



## Official Plan and/or Zoning By-law Amendment Application Form

Development Planning Section  
Community Development Department  
50 Dickson Street, 3<sup>rd</sup> Floor, P.O. Box 669  
Cambridge, Ontario N1R 5W8  
Tel: 519-623-1340  
TTY: 519-623-6691

**Application for Official Plan amendment and/or Zoning By-law amendment under sections 22, 34, 36, and 39 respectively of the Planning Act, R.S.O. 1990 Chapter P.13, as amended.**

### CHECKLIST FOR THE APPLICANT

- One (1) original** and **one (1) hard copy** of the completed application form;
- Two (2) hard copies** of the required technical/information reports identified at Pre-Submission Consultation, as set out in Section 15.0 and any other required information identified by the Region of Waterloo and the City of Cambridge;
- Six (6) hard copies** of a plan showing all items required by Ontario Regulation 545/06, as amended for Zoning By-law Amendment and/or Ontario Regulation 543/06, as amended for Official Plan Amendment;
- The application fee as indicated in the fee schedule;
- Notice of Source Protection Plan Compliance (Section 59 Notice), if applicable. Notices can be obtained from the [Region's TAPS Website](#);
- A completed and signed Sanitary Sewer Servicing Capacity Analysis and fee if not submitted at pre-consultation;
- A completed and signed Permission to Enter Private Property Form;
- A completed and signed Authorization of all Owner(s) for Agent to submit the Application Form;
- A completed and signed Contaminated Site Screening Questionnaire
- Digital Copies of all plans, drawings, and supportive materials on either a USB drive or CD.

## **NOTE TO APPLICANTS:**

Staff will identify at the Pre-consultation Meeting if the application will be considered minor or major.

The applicant grants the City permission to reproduce, in whole or in part, any document submitted as part of a complete application for internal use, inclusion in staff reports or distribution to the public either online or through other means (such as email) for the purpose of application review.

Submission of this application constitutes consent for authorized municipal staff to inspect the subject land.

## **COMPLETENESS OF THE APPLICATION:**

The information requested for this application must be provided by the applicant. 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.

This application form also sets out information (i.e. technical information or reports) that will assist the City, the Region and others in the evaluation of the proposal. 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 deferred or refused.

Pre-Submission Consultation is a requirement of the planning process. Applicants are advised to contact the Development Planning Section to arrange a Pre-Submission Consultation Meeting with the Pre-consultation 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 the public. Sufficient studies for the completion of the application should be carried out prior to submission and should be included with the application.

## **PLANS (For Zoning By-law Amendment):**

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 height, 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;
  - Current parking identifying the number of spaces based on the City's Zoning Standards for parking spots;
  - The location and nature of any easements affecting the subject land.
- \* Measurements are to be in metric units.

The copies of the proposed concept 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 proposal, 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 proposal. These may include: lot grading and drainage; traffic impact; noise; archaeological; heritage; environmental; hydrogeological; etc. The need for and the timing of these studies, if required, will be identified during the pre-submission consultation meeting.

## **PROCESS:**

An application for a Zoning By-law and/or Official Plan amendment generally encompasses the following steps:

1. Pre-submission consultation and review of the proposed application by the Pre-consultation 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 Development Planning 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 posting the Development Application Notification Sign on the property will be sent to the applicant at this time.
3. If the application is complete, a "Notice of Application" regarding the requested Official Plan and/or Zoning By-law Amendment will be circulated to landowners within 120 metres of the subject land and various Departments and agencies for comment. A notice will also be posted in a local newspaper.
4. A "Public Meeting" will be arranged by Development Planning staff to be held at the next appropriately available meeting of the Planning and Development Committee. 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. The public meeting matters are referred back to City Staff and agencies for review.
6. A staff report containing a recommendation will be prepared. A copy of this report will be emailed to the applicant prior to the review by the Planning and Development Committee.
7. The Planning and Development Committee will consider the proposal and the staff report and will make recommendations to the Council of the City of Cambridge. Alternatively, Council could refuse or defer the application to a subsequent meeting.
8. After the amending by-law for Zoning By-law amendments has been enacted by City Council, notice of passing of the by-law is given to landowners 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 Local Planning Appeals Tribunal. 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. Official Plan amendments are approved by the Region of Waterloo. Zoning By-law amendments which are tied to an Official Plan amendment are passed only after the Official Plan amendment has been approved by the Region and the appeal period has passed.

