

Zoning By-law Amendment Guide & Application

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The Township's Zoning By-Law 14-14 controls the use of land and regulates where buildings and other structures can be located, the types of buildings permitted, building height and setbacks from the street, parking requirements, etc. If an applicant wishes to use or develop their property in a way that is not permitted by the zoning by-law, they can apply for an exception through submission of a rezoning application.

Submission Requirements

The following supplementary and supporting documents and materials may be required to be submitted with a Zoning By-Law Amendment Application as determined at the pre-consultation stage:

- ☐ Land use planning report setting out purpose of application
- ☐ One copy (11" X 17") of a survey or sketch prepared by an Ontario Land Surveyor or other professional that clearly identifies the following in **metric** units:
 - Parcel or portion of land subject to the application, including any easements
 - Building dimensions and setbacks of all existing and proposed structures
 - Percentage of lot coverage by all structures
 - Percentage of lot coverage by all accessory structures
 - Location of private well and sewage disposal system (if applicable)

Note: Additional information and material may be required in response to a particular development proposal or raised through the review process.
Additional sets of these documents may be required to accompany the application upon submission.

Zoning By-law Amendment Process

1. Pre-Consultation

- Applicant submits preliminary project proposal at pre-consultation meeting with Staff and external agency representatives as required
- Supporting documents and studies for application determined

2. Application Submission

- 'Complete' application submitted with all supporting documents and fees

3. Application Circulation & Review

- Application is circulated to Staff and external agency representatives to solicit formal written comments

4. Notice of Statutory Public Meeting

- Personal notice is circulated to all property owners within 120m of the subject lands and posted on the Township website
- A development sign is installed on the subject property by the Applicant

5. Preliminary Report Prepared (Informational)

- Preliminary report prepared for public meeting once all agency comments have been received

6. Statutory Public Meeting

- Is scheduled once per month during a regular meeting of Council (evening)
- Public provided opportunity to comment on proposal (verbal or written)
- No decision made at this time

7. Final Report Prepared (Recommending Decision)

- Final report prepared taking into consideration all comments received
- Draft Zoning By-Law Amendment prepared for the Committee's consideration should approval be recommended

8. Council Meeting

- Council reviews final report and considers recommended decision

9. Decisions

• Approval

○ Zoning By-Law Amendment Passed

○ Appeal

- Decision can be appealed to Local Planning Appeal Tribunal (LPAT) during a 20-day period following date of decision

• Refusal

○ Appeal

- Decision can be appealed to Local Planning Appeal Tribunal (LPAT) during a 20-day period following date of decision



Application for a Zoning By-law Amendment

Office Use Only

Date Received

Date Deemed Complete

File No.

Roll No.

Receipt No.

Other Submission:

Regional Official Plan	No ☐	Yes ☐	File No.
Township Official Plan	No ☐	Yes ☐	File No.
Site Plan Approval	No ☐	Yes ☐	File No.
Land Division	No ☐	Yes ☐	File No.
Minor Variance	No ☐	Yes ☐	File No.

Pursuant to the provisions of the Planning Act, R.S.O. 1990, I/We hereby submit an application for an amendment, hereinafter set out, to By-law No. 14-14 as otherwise amended, of the Corporation of the Township of Scugog, in respect of the lands hereinafter described.

1. Fee Schedule

The following fees may be required to be submitted with the application:

- ☐ \$ 750.00 Extension of Time Limit for Temporary Use
- ☐ \$1,360.00 Removal of Holding "H" Symbol
- ☐ \$4,480.00 Minor Application includes Temporary Use
- ☐ \$7,980.00 Other than Minor application
- ☐ \$ 750.00 Agricultural Hold Removal

In addition to the fee mentioned above the following fees are also required:

- ☐ \$287.00 payable to the Region of Durham Health Department
(Applies to only those properties with private services)
- ☐ \$1,500.00 payable to the Region of Durham Planning Department for a Standard Review
- ☐ \$500.00 payable to the Region of Durham Planning Department for a Minor Review

Check with Municipal Staff to determine which one of the following will apply:

