



Hamilton

Planning and Economic Development Department
Development Planning, Heritage and Design
71 Main Street West, 5th Floor, Hamilton ON L8P 4Y5
Phone: 905-546-2424 Fax: 905-546-4202

APPLICATION FOR AN OFFICIAL PLAN AMENDMENT OR ZONING BY-LAW AMENDMENT Under Sections 22, 34 and 36 of the *Planning Act*

NOTE TO APPLICANTS

This application form is to be used by persons or public bodies wishing to amend the land use designations (official plan or zoning) for a specific property in the City of Hamilton. In this form, the term "subject land" means the land that is subject of the proposed amendment. It is also to be used for any proposal to amend existing approved official plan policy or zone provisions.

This application form is available in Microsoft Word and PDF.

N.B. Submission of this application constitutes tacit consent for authorized City of Hamilton staff to inspect the subject lands or premises.

COMPLETENESS OF THE APPLICATION

The information that must be provided by the applicant is indicated in the application form. This information is prescribed under the *Planning Act* and by regulation. This mandatory information must be provided along with the appropriate fees. If the mandatory information and fee is not provided in the submission, it will not be considered a complete application(s). The application(s) cannot be considered until the prescribed information and fee are provided.

Formal Consultation is a vital part of the planning process. All applicants **are required** by By-law to consult with the City of Hamilton prior to submitting the application. The purpose of Formal Consultation is to identify any other information and materials (i.e. specific studies, plans or reports) which are necessary to provide a complete review of the application. This information must be included with the application. **If Formal Consultation has not been completed and the identified submission requirements are not included with the application, the application will not be accepted.**

The application form also asks for additional information (e.g. technical information or reports) that may assist in the planning evaluation of the proposal. To ensure the quickest and most complete review, this information must be provided at the time of submission of the application for an Official Plan Amendment and/or Zoning By-law Amendment to complete a comprehensive review within the legislated time frame for making a decision.

SUBMISSION OF THE APPLICATION

The complete submission will include:

- Five copies of a Survey Plan of the property (folded legal size*) and one electronic copy in PDF locked file format;
- A digital file map of the subject lands (PDF locked file format);
- One electronic copy of the application form **without signatures** in PDF locked file format;
- Twenty-five copies of the completed application form with signatures (including two with original signatures); seven copies of the completed application form with signatures for the Removal of the "H" Holding Symbol (including two with original signatures);
- One copy of the record of Formal Consultation with the City of Hamilton, or proof of exemption from this requirement;

- Five copies of all information/reports/documents and electronic PDF locked file versions (where applicable) identified in a Formal Consultation Meeting as necessary information required to deem an application complete;
- Five copies of all information/reports/documents, and electronic PDF locked file versions, indicated as needed when completing section 17 of the application form; and
- The applicable fee(s).

Please provide separate files for all of the required documents/plans and use the following naming convention examples for the electronic files:

- Application.pdf
- Concept_Plan.pdf
- Survey_Plan.pdf
- Sun/Shadow_Analysis.p
- df
- Planning_Justification_Report.pdf
- Traffic_Study.pdf
- Noise_Study.pdf
- Archeological_Assessment.pdf
- Servicing_Feasability_Study.pdf
- Environmental_Impact_Assessment.pdf
- Geotechnical_Study.pdf
- Etc.

DISCLOSURE OF INFORMATION

All information submitted in support of this application will be considered public information, including any reports, studies, drawings or other documentation submitted by applicant(s), agent(s), consultant(s) or solicitor(s). The City of Hamilton is permitted to make the application and any associated supporting information available to the general public, including posting electronic versions of the application form and associated studies and reports online. The City of Hamilton is also permitted to provide copies of the application and any supporting information to any member of the public or other third party which requests the information.

DEVELOPMENT APPLICATION CLASSIFICATION

1) Rezoning

For the purposes of fees, there are two types of rezoning applications: Routine and Complex. When an application is submitted, the following guidelines are used to determine the type of application:

Routine

- Applications to add one specific use (i.e. that does not change the zoning district); or
- Applications to reduce yard requirements or modify other district or zone requirement (i.e. only one requirement); or
- Applications to rezone three single detached dwelling lots or less; or
- Applications to extend a "temporary use".

Secondary Suites - Applications to add a secondary suite (dwelling unit) to an existing residential dwelling.

Complex - All other Applications.

2) Official Plan Amendment

Certain applications, whether Routine or Complex rezonings, may not comply with the City of Hamilton Official Plan and may require an **Official Plan Amendment**. Compliance with the Official Plan will be determined by Planning and Economic Development Department staff. For those applications that do not comply, the Official Plan Amendment fee will apply, in addition to the rezoning fee.

APPLICATION FEES

Please refer to the schedule of fees from the Tariff of Fees By-law.

