

OFFICE USE ONLY

Application #: _____ Ward #: _____ File Lead: _____

Application Received (dd/mm/yyyy): _____

Client Service Centre Staff: _____ Fee Received: _____

\$

Provide a copy of the completed form and payment receipt to planningcirculations@ottawa.ca



ZONING BY-LAW AMENDMENT / LIFTING HOLDING BY-LAW / LIFTING INTERIM CONTROL BY-LAW

APPLICATION FORM

*Section 34, 36 and 38 of the Planning Act, RSO 1990, as amended
(O.Reg. 545/06)*

- *Please select which type you are applying for :
- ☐ Zoning By-law Amendment (section 34)
- ☐ Lifting Holding By-law (section 36)
- ☐ Lifting Interim Control By-law (section 38)

Notice of Public Record

All information and materials required in support of your application shall be made available to the public, as indicated by Section 1.0.1 of *The Planning Act*, R.S.O. 1990, C.P.13.

Municipal Freedom of Information and Protection Act

Personal information on this form is collected under the authority the Planning Act, RSO 1990, c. P. 13 and will be used to process this application. Questions about this collection may be directed by mail to Manager, Business and Technical Support Services, Planning, Development and Building Services Department, 110 Laurier Avenue West, Ottawa, K1P 1J1, or by phone at (613) 580-2424, ext. 52815.

SECTION 1: BACKGROUND INFORMATION

** Mandatory Field*

***Site Address or
Location:**

Have you pre-consulted with City Staff?

☐ Yes ☐ No

If **yes**, please indicate the date of the pre-consultation.

Have you pre-consulted with the Urban Design Review Panel?

☐ Yes ☐ No

If **yes**, please indicate the date of the pre-consultation.

For any and all previously approved, and concurrent development application(s), please list application numbers:

Application #'s:

Applicant/Agent Information:

Company name:

*Contact name:

*Mailing Address:

*Telephone: *Email Address:

Registered Property Owner Information:☐ Same as above

*Name:

*Mailing Address:

*Telephone: *Email Address:

SITE DETAILS

Legal Description:

What is the land currently used for?

Lot frontage: m Lot depth: m Lot area: _____ m²

OR Lot area: (irregular lot) m²

Does the site have Full Municipal Services:

☐ Yes ☐ No

PROPOSAL DETAILS

Type of development proposed (new buildings or additions, land use(s), number of unit(s), proposed tenure, etc.):

Zoning Information

How is the property currently zoned?

(Zoning can be obtained by searching by property using [geoOttawa](#), and applying the Zoning By-law (Consolidated) layer).

Why is the amendment needed (to permit a new land use, increase height allowances, reduce yard setbacks, etc.) ? If requesting changes to the Zoning, please indicate what the zoning is to be changed too.

Development Information

1. Indicate the [gross floor area](#) of all newly proposed buildings/additions.

 m²

2. Indicate the [gross floor area](#) of all existing buildings.

 m²

3. Indicate the combined number of parking spaces (existing and proposed).

 spaces

4. What is the maximum building height proposed?

 m

5. How many storeys are proposed?

 storeys

6. Indicate the proposed lot coverage (total area of all building footprints divided by total lot area x 100%).

 %

7. If applicable, indicate the percentage of landscaped area within all parking lots (area of landscaping within parking lots divided by parking lot area x 100%).

 %

8. Indicate the percentage of the total site that is occupied by vegetation and landscaping (total area of all landscaping and vegetation divided by lot area x 100%).

 %

9. Does the application include affordable units that will require an agreement registered on title, in order to benefit from the [Affordable Housing Community Improvement Plan \(TIEG\)](#) and/or [Exemptions and discounts from municipal development-related charges](#)

☐ Yes ☐ No

For additional information on either of these benefits, please contact affordablehousingunit@ottawa.ca.

COMMUNITY NOTIFICATION

Is this application subject to public consultation?

☐ Yes ☐ No

If Yes:

Have you contacted the Ward Councillor to explain this proposal?

☐ Yes ☐ No

Have you contacted the Registered Community Organization's representative(s) to explain this proposal?

☐ Yes ☐ No

If Yes, indicate the name of the Registered Community Organization(s):

Have you consulted with neighbouring property owners?

☐ Yes ☐ No

If Yes, give details of how (flyers, local meetings, mail, etc..)

SECTION 2: APPLICATION TYPE AND FEES

Please don't hesitate to visit the [Zoning By-law Amendment website](#) for more information.

Fees must be paid in full at the time of application submission.

