



## **ZONING BY-LAW** **AMENDMENT**

### **Application Fee:**

Zoning By-law Amendment (rezoning) – \$1,390.00 (\$525.00 of this fee is allocated to the County of Lambton)

Removal of Holding “H” Designation – \$270.00

### **Other Fees:**

St. Clair Region Conservation Authority (SCRCA) Planning and Regulation Fees are available on their website [www.scrca.on.ca](http://www.scrca.on.ca) or by calling 519-245-3710. These fees are payable directly to the Conservation Authority and may be done over the telephone with a credit card. **The Planning Department will require comments from the SCRCA for any development proposed within lands affected by Ontario Regulation 171/06.** The SCRCA mapping can be used to determine if your property is affected by this regulation, [https://maps2.camaps.ca/GVH/index.html?viewer=SCRCA\\_Public.SCRCA](https://maps2.camaps.ca/GVH/index.html?viewer=SCRCA_Public.SCRCA)

3rd Party Review of Studies/Engineering/Legal Fees - Will be invoiced to Applicant

\$100.00 – County of Lambton – If septic evaluation is required, payable to ‘The County of Lambton’

\$50.00 – Minimum Distance Separation (MDS) Review Fee (if required)

\$110.00 – recirculation fee (if required) – If the application requires a recirculation, due to the actions of the applicant, the recirculation fee must be paid before the Planning Department will recirculate the application. If the applicant is absent for the scheduled hearing of their application, the application will be deferred and the recirculation fee must be paid before the application will be brought forth to a future meeting.

### **Pre-Consultation Meeting:**

It is recommended that the applicant attend a pre-consultation meeting prior to submission of the application. In preparation for the pre-consultation meeting please submit a Concept Plan & Layout for the site at least two weeks in advance of the scheduled meeting date. Following the pre-consultation meeting any additional information required for the application submission will be communicated to the applicant.

### **Application Forms:**

A complete sketch of the property must accompany the application showing accurate dimensions and buildings.

The proposed zoning should be detailed so an appropriate zone can be established. A Planning Justification Report for the change should accompany the application.

Council is the approval authority to approve or deny the application. If Council denies it, the applicant has the alternative to appeal Council's decision by filing an appeal with the Ontario Land Tribunal (OLT) for \$1,100.00 (request for a lower fee may be made directly to the OLT)

Applicant is responsible for gathering and providing required information/data for Minimum Distance Separation (MDS) formulae.

All measurements must be provided in **Metric Units**.

### **Notification:**

Notice is sent to all property owners within 120m of property line and appropriate agencies (sent 20 days prior to the meeting). Notice is also posted on site.

### **Public Meeting:**

A statutory public meeting must be held where a Town Planner will provide Council with the purpose and reasons for the amendment. The Applicant will also have the opportunity to make a presentation.

### **Appeal Period:**

Objections may be received up to 20 days after the notice of the passing of the zoning by-law. Any formal appeals must be filed with the [Ontario Land Tribunal](http://www.ontariolandtribunal.ca). All appeals are subject to an OLT Appeal Administration Fee of **\$300.00** due payable to the Town of Plympton-Wyoming, this fee is to be paid by the appellant.

### **Finalization:**

Once the Town of Plympton-Wyoming approval is received and the appeal period is complete without any objections, the amendment becomes effective. Additional Permits may be required as part of the Zoning By-law Amendment Process.

*There are no guarantees of approval for any application submitted to the Town of Plympton-Wyoming. No refunds will be issued in the event the application is denied by the Council of the Town of Plympton-Wyoming.*



