



INFORMATION GUIDE & APPLICATION FORM

The Corporation of the Town of LaSalle
Development & Strategic Initiatives Department
5950 Malden Road, LaSalle, Ontario N9H 1S4
Telephone: 519-969-7770 Fax: 519-250-0194

APPLICATION BEING SUBMITTED <i>(Please check applicable boxes)</i>		FEE
<input type="checkbox"/>	Official Plan Amendment	\$5,100 + \$400 ERCA Fee
<input type="checkbox"/>	Combined Official Plan & Zoning By-law Amendment	\$7,400 + \$400 ERCA Fee
<input type="checkbox"/>	Zoning By-Law Amendment	\$5,100 + \$400 ERCA Fee
<input type="checkbox"/>	Removal of Holding Zone Symbol or Temporary Use By-Law (or extension)	\$3,100 + \$275 ERCA Fee

THIS APPLICATION PACKAGE MUST BE SUBMITTED TO:	
Town of LaSalle, Development & Strategic Initiatives Department 5950 Malden Road, LaSalle, Ontario N9H 1S4	Telephone: 519-969-7770 Facsimile: 519-250-0194

REMOVE THE FIRST THREE PAGES AND RETAIN FOR FUTURE REFERENCE
<p>A fee is required to be submitted with the completed application form.</p> <p>Other related applications may be submitted and processed concurrently.</p> <p>A separate justification report may be used to address any of the questions within the application form.</p>

STEPS IN THE PROCESS
<p>Step 1 Consult with Town of LaSalle Planning Staff: Applicants are required to meet with Town Planning Staff prior to submitting an application. This is a formal meeting to be scheduled between the Applicant and Town of LaSalle Staff before submitting an application.</p> <p>The County of Essex, Manager of Planning Services, will be invited to be part of the pre-application meeting for an Official Plan Amendment application.</p> <p>The pre-application consultation process is intended to identify issues early in the process and to identify the reports, studies, plans and information required to be submitted as part of a complete application. A complete application enables Council to make informed decisions within a reasonable period of time and ensures that Town Staff, the public and other stakeholders have access to the relevant information early in the process.</p> <p>While every effort has been made to identify information needs at this stage, additional issues and/or information needs may be identified through the application review process and may be requested at that time.</p>

STEPS IN THE PROCESS

Step 2 Complete and submit the application form: Following your pre-application consultation, you will be required to complete and submit the required application form, and provide;

- A Cheque, made payable to the “Town of LaSalle”, to cover the application fee;
- A sketch plan, including information as outlined on page 8, subsection 14;
- Your written authorization, identifying by name the individual who will act as your agent or solicitor for filing and handling your application(s), if applicable;
- Additional information (reports, studies, plans, etc.) that was identified at the pre-application consultation meeting. To expedite the review process, you are strongly encouraged to submit photographs or other relevant documentation that will assist in evaluating your application. To avoid delays, please ensure that your application is complete, that all drawings are neat and legible and that all dimensions are accurate.

Step 3 Complete application accepted and preliminary staff review is undertaken: A preliminary staff review is undertaken, and the application is assessed for completeness and either accepted or returned to the Applicant, requesting further information. If complete, a file is opened and timelines for processing are established. Once the application is accepted, all of the information that was submitted is open to review by the general public, including name, address, phone number, etc.

Step 4 Public Notice of Planning Advisory Committee Meeting & Statutory Public Meeting is Given, and the Application is circulated to internal Departments and to external Ministries/Agencies/Bodies: Now that the application is complete, Planning Staff circulate the application to internal Departments, and to the required ministries, agencies, and departments explaining the nature of the requested amendment(s), and inviting comment. The comments submitted on this matter, including the name and address of the respondent become part of the public record and may be viewed by the general public and published in the various Staff Reports.

Public notification is given, pursuant to the Planning Act requirements. As part of the public notification, language will be included in the written notice encouraging interested residents/property owners to contact Town Planning Staff in advance of the statutory public meeting to provide comments and to obtain information regarding the subject application.

Step 5 Staff Report to Planning Advisory Committee: An initial Staff Report is prepared, explaining the nature of the requested amendment(s), and providing relevant background information.

STEPS IN THE PROCESS

Step 6 Planning Advisory Committee Meeting: A Public Information Meeting is held before the Planning Advisory Committee, as advertised. This is the opportunity for the owner/applicant/agent to make representation regarding the application to the Committee and the public. As well, members of the public are encouraged to attend this Committee meeting to comment on the application and to ask questions of the Applicant.

