



**Planning & Development Department**  
**Form 1**  
**Planning Act Application**

File Number:\_\_\_\_\_

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

Fee Received:\_\_\_\_\_

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**General Information**

**Pre-consultation is free of charge and heavily encouraged prior to making any applications to Hastings County.** Please reach out to the respective Hastings County Planner via email or phone. Planning staff can provide you with information about your application. To avoid delays in processing, you should gather information about your property and examine the provisions of Official Plan and Zoning By-Laws in force and effect.

The Planning Act requires that complete applications be filed before the application(s) may be considered. The requirements for a complete application are defined in the Planning Act, its regulations and the Hastings County Official Plan. **Applications may be refused if incomplete.**

A complete application consists of **Form 1** completed and signed; a scalable and detailed site plan, one (1) paper copy and one (1) electronic copy (Word or PDF) of all supplementary documents including reports, studies, maps and schedules as required, together with the associated development application fees (refer to the current fee schedule).

***If you are unable to answer any of these questions, please Contact your area's Planner or the Planning and Development Office for assistance. Contact information can be found here:***  
<https://hastingscounty.com/communities/services/planning-development>

**For Office Use Only**

Deemed to be a Complete Application on:

Signature of Hastings County Planner:

**1. Type of Application:**

Choose One of the Options Below

☐ Minor Variance

☐ Permission

☐ Zoning By-law Amendment

- 2. Purpose of the Application** (e.g. rezone from RU-RR as a condition of consent, to rezone to allow for an additional dwelling unit, nature of relief requested e.g. increase garage height by 1m etc.):

Use additional pages, if needed and please provide as much detail as possible:

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**3. Owner Information**

Name: \_\_\_\_\_

Mailing Address (including Unit/Box # and Postal Code): \_\_\_\_\_

\_\_\_\_\_

Telephone (Work/Home/Cell): \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Name (if more than one owner):

\_\_\_\_\_

Mailing Address (including Unit/Box # and Postal Code): \_\_\_\_\_

\_\_\_\_\_

Telephone (Work/Home/Cell): \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

*\*All owners must be listed. If needed, please list additional owners with contact information on a separate page.*

**4. Applicant Information**

Name: (If different from Owner) \_\_\_\_\_

Mailing Address (including Unit/Box # and Postal Code): \_\_\_\_\_

\_\_\_\_\_

Telephone (Work/Home/Cell): \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

## 5. Mortgage

If known, the names and contact information of any financial institution that is a holder of mortgages, charges or encumbrances on the subject lands.

Name: \_\_\_\_\_

Contact Staff Name: \_\_\_\_\_

Address and Postal Code \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

## 6. Communication

All communication(s) will be sent to the **Primary** contact only. Please indicate who this will be:

☐ Owner/s    ☐ Applicant

## 7. Notice

A Notice Sign is required to be posted. Please indicate how you wish to receive the sign:

☐ Collect    ☐ Mail

If you require the Notice Sign to be mailed, please indicate who the sign should be mailed to:

☐ Owner (if more than one, please state which owner below)    ☐ Applicant

Owner: \_\_\_\_\_

## 8. Official Plan

What is the current Official Plan Designation of the subject lands? \_\_\_\_\_

How does the application conform with the Official Plan:

\_\_\_\_\_  
\_\_\_\_\_

## 9. Zoning

What is the current Zoning of the subject lands? \_\_\_\_\_

What is the nature and extent of the rezoning/relief requested?

\_\_\_\_\_  
\_\_\_\_\_

Why is the rezoning/relief is being requested?

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Please explain why the proposed use cannot comply with the provisions of the zoning by-law:

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### **10. Consistency with Provincial Policy**

Please explain how the application is consistent with the Provincial Planning Statement?

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### **11. Subject Property:**

Street # or Civic Address \_\_\_\_\_

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Legal Description (shown on tax bill) \_\_\_\_\_

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Roll Number: \_\_\_\_\_

Dimensions/Area of Property (please provide metric units: metres / square metres / hectares)

Frontage: \_\_\_\_\_

Depth: \_\_\_\_\_

Area: \_\_\_\_\_

When did you acquire the subject property? \_\_\_\_\_

### **12. Settlement/Employment Area**

Is the intent of this application to:

Implement an alteration to the boundary of an area of settlement? ☐ Yes ☐ No

Implement a new area of settlement? ☐ Yes ☐ No

Remove land from an area of employment? ☐ Yes ☐ No

If yes, please provide details of the Official Plan or Official Plan Amendment that deals with this matter:

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### 13. Use

Previous Uses (if known): \_\_\_\_\_

Existing Uses of the subject lands: \_\_\_\_\_

The length of time that the existing uses of the subject land have continued: \_\_\_\_\_

Proposed Uses of the subject lands: \_\_\_\_\_

### 14. Servicing

What is the servicing of the subject property:

Existing Water Services:    ☐ Private                      ☐ Municipal    ☐ None                      ☐ Other

Existing Sanitary Services: ☐ Private                      ☐ Municipal    ☐ None                      ☐ Other

Proposed Water Services:    ☐ Private                      ☐ Municipal    ☐ None                      ☐ Other

Proposed Sanitary Services: ☐ Private                      ☐ Municipal    ☐ None                      ☐ Other

If other, please specify: \_\_\_\_\_

Is storm drainage is provided by:

☐ Sewers    ☐ Ditches    ☐ Swales    ☐ Other: \_\_\_\_\_

### 15. Access:

How is access provided to the property?

