

## Planning Services

Development Services Office  
2nd Floor, Victoriaville Civic Centre  
P.O. Box 800, 111 Syndicate Avenue South  
Thunder Bay, ON P7C 5K4

P: (807) 625-2216  
F: (807) 623-2206  
E: [planning@thunderbay.ca](mailto:planning@thunderbay.ca)

[www.thunderbay.ca/planning](http://www.thunderbay.ca/planning)

### Office use only

Received\*:

Planning application fee:

Pre-consultation application no.

LRCA fee:

Subject application no.:

Total application fee:

Paid ☐ Payment type:

*\*Received date does not imply acknowledgment of complete application*

## Application type

Official Plan Amendment  
Zoning By-law Amendment  
Combined Official Plan & Zoning By-law Amendment

Temporary Use By-law  
Holding Symbol Removal

## Pre-consultation

*Please note that an application for pre-consultation must be completed before submitting this application.*

How have you addressed the matters identified during pre-consultation in your submission? What applications or supporting studies are included in your submission? Please attach a separate summary if needed.

## Property information

Street address:

Roll number:

Land registry PIN(s):

Legal description:

(e.g. Registered Plan, Lot,  
Part, Concession, etc.)

When did the owner acquire the property?

Does the owner own abutting land?

Yes

No

If yes, please describe the lands:

Official Plan designation:

Zoning:

What is the property used for today?

How long has this use continued?

Do any easements, rights of way, or restrictive covenants affect the property? Yes ☐ No ☐  
If yes, please describe below and identify on your sketch the easements, rights of way, or restrictive covenants:

Describe the lot dimensions in METRIC units.

Lot frontage (m):

Lot depth (m):

Lot area (m<sup>2</sup>):

Describe the land uses surrounding the property.

North:

East:

South:

West:

How is the property currently accessed?

Provincial Highway

Municipal road, maintained all year

Municipal road, seasonally maintained

Other public road

Right-of-way

Water access

Is the property serviced?

Yes

No

If yes, how is the property serviced?

Water:

City water

Private well

Communal well

Water body

Sewage:

City sanitary sewer

Private septic system

Communal septic system

Other

Storm drainage:

City storm sewer

Ditches

Swales

Other

Describe any buildings or structures that exist on the property today.

## Proposal description

What is the proposed use for the property?

Does the project include residential units?

Yes

No

If yes, how many?

Does the project include non-residential units?

Yes

No

If yes, how many?

How many parking spaces are proposed?

How many barrier-free parking spaces are proposed?

How many loading spaces are proposed?

How many stacking spaces (for a drive-through queue) are proposed?

Are any existing structures to be removed as part of this proposal?  
If yes, which ones?

Yes

No

Describe any buildings or structures that are proposed as part of this application.

## Public consultation

Describe the proposed strategy for consulting with the public with respect to the application.

## Policy framework

### 1. Planning Act

*The Planning Act is provincial legislation that sets out the ground rules for land use planning in Ontario. It describes how land uses may be influenced and regulated.*

Have the subject lands or lands within 120 metres ever been or currently are part of a Planning Act application i.e. a Plan of Subdivision or Condominium, Consent, Minor Variance, Amendment to the Official Plan and/or Zoning By-law, or Site Plan Approval application?

Yes

No

Don't know

If yes, please provide the following details: application type, approval authority, lands affected, the purpose of the application, the status of the application, and the effect on the proposed amendment.

## 2. Provincial Policy Statement

*The Provincial Policy Statement is issued under the Planning Act and establishes land use policies related to matters of Provincial interest. All Planning Act applications must be consistent with the Provincial Policy Statement.*

Describe how the application is consistent with the Provincial Policy Statement.

## 3. Growth Plan For Northern Ontario

*All Planning Act applications in Northern Ontario must be consistent with or must not conflict with the Growth Plan for Northern Ontario.*

Describe how the application is consistent with or does not conflict with the Growth Plan for Northern Ontario.

## 4. Official Plan

*The Official Plan is our City's key land-use document. It sets goals, objectives, and policies which guide our land-use planning decisions. All Zoning By-law Amendment applications must conform with the Official Plan.*

Describe how the application conforms with the City of Thunder Bay Official Plan.

