



**Planning Services Division**

Development Services Office  
2nd Floor, Victoriaville Civic Centre  
P.O. Box 800, 111 Syndicate Avenue South  
Thunder Bay, ON P7C 5K4  
Phone: (807) 625-2216  
Fax: (807) 623-2206  
www.thunderbay.ca/planning

*Received stamp does not imply  
acknowledgment of complete application*

**REQUIRED FEE**

Urban Settlement Area	Rural Area
Zoning By-law Amendment (ZBA) \$3500 Official Plan Amendment (OPA) \$4500 Combined ZBA/OPA \$7300 Temporary Use By-law \$3300	Zoning By-law Amendment (ZBA) \$3200 Official Plan Amendment (OPA) \$4200 Combined ZBA/OPA \$7000 Temporary Use By-law \$3000
Removal of Holding Symbol – completed conditions \$250 Removal of Holding Symbol – requires authorization report \$750	

**PRE-CONSULTATION**

Date of pre-consultation meeting	
Who attended the pre-consultation meeting? (i.e. City Planning, Engineering, etc.)	

**OWNER INFORMATION**

The undersigned hereby applies to the Council of the Corporation of the City of Thunder Bay under Section 17 and/or 34 of the Planning Act R.S.O. 1990 as amended to amend the City of Thunder Bay Zoning By-law and/or Official Plan.

*Registered owner(s)			
*Mailing address			
*Postal code		*Phone (preferred)	
Email address		Phone (secondary)	

**APPLICANT INFORMATION**

If the applicant is someone other than the registered owner(s), please specify.

Applicant name			
Mailing address			
Postal code		Phone (preferred)	
Email address		Phone (secondary)	



**AGENT INFORMATION**

If the application will be represented by someone other than the registered owner(s) or applicant, please specify. Unless otherwise requested all communications will be sent to the agent, if any.

Agent name			
Mailing address			
Postal code		Phone (preferred)	
Email address		Phone (secondary)	

**SUBJECT PROPERTY INFORMATION**

*Legal description			
*Street address			
When did the owner acquire the property?			
Does the owner own abutting land?	No Yes - please describe:		
*Official Plan designation			
*Current zoning			
*Existing use			
How long has this use continued?			
*Does any other party have an interest in the property? (i.e. easement, mortgage)	No Yes - please describe below		
Name(s)			
Address			

**SUBJECT PROPERTY DIMENSIONS & SETBACKS**

**Lot Dimensions** Provide all measurements in METRIC units.

*Lot frontage		*Lot depth		*Lot area	
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**Existing Structures** Provide all measurements in METRIC units.

*Type of structure	Ground floor area	Gross floor area	Number of storeys	*Dimensions			*Year built
				Length	Width	Height	

**Setbacks of Existing Structures** Provide all measurements in METRIC units.

*Type of structure	*Front lot line	*Side lot line	*Side lot line	*Rear lot line	*Other (easement, shoreline, etc.)

**SUBJECT PROPERTY SERVICING AND ACCESS**

*Storm Drainage Service	*Sewage Service	*Water Service
City storm sewer Ditches Swales Other	City sewer Private septic system Communal septic system Other	City water Private well Communal well Lake or other water body

Please note: 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.

**\*Access**

Provincial Highway Municipal road, maintained all year Municipal road, seasonally maintained	Other public road Right-of-way Water access - please describe below
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If access to the property is by water only, describe the parking and docking facilities to be used and the approximate distance of these facilities between the subject land and the nearest public road:



**PROPOSAL INFORMATION**

*Proposed use		
Number of proposed units	dwelling unit(s)	non-residential unit(s)
Area of proposed units	square metres	square metres
Number of proposed vehicle spaces	parking space(s)	loading space(s)
Are any existing structures to be removed as part of this proposal?		
No		
Yes - please identify:		

**Proposed Structures** Provide all measurements in METRIC units.

*Type of structure	Ground floor area	Gross floor area	Number of storeys	*Dimensions		
				Length	Width	Height

**Setbacks of Proposed Structures** Provide all measurements in METRIC units.

*Type of structure	*Front lot line	*Side lot line	*Side lot line	*Rear lot line	*Other (easement, shoreline, etc.)

**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 controlled, and who may control them. Amendments to the Zoning By-law or Official Plan are applications regulated under the Planning Act. Other applications regulated under the Planning Act include Consents, Minor Variances, Plans of Subdivision and Condominium, and Site Plan Control.

*Have the subject lands or lands within 120 metres of the subject lands ever been or currently are part of a Planning Act application? If yes, please provide details using the table below.	Yes No Don't know
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*Application type:	*Approval Authority:	*Lands affected:
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*Purpose of application:	*Status: Approved Denied Abandoned Under review
*Effect on requested amendment:	

**2. Provincial Policy Statement:** The Provincial Policy Statement is issued under subsection 3(1) of the Planning Act. Its policies set out the Province's land use vision for how we settle our landscape, create our built environment, and manage our land and resources over the long term to achieve livable and resilient communities. 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:** The Growth Plan for Northern Ontario is in part an economic development plan, an infrastructure investment plan, a labour market plan, and a land-use 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. This plan plays an important role in the development of our City. It describes what kind of community we want to become in the future. It sets goals, objectives, and policies which guide our land-use planning decisions. All Zoning By-law Amendments must conform with the Official Plan. Official Plan Amendments must conform with the general goals and intent of the Official Plan.

