

# Zoning By-law Amendment



The Corporation  
of the City  
of Cambridge

City of Cambridge  
Planning Operations Division  
Planning Services Department  
50 Dickson Street, 3<sup>rd</sup> Floor  
Cambridge, Ontario, N1R 5W8  
519.740.4650

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## Application for a Zoning By-law Amendment under Section 34 of the Planning Act, R.S.O. 1990, Chapter P.13, as amended

### NOTE TO APPLICANTS:

This application form is to be used by persons or public bodies wishing to change the zoning designation on a specific parcel from the designation provided for in the City of Cambridge Zoning By-law. In this form, the term “subject land” means the land that is the subject of the proposed amendment to the Zoning By-law.

**N.B.** Submission of this application constitutes consent for authorized municipal staff to inspect the subject lands.

### COMPLETENESS OF APPLICATION:

The information requested by this application form must be provided by the applicant, and will be used to process the request under Section 34 of the Planning Act, and Ontario Regulation 545/06. If the information, including copies of the required plans and the applicable fees are not provided, the City may return the application or refuse to consider the application further until receipt of all the required information and fees have been provided.

This application form also sets out information (i.e. technical information or reports) that will assist the City, the Region and others in the planning evaluation of the proposed amendment. To ensure a prompt and complete review, all information must be submitted at the time of the application. In the absence of this information, it may not be possible to complete the review within the legislated time frame for making a decision. As a result, the application may be refused.

Pre-Submission Consultation is a requirement of the planning process. Applicants are advised to contact the Planning Operations Division to arrange a Pre-Submission Consultation Meeting with the Subdivision Coordinating Committee **prior** to submitting the application.

### USING THE APPLICATION FORM:

This application form must be completed by the owner or the owner's authorized agent. Where an agent makes the application, the owner's written authorization is required. If more than one person owns the subject lands, the authorization of all owners is required.

It is the responsibility of the applicant to research and evaluate the site and the proposal to ensure that the development will conform to the interests of the health, safety and welfare of future residents. Sufficient studies for the completion of the application should be carried out prior to submission and should be included with the application.

**SUBMISSION OF THE APPLICATION:**

An application submission must include:

- One original and one copy of the completed application form;
- The application fee as indicated in the Planning Services Department fee schedule;
- Fifteen (15) copies of a plan showing all items required by Ontario Regulation 545/06, as described below;
- A reduction of the proposed draft plan presented on an 8.5” x 11” SHEET OF MYLAR OR PHOTOGRAPHIC PAPER at an appropriate scale, clearly legible for reproduction by the City
- The required technical/information reports identified at Pre-Submission Consultation, as set out in Section 8.1
- Any other required information identified by the Region of Waterloo and the City of Cambridge during the Pre-Submission Consultation process.

**PLANS:**

Plans must be drawn on a single sheet, to scale and include:

- 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 and side lot lines;
  - The approximate location of all natural and artificial features that,
    - Are located on the subject land and on land that is adjacent to it, and
    - In the applicant’s opinion, may affect the application;
  - The current uses of land that is adjacent to the subject land;
  - 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;
  - If access to the subject land will be by water only, the location of the parking and docking facilities to be used; and
  - The location and nature of any easements affecting the subject land.
- \* Measurements are to be in metric units.

The copies of the proposed site plan and application form will be circulated to the Regional Municipality of Waterloo, persons and public bodies prescribed by the regulations and any other person or public body that may have an interest in the application.

## **SUBMISSION REQUIREMENTS:**

To assist in the review of the proposed Zoning By-law amendment, the City of Cambridge, Region of Waterloo and other public bodies may require that certain types of studies or reports be prepared in support of the proposed amendment. These may include; lots grading and drainage, traffic impact, noise, archaeological, heritage, environmental and hydrogeological etc. The need for and the timing of these studies, if required, will be identified during the pre-submission consultation meeting.