Joint Applications

Where applications are made for an Official Plan Amendment, Zoning By-law Amendment, Approval of a Draft Plan of Subdivision or Condominium Description, or any combination thereof, the total fees will be reduced by 25%

NOTE: The Conservation Authorities within the City of Hamilton will be charging fees for their review of *Planning Act* applications. Once an application is submitted, City of Hamilton staff will advise the proponent if their application requires Conservation Authority review, and if so, which Conservation Authority their project falls within and which fee is applicable. The fee is to be made payable to the appropriate Conservation Authority and submitted to the City of Hamilton upon request. The fee will be forwarded to the Conservation Authority along with the application. The application will not be deemed complete, in accordance with the *Planning Act*, until the fee has been submitted.

Combined Applications will only be charged at the highest rate. The Conservation Authority reserves the right to request additional fees should the review require a substantially greater level of effort.

LOCAL PLANNING APPEAL TRIBUNAL (LPAT) HEARING

The owner will be required to pay City staff costs, fees and disbursements for outside legal counsel and external consultants for preparation for and attendance at LPAT hearings where the City supports a developer on third party appeals. Accordingly, as part of this application the owner will be required to sign and submit the attached Cost Acknowledgement Agreement.

ADDITIONAL INFORMATION FOR APPLICANT

The owner may be required to meet financial requirements of the City, such as, but not limited to, the following:

- Development charges; contact the Building Services Division, Planning and Economic Development Department.
- Parkland dedication; contact the Planning Division, Planning and Economic Development Department. (To be determined by the Economic Development Division)
- Special charge per unit; contact the Growth Management Division, Planning and Economic Development Department.
- Local improvement charges; contact the Corporate Services Department.

SIGN POSTING

The City of Hamilton requires the applicant to post a sign on the property where an application for a rezoning and/or Official Plan amendment has been received and is being considered by the City.

NOTE: SIGN NOT TO BE POSTED UNTIL PROPER SIGN WORDING IS PROVIDED BY THE PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT.

The sign must contain the following information:

- a) The words "Public Notice for a Change in Zoning and/or Official Plan Amendment" in bold lettering.
- b) To whom the application has been submitted (e.g. City of Hamilton).
- c) The owner's/developer's name.
- d) Municipal address or description and dimensions of the lands affected.
- e) The nature of the zoning amendment and/or Official Plan Amendment.

- f) The proposed land use.
- g) For more information contact the Planning and Economic Development Department (Planner's Phone No.). Enquiries refer to File No.
- h) The date, time and location of the Public Meeting to consider the application.

The sign must meet the following requirements:

- a) The sign shall not be less than 2.0 sq. m (approx. 4 ft. x 8 ft.) in area.
- b) The sign should be posted on the site of the application, provide maximum exposure and is not to obstruct visibility for pedestrians and motorists.
- c) All signs are to be of a high quality and prepared by a professional sign maker.
- d) The sign is to remain posted until City Council has considered the application.
- e) The applicant is responsible for the maintenance and removal of the sign.

The Planning and Economic Development Department will review the application and prepare the appropriate wording for the sign. A copy will be given to the applicant for submission to the sign maker. It will be the responsibility of the applicant to provide the description and dimensions of the affected lands.

A public meeting under the provisions of the *Planning Act* to consider the application will not be scheduled until the sign has been posted and a photograph of said sign has been submitted to the City of Hamilton Planning and Economic Development Department.

THE APPLICANT MUST PROVIDE A LETTER ACCOMPANIED BY A LEGIBLE PHOTOGRAPH OF THE SIGN POSTED ON THE SITE PRIOR TO THE PROCESSING OF THE APPLICATION.

STAFF REPORT

The staff report is mailed to the applicant/agent on the Friday preceding the Economic Development and Planning Committee meeting on the application. If you prefer to pick up a copy of the report, it will be available the Monday preceding the meeting. Please call 905-546-2424 Ext. 2799 or 905-546-2424 Ext. 1355 in advance to make this arrangement.

SITE PLAN CONTROL*

Lands within the City of Hamilton are subject to site plan control with the exception of certain classes of development. Applicants should contact the Planning and Economic Development Department to determine if they are subject to site plan control. Development proposals for those properties within the designated Site Plan Control Areas must be approved by the Planning and Economic Development Department. Such approvals are required before the issuance of the building permit and in some cases, the passing of the amending Zoning By-law.

For application forms and information regarding Site Plan Control, contact the Planning and Economic Development Department 905-546-2424 Ext. 2799 or 905-546-2424 Ext. 1355.

*Site Plan Control is separate from the rezoning process. Site Plans will have to be submitted at the Site Plan Control stage.



Hamilton

APPLICATION FOR AN OFFICIAL PLAN AMENDMENT
Under Section 22 of the *Planning Act*

APPLICATION FOR A ZONING BY-LAW AMENDMENT
Under Sections 34 and 36 of the *Planning Act*

Note: *The following items are prescribed by regulation and must be completed:*
 i) *For Official Plan Amendment applications all items except Part V; and*
 ii) *For Zoning By-law Amendment applications all items except Part IV*
To avoid delays, other information supplied must be complete and accurate.
A sketch map and legal description are required. Incomplete applications will be returned.
All applications must be signed. Metric units must be used. Please type or print.

