



## TOWNSHIP OF NORWICH

# ZONE CHANGE APPLICATION GUIDE

Please read carefully before completing the attached application form

1. The attached application form is to be used when applying to the Township of Norwich for a change to the Township Zoning By-Law. The applicant is advised to approach the Township Office and/or the County of Oxford Community and Strategic Planning Office for Official Plan, Zoning and Policy information before making a formal application.

### Completing the Application Form

2. The attached application form should be submitted to either the:

Clerk / Administrator  
Township of Norwich  
210 Main Street East  
Otterville, Ontario, NOJ 1R0  
Phone: 863-2709 or 879-6568

or

County of Oxford  
Community and Strategic Planning Office  
P.O. Box 1614  
21 Reeve Street  
Woodstock, Ontario, N4S 7Y3  
Phone: 539-9800

3. The application consisting of one original must be accompanied by a fee of \$450.00 in cash or cheque payable to the "Treasurer, Township of Norwich".
4. The application should be completed by the property owner(s) or his/her authorized agent, the written authorization of the owner(s) must accompany the application or if the application is being made under an agreement of purchase and sale, a signed copy of the agreement must be attached as authorization and will remain confidential.
5. The application must include a sketch/site plan showing the following information:
  - I. The boundaries and dimensions of the subject lands;
  - II. Any proposed or existing building(s) and/or structure(s) on the subject lands and its location, (including distance to lot lines), size and type;
  - III. The land uses on all adjacent lands of the subject lands;
  - IV. Approximate location of all natural and artificial features on subject and adjacent lands and shall include buildings, railways, roads, watercourse(s), municipal drains, drainage ditches, existing and proposed septic facilities, wells, wetlands and wooded areas;
  - V. 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;
  - VI. If access to the subject land is by water only, the location of the parking and docking facilities to be used;
  - VII. The location and nature of any easement affecting the subject land;
  - VIII. Location of all landscaped areas, fencing, buffer strips and sidewalks;
6. In addition, all applications for commercial, industrial, institutional and multi-family residential uses must include the following additional information;
  - I. Floor plan with dimensions and proposed uses of any existing or proposed buildings; and
  - II. An exterior elevation plan of any proposed buildings.
7. All site plans and floor plans must be drawn to scale at a maximum size of 11' x 17". Larger plans will be accepted with the inclusion of an original reduction of the plans at a maximum size of 11" x 17". Large plans must be folded.

### Processing the Application

1. After accepting the completed application, the county of Oxford Community and Strategic Planning Office circulates the application to Municipal Officials, Provincial Authorities and other Agencies for comment. The public in the vicinity of the application are given 20 days notice of a public meeting held by Municipal Council to consider the requested zone change. The applicant is required to attend the public meeting to support their application.
2. Section 34(19) of the Planning Act, 1990 provides for an appeal by any person to the Ontario Municipal Board of the decision of the Council within 20 days of the giving of written notice of the passing of the By-Law.
3. Section 34(11) of the Planning Act, 1990 allows the applicant to appeal to the Ontario Municipal board if council refuses the application or neglects to make a decision within 90 days of receipt of the completed application.

### PLEASE NOTE:

The owner or applicant agrees to support the application and provide legal assistance in the preparation and presentation of the application before the Ontario Municipal Board if such a hearing is required. The Owner or Applicant further agrees to pay all costs imposed by the Ontario Municipal Board as may be the case from such a hearing.



