

Notes

- Personal information on this form is collected and retained under the authority of the *Municipal Freedom of Information and Protection of Privacy Act*.
- Studies submitted with an application will be available to the public for review and may be reproduced for public use.

If you have any questions, please do not hesitate to contact the Pickering Clerks Department at 905.420.4611.

Fees

Applications will not be accepted if all required fees (City, Region & Conservation Authority) are not provided at time of submission.

City of Pickering

To obtain the City of Pickering's Zoning By-law fees view the [Schedule of Application Fees and Information Price List](#).

All fees are to be made payable to the City of Pickering upon submission of the application.

Region of Durham

The City, on behalf of the Region of Durham, may collect application review fees in the form of a cheque made payable to the Corporation of the Regional Municipality of Durham. These fees are forwarded to the Region of Durham by the City of Pickering.

The City, on behalf of the Region of Durham Health Department, may collect a fee to cover a review process to ensure that all changes in use on properties serviced by a private sewage system and well are reviewed. Cheques should be made payable to the Region of Durham Health Department.

Conservation Authority

The Toronto and Region Conservation Authority (TRCA), may collect a review fee, if the subject property is located in an area regulated by the Conservation Authority (i.e. flood plain, or hazard land). Here is a link to the [TRCA Administrative Fee Schedule](#) (if applicable).

The Central Lake Ontario Conservation Authority (CLOCA), may collect a review fee, if the subject property is located in an area regulated by the Conservation Authority. Here is a link to the [CLOCA Fee Schedule](#) (if applicable).

If this application is approved by the City of Pickering, additional fees may be required as a result of any conditions of approval, such as, but not limited to, site plan approval, building permits and development charges.

Completeness of Application

The Proponent must provide all required materials identified during the Pre-consultation Meeting including appropriate fee(s) and required plans. If all required materials are not provided, the City of Pickering will return the application or refuse to further consider it until all the required materials have been provided.

Submission of the Application Form

The City Development Department has moved to digital review and circulation of applications. The following plans/reports must be submitted separately as PDF copies:

- Completed Zoning By-law Amendment Application form
- Planning Rationale Report
- Conceptual Site Plan
- Phasing Plan (if applicable)
- Preliminary Elevation Drawings
- Topographic Survey
- Proof of ownership
- Any other supporting reports/plans identified in the associated pre-consultation review

All drawings must be scaled in metric.

All PDF documents must be accessible in order to meet the Province's *Accessibility for Ontarians with Disabilities Act* (AODA) Information and Communications Standards. The accessible format must be compatible to Adobe Acrobat XI or higher, meeting WCAG 2.0 Level AA standards.

In addition, the City requires the proponent to provide a copy of the proposed site plan, in a format that is compatible with or the same as the following:

- ArcGIS Desktop 10.7.1
- ArcGIS Pro 2.6.1
- AutoCAD Map 3D 2018

The AutoCAD or GIS files submitted by the proponent must be georeferenced and define a geographic coordinate system of NAD83 UTM Zone 17N.

If you have any questions, please do not hesitate to contact the Pickering City Development Department at 905.420.4617 or 905.683.2760.

Application for (Check Appropriate Box)	City of Pickering Use Only
<input type="checkbox"/> Major Application to Amend Zoning By-law <input type="checkbox"/> Minor Application to Amend Zoning By-law <input type="checkbox"/> Removal of Holding Zone <input type="checkbox"/> Extension of Temporary Use By-law	File Number: _____ Application Fee: _____ Date Received: _____

1. Contact Information

1.1 **Name of Registered Owner** _____

Address _____ Postal Code _____

Telephone _____ Email Address _____

Contact Name _____ Telephone _____

1.2 **Name of Agent** _____

Address _____ Postal Code _____

Telephone _____ Email Address _____

1.3 Matters related to the application should be addressed to (check one or more)

Owner Agent

1.4 Proof of ownership accompanying application (check one)

Copy of front page of deed Other (please specify) _____

2. Location of property and general information

2.1 Municipal Address (if applicable): _____

Lot(s): _____ Concession: _____

Reg. Plan Number(s): _____ Reg. Plan. lot(s)/Block(s): _____

Assessment Roll Number(s) _____

2.2 Property Area: _____ (ha)

2.3 Are there any mortgages, easements, rights-of-way, restrictive covenants, etc., affecting the subject property?

If **yes**, please identify below and show on the site plan the nature and location of the easement, right-of-way, restrictive covenant, etc.:

2.4 Are there any easements, rights-of-way, or other rights over adjacent properties (i.e. mutual driveway) to the benefit of the subject property?

If **yes**, please identify below and show on the site plan the nature and location of the easement, right-of-way or other rights over adjacent properties:

2.5 Pickering Official Plan Designation _____

2.6 Existing uses and buildings on the property

2.7 Proposed uses and buildings on the property

2.8 Provide a Site Plan drawing that identifies the type of all buildings or structures and the setback of each from the front lot line, rear lot line and side lot lines, the height of the buildings or structures and their dimensions or floor area. Include the date of construction for all buildings or structures and the length of time that the existing uses have continued.

2.9 Zoning of Subject Lands:

Existing: _____

Proposed: _____

Reason why the rezoning is being requested: _____

2.10 Are the subject lands subject to a Minister's Zoning Order?

If **yes**, please identify the Ontario Regulation number of that order.

2.11 Describe the details of the proposal (i.e., land uses, building location, height, size, density, floor area, parking ratios, method of servicing, etc.)