Office Use Only

Date Application Received	Date Application Deemed Completed	File No(s)	Fees Paid
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PART I GENERAL PROPERTY DESCRIPTION

1. **Application for:**
- Regional Official Plan Amendment
 - Local Official Plan Amendment
 - Zoning By-law Amendment

2. **Former Area** **Municipality**

3. **All applicants are required to consult with the City of Hamilton prior to the submission of an application for Official Plan Amendment or Zoning By-law Amendment.**

3.1 *Have you formally consulted with the City of Hamilton prior to submitting this application? (If yes, please attach record of Formal Consultation to application)* Yes No

3.2 *Have the required studies, plans or reports been submitted?* Yes No

4. **Applicant Information**

NAME	ADDRESS	TELEPHONE NO.
<i>Registered Owner(s)*</i>		Home: ()
		Business: ()
		Fax: ()
		E-Mail:
<i>Applicant</i>		Home: ()
		Business: ()
		Fax: ()
		E-Mail:
<i>Agent or Solicitor</i>		Business: ()
		Fax: ()
		E-mail:
All correspondence should be sent to (check one):	<input type="checkbox"/> Owner <input type="checkbox"/> Applicant <input type="checkbox"/> Agent/Solicitor	

** If a numbered company, give name and address of principal owner*

5. **Location of Property**

Municipal Address	Lot/Parcel No.	Concession	Former Township
Registered Plan No.	Lot(s)/Block(s)	Reference Plan No.	Part(s)

6. Particulars of Property (in metric units)

Frontage	Depth	Area
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7. Encumbrances

7.1 Are there any mortgages, easements or restrictive covenants affecting the subject land? _____
 If yes, provide names and addresses of the holders of any mortgages, charges or other encumbrances in respect of the subject lands. _____

7.2 How long have the subject lands been in the owner's possession? _____

8. Existing Use of Property

Residential Industrial Commercial Farmland Vacant Other(s)

8.1 How long has this existing use continued? _____

9. Previous Use of Property

Residential Industrial Commercial Farmland Vacant Other(s)

9.1 If Industrial or Commercial, specify use: _____

9.2 Details of Previous Uses

		Yes	No	Unknown
9.2.1	Has the grading of the subject land been changed by adding earth or other material, i.e. has filling occurred?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.2.2	Has a gas station been located on the subject land or adjacent lands at any time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.2.3	Has there been petroleum or other fuel stored on the subject land or adjacent lands?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.2.4	Are there or have there ever been underground storage tanks or buried waste on the subject land or adjacent lands?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.2.5	Have the lands or adjacent lands ever been used as an agricultural operation where cyanide products may have been used as pesticides and/or sewage sludge was applied to the lands?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.2.6	Have the lands or adjacent lands ever been used as a weapons firing range?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.2.7	Is the nearest boundary line of the application within 500 metres (1,640 feet) of the fill area of an operational /non-operational landfill or dump?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.2.8	If there are existing or previously existing buildings, are there any building materials remaining on site which are potentially hazardous to public health (e.g., asbestos, PCB's)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.2.9	Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent sites?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9.3 What information did you use to determine the answers to 9.2 above?

9.4 If previous use of property is industrial or commercial or if YES to any of 9.2, a previous use inventory showing all former uses of the subject land, or if appropriate, the land adjacent to the subject land is needed.

Is the previous use inventory attached? _____

10. Uses Adjacent to the Subject Lands

North _____

South _____

East _____

West _____

10.1 If applicable, describe any adjacent lands owned by the applicant(s)/owner(s) and/or lands in which the applicant(s)/owner(s) have a legal interest.

Frontage (metric)	Depth (metric)	Area (metric)
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11. Related Planning Applications – Adjacent lands

11.1 Are there any applications under the Planning Act, such as for approval of an official plan amendment, a zoning by-law amendment, a minor variance, a plan of subdivision or a site plan, or for a consent, that includes land within 120 metres of the subject land? Yes No Unknown

11.2 If yes, and if known, list details below (if multiple applications, attach a separate page).

Approval authority: _____

Type of application and File number: _____

Description of land that is the subject of the application: _____

Purpose of the Application: _____

Effect on **this** application: _____

Status of the application: _____

12. Heritage Features

12.1 Are there any buildings or structures on the subject lands that are on the list of Architectural and/or Historical Interest or have been Yes

No

designated under the Ontario Heritage Act?

12.2 Are there any buildings or structures on abutting lands that are on the list of Architectural and/or Historical Interest or have been designated under the Ontario Heritage Act?

Yes

No

12.3 If yes to either of the above, a Heritage Impact Assessment is needed. Is a Heritage Impact Assessment attached?

Yes

No

13. Provide a complete written description of the application with details of the proposed development including, but not limited to: proposed use(s), development details (i.e. height/storeys, floor area(s), number of parking/loading spaces, lot coverage, landscape area, etc.). Indicate type of business proposed with a proposed number of employees. If additional space is needed, attach a separate page.

13.1 Provide details of the Owner/Applicant's proposed strategy for consulting with the public with respect to the application. If additional space is needed, attach a separate page.