An application for a Zoning By-law amendment generally requires approximately 4 to 9 months to process. The procedure generally encompasses the following steps:

1. Pre-Submission Consultation and review of the proposed application by the Subdivision Coordinating Committee. The committee will notify the applicant of any additional materials (i.e. reports or studies) that must accompany their application.
2. The formal application is reviewed by Planning Operations staff to ensure all prescribed information and the required fee has been provided. The applicant will be notified, in writing, whether the application is considered 'complete'. Instructions regarding the Development Application Notification Sign will be sent to the applicant at this time.
3. If the application is complete, a "Notice of Application" regarding the requested Zoning Amendment will be circulated to land owners within 120 metres of the subject land and various Departments and agencies for comment. A notice will be posted in the Planning Services Department as well as a local newspaper.
4. A "Public Meeting" will be arranged by Planning Operations staff to be held at the next appropriately available meeting of the General Committee of City Council. The applicant is expected to attend this meeting to present the proposal and address any questions or concerns that may arise. Notice of this meeting will be in the same manner as, and may be combined with, the "Notice of Application" as described above.
5. A staff report containing a recommendation and conditions of approval, if required, will be prepared. A copy of this report will be mailed to the applicant prior to the review by the General Committee of Council.
6. The General Committee will consider the application and the staff report and will make recommendations to the Council of the City of Cambridge. If the application is approved by Council, the conditions must be fulfilled before the by-law will be enacted and in force.
7. After the amending by-law has been enacted by City Council, notice of passing of the by-law is given to land owners and various public agencies and there is a 20 day appeal period commencing the day after this notice of passing of the by-law is given. During this period, an appeal of Council's decision may be made to the Ontario Municipal Board. Should no appeal be lodged, the amending by-law is deemed to have come into force as of the date of passing of the enacting by-law.

**DEVELOPMENT APPLICATION SIGNS:**

The Cambridge Planning Services Department will supply the applicant with the required number of “Development Application Notification Sign(s)”. The applicant shall install such sign(s) at the subject lands in the following manner:

1. Immediately after the Development Application Notification Signs are issued;
2. Along the street frontages of the subject lands with one sign per frontage;
3. As near the street line as feasible;
4. At least one metre above grade and parallel to and facing the street;
5. Shall not be attached or nailed to trees.

Such Development Application Notification Sign(s) shall remain in place until the by-law comes into effect or the application is refused by Council. It is the responsibility of the applicant to remove the Development Application Notification Sign(s).

**HELP:**

If you require assistance in completing this application form, please call the City of Cambridge Planning Operations Division at 519.740.4650

Notes:

- Page 14 of the Application Form includes several declarations and authorizations that MUST be signed by the owner of the “subject lands” to which this application applies. If there is more than ONE owner, an additional copy of Page 14 must be completed and attached to the application for each additional owner.
- It is the responsibility of the owner(s)/applicant(s) to advise the City of Cambridge of any changes in ownership, agents, their names, addresses and telephone numbers etc. to ensure that you are advised of all matters pertaining to this application.
- Pre-submission consultation is required. Please contact the Planning Operations Division at 519.740.4650 to make arrangements for a pre-submission review.



The Corporation  
of the City  
of Cambridge

**Application for Approval of a  
Zoning By-law Amendment  
Under Section 34 of the Planning  
Act, R.S.O. 1990, Ch. P.13,  
as amended**

City Use Only

Date Received:	Date Accepted:	Fee Paid:	File No.
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**1.0 GENERAL INFORMATION**

Name	Address	Phone Nos.
1.1 Registered Owner of Subject Land*		Home
	Postal Code	Business
	Email Address	Fax
1.2 Applicant (if different)**		Home
	Postal Code	Business
	Email Address	Fax
1.3 Agent or Consultant		Home
	Postal Code	Business
	Email Address	Fax
1.4 Ontario Land Surveyor		Home
	Postal Code	Business
	Email Address	Fax
1.5 Persons or institutions who have any mortgage charge or encumbrance on the property		Home
	Postal Code	Business
	Email Address	Fax

\* If a numbered company, also give the name and address of the principal owner. If more than one owner, complete an additional page for each owner.

\*\* Owner's authorization (Part 11.0) required if applicant is not owner.

1.5 To whom should all correspondence be sent? (One only)

Owner  Applicant  Agent/Consultant

## 2.0 PRE-SUBMISSION CONSULTATION WITH PLANNING STAFF

Has the proposed amendment to the Zoning By-law, for which this application is being submitted, been the subject of pre-submission consultation with Planning Operations Division Staff?

Yes  No

If YES, when? \_\_\_\_\_

## 3.0 LOCATION OF LANDS

Assessment Roll No.	Lot	Concession	Former Twp.
Registered Plan No.	Lot(s)	Reference Plan No.	Part(s)
Municipal Address			

### 3.1 Particulars of Property (in metric units)

Frontage	Depth	Area
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3.2 Date that the subject land was acquired by the current owner:

\_\_\_\_\_

## 4.0 CURRENT USE OF LAND:

4.1 a) Existing use(s) of the subject land:

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

b) How long have the existing uses of the subject land continued?