Step 7 Staff Report to Council: Based on an analysis of the application and the comments provided by the public, ministries, agencies and departments, Town Planning Staff prepares a report to Council summarizing the comments received (both internally and externally), describing how those comments are to be addressed, and incorporating recommendations pertaining to the application.

Step 8 LaSalle Council Meeting – Statutory Public Meeting: The Council of the Town of LaSalle is the decision making authority with regard to Zoning By-law Amendment, Holding Zone Removal and Temporary Use By-law applications. For Official Plan Amendment applications, the County of Essex is the body that is responsible for approving lower-tier Official Plan Amendments. The open public meeting held by LaSalle Council is the statutory public meeting, and all members of the public are welcome to attend this Council meeting, to make presentations and submissions. Please be advised that if a person or public body does not make oral or written submissions at the statutory public meeting, or make written submissions to the Town of LaSalle, before the proposed amendment(s) is adopted, the person or public body is not entitled to appeal the decision of the Council of the Town of LaSalle, nor will they be added as a party to the hearing of an appeal.

STEPS IN THE PROCESS

Step 9 Decision of Council: Following the Statutory Public Meeting, a decision is made by Council regarding the subject application(s).

If a By-law is passed, notice of adoption is sent out in accordance with the Planning Act regulations.

Where an amendment is refused, the owner/applicant/agent and anyone who made written request to the Clerk for notice is informed of the decision.

Where an application is referred back to Town Staff, the owner/applicant/agent should contact Planning Staff to discuss the options and opportunities going forward, and for clarification of the referral.

For those applications where an agreement is required to be prepared before the By-law is adopted, Town Staff work with the Town Solicitor to prepare an agreement for review and adoption by Council. Where an agreement is required, the Applicant will need to prepare and submit engineering plans and other documents (such as legal plans of survey). Once an agreement has been prepared, a By-law to authorize the execution of the agreement and a By-law to rezone and/or to remove the holding zone symbol from the lands affected (where required) are presented to Council for Adoption. It should be noted that the owner/applicant is required to pay all costs associated with the preparation of this agreement, including all legal costs and the costs associated with the preparation of all required engineering plans and legal plans of survey. These costs are not included in the application fee.

For those applications that require approval by the County of Essex, the applicable provisions of the Planning Act will be followed by both the Town of LaSalle and the County of Essex with respect to the process/procedures that are followed by the upper-tier, once LaSalle Council has made a decision.

Step10 Appeal Period and Enactment: Following the decision of Council, and subject to the provisions as set out in the Planning Act, an appeal may be made to the Ontario Municipal Board (OMB) by filing a notice of appeal with the Clerk of the municipality.

If no objections ("appeals") are submitted, the Zoning By-law amendment and/or Temporary Use By-law is enacted and brought into full force and effect. For Holding Zone Symbol Removal applications, the By-law comes into effect as soon as it is adopted by Council. For Official Plan Amendments, they come into effect once approval is received from the County of Essex and no appeals are received.

It should be noted that in the event of an appeal to the Ontario Municipal Board, the owner/applicant is required to pay all costs associated with the appeal.



TOWN OF LASALLE APPLICATION FORM

APPLICATION BEING SUBMITTED *(Please check applicable boxes)*

<input type="checkbox"/>	Official Plan Amendment
<input type="checkbox"/>	Combined Official Plan & Zoning By-law Amendment
<input type="checkbox"/>	Zoning By-Law Amendment
<input type="checkbox"/>	Removal of Holding Zone Symbol
<input type="checkbox"/>	Temporary Use By-Law (or Extension)

CONCURRENT APPLICATIONS FILED
Note to Applicant: For each application that is filed concurrently, complete and attach the appropriate application form and fees

Please Specify:

OFFICE USE ONLY
Date Stamp – Date Received

File: _____

REQUIREMENTS FOR A COMPLETE APPLICATION INCLUDE:

Until the following information and material is received, this application will be deemed incomplete, and the application will be returned to the Applicant.

<input type="checkbox"/>	The completed application form and declarations, including Schedule “A” (Provincial Policy Information Requirements)
<input type="checkbox"/>	A sketch/plan showing the required information as set out on page 8, subsection 14, drawn to scale, on 11” x 17” paper, minimum and corresponding electronic PDF and AutoCAD files.
<input type="checkbox"/>	Application Fee made payable to the Town of LaSalle in the amount of \$_____
<input type="checkbox"/>	A Letter of Authorization from the Owner (with dated, original signature) or completion of the Owner’s Authorization if the Owner is not filing the application.
<input type="checkbox"/>	Record of Pre-application Consultation
<input type="checkbox"/>	Other information identified at Pre-application consultation meeting.