PART II SERVICING (REQUIRED TO BE COMPLETED FOR ALL APPLICATIONS)

14. Types of Servicing

This property will be serviced by (please check appropriate boxes):

14.1 Water Supply

Municipal Piped Water System

Private Well(s) *Specify individual or communal wells:* _____

Other (Specify) _____

14.2 Sewage Disposal

Municipal Sanitary Sewer System

Private Septic Tank and Tile Field *Specify individual or communal septic system:* _____

Other (Specify) _____

14.3 Storm Drainage

Sewer

Ditches

Swales

Others (specify and provide explanation) _____

14.4 Road Access and/or Frontage

Name of Road _____

Type of Road (i.e. Provincial Highway, Regional Road, Local Public Road, Private Road, Other)

If Other, specify details, including water and right of ways, if access to the subject land will be by water only, 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.

PART III	PROVINCIAL POLICY
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15. Provincial Policy and Plans

15.1 a) Is the subject land within an area designated under any of the following Provincial Plans?

Growth Plan for the Greater Golden Horseshoe (P2G) Yes No

Greenbelt Plan 2005 Yes No

Niagara Escarpment Commission Plan Yes No

Parkway Belt West Plan Yes No

Other (Specify) _____ Yes No

b) Explain how the requested Official Plan Amendment and / or Zoning By-law Amendment conforms or does not conflict with each of the applicable Provincial Plan(s). (Incorporate as part of Planning Justification Report if possible).

c) Explain how the requested amendment or rezoning is consistent with the Provincial Policy Statement

(PPS) (Incorporate as part of Planning Justification Report if possible).

d) *Are the parts of the Official Plan that would be affected by the requested Official Plan Amendment inconsistent with a policy statement issued under subsection 3(1) of the Planning Act or fails to conform or conflicts with a provincial plan?*

- No Yes

If yes, explain how. (Incorporate as part of the Planning Justification Report)

e) *Are the existing parts of the Zoning By-law that would be affected by the requested Zoning By-law Amendment inconsistent with a policy statement issued under subsection 3(1) of the Planning Act, or fail to conform or conflict with a provincial plan?*

- No Yes

If yes, explain how. (Incorporate as part of the Planning Justification Report)

f) *Do the existing parts of the Zoning By-law that would be affected by the requested Zoning By-law Amendment fail to conform with a City of Hamilton Official Plan?*

- No Yes

If yes, explain how. (Incorporate as part of the Planning Justification Report)

g) *Is the proposed Zoning By-law Amendment consistent with policy statements issued under subsection 3(1) of the Planning Act and does it conform with or not conflict with a provincial plan?*

Yes

No

If yes, explain how. (Incorporate as part of the Planning Justification Report)

h) *Does the proposed Zoning By-law Amendment conform with a City of Hamilton Official Plan?*

Yes

No

If yes, explain how. (Incorporate as part of the Planning Justification Report)

15.2 *Is this application to implement an alteration to the boundary of an area of settlement or to implement a new area of settlement?* Yes No

If yes, provide the current official plan policies if any, dealing with the alteration or establishment of an area of settlement. Also, provide the details of the proposed official plan amendment.

15.3 *Is this application to remove land from an area of employment?* Yes No

If yes, provide the current official plan policies, if any, dealing with the removal of land from an area of employment. Also, provide details of the proposed official plan amendment.

16. Significant Features

16.1 All applications under the Planning Act are subject to review for regard to the Provincial Policy Statement issued by the Province of Ontario. Complete the following table and be advised of the potential information requirements in the noted section. **If the information is not submitted, it may not be possible to do a complete and proper planning evaluation.**

TABLE – SIGNIFICANT FEATURE CHECKLIST

Feature or Development Circumstance	If a feature, is it on site or within 500 m OR If a development circumstance, does it apply?		If a feature, specify distance in metres.	Potential Information Needs
	Yes (X)	No (X)		
Non-farm development near designated urban areas or rural settlement area	<input type="checkbox"/>	<input type="checkbox"/>		<i>Demonstrate sufficient need within 20-year projections and that proposed development will not hinder efficient expansion of urban or rural settlement areas</i>
Class 1 industry ¹	<input type="checkbox"/>	<input type="checkbox"/>	m	<i>Assess development for residential and other sensitive uses within 70 metres</i>
Class 2 industry ²	<input type="checkbox"/>	<input type="checkbox"/>	m	<i>Assess development for residential and other sensitive uses within 300 metres</i>
Class 3 industry ³	<input type="checkbox"/>	<input type="checkbox"/>	m	<i>Assess development for residential and other sensitive uses within 1000 metres</i>
Land Fill Site	<input type="checkbox"/>	<input type="checkbox"/>	m	<i>Address possible leachate, odour, vermin and other impacts</i>
Sewage Treatment Plant	<input type="checkbox"/>	<input type="checkbox"/>	m	<i>Assess the need for a feasibility study for residential and other sensitive land uses</i>
Waste Stabilization Pond	<input type="checkbox"/>	<input type="checkbox"/>	m	<i>Assess the need for a feasibility study for residential and other sensitive land uses</i>