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

4.2 a) Are there any existing buildings or structures on the existing lands?

Yes  No

b) If YES, please identify the type, height and dimensions or floor area of each building (in metres):

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c) If YES please identify the setbacks (in metres) of each building from the front, side, and rear lot lines (NOTE: an up-to-date survey may be submitted)

Front: \_\_\_\_\_

Side: \_\_\_\_\_

Rear: \_\_\_\_\_

d) Date of construction of all existing buildings: \_\_\_\_\_

e) Are any of these buildings to be demolished?

Yes  No

If YES, specify: \_\_\_\_\_

4.3 Are any buildings, structure or features on the subject lands or adjacent lands designated under the *Ontario Heritage Act* or in the process of being designated?

Yes  No

If YES, please explain: \_\_\_\_\_

4.4 Are there any existing easements or restrictive covenants affecting the subject land?

Yes  No

If YES, please describe: \_\_\_\_\_

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4.5 How is the subject land currently designated in the applicable Official Plans?

Regional Official Policies Plan: \_\_\_\_\_

City of Cambridge Official Plan: \_\_\_\_\_

4.6 Have you confirmed with the City that the proposed development meets all the requirements of the applicable Official Plan?

Yes  No

(If an Official Plan amendment is needed, it must be submitted to the City prior to or concurrently with this application)

4.7 How is the subject land currently zoned in the City of Cambridge Zoning By-law?

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4.8 Are there any site-specific zoning provisions?

Yes  No

If YES, explain: \_\_\_\_\_

4.9 Is the subject land within an area where the City of Cambridge has pre-determined minimum and maximum density requirements?

Yes  No

What are these requirements? \_\_\_\_\_

4.10 Is the subject land within an area where the City of Cambridge has pre-determined minimum and maximum height requirements?

Yes  No

What are these requirements? \_\_\_\_\_

**5.0 PROPOSED ZONING**

5.1 Zoning Category: Existing: \_\_\_\_\_  
Proposed: \_\_\_\_\_

5.2 What is the reason for the proposed zoning amendment?  
\_\_\_\_\_  
\_\_\_\_\_

5.3 Is this application for the removal of an 'H' holding provision:

Yes  No

5.4 Requested special zoning provisions, if known/applicable: \_\_\_\_\_  
\_\_\_\_\_

5.5 Proposed uses of land and/or buildings (please be specific – i.e. commercial – retail, office; apartment and number of units; industrial – warehouse, manufacturing. Also include approximate building size and estimated square footage of use).

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

5.6 Are any buildings or structures proposed to be built on the subject land?

Yes  No

b) If YES, please identify the type, height and dimensions or floor area of each building (in metres):

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

c) If YES please identify the setbacks (in metres) of each proposed building from the front, side, and rear lot lines (NOTE: an up-to-date survey may be submitted)

Front: \_\_\_\_\_

Side: \_\_\_\_\_

Rear: \_\_\_\_\_

5.7 Will the application alter the boundary of an area of settlement as shown or implement a new area of settlement from what is shown in Map 1 of the Official Plan?

Yes  No

*(If an Official Plan Amendment is needed, it must be submitted prior to or concurrently with this application)*

## 6.0 PROPOSED SERVICING

6.1 Sewage Disposal and Water Supply

Select (✓) the proposed sewage disposal and water supply servicing type from Table A and Table B. If applicable attach and provide the name of the servicing information/report(s) as indicated in Table A and Table B.

Name of servicing information/report(s):

\_\_\_\_\_

\_\_\_\_\_

**Table A – Sewage Disposal**

✓	Service Type	Action or Needed Information/Reports
	Publicly owned and operated piped sewage system	No action at this time. Region will need to confirm that capacity is available to service this application
	Privately owned and operated communal wastewater system <sup>3</sup>	Communal systems for the development of more than 5 residential lots/units: servicing options statement <sup>1</sup> , hydrogeological report <sup>2</sup> , and indication whether a public body is willing to own and operate the system <sup>3</sup> . For surface discharge an assimilative discharge capacity report is required. <sup>4</sup> Communal systems for the development of 5 or less residential lots/units and generating less than 4500 litres per day effluent: hydrogeological report. <sup>5</sup>
	Privately owned and operated individual septic system(s)	Individual septic systems for the development of 5 or less lots/units and generating less than 4500 litres per day effluent: hydrogeological report <sup>3</sup> .
	Other	To be described by the applicant