File No. \_\_\_\_\_  
 Date Received \_\_\_\_\_  
 Roll No. \_\_\_\_\_

**TOWNSHIP OF NORWICH**  
**APPLICATION FOR ZONE CHANGE**

**1. Registered Owner (s)**

Name: \_\_\_\_\_ Phone: Residence: \_\_\_\_\_  
 Address: \_\_\_\_\_ Business: \_\_\_\_\_  
 \_\_\_\_\_ Fax: \_\_\_\_\_  
 Postal Code: \_\_\_\_\_ Email: \_\_\_\_\_

**Applicant (if other than registered owner)**

Name: \_\_\_\_\_ Phone: Residence: \_\_\_\_\_  
 Address: \_\_\_\_\_ Business: \_\_\_\_\_  
 \_\_\_\_\_ Fax: \_\_\_\_\_  
 Postal Code: \_\_\_\_\_ Email: \_\_\_\_\_

**Solicitor or Agent (if any)**

Name: \_\_\_\_\_ Phone: Business: \_\_\_\_\_  
 Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
 \_\_\_\_\_  
 Postal Code: \_\_\_\_\_ Email: \_\_\_\_\_

All communications will be sent to those listed above. If you do not wish correspondence to be sent to the  Owner,  Applicant, or  Solicitor / Agent, please check the appropriate box.

Name and address of any holders of any mortgages, charges or other encumbrances (if known):  
 \_\_\_\_\_

**2. Subject Land (s):**

Location:  
 Municipality \_\_\_\_\_ Former Municipality \_\_\_\_\_  
 Concession \_\_\_\_\_ Lot (s) \_\_\_\_\_  
 Registered Plan No. \_\_\_\_\_ Lot (s) \_\_\_\_\_  
 Reference Plan No. \_\_\_\_\_ Part (s) \_\_\_\_\_  
 The proposed lot is located on the \_\_\_\_\_ side of \_\_\_\_\_ Street/Road/Line,  
 lying between \_\_\_\_\_ Street/Road/Line and  
 \_\_\_\_\_ Street/Road/Line.  
 Street / Civic Address (911#) \_\_\_\_\_

**Official Plan Designation:**

Existing: \_\_\_\_\_  
 Proposed: \_\_\_\_\_

If the proposed designation is different than the existing designation, has an application for Official Plan amendment been filed with the County of Oxford?  Yes  No

B) If Applicant is the purchaser, or purchaser's agent, a copy of the Agreement of Purchase & Sale must be included with this application.

**Note:** A covering letter should be supplied with the application to describe the land use and business activity proposed

Zoning: Present: \_\_\_\_\_  
 Proposed: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Uses: Present: \_\_\_\_\_  
 Proposed: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**3. Buildings / Structures:**

For all buildings / structures, either existing or proposed on the subject lands, please supply the following information:  None Existing  None Proposed

Existing	Building 1	Building 2	Building 3
Use:			
Date Constructed:			
Floor Area:			
Setbacks:			
Front lot line			
Side lot line			
Rear lot line			
Height			

Proposed	Building 1	Building 2	Building 3
Use:			
Date Constructed:			
Floor Area:			
Setbacks:			
Front lot line			
Side lot line			
Rear lot line			
Height			

**4. Site Information** (proposed use(s)):

Lot Frontage	_____	Landscaped Open Space (%)	_____
Lot Depth	_____	No. of Parking Spaces	_____
Lot Area	_____	No. of Loading Spaces	_____
Lot Coverage	_____	Building Height	_____
Front Yard	_____	Width of Planting Strip	_____
Rear Yard	_____	Driveway Width	_____
Interior Side Yard (s)	_____	No. of Units	_____
Exterior Side Yard (corner lot)	_____		

**5. Services:** (check appropriate box)

	Existing	Proposed
<b>Water Supply</b>		
Publicly owned and operated piped water system	<input type="checkbox"/>	<input type="checkbox"/>
Privately owned & operated communal piped water system	<input type="checkbox"/>	<input type="checkbox"/>
Privately owned & operated individual well	<input type="checkbox"/>	<input type="checkbox"/>
Lake or other water body	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify) _____	<input type="checkbox"/>	<input type="checkbox"/>

		Existing	Proposed
<b>Sewage Disposal</b>	Publicly owned & operated sanitary sewer system	<input type="checkbox"/>	<input type="checkbox"/>
	Privately owned & operated communal septic system	<input type="checkbox"/>	<input type="checkbox"/>
	Privately owned & operated individual septic tank	<input type="checkbox"/>	<input type="checkbox"/>
	Pit Privy	<input type="checkbox"/>	<input type="checkbox"/>
	Other (specify) _____	<input type="checkbox"/>	<input type="checkbox"/>