PLEASE LIST THE REPORTS OR STUDIES THAT ACCOMPANY THIS APPLICATION (supply two paper copies and one digital copy (PDF) of each):

Note: This section applies to all reports that were identified at the pre-application consultation meeting as studies required for a complete application .

1. Applicant Information:

Complete the information below. All communications will be directed to the **Primary Contact**.

Note: If additional space is required for Owner(s) information, please attach a separate sheet containing said information.

Registered Owner(s):

Name:

Address:

City:

Postal Code:

Phone:

Cell:

Fax:

Email:

Applicant (complete if the Applicant is not the Owner):

Name:

Address:

City:

Postal Code:

Phone:

Cell:

Fax:

Email:

Agent Authorized by the Owner to file the Application (if applicable):

Name:

Address:

City:

Postal Code:

Phone:

Cell:

Fax:

Email:

2. Which of the above is the Primary Contact?

Owner

Applicant

Agent

3. Date Application Submitted to the Town of LaSalle:

4. Names and addresses of the holders of any mortgages, charges or other encumbrances for the subject land.

(Please use a separate sheet if needed)

5. What is the current Official Plan Designation in the Town of LaSalle Official Plan (lower-tier) and the County of Essex Official Plan (upper-tier) that applies to the subject lands.

(Please use a separate sheet if needed)

6. What is the current zoning category that applies to the lands affected by this Application?

(Please use a separate sheet if needed)

7. Describe the Official Plan Amendment that you are seeking? (if applicable)

(Please use a separate sheet if needed)

8. Describe the Rezoning, Holding Zone Symbol Removal, Temporary Use By-law (or a Temporary Use By-law extension) that you are seeking?

(Please use a separate sheet if needed)

9. What are the reasons (purpose) for the requested changes that you are seeking?*

(Please use a separate sheet if needed)

10. Are the subject lands a suitable site and location for the proposed development/redevelopment that will result from the changes you are seeking, and what are the physical characteristics of the subject land?

(Please use a separate sheet if needed)

11. Are the requested changes compatible with surrounding land uses? In what way?*

(Please use a separate sheet if needed)

*** Note: The Applicant may be required and is welcome to submit a separate justification report.**

12. Description of the subject land:

Geographic Township / Planning Area:

Lot(s):

Part Lot(s):

Concession(s):

Registered Plan No.:

Municipal Street Address (if applicable):

Assessment Roll Number:

Lot Area (hectares or square metres):

Lot Frontage (metres):

Lot Depth (metres):

13. Land use, existing and proposed:

a) Existing use(s) of the land:

b) The date the subject land was acquired:

c) Number of existing buildings/structures:

d) Proposed use of existing buildings/structures (specify):

e) The date any existing buildings or structures on the subject land were constructed:

f) The length of time that the existing uses of the subject land have continued:

g) The number and size of all proposed new buildings/structures:

h) The proposed use of all proposed new buildings/structures (specify):

14. A sketch, drawn to scale, illustrating the following, is required:

- The boundaries and dimensions of the subject land;
- 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, any shorelines and any side lot lines, as well as their heights, building dimensions and floor areas;
- The approximate location of all natural and artificial features (for example railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells, septic tanks and fences) that are located on the subject land and on adjacent lands;
- The current land uses on the subject land and on adjacent lands;
- The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public traveled road, a private road or a right of way;
- The location and nature of any easement, right of way or restrictive covenant affecting the subject land.
- The location, size and nature of all existing and/or proposed municipal or private services and utilities required for the proposed new development both on the subject lands and on any adjacent land and/or municipal right of ways.

15. Access: Access to the subject lands will be provided by:

Publicly Owned and Maintained Street Provincial Highway Other (Specify)

16. Water Supply: Water supply to the subject lands shall be provided by:

Municipal piped water Other (specify)

17. Sewage Disposal: Sewage disposal on the subject lands will be provided by:

Municipal sanitary sewers Other (specify)

18. Storm Drainage: Storm drainage on the subject lands will be provided by:

<input type="checkbox"/> Municipal storm sewers	<input type="checkbox"/> Ditches or Swales	<input type="checkbox"/> Other (specify)
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19. Other Applications Under Planning Act:

Is the subject land the focus of any other application under the Planning Act?