☐ Provincial Highway                      ☐ Year-Round Municipal Road

☐ Private Right-of-Way                      ☐ Unopened Road Allowance

☐ Water                      ☐ Other

If current/proposed access is by water, what boat docking and parking facilities are available on the mainland? (Specify):

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## 16. Structures

Are there any **existing** structures on the subject lands?

☐ Yes      ☐ No

If yes, please complete the table below in metric units (use additional pages if required):

Type:	Front lot line setback:
Height:	Rear lot line setback:
Side lot line setbacks:	Ground Floor area:
Total Floor area:	Date constructed:

Are there any **proposed** structures on the subject lands?

☐ Yes      ☐ No

If yes, please complete the table below in metric units (use additional pages if required):

Type:	Front lot line setback:
Height:	Rear lot line setback:
Side lot line setbacks:	Ground Floor area:
Total Floor area:	Date constructed:

## 17. Land Use Features on or Adjacent to the subject Property

Feature	On subject property		Within 500m of subject property	
	Yes	No	Yes	No
Class 1 Industry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Class 2 Industry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Class 3 Industry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Active Landfill Site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Closed Landfill Site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sewage Treatment Plant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Active Rail Lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Controlled Access Highways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operating Mine Site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-operating Mine Site within 1000 metres	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electric Transformer Station	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
High Voltage Electric Transmission Lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transportation and Infrastructure Corridors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Agricultural Operations (e.g. barn, livestock)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prime Agricultural Land	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flood Plain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Erosion Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mineral Aggregate Resource Areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aggregate Extraction Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Significant Archaeological Resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Significant Built Heritage Resources and Cultural Heritage Landscapes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sensitive Groundwater Recharge Area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Significant Wetland	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Significant portions of Habitat of endangered and Threatened Species	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Significant fish habitat, woodlands, valleylands, areas of natural and scientific interest, wildlife habitat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contaminated Sites	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### 18. Previous Applications

If known, have the subject lands been the subject of an application for:

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| A plan of subdivision   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| A consent approval  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| A Zoning Amendment (application under section 34 of the Planning Act) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| A Minor Variance (application under Section 45 of the Planning Act)   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| A Minister's Zoning Order   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Other   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If **yes**, provide the file number and the status of the application.

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### 19. Public Consultation

To meet the minimum requirements for Public Consultation under the Planning Act, the Planning Department undertakes public consultation on your behalf for your proposed development. Do you propose to undertake any further public consultation (at your own expense) on behalf of your proposal?

- ☐No
- ☐Yes, I have or plan to speak with my neighbours to clarify any concerns they may have
- ☐Other plans: (public open houses etc.; please discuss these plans with the Department prior to initiating them) \_\_\_\_\_



## 20. Sketch

Please provide a sketch showing, in metric units,

- (a) the boundaries and dimensions of the subject land;
- (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 by 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.

## 21. Authorization

This section must be completed in the presence of a “**Commissioner of Oaths**” by all property Owner(s), or the individual authorized below (Section 22) to make the application on behalf of the property Owner(s). Please print names clearly.

I/We \_\_\_\_\_ hereby authorize a site visit(s) be undertaken by, but not limited to, the staff of Hastings County Planning Department and the local Municipality where applicable.

I/We \_\_\_\_\_ have reviewed the fees for applications, and the refund policy that forms part of this application form.

I/We \_\_\_\_\_ hereby acknowledge and understand that, in accordance with the provisions of the Planning Act, it is the policy of the Hastings County to provide public access to all development applications and supporting documentation. In submitting this application and supporting documentation, I/we provide consent, in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will be available to the public.

I/We \_\_\_\_\_ of the \_\_\_\_\_  
in the County of \_\_\_\_\_, hereby solemnly declare that the statements  
made herein are to the best of my belief and knowledge, a true and complete representation of the  
purpose and intent of this application.

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

Signature of Owner \_\_\_\_\_ Signature of Owner \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

*Declared Before Me at The*

\_\_\_\_\_ of \_\_\_\_\_

*In The* \_\_\_\_\_ *of* \_\_\_\_\_,

*This* \_\_\_\_\_ *Day of* \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

*A Commissioner, Etc.*

## **22. Authorization of Owner(s) for an Applicant to make the application**

If you are the owner(s), and wish to have someone else represent you regarding this application,  
please complete the following:

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

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

Signature of Owner \_\_\_\_\_ Signature of Witness \_\_\_\_\_

Signature of Owner \_\_\_\_\_ Signature of Witness \_\_\_\_\_