**TABLE B – WATER SUPPLY**

✓	Service Type	Action or Needed Information Reports
	Publicly owned and operated piped water system	No action at this time. Region will need to confirm that capacity is available to service this application.
	Privately owned and operated communal well(s)	Communal well system for the development of more than 5 lots/units: servicing options statements <sup>1</sup> , hydrogeological reports <sup>2</sup> and indication whether a public body is willing to own and operate the system <sup>3</sup>  Communal well systems for non-residential development where water will be used for human consumption: hydrogeological report <sup>2</sup>
	Privately owned and operated individual well(s)	Individual well for the development of more than 5 lots/units: servicing options statement <sup>1</sup> and hydrogeological report <sup>2</sup>  Individual wells for non-residential development where water will be used for human consumption: hydrogeological report <sup>2</sup>
	Other	To be described by the applicant

- 1 Confirmation that the Region concurs with the servicing options statement will facilitate the review of the application
- 2 All development on individual or communal septic tanks requires a hydrogeological report. Before undertaking a hydrogeological report, consult the Region about the type of hydrogeological assessment that the Region would expect to see given the nature and location of the proposal.
- 3 Where communal services (water and/or sewage) are proposed, ownership of these services must be in conformity with Regional Policy
- 4 Reviewed by MOEE and Region

6.2 Stormwater Drainage

A preliminary stormwater drainage report is required for all types of storm drainage. Select (✓) the proposed stormwater drainage servicing type from Table C. Attached and provide the name of the preliminary servicing information for the facility you have identified in the Table C.

Name of servicing information/report: \_\_\_\_\_

Have you attached a preliminary stormwater management report? Yes  No

If not attached in a separate report, in what report can it be found? \_\_\_\_\_

\_\_\_\_\_

**Table C – Storm Drainage**

✓	Service Type	Action or Needed Information/Reports
	Sewers	A preliminary stormwater management report is required. This report must be prepared to area municipal standards and be submitted with the application. A stormwater management plan will be needed prior to final approval of a plan of subdivision or as a requirement of site plan approval. If a hydrogeological report is required it should be prepared concurrent with the preliminary stormwater management report
	Ditches or Swales	
	SWM Pond	
	Infiltration trenches	
	Other	

6.3 Access

Select (✓) the proposed type of access from Table D. Attach and provide the information as indicated in Table D.

Name of servicing information/report: \_\_\_\_\_

**Table D – Road Access**

✓	Service Type	Action or Needed Information/Reports
	Provincial Highway	Application for an access permit should be made concurrent with this application. An access permit is required from MTO before any development can occur. Land use permits for any development adjacent to a highway is required from MTO
	Regional Road	No action at this time unless identified during pre-consultation. The Region will indicate acceptance of road alignment, access, and identify road widening(s) and road improvements if required when the application is circulated for comment.
	Municipal Road	No action at this time unless identified during pre-consultation. The municipality will indicate acceptance of road alignment and access when the application is circulated for comment.
	Water	Indicate parking, docking and distance to facilities from subject land and nearest road.
	Other	To be described by the applicant.

**7.0 STATUS OF OTHER RELATED PLANNING APPLICATIONS:**

7.1 Has the subject land ever been the subject of a previous application for an approval of a plan of subdivision, consent, approval of a site plan, minor variance, official plan or zoning by-law amendment application?

Yes  No

If YES, and if known, indicate the file number, the date of the application and the status of the application.

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7.2 Has the subject land ever been the subject of a Minister's Zoning Order?

Yes  No

If YES, and if known, indicate the Ontario Regulation number of that order.

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7.3 Is the plan consistent with the policy statements issued under subsection 3(1) of the Act?

Yes  No

7.3 Is the subject land within an area of land designated under any provincial plan or plans?

Yes  No

If YES, Name of plan(s): \_\_\_\_\_

Does the plan conform to, or does not conflict with, the applicable provincial plan(s)?