## Proposed changes to the Zoning By-law

Complete this section for an application for a zoning by-law amendment, combined official plan and zoning by-law amendment, holding symbol removal, or temporary use by-law. Do not complete this section if you are applying for an official plan amendment only.

Why is this application being made to amend the Zoning By-law?

Does this application seek to <b>rezone</b> the property?	Yes	No
If yes, what is the proposed zone?		

Does this application seek to <b>add a permitted use</b> to a specific zone?	Yes	No
If yes, what are the proposed uses(s)?		

Does this application seek to <b>change any regulations</b> on the property? (e.g. reduce parking rate)	Yes	No
If yes, please identify the regulation subsection, the existing requirement, and the proposed requirement.		
Subsection	Existing requirement	Proposed requirement

Does this application seek to <b>change or add any definitions</b> in the By-law?	Yes	No
If yes, please identify the term and the proposed definition.		
Defined term	Proposed definition	

## Proposed changes to the Official Plan

*Complete this section for an application for an official plan amendment or a combined official plan and zoning by-law amendment. Do not complete this section if you are applying for a zoning by-law amendment, holding symbol removal, or temporary use by-law only.*

Why is this application being made to amend the Official Plan?

What land uses are authorized by the current Official Plan designation the property is located in?

Does this application seek to **re-designate** the property?

Yes

No

If yes, what is the proposed designation and what land uses are authorized by this designation?

Does this application seek to **change, replace, delete, or add a policy** in the Official Plan?

Yes

No

If yes, please indicate which policy and describe the proposed modifications.

Does this application seek to **change or replace a schedule** in the Official Plan?

Yes

No

If yes, please indicate which schedule and describe the proposed modifications.

## Applicant information

### Contact information

Name(s):

Mailing address:

Email address:

Preferred phone number:

Alternate phone number:

Are you the registered owner of the subject property?

Yes

No

*If no, you are not the registered property owner, you must complete the following section of this application and have the registered owner(s) authorize your application by signing the authorization for applicant(s) section.*

## Owner information & authorization (if different than applicant)

*This section must be completed if the applicant is not the registered property owner. If the registered owner is a corporation, please include documentation demonstrating signing authority. Unless otherwise requested all communications will be sent to the applicant.*

### Contact information

Name(s):

Mailing address:

Email address:

Preferred phone number:

Alternate phone number:

### Authorization for Applicant

I/We appoint and authorize the Applicant(s) described in the Applicant information section of this application form to act as my/our agent with regard to this application to the City of Thunder Bay, including but not limited to receiving all correspondence, attending at any hearings, fulfilling any conditions and providing any approvals or consents and ratify, confirm and adopt as my/our own, the acts, representations, replies and commitments made by them on my/our behalf.

Owner (print)

Signature

Date

Owner (print)

Signature

Date

Owner (print)

Signature

Date

## Acknowledgement & sworn declaration

*Please review the acknowledgement below. Please do not sign below, except in the presence of a commissioner. Applications can be printed and commissioned at the Planning Services service counter in the Victoriaville Civic Centre.*

I/We acknowledge that personal information collected on this form is collected pursuant to the Planning Act, R.S.O. 1990, c.P.13 for the purpose of processing this planning application.

I/We acknowledge that it is the practice of the City of Thunder Bay, in accordance with section 1.0.1 of the Planning Act, R.S.O. 1990, c.P.13, to provide public access to all planning applications and documents, including but not limited to reports, studies and drawings, required by the City of Thunder Bay in support of this application ("Supporting Documentation") and provided to the City by me, my agents, my consultants and my solicitors.

I/We, in accordance with the Municipal Freedom of Information and Protection of Privacy Act, consent to the use and disclosure of this application and any Supporting Documentation, inclusive of any personal information, to any person or entity, in any manner chosen by the City, including copying, posting on the City's website, advertising in a newspaper, routine distribution to members of council and in staff reports, or releasing to a third party upon third party request.

I/We grant the City permission to reproduce, in whole or in part, the application and Supporting Documentation for internal use, inclusion in staff reports, distribution to the public for the purpose of public consultation or any other use associated with the purpose of review and implementation of the application.

I/We grant the City permission to attend, photograph and conduct inspections of the lands subject to this application as part of the City's review and processing of this application.

I/We solemnly declare that all the statements contained in this application are true and I/we 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.