- 6. Access:**
- |  |                          |                               |                          |
|--|--------------------------|-------------------------------|--------------------------|
| Provincial Highway                     | <input type="checkbox"/> | Unopened Road Allowance       | <input type="checkbox"/> |
| County Road                            | <input type="checkbox"/> | Right-of-Way (owned by) _____ | <input type="checkbox"/> |
| Municipal road (maintained year-round) | <input type="checkbox"/> | Water ACCESS (describe below) | <input type="checkbox"/> |
| Municipal road (seasonally maintained) | <input type="checkbox"/> | Other (specify)               | <input type="checkbox"/> |

If proposed access is by water, what boat docking and parking facilities are available on the mainland?

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**7. General Information:**

- I. Is the Subject Land the subject of regulations for flooding or fill and construction permits of a Conservation Authority?  Yes  No  
 Name of Conservation Authority: \_\_\_\_\_  
 Has an application been filed with the appropriate Conservation Authority?  Yes  No
- II. Present land use(s) of adjacent properties: \_\_\_\_\_
- III. Characteristics of subject land (check appropriate space(s) and add explanation, if necessary)  
 Is the land swampy or subject to seasonal wetness?  Yes  No  
 Is any part of the land used for agricultural purposes?  Yes  No  
 If Yes, describe type of crop, or operation and amount of land used: (include woodlots) \_\_\_\_\_
- 

**8. Historical Information:**

- I. Is the subject land the subject of a current Application for consent to the Oxford County Land Division Committee or a current application for draft plan of subdivision to the County of Oxford?  
 Yes  No Application No. \_\_\_\_\_
- II. Have the subject land(s) ever been the subject of any other application under the Planning Act, such as an application for approval of an official plan amendment, a zoning by-law amendment, a Minister's Zoning Order amendment, consent, minor variance or approval of a plan of subdivision?  
 No  Unknown  
 Yes File No. \_\_\_\_\_ Status/Decision \_\_\_\_\_
- III. If known, the date the subject land was acquired by the owner? \_\_\_\_\_
- IV. If known, the length of time that the existing uses of the subject land have continued? \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
 Signature of Owner/Applicant/Agent

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner must be included with this form, or the authorization set out below must be completed. (See item 4 in the Zone Change Application Guide attached)

**Authorization of Owner(s) for Applicant/Agent to make the Application**

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

Date \_\_\_\_\_ Signature of Owner(s) \_\_\_\_\_

**THIS SECTION TO BE COMPLETED IN THE PRESENCE OF A COMMISSIONER FOR TAKING AFFIDAVITS**

I/We \_\_\_\_\_ of the \_\_\_\_\_  
Of \_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_,

**DO SOLEMNLY DECLARE THAT:**

All of the prescribed information contained in this application is true and that the information contained in the documents that may accompany this application is true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the **Canada Evidence Act**.

**DECLARED** before me at the \_\_\_\_\_ of \_\_\_\_\_ in the \_\_\_\_\_

Of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 200\_\_\_\_\_.

\_\_\_\_\_  
A Commissioner for Taking Affidavits

\_\_\_\_\_  
Owner(s) / Applicant

\_\_\_\_\_  
Owner(s) / Applicant

**NOTES**

- A. Where an Ontario Municipal Board hearing is required the applicant must assume the costs and responsibilities for the hearing as outlined in the Zone Change Application guide attached.
- B. Applications will not be considered complete until all required information has been supplied.
- C. It is required that **one original** of this application be filed, together with the same number of copies of the sketch, accompanied by the applicable fee of \$450.00 payable to the Treasurer, Township of Norwich.

**SKETCH PLAN**

Use this page for sketch if survey plan is not available.

Return this sketch with application form.

**Without this sketch the application cannot be processed.**

Scale:

**KEY MAP**



A large, empty rectangular box intended for the sketch plan and key map.