YES NO

If the answer was 'yes', please indicate below which applications are affected:

<input type="checkbox"/>	Draft Plan of Subdivision	File No.:	Status:
<input type="checkbox"/>	Consent or Variance	File No.:	Status:
<input type="checkbox"/>	Site Plan Control	File No.:	Status:
<input type="checkbox"/>	Other (Specify)	File No.:	Status:

20. Source Water Protection

Are there currently or are there any plans to have any above ground storage of fuels on this site?

YES NO

If the answer was "yes", provide details below

(Please use a separate sheet if needed)

21. Any Other Information in support of this Application?

(Please use a separate sheet if needed)

22. Owner's Authorization:

This must be completed by the owner if the **OWNER IS NOT FILING THE APPLICATION**

Note: If there are multiple owners, an authorization letter from each owner (with dated, original signature) is required OR each owner must sign the following authorization.

I, (we) _____, being the
 Print name(s) of owner, individual or company

registered owner(s) of the subject lands, hereby authorize _____,
 Print name of agent and/or company (if applicable)

to prepare and submit the subject Application.

_____ Signature	_____ Day Month Year
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IMPORTANT:

If the owner is an incorporated company, the company seal shall be applied in the signature block above (if there is one).

23. Applicant's Declaration:

This must be completed by the **person filing the application** for the proposed amendment and in the presence of a **Commissioner of Oaths.**

I _____ of the _____
 Print (name of applicant) Print (Name of City, Town, Township, etc.)

in the Region/County/District of _____ solemnly declare that all of the statements
 Print Region/County/District

contained in this Application at _____,
 (description of subject land)

and all supporting documents and plans are true and complete, 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.*

Declared before me at the Region/County/District of _____, in the Municipality of _____, this

_____ day of, _____,
 (Day) (Month) (Year)

Signature

Please Print name of Applicant

Commissioner of Oaths

24. Authorization to Post Public Notice Signage and to Enter Site

I hereby authorize the Town of LaSalle to post “Public Notification” signage and to allow Town Staff to access the subject lands for purposes of evaluation of the subject application, and to conduct site inspections.

Signature

Day

Month

Year

25. Authorization to obtain correspondence/reports/information from the Ministry of Natural Resources and Forestry

I hereby authorize the Town of LaSalle to receive/obtain copies of all correspondence/reports/information that is exchanged between the Ministry of Natural Resources and Forestry, myself and any of my authorized agents/consultants as it pertains to the subject Planning Act Applications and I also authorize the Ministry of Natural Resources and Forestry to release this correspondence/report/information to the Town of LaSalle.

Signature

Day

Month

Year

26. Municipal Freedom of Information Declaration:

In accordance with the provisions of the Planning Act, it is the policy of the Town of LaSalle to provide public access to all development applications and supporting documentation.

In submitting this application and supporting documentation, I _____ (please print name) the owner/applicant/authorized agent, hereby acknowledge the above-noted policy and provide my 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 also be available to the general public.

Signature

Day

Month

Year

PROVINCIAL POLICY INFORMATION REQUIREMENTS

Schedule “A”

Completion of the following will assist the Town of LaSalle in performing a complete review of the subject proposal. *Please use a separate sheet if needed.*

1. Is the subject application consistent with policy statements issued under subsection 3(1) of the Planning Act?

Identify policies from the Provincial Policy Statement (PPS) that you intend to use to support your application.
Note: If additional space is required, please attach a separate sheet containing this information.

Multiple empty horizontal lines for providing answers to question 1.

2. What is the current and previous use of the subject land?

Current Use(s): _____
All previous known uses: _____

3. Has there been an industrial, commercial use or a gas station on the subject land or adjacent land, any grading change of the property by adding fill or other material, any petroleum or other fuel stored on the subject land or land adjacent to the subject land or is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent sites?

Yes No

If Yes, please be specific:

Multiple empty horizontal lines for providing answers to question 3.

What information did you use to determine the answers to the above question?

Multiple empty horizontal lines for providing answers to question 3.

4. If Yes to 2, a soils investigation study including previous use inventory is required, showing all former uses of the subject land, or if appropriate, the adjacent land. This study must be prepared by a qualified consultant.

Report attached? Yes No

5. Endangered Species Act

Is the owner/applicant aware of any endangered species or any habitat of an endangered species located on the lands affected by this Planning Act application?

YES NO

If "Yes", please provide information to describe: (a) the endangered species and/or habitat present, and (b) any contact that the owner/applicant has had to date with the Ministry of Natural Resources and Forestry

Have any Endangered Species reports been prepared for the lands affected by this Planning Act application?