2.12 Attach a separate sheet indicating if the owner has submitted any of the following applications for all or part of the subject property:

- Durham Regional Official Plan Amendment
- Pickering Official Plan Amendment
- Plan of Subdivision or Condominium
- Minor Variance
- Consent/Severance
- Site Plan Approval

If any of the above applications have been submitted, provide the following information with your application:

- file number;
- lands affected (i.e., all or part of subject application);
- purpose of application;
- status of application; and
- effect of application on the proposed zoning change.

2.13 Access to the subject property is by (check the appropriate space or spaces):

- Provincial Highway A municipal road that is maintained all year or seasonally
 Right-of-way Other (specify) _____

2.14 Date of Acquisition of the subject property: _____

2.15 Date of construction of all buildings and structures on the subject property: _____

2.16 Length of time the existing uses on the subject property have continued: _____

2.17 Services available to the subject property:

Services	Existing	Proposed
Type of water services (i.e., municipal water or private well)		
Type of sewage disposal (i.e., municipal sewage disposal or private septic system)		
Type of storm drainage (i.e., sewers, ditches, swales or other means)		

2.18 Other supporting documents or reports applicable to the proposed application: (List any technical studies of background material being submitted to support the application and/or satisfy the requirements of the Pickering Official Plan, Provincial statutes and regulations, etc.):

2.19 Has the subject property ever been the subject of a previous application to amend a zoning by-law?

If **yes**, please provide the specifics (i.e. applicant, purpose, year, file number, etc.):

2.20 Provincial Policies, Plans and Interests

1. Indicate how the requested amendment is consistent with Provincial policy.

2. Is the subject land within an area of land designated under any Provincial plan or plan(s)? If **yes**, does it conform to, or does it not conflict with the Provincial plan(s)?

- 2.21 Is there one or more livestock barns or manure storage facilities located within 500 metres of the boundary of the subject property?

If **yes**, complete the “Minimum Distance Separation Form” which is attached and return it with the application. Please complete and submit the [Region of Durham Screening Questionnaire for Identifying Potentially Contaminated Sites](#) with the application.

3. Owner’s Acknowledgments

- 3.1 The Owner agrees that this application and all materials submitted in support of this application may be made available for public viewing, pursuant to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act, 1989*.
- 3.2 The Owner acknowledges and agrees to pay the full cost of any peer reviews requested by the City for the review of the materials submitted in support of this proposal.
- 3.3 All vegetation on the lands that are subject to this application must be maintained during the processing of the application.
- 3.4 No regrading is permitted on site during the processing of the application.
- 3.5 Owners are advised that there may be additional approvals (i.e. site plan approval, building permit, etc.) and additional fees and charges associated with any development approved in conjunction with this application.

- 3.6 Owners may be required to provide additional information that will assist the City of Pickering in assessing the application.
- 3.7 The Owner agrees to permit City staff, as well as all relevant agencies, to enter and inspect the subject property.

Dated at the _____ of _____ this _____ day of _____, in the year of _____ I, _____ in the _____ of _____ solemnly declare that all the statements contained in this application, and all the statements contained in all the exhibits transmitted herewith, 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*. I agree to comply with all of the Applicant's Acknowledgements as set out above.

Declared before me at the _____
of _____ in the _____
of _____ this _____ day
of _____, in the year of _____

Signature of Owner or Authorized Agent

A Commissioner, etc.

4. Authorization

If the agent is not the owner of the land that is subject of this application, written authorization by the owner must be attached or the authorization set out below must be completed by the owner.

I, _____ am the owner of the land that is subject to this application and I authorize _____ to make this application on my behalf.

Date _____ Signature of Owner _____

1. Owner of Livestock Facility _____
 Telephone _____ Twp _____
 Lot _____ Concession _____
2. Closest distance from livestock facility to the property boundary of the new lot(s) or the change in land use _____ metres.
3. Closest distance from manure storage to the property boundary of the new lot(s) or the change in land use _____ metres.
4. Tillable hectares where livestock facilities located _____

Type of Livestock	Existing Housing Capacity Number	Manure System (Check one box)			
		Covered Tanks	Open Solid Storage	Open Liquid Storage	Earthen Manure Storage
Dairy <input type="checkbox"/> Milking Cows <input type="checkbox"/> Heifers					
Beef <input type="checkbox"/> Cows (Barn confinement) <input type="checkbox"/> Cows (Barn with yard) <input type="checkbox"/> Feeders (Barn confinement) <input type="checkbox"/> Feeders (Barn with yard)					
Swine <input type="checkbox"/> Sows <input type="checkbox"/> Weaners <input type="checkbox"/> Feeder Hogs					
Poultry <input type="checkbox"/> Chicken Broiler/Roasters <input type="checkbox"/> Caged Layers <input type="checkbox"/> Chicken Breeder Layers <input type="checkbox"/> Pullets <input type="checkbox"/> Meat Turkeys (>10kg) <input type="checkbox"/> Meat Turkeys (5-10kg) <input type="checkbox"/> Meat Turkeys (<5kg) <input type="checkbox"/> Turkeys Breeder Layers					
Horses					

Type of Livestock	Existing Housing Capacity Number	Manure System (Check one box)			
		Covered Tanks	Open Solid Storage	Open Liquid Storage	Earthen Manure Storage
Sheep <input type="checkbox"/> Adult Sheep <input type="checkbox"/> Feeder Lambs					
Goats <input type="checkbox"/> Adult Goats <input type="checkbox"/> Feeder Goats					
Mink – Adults					
White Veal Calves					
Other					

The above information was supplied by:

_____ Name

_____ Signature

_____ Firm (if applicable)