- ☐ \$2,040.00 payable to the Central Lake Ontario Conservation Authority (CLOCA)
Additional fees will apply if a technical review is required. Contact CLOCA or visit their web site at: www.cloca.com for the current fee schedule.
- ☐ \$500.00 payable to the Kawartha Region Conservation Authority (KRCA)
Additional fees will apply if a technical review is required. Contact KRCA or visit their web site at: www.kawarthaconservation.com for the current fee schedule.
- ☐ \$2,152.00 payable to the Lake Simcoe Region Conservation Authority (LSRCA).
Additional fees will apply if a technical review is required. Contact LSRCA or visit their web site at: www.lsrca.on.ca for the current fee schedule.

2. **Summary of Proposal:** _____
Proposal to recognize the permitted rural residential use of the property with special provisions to permit a small-scale camping operation as a Home Industry as an accessory use to the primary rural residential use. Please refer to the draft By-law in the Planning Justification Report.

3. **Contact Information**

Applicant (Primary Correspondent): Thorstone Consulting - Dan Stone _____

Address: PO Box 116, Sutton, Ontario L0E 1R0 _____

Phone: 289-338-5101 _____

Email: dan@thorstoneconsulting.ca _____

Authorized Agent: _____

Address: _____

Phone: _____

Email: _____

Registered Owner(s): Kelley Hunter _____

Address: 19350 Island Road, Port Perry, Ontario L9L1B6 _____

Phone: 416-579-3430 _____

Email: birchwoodluxurycamping@gmail.com _____

All Communications to be Forwarded to: (Check one only)

Applicant ☐

Agent ☒

Owner ☐

4. **Details of Subject Property**

Location/Description of Subject Property:

Municipal Address: 19350 Island Road Regional Road 7, Port Perry, Ontario L9L1B6 _____

Legal Description: Part Lot 4, Concession 10 _____

Assessment Roll No: 030-001-29000-0000 _____

Dimensions of Entire Property

Lot Area: 13.14 ha (32.4 acres) Average Frontage: 527.8 m

Average Depth: _____

Dimensions of Lands Subject to this Application

Same as Above: Yes ☒ No ☐ (*Specify Below*)

Lot Area: _____ Average Frontage: _____

Average Depth: _____

Services (Check one in each category)

Water Supply:	Municipal	Existing	☐	Proposed	☐
	Private Well	Existing	☒	Proposed	☐
Sewage Disposal:	Municipal	Existing	☐	Proposed	☐
	Private	Existing	☒	Proposed	☐
Storm Drainage:	Open Ditch	Existing	☐	Proposed	☐
	Curb/Gutter	Existing	☐	Proposed	☐
	Other (specify)	_____			
Road Access:	Municipal	☐	Street Name:	_____	
	Regional	☒	Street Name:	<u>Island Road</u>	
	Provincial	☐	Street Name:	_____	
	Private	☐	Street Name:	_____	

5. Existing and Proposed Use of Subject Lands

Existing Land Use Designations

Scugog Official Plan: Agricultural, Natural Core Area, and Natural Linkage Area on Schedule "A" to the Township of Scugog Official Plan

Regional Official Plan: Agricultural System with a Regional Greenlands System overlay on Map 1 and Countryside Area on Map 1C of the Region of York Official Plan

Zoning By-law 14-14 Category

Current: Agricultural (AG), Agricultural with a holding provision (AG(H)) and Environmental Protection (EP)

Proposed: site-specific Environmental Protection and Rural Residential zone

Existing Buildings

Number of Buildings: 4 buildings

Type/Use of Buildings: Existing dwelling unit, inground pool with cabana and a detached garage/workshop storage building

Proposed Buildings

Number of Buildings: N/A

Type/Use of Buildings: _____

6. Concurrent or Subsequent Application Submissions for the Subject Land (or Lands within 120 metres):

Regional Official Plan	No	☒	Yes	☐	File No. _____
Scugog Official Plan	No	☒	Yes	☐	File No. _____
Site Plan Approval	No	☒	Yes	☐	File No. _____
Land Division/Consent	No	☒	Yes	☐	File No. _____
Plan of Subdivision	No	☒	Yes	☐	File No. _____
Plan of Condominium	No	☒	Yes	☐	File No. _____
Minor Variance	No	☒	Yes	☐	File No. _____