Feature or Development Circumstance	If a feature, is it on site or within 500 m OR If a development circumstance, does it apply?		If a feature, specify distance in metres.	Potential Information Needs
	Yes (X)	No (X)		
Active Railway line	<input type="checkbox"/>	<input type="checkbox"/>	m	<i>Evaluate impacts within 100 metres</i>
Controlled access highways or freeways, including designated future routes	<input type="checkbox"/>	<input type="checkbox"/>	m	<i>Evaluate impacts within 100 metres</i>
Airports where noise exposure forecast (NEF) or noise exposure projection (NEP) is 28 or greater	<input type="checkbox"/>	<input type="checkbox"/>		<i>Demonstrate feasibility of development above 28 NEF for sensitive land uses. Above the 35 NEF/NEP contour, development of sensitive land uses is not permitted</i>
Electric transformer station	<input type="checkbox"/>	<input type="checkbox"/>	m	<i>Determine possible impacts within 200 metres</i>
High voltage electric transmission line	<input type="checkbox"/>	<input type="checkbox"/>	m	<i>Consult the appropriate electric power service</i>
Transportation and infrastructure corridors	<input type="checkbox"/>	<input type="checkbox"/>		<i>Will the corridor be protected?</i>
Prime agricultural land	<input type="checkbox"/>	<input type="checkbox"/>		<i>Demonstrate need for use other than agricultural and indicate how impacts are to be mitigated</i>
Agricultural operations	<input type="checkbox"/>	<input type="checkbox"/>	m	<i>Development to comply with the Minimum Distance Separation Formulae</i>
Mineral aggregate resource areas	<input type="checkbox"/>	<input type="checkbox"/>		<i>Will development hinder access to the resource or the establishment of new resource operations?</i>
Existing Pits and Quarries	<input type="checkbox"/>	<input type="checkbox"/>	m	<i>Will development hinder continued operation or extraction?</i>
Mineral and petroleum resource areas	<input type="checkbox"/>	<input type="checkbox"/>		<i>Will development hinder access to the resource or the establishment of new resource operations?</i>
Significant wetlands	<input type="checkbox"/>	<input type="checkbox"/>	m	<i>Development is not permitted</i>
Significant portions of habitat of endangered species and threatened	<input type="checkbox"/>	<input type="checkbox"/>	m	<i>Development is not permitted</i>

Feature or Development Circumstance	If a feature, is it on site or within 500 m OR If a development circumstance, does it apply?		If a feature, specify distance in metres.	Potential Information Needs
	Yes (X)	No (X)		
species				
Significant fish habitat, woodlands, valley lands, areas of natural and scientific interest, wildlife habitat	<input type="checkbox"/>	<input type="checkbox"/>	m	<i>Demonstrate no negative impacts</i>
Significant groundwater recharge areas, headwaters and aquifers	<input type="checkbox"/>	<input type="checkbox"/>		<i>Demonstrate that these features will be protected</i>
Significant built heritage resources and cultural heritage landscapes	<input type="checkbox"/>	<input type="checkbox"/>		<i>Development should conserve significant built heritage resources and cultural heritage landscapes</i>
Significant archaeological resources	<input type="checkbox"/>	<input type="checkbox"/>		<i>Assess development proposed in areas of medium and high potential for significant archaeological resources. These resources are to be studied and preserved, or, where appropriate, removed, catalogued and analysed prior to development.</i>
Great Lakes system: A - within defined portions of the dynamic beach and 1:100 year flood level along connecting channels B - on lands subject to flooding and erosion	<input type="checkbox"/>	<input type="checkbox"/>		<i>A - Development is not permitted. B - Development may be permitted; demonstrate that hazards can be safely addressed</i>
Erosion hazards	<input type="checkbox"/>	<input type="checkbox"/>		<i>Determine feasibility within the 1:100 year erosion limits of ravines, river valleys and streams</i>
Floodplains	<input type="checkbox"/>	<input type="checkbox"/>		<i>Where one-zone floodplain management is in effect, development is not permitted within the floodplain. Where two-zone floodplain management is in effect, development is not permitted within the floodway. Where a floodplain Special Policy Area (SPA) has been established</i>

PART IV	OFFICIAL PLAN AMENDMENT (MUST BE COMPLETED FOR OFFICIAL PLAN AMENDMENT APPLICATIONS)
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18. Current Development Applications¹

(¹This Section is in addition to Section 11 – Relating Planning Applications, and is required to be completed by Ontario Regulation for Official Plan Amendments)

18.1 *Is the subject land or land within 120 metres of it the subject of an application by the applicant under the Planning Act for a:*

- | | | |
|-----------------------------------|------------------------------|-----------------------------|
| (a) Minor Variance | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Consent | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Amendment to an official plan | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Zoning by-law | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Minister's zoning order | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Approval of a plan of subdivision | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Site plan | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

(b) *If the answer to part (a) is Yes, the following information must be provided:*

- (i) File number(s) _____
- (ii) Name of the approval authority considering the application(s) _____
- (iii) Land(s) affected _____
- (iv) Purpose of Application(s) _____

- (v) Status of the Application(s) _____
- (vi) Effect on the requested amendment _____

19. Official Plan Information

19.1 *What is the existing Rural Hamilton Official Plan designation on the subject lands?*

Explain how the subject lands conform to the existing Rural Hamilton Official Plan designation.