YES NO

If "Yes", please provide a copy of this report and any communication that has been submitted to and/or received from the Ministry of Natural Resources and Forestry

6. Significant Features Checklist

Check through the following list. Indicate under YES, NO, or UNKNOWN if a listed feature is on-site or within 500 metres. Indicate under YES, NO, or UNKNOWN if a listed development circumstance applies. Be advised of the potential information requirements in noted sections.

FEATURES OR DEVELOPMENT CIRCUMSTANCES	YES	NO	UNKNOWN	IF FEATURE; SPECIFY DISTANCE IN METRES	POTENTIAL INFORMATION NEEDS
Non-farm development near designated urban areas or rural settlement areas					Demonstrate sufficient need within 20 year projections and that proposed development will not hinder efficient expansion of urban areas or rural settlement areas.
Class 1 Industry ¹				___ metres	Assess development for residential and other sensitive uses within 70 metres.
Class 2 Industry ²				___ metres	Assess development for residential and other sensitive uses within 300 metres.
Class 3 Industry ³ within 1000 metres				___ metres	Assess development for residential and other sensitive uses within 1000 metres.
Land Fill Site				___ metres	Address possible leachate, odour, vermin and other impacts.
Sewage Treatment Plant				___ metres	Assess the need for a feasibility study for residential and other sensitive land uses.
Waste Stabilization Pond				___ metres	Assess the need for a feasibility study for residential and other sensitive land uses.
Active railway line				___ metres	Evaluate impacts within 300 metres.
Controlled access highways or freeways, including designated future ones				___ metres	Evaluate impacts within 100 metres.
Airports where noise exposure forecast (NEF) or noise exposure projection (NEP) is 28 or greater					Demonstrate feasibility of development above 28 NEF for sensitive land uses. Above the 35 NEF/NEP contour, development of sensitive land uses is not permitted.
Electric transformer station				___ metres	Determine possible impacts within 200 metres.
High voltage electric transmission line				___ metres	Consult the appropriate electric power service.
Transportation and infrastructure corridors				___ metres	Will the corridor be protected? Noise Study prepared?
Mineral aggregate resource areas					Will development hinder access to the resource or the establishment of new resource operations?
Mineral aggregate operations				___ metres	Will development hinder continuation of extraction? Noise and Dust Study completed?
Mineral and petroleum resource areas					Will development hinder access to the resource or the establishment of new resource operations?
Existing pits and quarries				___ metres	Will development hinder continued operation or expansion? Noise and Dust Study completed?
Significant wetlands or potentially significant wetlands				___ metres	Provide Environmental Impact Study.
Significant ravine, valley, river and stream corridors and significant portions of habitat of endangered and threatened species				___ metres	Provide Environmental Impact Study.
Significant fish habitat, wildlife habitat, woodlands, valley lands, areas of natural and scientific interest.					Provide Environmental Impact Study.
Sensitive groundwater recharges areas, headwaters and aquifers.					Demonstrate that groundwater recharge areas, headwaters and aquifers will be protected.
Significant landscapes, vistas and ridge-lines, significant built heritage resources and cultural heritage landscapes.					Development should conserve significant landscapes, vistas and ridge-lines, significant built heritage resources and cultural heritage landscapes.
Significant archaeological resources					Assess development proposed in areas of medium and high potential for significant archaeological resources. These sources are to be studied and preserved, or where appropriate, removed. Catalogued and analyzed prior to development.
Erosion hazards					Determine feasibility within the 1:100 year erosion limits of ravines, river valleys and streams.
Floodplains					Determine limit of Development or where a Special Policy Area (SPA) is in effect, development must meet the Official Plan policies.
Hazardous sites ⁴				___ metres	Slope Study, Flood line Study
Contaminated sites					Assess an inventory of previous uses in areas of possible soil contamination.
Prime agricultural land					Demonstrate need for use other than agricultural and indicate how impacts are to be mitigated.
Agricultural operations				___ metres	Development to comply with the Minimum Distance Separation Formulae and O. P. policies.

¹Class 1 Industry - small scale, self-contained plant, no outside storage, low probability of fugitive emissions and daytime operations only.

²Class 2 Industry - medium scale processing and manufacturing with outdoor storage, periodic output of emissions, shift operations and daytime truck traffic.

³Class 3 Industry - indicate if within 1000 metres - processing and manufacturing with frequent and intense off-site impacts and a high probability of fugitive emissions.

⁴Hazardous sites - property or lands that could be unsafe for development or alteration due to naturally occurring hazards.