\*Describe how the application conforms with the City of Thunder Bay Official Plan:



**PROPOSED CHANGES TO ZONING BY-LAW**

Complete this section for a **zoning by-law amendment, holding symbol removal, or temporary use by-law.**

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

**Section 4 - Definitions**

\*Does this application seek to change or add any DEFINITIONS in the By-law? No    Yes - describe below

Term or use	Proposed definition

**Section 5 - General Regulations**

\*Does this application seek to change any GENERAL REGULATIONS on the property? (e.g. reduce parking rate, amend access requirements, etc.) No    Yes - describe below

Subsection	Existing Requirement	Proposed Requirement

**Sections 6 to 36 - Zone Specific Regulations**

\*Does this application seek to REZONE the property? No    Yes - describe below

Proposed zone	
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\*Does this application seek to add a PERMITTED USE in a specific zone? No    Yes - describe below

Proposed permitted use(s)	
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\*Does this application seek to change any ZONE SPECIFIC REGULATIONS on the property? (e.g. increase lot coverage, reduce side yard etc.) No    Yes - describe below

Subsection	Existing Requirement	Proposed Requirement



**PROPOSED CHANGE TO OFFICIAL PLAN**

Complete this section for an **Official Plan amendment**.

\*What is the purpose of the requested amendment?

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

*Does this application seek to re-designate the property?	No	Yes - describe below
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*Proposed designation	
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*Land uses authorized by the proposed designation	
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*Does this application seek to change, replace, delete, or add a policy in the Official Plan?	No	Yes - Change Yes - Delete	Yes - Replace Yes - Add
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*Indicate which policy	
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\*If the application is to change, replace, or add a policy, please provide the proposed wording for the policy:

*Does this application seek to change or replace a schedule in the Official Plan?	No	Yes - Change	Yes - Replace
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*Indicate which schedule(s)	
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\* If change or replace, please provide any text that accompanies the schedule and attach proposed schedule(s):

**NOTES**

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.

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.



## SUPPORTING DOCUMENTATION AND ATTACHMENTS

For this application to be accepted all questions must be answered fully, the Site Plan drawing(s) are to be in a metric scale, proof of ownership is required, the fee is paid in full and the authorization form completed if someone other than the registered owner(s) is representing the application. Incomplete applications will not be processed.

The following items must be attached for the application to be complete:

1. Application fee
2. Proof of ownership (i.e. copy of deed, tax bill, or Land Registry transfer)
3. If available, a survey of the property
4. A site plan drawn to scale in METRIC units which includes the following information:
  - 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
5. Any other supporting documentation deemed to be required during pre-consultation





**OWNER ACKNOWLEDGMENT AND CONSENT**

I/We \_\_\_\_\_ (please print name), the registered owner(s) of the property described  
as \_\_\_\_\_ in the City of Thunder Bay:

**Collection, Use, and Disclosure of Information**

- a. 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;
- b. 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;
- c. 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;
- d. 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;

**Authority to Enter Land and Photograph**

- e. 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;

**City Attendance at Hearings**

- f. acknowledge that, in the event of a third party appeal of this application (where applicable) to the Local Planning Appeal Tribunal, the City of Thunder Bay may not attend at the Local Planning Appeal Tribunal hearing unless the City is provided with the City’s required fee for attendance at the hearing;

**Appointment of Authorized Agent or Applicant (if any)**

- g. appoint and authorize \_\_\_\_\_ (please print name(s) of Applicant/Agent), 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.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
(witness)

\_\_\_\_\_  
Signature of Registered Owner(s) or Signing Officer  
(\*where a corporation)

Note: If the owner is a Corporation, the application shall be signed by an Officer of the Corporation and/or the Corporation Seal shall be affixed.

\_\_\_\_\_  
Print name

\*I have authority to bind the corporation.



**OWNER ACKNOWLEDGMENT AND CONSENT**

I/We \_\_\_\_\_ (please print name), the registered owner(s) or authorized applicant or agent of the property described as \_\_\_\_\_ in the City of Thunder Bay:

solemnly declare that all of the statements contained in this application and in the Supporting Documentation are true and complete, 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.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Commissioner of Oaths

\_\_\_\_\_  
Signature of Owner or Authorized Applicant/Agent  
(\*where a corporation)

Note: If the owner is a Corporation, the application shall be signed by an Officer of the Corporation and/or the Corporation Seal shall be affixed.

\_\_\_\_\_  
Print name

\*I have authority to bind the corporation.