Planning Fees

- | | |
|--|-------------|
| <input type="radio"/> 1. Zoning By-law Amendment (Major) | \$33,431.66 |
| <input type="radio"/> 2. Zoning By-law Amendment (Minor) / Lifting Interim Control By-law | \$17,714.66 |
| <input type="radio"/> 3. Lifting Holding By-law | \$11,443.00 |
| <input type="radio"/> 4. Zoning By-law Amendment Related to Severance of Surplus Farm Dwelling | \$7,394.70 |

PLUS Initial Conservation Authority Fee (only if option 1 or 2 is selected)

- | | |
|---|----------|
| <input type="radio"/> Central Planning Area - Wards 7, 8, 9, 12, 13, 14, 15, 16, 17, 18 | \$125.00 |
| <input type="radio"/> Remainder of City | \$410.00 |

Committee of Adjustment, Site Plan Control, Conservation Authority, and Engineering Design Review and Inspection fees are not subject to this reduction.

Fees Total:

SECTION 3: SUBMISSION REQUIREMENTS

Standard Plans (mandatory submission requirements)

Study and plan requirements are outlined for the applicant during Pre-Consultation. Pre-Consultation is mandatory for all major and minor Zoning By-law Amendments. If your application is not subject to Pre-Consultation you are strongly encouraged to contact the Planning, Development and Building Services Department to discuss study and plan submission requirements. If you fail to consult with staff, the City cannot guarantee the completeness or accuracy of your application submission, which may result in processing delays. For additional information, refer to the [City's Guide to Preparing Studies and Plans](#).

- Site Plan
- Planning Rationale
- Plan of Survey
- Public Consultation Strategy

Potential Plans and Studies (may be required at time of submission)

Engineering

- Geotechnical Study
- Noise Control Study
- Phase 1 Environmental Site Assessment
- Phase 2 Environmental Site Assessment
- Rail Proximity Study
- Site Servicing Study
- Slope Stability Study
- Transportation Impact Assessment
- Water Budget Assessment
- Wellhead Protection Study

Planning / Design

- Archaeological Assessment
- Building Elevations
- Heritage Act Acknowledgment Report
- Heritage Impact Assessment
- Impact Assessment Study - Mineral Aggregate
- Impact Assessment Study - Mining Hazards
- Impact Assessment Study - Waste Disposal Sites/ Former Landfill Sites
- Landscape Plan
- Mature Neighbourhood Streetscape Character Analysis
- Minimum Distance Separation
- Shadow Analysis
- Urban Design Brief
- Urban Design Review Panel Report
- Wind Analysis
- Zoning Confirmation Report
- Street level visualization of the proposed development (.jpg or .pdf format) - Optional

Environmental

- Environmental Impact Study

Technical Requirements

- Plans are to be standard A1 size (594 mm x 841 mm) or Arch D size (609.6 mm x 914.4 mm) sheets, dimensioned in metric and utilizing an appropriate Metric scale (1:200, 1:250, 1:300, 1:400 or 1:500). A scale of 1:200 is recommended for the Site Plan.
- Many of the plans and studies collected with this application must be signed, sealed and dated by a qualified engineer, architect, surveyor, planner or designated specialist. The City will not review a plan or study if it is missing this information.
- Electronic copies of all required studies and the Site Plan must be supplied in Adobe .PDF format and accompany your application submission. All PDF submitted documents are to be unlocked, flattened and not saved as a portfolio file.
- Electronic document names should match the study/plan names contained in Section 3 of this form. These documents will be made publicly available on the City's Development Applications Website.
- Additional development applications, such as Site Plan Control, Plan of Subdivision or Plan of Condominium may be required in support of the proposal.

Legal Requirements

- Staff will prepare a recommendation to the Planning and Housing or Agriculture and Rural Affairs Committee, supporting or refuting the requested zoning change. The final decision is made by City Council. Where appropriate criteria are met, a Council decision can be appealed to the Ontario Land Tribunal.
- Information requested through the Planning Act, Ontario Regulation 545/06, Schedule 1 must be contained within the required Planning Rationale and Concept Plan Showing Proposed Land Uses and Landscaping. Applicable Sections of Schedule 1, including, 4, 8, 11-18, 22, 27 and 29-31 should be addressed within the Planning Rationale. Items discussed in Section 28 should be shown on the Concept Plan Showing Proposed Land Uses and Landscaping.

Financial Requirements

- Large signs describing the proposal will be posted on the subject property. The fee for this service is included as part of the application cost (\$1,023.78). Additional signage, if required will be invoiced to the applicant at a cost of \$510.76 per sign.
- Conservation Authority will invoice for any additional fees and technical report review as required.

SECTION 4: DECLARATIONS

Authorization by the Owner allowing the Applicant to submit the Application

The Registered Property Owner must complete this section to authorize an Applicant to act on his or her behalf, and declare that the information provided within this application is accurate and true.

If the application is to be signed by an Applicant on behalf of the Owner, the following authorization must be completed or the owner must submit a letter of authorization. Declarations included within this section must contain original signatures and seals.