## ZONING BY-LAW AMENDMENT PROCEDURE

### COMPLETE APPLICATION CHECKLIST

- ☐ Completed Application
- ☐ Drawing(s) outlining Proposed Rezoning (see pg. 6 for information required on Drawing)
- ☐ Zoning By-law Amendment Application Fee (\$1,390.00), payments must be made by cheque, cash or debit, if paying by cheque please make it out to the 'Town of Plympton-Wyoming'
- ☐ **If the property is on a private septic system** – A completed 'Assessment of Sewage Flows for Existing Private Sewage Disposal Systems' form
- ☐ **If Septic Assessment is required** – Septic Assessment Fee (\$100.00) in the form of a cheque made out to the 'County of Lambton'
- ☐ **If Application requires a review of Minimum Distance Separation (MDS)** – MDS Review Fee of \$50 made out to the Town of Plympton-Wyoming (can be same cheque as application fee)
- ☐ **If Application is for a Surplus Farm Dwelling Severance** – A list of all farms owned by the applicant (see pg. 4)



APPLICATION FOR ZONING  
BY-LAW AMENDMENT

FOR OFFICE USE

Development review meeting date:  
File No.:  
Reviewed by:  
Review date:

NAME OF APPROVAL AUTHORITY: Plympton-Wyoming Council

NAME OF MUNICIPALITY: Town of Plympton-Wyoming

APPLICATION FEE: \$1,390.00 (\$525.00 to County of Lambton) for Zoning By-law amendment  
\$270.00 for removal of Holding “H” Designation

Please complete all sections of the application form. The Town of Plympton-Wyoming has the right to refuse any applications that are incomplete, inaccurate, or have not been reviewed by the Planning Department prior to submission. Applications will not be accepted without payment present at the time of submission.

NAME OF OWNER(S):		NAME OF AGENT: (if applicant is an agent authorized by the owner)	
MAILING ADDRESS:		MAILING ADDRESS:	
TELEPHONE:		TELEPHONE:	
EMAIL:		EMAIL:	
NAME OF HOLDER OF MORTGAGE (or Charge or Encumbrance):			
MAILING ADDRESS:		EMAIL ADDRESS:	
LEGAL DESCRIPTION: of subject land (the municipality, concession and lot numbers, registered plan and lot numbers, reference plan and part numbers - www.gislambton.on.ca can help with this or a Parcel Abstract from Land Registry Ontario. This information can be found on a Town tax bill)			
MUNICIPAL ADDRESS AND ROLL NUMBER:			
DIMENSIONS OF SUBJECT LAND: (in metric only)			
FRONTAGE:		DEPTH: AREA:	
DATE subject property was acquired by current owner:			
CURRENT OFFICIAL PLAN DESIGNATION: (https://www.plympton-wyoming.com Schedule 'A' of Official Plan)		CURRENT ZONING: (https://www.plympton-wyoming.com Schedule 'A' of Zoning By-law)	
REZONING: nature and extent of rezoning requested (section numbers and reason for change)			
ACCESS: to the subject lands will be by (check all that apply)			
<input type="checkbox"/> Provincial Highway	<input type="checkbox"/> Water	<input type="checkbox"/> County Road	
<input type="checkbox"/> Municipal Road – year round	<input type="checkbox"/> Right-of-way (ROW)	<input type="checkbox"/> Private Road	
<input type="checkbox"/> Municipal Road - Seasonal	<input type="checkbox"/> Other Public Road (please specify)		
WATER ACCESS: where access to the subject land is by water only			
Docking facilities (specify): Distance from subject land: Distance from nearest public road:		Parking facilities (specify): Distance from subject land: Distance from nearest public road:	
EXISTING USES of the subject land:		LENGTH OF TIME the existing use of the subject land have continued:	