Yes  No

## 8.0 PLAN CHECKLIST

8.1 Have you included a plan showing the required information listed below?

- a) The boundaries and dimensions of the subject land
- b) The existing and proposed contours of the subject land
- c) The proposed locations, dimensions, heights, areas and coverage of the following:
  - Buildings and structures
  - Building lines
  - Yards
  - Amenity areas
  - Play areas
  - Planting strips
  - Off-street loading areas
  - Lights and signs
  - Garbage storage facilities
  - Pedestrian and vehicular access
  - Abutting streets (location, width and name). Indicate type (unopened allowance, public travelled road, private road or a right-of-way)
  - Lanes and widenings
  - Railways
  - Watercourses

- Drainage ditches
- Banks of rivers or streams, wetlands
- Wooded areas
- Wells and septic tanks
- d) The location, type and coverage of existing vegetation and proposed landscaping
- e) The legend including all pertinent data relating to the land, type of proposed changes, number of units, etc.
- f) The current uses of land that is adjacent to the subject land
- j) The proposed use of buildings and structures, including floor areas, dimensions and individual uses
- q) Other \_\_\_\_\_
- r) Other \_\_\_\_\_

**9.0 OTHER INFORMATION**

9.1 During the pre-submission consultation the required reports and studies would have been identified. Have you attached the required number of reports or studies identified during the pre-submission consultation?

- |                                |                              |                              |
|--------------------------------|------------------------------|------------------------------|
| a) Stormwater Management       | Yes <input type="checkbox"/> | N/A <input type="checkbox"/> |
| b) Environmental Report        | Yes <input type="checkbox"/> | N/A <input type="checkbox"/> |
| c) Noise Study (rail/road)     | Yes <input type="checkbox"/> | N/A <input type="checkbox"/> |
| d) Noise Study (stationary)    | Yes <input type="checkbox"/> | N/A <input type="checkbox"/> |
| e) Noise Study (highway)       | Yes <input type="checkbox"/> | N/A <input type="checkbox"/> |
| f) Noise Study (Regional road) | Yes <input type="checkbox"/> | N/A <input type="checkbox"/> |
| j) Servicing Options           | Yes <input type="checkbox"/> | N/A <input type="checkbox"/> |
| k) Hydrogeological             | Yes <input type="checkbox"/> | N/A <input type="checkbox"/> |
| l) Soils / Geotechnical        | Yes <input type="checkbox"/> | N/A <input type="checkbox"/> |
| m) Water Pressure              | Yes <input type="checkbox"/> | N/A <input type="checkbox"/> |
| n) Tree Management             | Yes <input type="checkbox"/> | N/A <input type="checkbox"/> |
| p) Environmental Assessment    | Yes <input type="checkbox"/> | N/A <input type="checkbox"/> |
| q) Other _____                 | Yes <input type="checkbox"/> | N/A <input type="checkbox"/> |
| r) Other _____                 | Yes <input type="checkbox"/> | N/A <input type="checkbox"/> |

N/A = not applicable to this application

9.2 Is there any other information that may be useful to the Region, public bodies or other agencies in reviewing this application (i.e., efforts made to resolve outstanding objections or concerns)? If so, please explain below or attach on a separate sheet.

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**10.0 AFFIDAVIT OR SWORN DECLARATION:**

I, \_\_\_\_\_ of the \_\_\_\_\_  
(Name of Owner) (City/Town or Township)

in the \_\_\_\_\_ make oath and say (or solemnly declare)  
(Region or County)

that the information contained in this application is true and accurate, the information contained in the documents that accompany this application is true and that the owner as of the day on which this application is made has unconditional ownership of the subject lands and has disclosed any agreements or encumbrances that apply to the subject lands.

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

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**11.0 AUTHORIZATIONS OF OWNER FOR AGENT TO MAKE THE APPLICATION:**

If the applicant is not the owner of the subject land, the written authorization of the owner that the applicant is authorized to make the application must be completed by the owner.

I, \_\_\_\_\_, am the owner of the land that is the  
(Owner's Name)

subject of this application for approval of an amendment to the Zoning By-law, and I

authorize \_\_\_\_\_ to make this application on my behalf.  
(Name of Agent)

\_\_\_\_\_  
Date

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

The personal information contained on this form is collected pursuant to the Planning Act and will be used for the purpose of responding to your application. If you have any questions on the gathering of personal information, you can contact the City's Freedom of Information and Privacy Coordinator who can be reached through the Clerk's Division of the Corporate Services Department at 519.740.4680, ext. 4610.

<b>For Office Use Only</b>	
File Number Assigned:	_____
AMANDA Number Assigned:	_____
Planner Assigned To:	_____