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

Signature of Applicant or Owner

Date (dd/mm/yyyy):

Consent - Development Application Client Satisfaction Survey - Optional

I, consent to the City of Ottawa conducting a Client Satisfaction Survey by
☐ mailing to me a paper questionnaire at the following address:

☐ e-mailing me an electronic questionnaire at

The purpose of this voluntary survey is to measure my level of satisfaction with the development application process and assist the City of Ottawa to improve services. The survey is anonymous. My name will not appear on the questionnaire nor will my responses be linked to my identity. The survey will take approximately 15-20 minutes to complete and be mailed to me after the development application process is complete

Signature

Date

Affidavit or Sworn Declaration that the Information is Accurate

The person carrying out the application (Registered Property Owner or Applicant) must complete the sworn declarations in this section:

I, , of the City of agree to abide by all City and Planning Act requirements in consulting with the public and do solemnly declare that all of the above statements contained in the application 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 acknowledge that all information provided on this form (with the exception of personal information), including supporting documentation, is collected under the authority of the Planning Act, and will be accessible to the public and governmental and technical agencies for review.

SWORN (or Declared) BEFORE ME

At , This day of , .

Commissioner of Oaths

Signature of Applicant or Owner

SECTION 5: ENVIRONMENTAL SITE ASSESSMENT

Part 1: Statement of Site Owner Concerning Environmental Site Assessment (ESA)

The Owner/Applicant must complete Section A, regardless of whether a Phase 1 Environmental Site Assessment has been completed for the site.

Where an ESA is required (determined through pre-consultation), the Owner or Applicant and the Consultant responsible for preparing the study, must complete both Sections A and B below.

Section A:

- ☐ I acknowledge that the City of Ottawa is not responsible for the identification and/or remediation of contaminated sites. I also agree, whether in (or as a result of) any action or proceeding for environmental clean-up of any damage or otherwise related to the site or any other lands impacted by the site, that I will not make any claim whatsoever against the City of Ottawa, its respective directors, officers, employees, or agents, or any of the foregoing, for or in respect of any loss, damage, injury or costs.

Section B:

This is to certify that as the Owner/Applicant of the site, I have hired

as the principal consultant to undertake a Phase 1 Environmental Assessment. I have undertaken reasonable inquiry into the previous ownership and uses of the property and to the best of my knowledge I have provided to the principal consultant, information relevant to the principal consultant's investigation of the environmental condition of the site. I agree to provide copies of the said Phase 1 Environmental Site Assessment on request.

Name:

Address:

Date (dd/mm/yyyy):

Signature of Applicant or Owner

SECTION 5: ENVIRONMENTAL SITE ASSESSMENT (continued)

Part 2: Affidavit of Principal Consultant Concerning Environmental Site Assessment

I, , of the City of

MAKE OATH AND SAY AS FOLLOWS:

☐ I am a qualified person as defined by Ontario Regulation 153/04, as amended

I am the , of

and have personal knowledge of the matters set out below.

I, , was retained or employed as the principal environmental consultant to undertake or supervise the Phase 1 Environmental Site Assessment of the site located at

The assessment activities at the site have been completed in accordance with Ontario Regulation 153/04, as amended.

☐ I am employed or retained by the Owner/Applicant, or the company operating on the site in another capacity.

☐ I am not employed or retained by the Owner/Applicant, or the company operating on the site in another capacity.

Findings of the said Phase 1 Environmental Site Assessment are that:

☐ There **are no** issues of actual or potential environmental concern with respect to soil and / or groundwater quality or potentially contaminating activities as defined by O. Reg 153/04 as amended and a Phase 2 Environmental Site Assessment will not be required; or

☐ There **are** issues of actual or potential environmental concern with respect to soil and / or groundwater quality and/or potentially contaminating activities as defined by O. Reg 153/04 as amended, and a Phase 2 Environmental Site Assessment is required to investigate the identified issues.

SWORN (Or Declared) BEFORE ME

At the of ,

In the ,

This day of ,

Commissioner of Oaths

Signature of Consultant

Address of consultant:

Telephone # of consultant:

SECTION 6: UNDERTAKING FOR ONTARIO LAND TRIBUNAL

TO: CITY OF OTTAWA

FROM: Name:

Address:

SUBJECT: APPLICATION FOR ZONING BY-LAW AMENDMENT

Address of Site:

Where the City of Ottawa substantially supports the application for Zoning By-Law Amendment,

Name of Applicant:

Hereby undertakes to pay, in accordance with section 19 of the planning Fees By-Law, as amended, of the City of Ottawa, upon receipt of invoice from the City, any and all legal costs, including all disbursements of the City, to an upset limit of \$10,000 in respect of preparation for and attendance at a Ontario Land Tribunal hearing, until the matter is finally resolved by the said Tribunal.

It is hereby acknowledged that "hearing" shall include all attendances before the Tribunal in respect of the said application whether in person, telephone conference call or other means as directed by the Tribunal.

Dated at Ottawa this day of , .

Please complete 1 or 2.

For Applicants and Individuals

For Corporations and Companies

1

Signature of Applicant

(Please print Name)

Signature of Witness

(Please print Name)

2

Corporate name (if applicable)

(Authorized Signature) I have the authority to
bind the Corporation

(Please print Name and Title)