7. Details of Adjacent Properties

Adjacent Land Use

North: rural residential

South: rural residential

East: agricultural

West: rural residential

8. Reasons for Requesting Zoning By-law Change: _____

The proposal is to recognize and permit the existing small-scale luxury camping operation that
has been established as an accessory use to the principal rural residential use on the subject property

9. **Authorization of Property Owner for Agent to Make the Application:**

If the Applicant/Agent is NOT the Owner(s) of the property that is the subject of this application, the written authorization of the Owner(s) that the Applicant/Agent is authorized to make the application, must be included with this application, or the Authorization set out below must be completed.

I/We Kelley Hunter am/are the Owner(s) of the property that is the subject of this Zoning By-Law Amendment Application and I/we authorize Thorstone Consulting - Dan Stone to make this application on my/our behalf.

Kelley Hunter
Signature

December 14, 2023
Date

Signature

Date

10. **Authorization of Property Owner for Disclosure of Personal Information**

I/We Kelley Hunter am/are the Owner(s) of the property that is the subject of this Zoning By-law Amendment Application and I/we, for the purposes of the Freedom of Information and Protection of Privacy Act, consent to the disclosure of any personal information provided in the processing of this application, under the Planning Act, to any person or public body.

Kelley Hunter
Signature

December 14, 2023
Date

Signature

Date

11. **Affidavit to be Signed in the Present of a Commissioner**

I/We _____ of the _____ of _____
in the _____ of _____, do solemnly declare that:

I/We enclose herewith the non-refundable fees for this application and agree to pay any further costs which may be determined by the Council of the Township of Scugog (i.e. legal, planning engineering, etc.). In addition, depending on the nature of the application, a Financial Agreement with the municipality may be required to cover the cost of consulting services rendered to the Township in conjunction with the processing of this application. I/We also agree to reimburse the Township of Scugog for any costs which may be incurred before the Ontario Land Tribunal or awarded by the Tribunal arising as a result of this application; and

All above statements contained within and any information submitted with 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

_____ of _____

in the _____ of _____

this _____ day of _____, 20____. Signature of Applicant or Agent

Signature of Applicant or Agent

A Commissioner, etc.

Minimum Distance Separation (MDS) Data Sheet (Check if N/A ☒)

To be completed when applying for a new non-farm use within 500 metres (1640 feet) of an existing livestock facility.

Complete one sheet for each different set of buildings used for housing livestock.

Closest distance from livestock facility to the property boundary of the proposed change in land use: _____ metres.

Closest distance from manure storage to the property boundary of the proposed change in land use: _____ metres.

Tillable hectares where livestock facility located: _____ hectares.

Type of Livestock		Manure System (Place an "x" in one box only)					
		Maximum Housing Capacity #	Covered Tank	Open Solid Storage	Open	Default Font Face	Earthen Manure Storage
Dairy	☐ Milking Cows ☐ Heifers						
Beef	☐ Cows (Barn confinement) ☐ Cows (Barn with yard) ☐ Feeders (Barn confinement) ☐ Feeders (Barn with yard)						
Swine	☐ Sows ☐ Weaners ☐ Feeder Hogs						
Poultry	☐ Chicken Broiler/Roasters ☐ Caged Layers ☐ Chicken Breeder Layers ☐ Pullets ☐ Meat Turkeys (>10kg) ☐ Meat Turkeys (5-10kg) ☐ Meat Turkeys (<5kg) ☐ Turkey Breeder Layers						
Horses	☐ Horses						
Sheep	☐ Adult Sheep ☐ Feeder Lambs						
Mink	☐ Adults						
Veal	☐ White Veal Calves						
Goats	☐ Adult Goats ☐ Feeder Goats						
Other	☐ ()						

Owner of Livestock Facility: _____ Telephone: () _____

The above information was prepared by: _____

Name (Please Print)

Signature

Date