**Development Application Notice Sign(s):**

The City of Cambridge, Community Development Department will supply the applicant with the required number of “Development Application Notification Sign(s)”. The applicant shall install such Development Application Notification Sign(s) at the site in the following manner:

1. Immediately after the Development Application Notification Signs are issued;
2. Along the street frontages of the property 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, utility poles, or buildings.

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 Community Development Department, Development Planning Section at 519-623-1340 and ask to speak to a planner.

**Notes:** The applicant grants the City permission to reproduce, in whole or in part, any document submitted as part of a complete application for internal use, inclusion in staff reports or distribution to the public either online or through other means (such as email) for the purpose of application review.

Page 19 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 19 must be completed and attached to the application for each additional owner.

It is the responsibility of the owner(s)/agent 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 Development Planning Section at 519-623-1340 to make arrangements for a pre-submission review.



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Tel: 519-623-1340  
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City use only

Date received:	Date accepted:	Fee paid:	File No.
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**Is this a resubmission of an earlier application?**

- Yes (File No. \_\_\_\_\_)       No       Unknown

**This application is for (please select all that apply):**

- Zoning By-law Amendment (Minor)       Official Plan Amendment (Minor)  
 Zoning By-law Amendment (Major)       Official Plan Amendment (Major)  
 Removal of "H" Holding Provision       Temporary Use By-law

**Please briefly describe the proposal:**

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### 1.0 General Information

Municipal Address: \_\_\_\_\_

Lot: \_\_\_\_\_ Concession: \_\_\_\_\_

Registered Plan No. \_\_\_\_\_ Lot(s): \_\_\_\_\_

Reference Plan No. \_\_\_\_\_ Part(s): \_\_\_\_\_

Have there been any previous pre-consultation or development applications submitted for the subject property? Yes  No

File No. \_\_\_\_\_

Date that the subject land was acquired by the current owner: \_\_\_\_\_

### 1.1 Registered Owner\* (Applicant)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext. \_\_\_\_\_

Email: (required): \_\_\_\_\_

\*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

### 1.2 Agent or Consultant

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext. \_\_\_\_\_

Email (required): \_\_\_\_\_

**1.3 Primary Contact**

All contact with the City of Cambridge regarding this application will go through a single point person. Please indicate who the primary point of contact is:

Registered Owner

Agent/Consultant

**1.4 All Persons or Institutions who have Mortgage, Charge or Encumbrance on the Subject Property**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext. \_\_\_\_\_

Email: (required): \_\_\_\_\_

**2.0 Particulars of Property**

Frontage (m):

Depth (m):

Area (m<sup>2</sup>):



**3.0 Existing Conditions**

Existing use(s) of the Property:

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

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Existing Zoning: \_\_\_\_\_  
\_\_\_\_\_

Are there any site-specific zoning provisions? Yes  No

If **yes**, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Yes  No

If **yes**, what are these requirements?

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**3.0 Existing Conditions (Continued)**

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

Designation in Region of Waterloo Official Plan: \_\_\_\_\_

Are there any existing buildings or structures on the existing lands?

Yes  No

If **yes**, please identify the type, height and dimensions or floor area of each building (in metres): \_\_\_\_\_

\_\_\_\_\_

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

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

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

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

Date of construction of all existing buildings:

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

Are any of the existing buildings proposed to be demolished?

Yes  No

If **yes**, please explain:

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

Are there any buildings on or adjacent to the subject land that are designated under the Ontario Heritage Act or listed on the City's Heritage Register?