<b>EXISTING BUILDINGS &amp; STRUCTURES</b> where there are any buildings or structures on the subject land indicate for each (in metric):			
<b>Building #1</b> Type:		Front lot line setback:	Height in metres:
Date constructed:		Rear lot line setback:	Dimensions:
		Side lot line setback:	Floor Area:
		Side lot line setback:	
<b>Building #2</b> Type:		Front lot line setback:	Height in metres:
Date constructed:		Rear lot line setback:	Dimensions:
		Side lot line setback:	Floor Area:
		Side lot line setback:	<i>Attach additional page if necessary</i>
<b>PROPOSED USES</b> of the subject land:			
<b>PROPOSED BUILDINGS &amp; STRUCTURES</b> where any buildings or structures are proposed to be built on the subject land indicate for each:			
<b>Building #1</b> Type:		Front lot line setback:	Height in metres:
Date constructed:		Rear lot line setback:	Dimensions:
		Side lot line setback:	Floor Area:
		Side lot line setback:	
<b>Building #2</b> Type:		Front lot line setback:	Height in metres:
Date constructed:		Rear lot line setback:	Dimensions:
		Side lot line setback:	Floor Area:
		Side lot line setback:	<i>Attach additional page if necessary</i>
<b>WATER</b> is provided to the land by:			
<input type="checkbox"/> Publicly-owned/operated piped water system		<input type="checkbox"/> Lake or other water body	
<input type="checkbox"/> Privately-owned/operated individual well		<input type="checkbox"/> Publicly-owned/operated individual well	
<input type="checkbox"/> Privately-owned/operated communal well		<input type="checkbox"/> Other means (specify)	
<b>SEWAGE DISPOSAL</b> is provided to the land by:			
<input type="checkbox"/> Publicly-owned/operated sanitary sewer system		<input type="checkbox"/> Privy	
<input type="checkbox"/> Privately-owned/operated individual septic system		<input type="checkbox"/> Public communal septic system	
<input type="checkbox"/> Privately-owned/operated communal septic system		<input type="checkbox"/> Other means (specify)	
<b>STORM DRAINAGE</b> is provided to the land by:			
<input type="checkbox"/> Sewers	<input type="checkbox"/> Ditches	<input type="checkbox"/> Swales	<input type="checkbox"/> Other means (specify)

**\*If the property is on a private septic system, please complete the Assessment of Sewage Flows for Existing Private Sewage Disposal Systems (pages 7-11)\***

<b>OTHER APPLICATIONS</b> if known, indicate if the land is the subject of an application under the <i>Planning Act</i> for:			
<input type="checkbox"/>	Official plan amendment	File #	Status
<input type="checkbox"/>	Approval of a plan of subdivision (under section 51)	File #	Status
<input type="checkbox"/>	Severance (under section 53)	File #	Status
<input type="checkbox"/>	Previous rezoning application (under section 34)	File #	Status



Only to be completed if the applicant is an agent authorized by the property owner, not the property owner themselves

AUTHORIZATION BY OWNER\*

I, \_\_\_\_\_ the undersigned, being the owner of the subject land, hereby authorize to be the applicant in the submission of this application.

Signature of Owner

Date

Signature of Witness  
(must me a third party with no interest in the application)

Date

\*If the owner is a corporation, provide witnessed authorization on company letterhead.

To be commissioned in front of a Commissioner of Oaths

DECLARATION OF APPLICANT

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

All statements contained in this application and provided by me 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.

Signature of Applicant

Date

Signature of Applicant

Date

DECLARED before me at the \_\_\_\_\_ in the \_\_\_\_\_ this \_\_\_\_\_ day of ,  
\_\_\_\_\_ 20\_\_\_\_

Signature of Commissioner, etc.

It is required this application be accompanied by the application fee of **\$1390.00**, as well as any other applicable fees, in cash, debit, or by cheque made payable to '**The Town of Plympton-Wyoming**'. If the subject land is within the Regulation Area of the Conservation Authority, their review fee can be paid directly to that office. Their review will not begin, and the application will not be accepted until receipt of said fee. Applications must be witnessed and commissioned by a Commissioner of Oaths, this can include Government Officials such as Municipal Clerks and Treasurers, and Notary Publics. The Town of Plympton-Wyoming offers Commissioner of Oath Services.

Personal information contained on this form, collected pursuant to the *Planning Act*, will be used for the purpose of responding to the initial application. Questions should be directed to the Freedom of Information and Privacy Coordinator at the institution conducting the procedures under the Act.

**This application must be accompanied by a sketch showing the following:**

- ☐ The boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land.
- ☐ The distance between the subject land and the nearest township lot line or landmark such as a bridge or railway crossing.
- ☐ The approximate location of all natural and artificial features on the subject land and on the land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.
- ☐ 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 is by water only, the location of the parking and boat docking facilities to be used.
- ☐ The location and nature of any easement affecting the subject land.

