roll Number _____

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

Frontage (along street) _____

Width (along front and rear) _____

Depth: _____

Area: _____

Width of Street: _____

Complete #9 and #10 ONLY if your application involves a consent. Otherwise, skip and continue with # 11.

9. Dimensions of Lands (Parcel to be Severed)

Frontage (along street) _____

Width (along front and rear) _____

Depth: _____

Area: _____

Width of Street: _____

10. Dimensions of Lands (Parcel to be Retained)

Frontage (along street) _____

Width (along front and rear) _____

Depth: _____

Area: _____

Width of Street: _____

11. Existing Use of the Subject Lands

Existing Use: _____

Proposed Use: _____

Number and Description of Buildings Existing: _____

Number and Description of Buildings Proposed: _____

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

North _____ South _____

East _____ West _____

13. What type of access do the lands have?

Provincial Highway	County Road
Year Round Municipal Road	Seasonal Municipal Road
Unopened Road Allowance	Private Right-of-Way
Other, Please specify:	
If proposed access is by water, what boat docking and parking facilities are available on the mainland? (Specify):	
<p>Note: 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.</p>	

14. 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).

15. 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).

16. Have the subject lands been the subject of a Minister's Zoning Order?

Yes _____ No _____

17. Is there a stream, pond, or other wetland within 100 metres of the subject lands?

Yes _____ No _____

18. Are the subject lands within 100 metres of Lake Huron, Georgian Bay?

Yes _____ No _____

19. Are the subject lands within 100 meters of an inland lake?

Yes _____ No _____

20. 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							

21. Has the septic system been re-inspected?

Yes _____ No _____

If yes, please provide date of re-inspection _____

22. Are stormwater sewers present?

Yes _____ No _____ Proposed _____

If no, indicate how the subject lands are drained _____

23. The date of construction of all buildings and structures on the subject lands:

24. Does the application require demolition of an existing building?

Yes _____ No _____

25. When did you acquire the subject property or properties? _____

26. Is the application consistent with Provincial Policy Statement?

PUBLIC CONSULTATION

27. 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)

For Farm Related Applications Only:

28. 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.
- a) To what extent are you currently involved in active farming (e.g. farming full time, part time, renting out farm land to other farmers) _____
- b) Farm Type: Incorporated Partnership Family Other
- c) Total Land Holdings in Acres: Own _____ Rent _____
- d) Location of home farm Municipality _____ Lot _____ Concession _____
- e) 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 # 27, 28 and 29 Must Be Completed In The Presence of a "Commissioner of Oaths".
Staff in Planning Offices Are Authorized Commissioners. **Please Print.**

29. 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.

30. I, _____ have reviewed the fees for applications, and the refund policy that forms part of this application form.

31. 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

Bruce County Contact Information

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

The Department currently has three offices.

The **Peninsula Hub Office** serves the following local municipalities:

Municipality of Arran-Elderslie (former Arran, Elderslie, Tara, Paisley and Chesley);

Municipality of Northern Bruce Peninsula (former Eastnor, Lindsay, St. Edmunds and Lion's Head); and

Town of South Bruce Peninsula (former Albemarle, Amabel, Hepworth and Wiarton)

Bruce County Planning & Development Department

268 Berford Street, Box 129,

WIARTON, Ontario N0H 2T0

Phone: (519) 534-2092 Fax: (519) 534-1174

E-Mail: bcplwi@brucecounty.on.ca

The **Inland Hub Office** serves the following local municipalities:

Municipality of Brockton (former Brant, Greenock and Walkerton)

Township of Huron-Kinloss (former Huron, Kinloss, Lucknow and Ripley); and

Municipality of South Bruce (former Mildmay, Carrick, Teeswater and Culross);

Bruce County Planning and Development Department

30 Park Street, P. O. Box 848,

WALKERTON, Ontario, N0G 2V0

Phone: (519) 881-1782 Fax: (519) 507-3030

E-Mail: bcplwa@brucecounty.on.ca

The **Lakeshore Hub Office** serves the following municipalities:

Municipality of Kincardine (former Kincardine Township, Bruce, Tiverton and Kincardine);

Town of Saugeen Shores (former Saugeen, Port Elgin and Southampton).

Bruce County Planning and Development Department

1243 MacKenzie Road, PORT ELGIN, ON N0H 2C6

Phone: (226) 909-1601 Fax: (519) 832-9000

E-Mail: bcplpe@brucecounty.on.ca

Application Fees 2019 (effective September 5, 2019)

Application Type	2019 fees (including CA review fees) Payable To 'Treasurer, County Of Bruce' (unless otherwise indicated)
Minor Variance / Alteration or Extension of Legal Non-Conforming Use.	880
Consent Certification	150
Consent / Severance	1,300
Official Plan Amendment (Local and/or County)	1,610
Zoning By-Law Amendment	1,380
Joint Zoning / OPA	2,470
Joint OPA / Consent	2,730
Joint Local OPA and County OPA	2,470
Joint Local OPA/County OPA / Zoning	3,570
Joint Local OPA/County OPA/Zoning/Consent	4,690
Joint Zoning / Consent	2,500
Joint Minor Variance / Severance	2,045
Joint OPA/ Zoning / Severance	3,590
Consents - Change of Conditions	550
Foreclosure, Power of Sale and Validation of Title	940 plus County legal costs
Part Lot Control (per lot or block)	900
Subdivision / Condominium Draft approval	
Up to 20 blocks / lots or units	5,040
21 to 50 blocks / lots or units	6,290
more than 50 blocks / lots or units	7,540
(0.3 metre reserve blocks not included for calculating applicable fees)	
	<p>Peer Review Fees Reports/Studies submitted together with an application for Plans of Subdivision and / Condominium are subject to Peer Review Fees as follows: All Developments: Subdivisions = \$105 per lot or block with a minimum flat fee of \$840 and a maximum fee of \$10,000; or</p>

Application Type	2019 fees (including CA review fees) Payable To 'Treasurer, County Of Bruce' (unless otherwise indicated)
	Condominiums = the lesser of \$105 per unit or \$1,200 / ha with a minimum flat fee of \$840 and a maximum flat fee of \$10,000 (payable to the Conservation Authority responsible for the review)
Condominium - Exemption from draft approval	1,250
Subdivision / condominium - request for Major revisions (re-circulation)	1,250
Subdivision / Condominium - request for Minor revisions OR Extension to Draft Approval (for each additional year beyond three (3) year lapsing)	630
Emergency Extension 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.	1,070
Subdivision / Condominium - Final Approval	1,250
<p>Additional Municipal or Conservation Authority (CA) Fees May Apply, which may be collected by the County of Bruce (a separate cheque addressed to the local Municipality or CA may be required).</p> <p>Please consult your Municipality or CA for further information. These fees are also available on the County of Bruce Website at www.brucecounty.on.ca. The additional fees that may apply are:</p> <ol style="list-style-type: none"> 1. Municipal Administration fees; 2. Municipal Technical Review fees (ie. Septic systems); 3. Within the Municipality of Northern Bruce Peninsula - \$100.00 Supplementary plan review fee for each application to facilitate GSCA review. 	

No Refunds Will Be Provided for Any Development Application

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,
 - o are located on the subject land and on land that is adjacent to it, and
 - o 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.