Yes  No

If **yes**, please explain: \_\_\_\_\_

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

<b>4.0 Existing Conditions (Continued)</b>	
<p>Are there any existing easements or restrictive covenants affecting the subject land?</p> <p>If <b>yes</b>, please describe: _____</p> <p>If <b>yes</b>, please identify the setbacks (in metres) of each easement from the front, side, and rear lot lines (NOTE: an up-to-date survey may be required):</p> <p>Front: _____</p> <p>Side: _____</p> <p>Rear: _____</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>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 the Official Plan? If an Official Plan Amendment is needed, it must be submitted prior to or concurrently with this application.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

<b>5.0 Proposed Zoning (To be completed if requesting a Zoning By-Law Amendment, "H" Removal, and/or Temporary Use By-law)</b>	
Proposed Zoning:	
What is the reason for the proposed zoning amendment?	
<p>_____</p> <p>_____</p>	
Is this application for the removal of a 'H' holding provision?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Requested special zoning provisions, if known/applicable:	
<p>_____</p> <p>_____</p>	
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). Attach a separate sheet with the required information if needed.	
<p>_____</p> <p>_____</p>	

**5.0 Proposed Zoning (To be completed if requesting a Zoning By-Law Amendment, "H" Removal, and/or Temporary Use By-law) (Continued)**

Are any buildings, additions, or structures proposed to be built on the subject land?  
If **yes**, please identify the type, height and dimensions or floor area of each building (in metres) If the use is Commercial, please identify the net floor area of each unit:

Yes  No

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**Section A – To be completed if the proposed amendment is to add a new policy or change, delete or replace approved Official Plan Policy**

**6.0 Purpose of the Proposed Amendment:**

a) Please explain the purpose of the proposed amendment:

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b) Policy Number to be changed, replaced, or deleted: \_\_\_\_\_

The text of the proposed amendment must be included if a policy is being added, or if a policy is being changed, replaced or deleted in the Official Plan. Is the text attached?

Yes

No

**Section B – To be completed if the proposed amendment would change the land use designation on a property**

7.0 Proposed Amendment	
Does the proposed amendment change or replace a designation in the Official Plan? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Existing Zoning:	
Proposed Zoning:	
Designation in City of Cambridge Official Plan: _____	
Designation in Region of Waterloo Official Plan: _____	
Proposed Designation: _____ _____	
Does the proposed amendment alter all or any part of the boundary to the City Urban Area?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the subject land included within an area where there is an approved watershed plan, if any? Name of Plan: _____	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the proposed amendment consistent with the recommendations of the watershed plan, if any?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the proposed amendment being submitted to satisfy Environmental Assessment Act requirements? If <b>yes</b> , attach a copy of the materials prescribed in the regulation.	Yes <input type="checkbox"/> No <input type="checkbox"/>
The proposed map must be included if the proposed amendment changes or replaces a map in the Official Plan. Is the map attached?	Yes <input type="checkbox"/> No <input type="checkbox"/>
A location plan showing the location of the property and any existing site features must accompany the amendment application. Is the location plan attached?	Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>8.0 Proposed Servicing and Required Information and Reports</b>	
<b>Sewage Disposal</b>	
<p>Select (✓) the proposed sewage disposal and water supply servicing type. If applicable, attach and provide the name of the servicing information/report(s) as indicated.</p> <p>Name of servicing information/report(s) submitted with this application:</p> <hr/> <hr/> <hr/>	
<b>✓</b>	<b>Service Type</b>
	<p>Publicly owned and operated piped sewage system</p> <p>No action at this time. Region will need to confirm that capacity is available to service this application.</p>
	<p>Privately owned and operated communal wastewater system</p> <p>Communal systems for the development of more than 5 residential lots/units: servicing options statement<sup>1</sup>:</p> <ul style="list-style-type: none"> <li>• hydrogeological report<sup>2</sup></li> <li>• Indication whether a public body is willing to own and operate the system<sup>3</sup></li> <li>• For surface discharge an assimilative discharge capacity report is required.<sup>4</sup></li> </ul> <p>Communal systems for the development of 5 or less residential lots/units and generating less than 4500 litres per day effluent:</p> <ul style="list-style-type: none"> <li>• hydrogeological report.</li> </ul>
	<p>Privately owned and operated sewage disposal system(s)</p> <p>Individual septic systems for the development of 5 or less lots/units and generating less than 4500 litres per day effluent:</p> <ul style="list-style-type: none"> <li>• hydrogeological report.<sup>3</sup></li> </ul>
	<p>Other (describe):</p> <p>To be described by the applicant.</p>