19.2 *What is the existing Urban Hamilton Official Plan designation on the subject lands?*

Explain how the subject lands conform to the existing Urban Hamilton Official Plan designation.

19.4 Are the subject lands located within an existing Secondary Plan? Yes
 No

If yes, what is the designation on the subject lands?

Explain how the subject lands conform to the existing secondary plan designation.

19.3 Is the proposed Official Plan amendment intended to change, delete or replace an approved (Rural or Urban) official plan policy? Yes No

If yes, which policy or policies are proposed to be changed, replaced, or deleted?

Describe the purpose of the requested amendment

19.4 Is the proposed Official Plan amendment intended to add new policy? Yes No

If yes, provide details for the requested new policy

Describe the purpose of the requested amendment

19.5 Is the proposed Official Plan amendment intended to change or replace a land use designation? Yes No

If yes, what is the proposed designation on the subject land?

What land use(s) will be permitted by the proposed designation on the subject land?

Describe the purpose of the requested amendment

19.6 What are the proposed Land Uses of the Property?

- Residential Commercial Mixed Use Industrial Institutional Other(s)

19.7 Why is this Amendment(s) required? Outline the planning evidence providing justification for the amendment(s). This should address, but not be limited to, why the proposed change is desirable and how it relates to the overall goals and objectives of the Rural Hamilton Official Plan and the Urban Hamilton Official Plan. (Incorporate as part of Planning Justification Report if possible)

19.8 If a policy in the official plan is being changed, replaced or deleted or if a policy is being added, provide the text of the requested amendment(s). (attach to application)

19.9 If the requested amendment changes or replaces a schedule in the official plan, provide the requested schedule and the text that accompanies it. (attach to application)

PART V	ZONING BY-LAW AMENDMENT (MUST BE COMPLETED FOR ZONING BY-LAW AMENDMENT APPLICATIONS)
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20. Official Plan and Zoning Information

20.1 Do the existing parts of the Zoning By-law that would be affected by the requested Zoning By-law Amendment fail to conform or conform with the Rural Hamilton Official Plan? Please explain. (Incorporate as part of the Planning Justification Report.

20.2 Do the existing parts of the Zoning By-law that would be affected by the requested Zoning By-law Amendment fail to conform or conform with the Urban Hamilton Official Plan? Please explain. (Incorporate as part of the Planning Justification Report.

20.3 What is the existing Zoning on the subject lands?

20.4 What is the proposed Zoning? (Provide Reason for Rezoning)

20.5 Is this application within an area where zoning with conditions may apply? Yes
 No

If yes, provide details of how the application conforms to Official Plan policies relating to the Zoning with conditions.

20.6 Is this application within an area where the municipality has pre-determined the minimum and maximum density requirements, or the minimum and maximum height requirements? Yes
 No

If yes, provide a statement of these requirements.

21. List any Existing Buildings or Structures on the Property * = Zoning Application Only

Type of Buildings or Structures	*All Yard Setbacks (m)				*Building Dimensions	*Ground Floor Area	*Height	*When Built
	Front	Rear	Side	Side				
1.								
2.								
3.								

22. List any Proposed Buildings or Structures on the Property

Proposed Buildings or Structures	*All Yard Setbacks(m)				*Building Dimensions	*Ground Floor Area (m ²)	*Total Floor Area (m ²)	Building Height and No. of storeys
	Front	Rear	Side	Side				
1.								
2.								
3.								

23. Related Planning Applications – Subject lands

23.1 Has the subject land ever been the subject of an Official Plan amendment and/or rezoning application? Yes No Unknown

If yes, state type of application, file number and status.

23.2 Has a severance/consent application ever been made? Yes No Unknown

If yes, state type of application, file number and status.

Note: If a decision on the severance has been made, please enclose a copy of the decision with this application.

23.3 Does the proposed amendment involve a subdivision or condominium application? Yes No Unknown

If yes, state type of application, file number and status.

23.4 Has the subject lands ever been the subject of a Minister's Zoning Order? Yes No Unknown

If yes, provide the Ontario Regulation number of that order and details.

24. For Zoning By-law Amendment applications, a sketch (in metric units) must be attached showing the following:

- (a) the boundaries and dimensions of the subject lands;
- (b) 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;
- (c) 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,
 - (i) are located on the subject land and on land that is adjacent to it, and
 - (ii) in the applicant's opinion may affect the application;
- (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 travelled road, a private road or a right of way;
- (f) if access to the subject land will be water only, the location of the parking and docking facilities to be used; and
- (g) the location and nature of any easement affecting the subject land.

25. ACKNOWLEDGEMENT CLAUSE

I acknowledge that the City of Hamilton is not responsible for identification and remediation of contamination on the property, which is the subject of this Application - by reason of its approval to this Application.

Date

Signature of Owner

26. AFFIDAVIT OR SWORN DECLARATION

I, _____ of the _____
in the _____ make oath and say (or
solemnly declare) that the information contained in this application is true and that the information contained
in the documents that accompany this application is true.