**FOR OFFICE USE ONLY**

Name of Owner:	Address:
Name of Agent:	Address:
Date of receipt of complete application:	Checked by:
Official Plan Designation:	
Current zoning:	
General comments:	



**Development Services Department**  
789 Broadway Street, Box 3000  
Wyoming, ON N0N 1T0

Telephone: 519-845-5420  
Toll-free: 1-866-324-6912  
Fax: 519-845-3817

**ASSESSMENT OF SEWAGE FLOWS FOR  
EXISTING PRIVATE SEWAGE DISPOSAL SYSTEMS**

Name of Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Lot: \_\_\_\_\_ Concession: \_\_\_\_\_

Sub Lot No: \_\_\_\_\_ Plan No: \_\_\_\_\_

Municipal Address: \_\_\_\_\_

Municipality: \_\_\_\_\_

	Existing Structure	Office Use	Structure After Construction	Office Use
Fixture	Number	Fix. Units	Number	Fix. Units
Bedrooms				
Dishwasher				
Laundry Tub				
Shower Stalls				
Bath Tubs				
Toilets				
Wash-up Sinks				
Kitchen Sinks				
Other				
Total				



Please answer the following questions:

1. Will any component of the existing sewage system be relocated or replaced?

Yes \_\_\_\_\_ No \_\_\_\_\_

2. Will the proposed construction decrease the existing separation distance between the structure and the existing sewage system?

Yes \_\_\_\_\_ No \_\_\_\_\_

3. Is the existing system malfunctioning or discharging sewage onto the ground or into surface water?

Yes \_\_\_\_\_ No \_\_\_\_\_

4. What is the size of the existing septic tank? \_\_\_\_\_

5. What is the size of the existing leaching bed? \_\_\_\_\_

6. What is the floor area of the present dwelling? \_\_\_\_\_

7. What will the floor area be of the dwelling after construction? \_\_\_\_\_

I \_\_\_\_\_ CERTIFY THAT THE INFORMATION.  
(Print name in full)

CONTAINED HEREIN IS TRUE AND CORRECT.

\_\_\_\_\_  
Signature

Owner \_\_\_\_\_ Agent \_\_\_\_\_

Date: \_\_\_\_\_

## **ASSESSMENT OF REQUIREMENT TO SUBMIT AN APPLICATION UNDER PART 8 OF THE ONTARIO BUILDING CODE**

The following circumstances dictate when an upgrade or replacement of an existing sewage system is necessary. An application for a sewage permit is required when:

1. The performance level of the existing building is reduced. The Ontario Building Code states that the performance level of a dwelling is reduced where the total daily design sanitary sewage flow of the dwelling exceeds the capacity of any component of the sewage system. The capacity of the sewage system must be evaluated when the construction:
  - increases the number of bedrooms in the existing home;
  - exceeds 15% of the gross area of the dwelling unit or;
  - adds new plumbing fixtures to the existing home.
2. The proposed structure will decrease the separation distance to the existing sewage system.
3. The sewage system is malfunctioning or is discharging sewage onto the ground or into surface water (e.g. Septic connections to agricultural field tiles and drainage ditches are not permitted).
4. The owner/agent is unable to answer either question 1, 2 or 3.

On the attached graph paper, please provide a sketch of the subject property showing lot dimensions, the location(s) of all buildings and structure and the location of the septic tank and leaching (show as much detail regarding the bed as possible - i.e. number of distribution pipes, length of tiles et cetera). If the size of the lot makes it impractical to show the entire property, focus on the area where the sewage system and dwelling are (to be) located.