Declared before me at the City of Thunder Bay in the Province of Ontario this  day of

*Applicant's signature*

*Applicant's name (print)*

*Commissioner's signature*

*Commissioner's stamp*

## Appendix A: Complete application checklist

### Complete application checklist

Only complete applications will be processed. Please ensure your application submission meets all of the following criteria:

All questions on this application form are answered fully.

The authorization on page 5 is completed and signed (if someone other than the registered owner(s) is representing the application).

The sworn declaration on page 6 is commissioned or you have arranged for a date and time to have it commissioned by Planning Services.

Proof of ownership is attached (i.e. copy of deed, tax bill, Land Registry transfer, PIN Parcel Abstract not older than 60 days) and, if the owner is a corporation, a Form 1 Initial Return / Notice of Change is also attached.

The required fee is paid in full.

A site sketch with all the required information described in Appendix B of this application form (following page) is attached.

Any other supporting documents required as part of a complete application as listed on the Pre-Consultation Record for this development proposal are attached.

### Important notes

1. If the application would permit development on privately owned and operated individual or communal septic systems, and more than 4500 litres of effluent would be produced per day as a result of the development being completed, a servicing options report and a hydrogeological report must be provided.
2. If the application is to implement an alteration to the boundary of a Settlement Area or to implement a new Settlement Area, details of the Official Plan or Official Plan amendment that deals with the matter must be submitted with the application.
3. If the application is to remove land from an area of employment, details of the official plan or official plan amendment that deals with the matter must be submitted with the application.

## Appendix B: Site sketch checklist

Please ensure your site sketch provides all of the following information:

all dimensions in metric units

north arrow, scale, and legend

the boundaries of the owner's property including the area of the property and all dimensions

the boundaries of the property subject to the application including area and dimensions if different from above

the location, size and type of all existing and proposed buildings and structures on the subject property, indicating their distance from each other, the front lot line, rear lot line and side lot lines

the location, area, and dimensions of any new lots to be created, parking areas (including the dimensions of all parking spaces and aisles), landscaping, amenity areas, etc.

as applicable - fire access route, outdoor equipment and storage areas, walkways, curbing, fencing, etc.

existing municipal infrastructure immediately adjacent to the site (roads, lanes, sidewalks, existing driveway entrances, boulevard trees, fire hydrants, hydro poles, easements etc.)

the approximate location of all natural and artificial features (e.g. buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells, and septic fields) that are located on the subject property and/or on an adjacent property, and in the applicant's opinion, may affect the application

the current uses of properties adjacent to the subject property (e.g. office, dwelling, store, etc.)

the location, width and name of any roads within or abutting the subject property, indicating whether it is an unopened road allowance, a public traveled road, a private road or a right of way

if access to the subject property will be by water only, the location of the parking and docking facilities to be used

the location and nature of any easement affecting the subject property







any items identified during pre-consultation (e.g. location and size of openings on existing building)

Please note:

1. The site sketch you provide in your submission will be included in notices to the public and eventually to Council.
2. The site sketch must be legible at the scale required to fit on a letter sized paper (8.5 x 11 inches). Avoid including details that are not required (e.g. elevation points, drainage arrows, etc.) as doing so can reduce legibility at this scale.
3. More detailed drawings can be provided in addition to the smaller site sketch. These will assist City staff in reviewing the application.
4. Providing the original PDF files (not scans) is preferred for preparing the required notices and signs. Digital files can be sent via email or secure file share service.
5. Site sketches may be hand drawn or drawn using computer-aided design (CAD) software.
6. Site sketches do not have to be drawn by a professional but must provide all required information accurately and legibly.

## Appendix C: Sample site sketch

**LEGEND**

-  Asphalt
-  Concrete
-  Sod
-  Building entrance
-  Property line
-  *Tilia x flavescens* 'Glenleven'

**ZONING INFORMATION**

- Lot area = 600 m<sup>2</sup>
- Lot frontage = 20.0 m
- Lot depth = 30.0 m
- Front setback = 6.0 m
- Rear setback = 14.6 m
- Exterior side setback = 3.0 m
- Interior side setback = 1.5 m
- Lot coverage = 24.1%
- Building height = 8.2 m
- Landsaped area = 27.1%
- Parking = 5 spaces