Sworn (or declared) before me

at the _____

in the _____

this _____ day of _____, _____

A Commissioner, etc.

Applicant

27. AUTHORIZATION

If the applicant is not the owner of the land that is the subject of this application, the authorization set out below must be completed.

**Authorization of Owner for Agent
to Make the Application**

I, _____, am the owner of the land that is the subject of this
application and I authorize _____ to act as my agent in this matter and
to make this application on my behalf and to provide any of my personal information that will be included in
this application or collected during the processing of the application.

Date

Signature of Owner

28. CONSENT OF THE OWNER

**Consent of Owner to the Disclosure of
Application Information and Supporting Documentation**

Application information is collected under the authority of the *Planning Act*, R.S.O. 1990, c. P.13. In accordance with that Act, it is the policy of the City of Hamilton to provide public access to all *Planning Act* applications and supporting documentation submitted to the City.

I, _____, the Owner, hereby agree and acknowledge that the information
(*Print name of Owner*)

contained in this application and any documentation, including reports, studies and drawings, provided in support of the application, by myself, my agents, consultants and solicitors, constitutes public information and will become part of the public record. As such, and in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56, I hereby consent to the City of Hamilton making this application and its supporting documentation available to the general public, including copying and disclosing the application and its supporting documentation to any third party upon their request.

Furthermore, I acknowledge that if the Public Notice Sign is not removed within 30 days of City Council's decision, the City is authorised to enter the land and to remove the sign at my expense.

Date

Signature of Owner

29. COLLECTION OF INFORMATION

The personal information contained on this form is collected under the authority of the *Planning Act*, R.S.O. 1990, c. P.13, and will be used for the purpose of processing the application. This information will become part of the public record and will be made available to the general public. Questions about the collection of this information should be directed to the Coordinator of Business Facilitation, Planning and Economic Development Department, City of Hamilton, 71 Main Street West, 1st Floor, City Hall., Hamilton, Ontario, Telephone: 905-546-2424, ext.1284.

**CITY OF HAMILTON
COST ACKNOWLEDGEMENT AGREEMENT**

THIS AGREEMENT is made this _____ day of _____, 20 _____.

BETWEEN:

Applicant's name(s)
hereinafter referred to as the "Developer"

-and-

CITY OF HAMILTON
hereinafter referred to as the "City"

WHEREAS the Developer represents that he/she is the registered owner of the lands described in Schedule "A" attached hereto, and which lands are hereinafter referred to as the "lands";

AND WHEREAS the Developer has filed for an application for a (circle applicable) consent / rezoning / official plan amendment / subdivision approval / minor variance.

AND WHEREAS it is a policy of the City that any City costs associated with an appeal to the Local Planning Appeal Tribunal, by a party other than the Developer, of an approval of a consent, rezoning, official plan amendment, plan of subdivision, and/or minor variance, such as, but not limited to, legal counsel costs, professional consultant costs and City staff costs, shall be paid by the Developer.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the sum of two dollars (\$2.00) now paid by the City to the Developer, the receipt of which is hereby acknowledged, the parties hereto agree as follows:

1. In this Agreement:
 - (a) "Application" means the application(s) for a (circle applicable) consent / rezoning / official plan amendment / subdivision approval or minor variance dated _____ with respect to the lands described in Schedule "A" hereto.
 - (b) "Expenses" means all expenses incurred by the City if the application is: (a) approved by the City; (b) appealed to the Local Planning Appeal Tribunal by a party other than the developer; and (c) the City appears before the Local Planning Appeal Tribunal or any other tribunal or Court in support of the application, including but not limited to: City staff time, City staff travel expenses and meals, City disbursements, legal counsel fees and disbursements and all consultant fees and disbursements including, without limiting the generality of the foregoing planning, engineering or other professional expenses
2. The City agrees to process the application and, where the application is approved by the City but appealed to the Local Planning Appeal Tribunal by a party other than the Developer, the Developer shall file an initial deposit, in the form of certified cheque or cash with the General Manager, Finance & Corporate Services within fifteen days of the date of the appeal of the application by a third party in the amount of 50% of the estimated expenses associated with the appeal as estimated by the City Solicitor in his sole discretion which shall be credited

against the Expenses.