**This office will conduct an inspection of the subject property. An inspection/administrative fee of \$100.00 is therefore required of the applicant to cover the cost of the septic system evaluation/inspection. If it is necessary to make application for septic approval to replace or upgrade the existing sewage system, the evaluation fee will be applied to the cost of the septic permit.**

**LOT DIAGRAM AND SEWAGE SYSTEM PLAN:** Draw to scale and indicate the direction of north.

- SHOW:**
- 1) Location of sewage system components (i.e. tanks, leaching beds)
  - 2) Horizontal distances from system to adjacent existing or proposed buildings, well water supplies (including neighbours'), existing on-site sewage systems, driveways, property lines, swimming pools and watercourses (including ditches).
  - 3) Lot dimensions, roads and topographic features (i.e. steep slopes, swamps)



## Declaration of Applicant

### Project Address:

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#### Section A

Is this project a commercial, agricultural, or industrial application? **Yes** **No**

Does the proposal involve fuel handling/storage  $\geq 15,000$  litres? **Yes** **No**

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#### Section B

Are there any hydro poles/hydro easements on this property? **Yes** **No**

Is there any gas or oil or any other utility easement on this property? **Yes** **No**

Are there any Right-of-Way accesses on this property? **Yes** **No**

Are there any easements (of any nature) on this property? **Yes** **No**

Are there any closed private/municipal drains on this property? **Yes** **No**

Are there any agreements/leases attached to title (i.e. wind, gas/oil etc.)- **Yes** **No**

If you answered **YES** to any of the questions in **Section B** - you are required to clearly indicate on your site/plot/lot diagram the location of such items and provide sufficient documentation where applicable/requested.

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#### Section C

I understand that property locates are my sole responsibility. **Yes** **No**

I understand it is my sole responsibility to ensure all substantial completion inspections (as outlined in the issued permit) are requested with 48 hours' notice, carried out and approved prior to proceeding to the next stage of construction. **Yes** **No**

I understand that I will be responsible to remit all applicable fees prior to my permit being officially issued and further I may be subject to the said fees if my application is denied, revoked or cancelled (by myself), as per the applicable building permit by-law. **Yes** **No**

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I, \_\_\_\_\_, certify that:

(Print name)

1. The information contained in this declaration, application, attached plans and specifications, and other attached documentation is true to the best of my knowledge.
2. As the Owner/Agent/Contractor I take responsibility to ensure compliance to all federal, provincial and municipal legislation and or regulations prior to, during and after construction.
3. I will not hold The County of Lambton or its employees liable for any actions by myself resulting in; non-issuance of a permit, revoking of a permit, civil action and or possible fine.
4. I have authority to bind the corporation or partnership (if applicable).

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Applicant)

*Personal information contained in this form and schedules is collected under the authority of Section 7 Subsections 8(2) of the Building Code Act, and will be used in the administration and enforcement of the Building Code Act, 1992. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality to which this application is being made.*

**Please Note: This declaration must be completed in its entirety prior to the issuance of a building/plumbing/septic permit, no exceptions**



**Development Services Department**  
789 Broadway Street, Box 3000  
Wyoming, ON N0N 1T0

Telephone: 519-845-0801  
Toll-free: 1-866-324-6912  
Fax: 519-845-3817

### **Consent Application – Existing Farm Building Checklist**

<b>For Applicant Use</b>	
Address & Municipality	
Are there existing farm buildings on the subject property that will be within 30 meters of the new property lines?	
What is the use of the farm building?	
Is there a water service to the farm building?	
Does the water service cross the severed parcel?	
Is there a hydro service to the farm building?	
Does the hydro service cross the severed parcel?	
Are there any easements on the subject property?	
<b>Farm Building Information (&lt;30m to New Property Line)</b>	
Building area (measured to the outside walls)	
Number of storeys	
Setback distance to nearest new property line	
Wall length adjacent to nearest new property line	
Height from grade to the top of wall adjacent to nearest new property line	
Total area of all openings in wall adjacent to new property line (includes, doors, windows, exhaust fans, etc.)	
Applicant Name:	
Applicant Signature:	
<b>*For Building Services Use Only*</b>	
Application #	
Spatial separation concerns?	
Fire route concerns?	
Water service/hydro concerns?	
Are there any records of outstanding building permits respecting the subject farm building?	
Other notes	
Reviewed by	

**\*Should you require any assistance with filling out this form, please do not hesitate to contact County of Lambton Building Services: 519-845-5420**