3. It is hereby acknowledged that if the deposit required pursuant to section 2 of this Agreement is not paid by the Developer the City shall have the option, at its sole discretion, of taking no further steps in supporting the Developer's application before the Local Planning Appeal Tribunal.
4. It is hereby acknowledged that all expenses shall be paid for by the Developer. The Developer shall reimburse the City for all expenses the City may be put to in respect of the application upon demand.
5. It is hereby acknowledged and agreed that all expenses shall be payable by the Developer whether or not the Developer is successful before the Local Planning Appeal Tribunal or any other tribunal or Court in obtaining approval for their application.
6. The City shall provide the Developer with copies of all invoices of external legal counsel or consultants included in the expenses claimed by the City.
7. The City shall provide the Developer with an accounting of all staff costs and City disbursements included in the expenses claimed by the City.
8. The City may, at any time, draw upon the funds deposited in accordance with sections 2 and 9 of this Agreement to satisfy expenses incurred pursuant to the appeal of the application.
9. In the event that the amount deposited pursuant to section 2 of this Agreement is reduced to less than 10% of the initial deposit, the City may halt all work in respect of the appeal of the application until the Developer deposits with the City a sum sufficient to increase the deposit to an amount which is equal to 100% of the expenses estimated pursuant to paragraph 2 of this Agreement and still to be incurred by the City.
10. Within 60 days of: (a) a decision being rendering in respect of the appeal or any legal proceedings resulting from the decision, whichever is later; or (b) the termination of all legal proceedings in respect of the application, the City shall prepare and submit a final account to the Developer. If there are any deposit funds remaining with the City they shall be applied against the account. Any amount owing in respect of the final account in excess of deposit funds shall be paid by the Developer within 30 days of the date of the final account. If any deposit funds are remaining after the final account has been paid they shall be returned to the developer within 30 days of the date of the final account.
11. This Agreement shall not be construed as acceptance of the application and nothing herein shall require or be deemed to require the City to approve the application.
12. This Agreement shall not stand in lieu of or prejudice the rights of the City to require such further and other agreements in respect of the application that the City may deem necessary.
13. Every term, covenant, obligation and condition in this Agreement ensures to the benefit of and is binding upon the parties hereto and their respective heirs, executors, administrators, successors, trustees and assigns.
14. When the context so requires or permits, the singular number is to be read as if the plural were expressed, and the masculine gender as if the feminine, as the case may be, were expressed; and,

15. This Agreement and the schedules hereto constitute the entire agreement between the parties in respect of the subject matter contained herein and is not subject to, or in addition to, any other agreements, warranties or understandings, whether written, oral or implied. This Agreement may not be modified or amended except by instrument in writing signed by the Developer and the City, and,
16. The waiver or acquiescence by the City of any default by the Developer under any obligation to comply with this Agreement shall not be deemed to be a waiver of that obligation or any subsequent or other default under this Agreement.
17. The Developer covenants and agrees to be bound by the terms and conditions of this Agreement and not to seek a release from the provisions thereof until such time as the Developer's obligations hereunder have been assumed by its successor, assignee or transferee by way of written agreement in the form set out in Schedule "B" to this Agreement.

IN WITNESS WHEREOF the parties hereto have set their corporate seals under the hands of their duly authorized officers.

DATED at _____ this _____ day of _____, 20____.

WITNESS

 Per:
 I have authority to bind the corporation.

WITNESS

 Per:
 I have authority to bind the corporation

DATED at Hamilton, Ontario this _____ day of _____, 20____.

City of Hamilton

Per:

 Mayor

Per:

Clerk

SCHEDULE "A"
DESCRIPTION OF LANDS

SCHEDULE "B"
FORM OF ASSUMPTION AGREEMENT

THIS AGREEMENT is made this _____ day of _____, 20 _____.

BETWEEN

(hereinafter called the "Owner")

OF THE FIRST PART

-and-

(hereinafter called the "Assignee")

OF THE SECOND PART

-and-

CITY OF HAMILTON
(hereinafter called the "Municipality")

OF THE THIRD PART

WHEREAS the owner and the Municipality entered into and executed a Cost Acknowledgement Agreement dated _____.

AND WHEREAS Assignee has indicated that it will assume all of the Owner's duties, liabilities and responsibilities as set out in the Cost Acknowledgement Agreement.

AND WHEREAS Council for the Municipality has consented to releasing the Owner from its duties, liabilities and responsibilities under said Cost Acknowledgement Agreement subject to the Assignee accepting and assuming the Owner's duties, liabilities and responsibilities and subject to the Assignee the Owner and the Municipality entering into and executing an Assumption Agreement.

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT in consideration of the mutual covenants hereinafter expressed and other good and valuable consideration, the parties hereto agree as follows.

1. The Assignee covenants and agrees to accept, assume and to carry out the Owner's duties, liabilities and responsibilities under the Cost Acknowledgement Agreement and in all respects to be bound under said Cost Acknowledgement Agreement as if the Assignee had been the original party to the agreement in place of the Owner.

2. The Municipality hereby releases the Owner from all claims and demands of any nature whatsoever against the Owner in respect of the Cost Acknowledgement Agreement. The Municipality hereby accepts the Assignee as a party to the Cost Acknowledge Agreement in substitution of the Owner, and agrees with the Assignee that the Assignee will be bound by all the terms and conditions of the Cost Acknowledgement Agreement as if the Assignee had been the original executing party in place of the Owner.
3. All of the terms, covenants, provisos and stipulations in the said Cost Acknowledgement Agreement are hereby confirmed in full force save and except for such modifications as are necessary to make said clauses applicable to the Assignee.

IN WITNESS WHEREOF the Parties have hereunto affixed their corporate seals duly attested to by their proper signing officers in that behalf.

SIGNED, SEALED AND DELIVERED

_____c/s
Owner:
Title:
I have authority to bind the corporation

_____c/s
Assignee:
Title:
I have authority to bind the corporation

CITY OF HAMILTON

Mayor

Clerk