**8.0 Proposed Servicing and Required Information and Reports (Continued)**

**Water Supply**

✓	<b>Service Type</b>
	Publicly owned and operated piped water system* No action at this time. City will need to confirm that capacity is available to service this application.
	Privately owned and operated communal well(s) Communal well system from the development of more than 5 lots/units: <ul style="list-style-type: none"> <li>• Servicing options statment<sup>1</sup></li> <li>• Hydrogeological reports<sup>2</sup></li> <li>• Indication whether a public body is willing to own and operate the system<sup>3</sup>.</li> </ul> Communal well systems for non-residential development where water will be used for human consumption: <ul style="list-style-type: none"> <li>• hydrogeological report<sup>2</sup></li> </ul>
	Privately owned and operated individual well(s) Individual well for the development of more than 5 lots/units: <ul style="list-style-type: none"> <li>• servicing options statment<sup>1</sup></li> <li>• hydrogeological report<sup>2</sup> .</li> </ul> Individual wells for non-residential development where water will be used for human consumption: <ul style="list-style-type: none"> <li>• hydrogeological report<sup>2</sup></li> </ul>
	Other: To be described by the applicant.

<sup>1</sup>Confirmation that the Region concurs with the servicing options statement will facilitate the review of the application.

<sup>2</sup>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.

<sup>3</sup>Where communal services (water and/or sewage) are proposed, ownership of these services must be in conformity with Regional Policy.

<sup>4</sup>Reviewed by the Province and Region.

\*Applications to take more than 50,000 litres per day will require Provincial approval.

<b>8.0 Proposed Servicing Required Information and Reports (Continued)</b>							
<b>Property Access</b>							
<b>✓</b>	<b>Service Type</b>						
	<b>Provincial Highway</b> Application for an access permit should be made concurrent with this application. An access permit is required from the Ministry of Transportation of Ontario before any development can occur. Land use permits for any development adjacent to a highway is required from the Ministry of Transportation of Ontario.						
	<b>Regional Road</b> 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.						
	<b>Municipal Road</b> No action at this time unless identified during pre-consultation. The municipality will indicate acceptance of road alignment, access, and identify road widening(s) and road improvements if required when the application is circulated for						
	<b>Water</b> Indicate parking, docking and distance to facilities (e.g. Private road/condo road) from subject land and nearest road.						
	Other (describe):						
<b>Stormwater Drainage</b>							
<b>✓</b>	<b>Service Type</b>						
	<table border="1"> <tr> <td style="width: 20%;">Sewers</td> <td rowspan="5">           A preliminary stormwater management report is required with this application. This report must be prepared to area municipal standards and be submitted with the application. If this application is eventually approved 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         </td> </tr> <tr> <td>Ditches or Swales</td> </tr> <tr> <td>SWM Pond</td> </tr> <tr> <td>Infiltration trenches</td> </tr> <tr> <td>Other</td> </tr> </table>	Sewers	A preliminary stormwater management report is required with this application. This report must be prepared to area municipal standards and be submitted with the application. If this application is eventually approved 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
Sewers	A preliminary stormwater management report is required with this application. This report must be prepared to area municipal standards and be submitted with the application. If this application is eventually approved 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							
Attach and provide the servicing information for the facility you have identified. If known, name of servicing information/report: _____							
Have you attached a preliminary stormwater management report? Yes <input type="checkbox"/> No <input type="checkbox"/>							



## 9.0 Source Water Protection Area

Is the subject site located within a Source Water Protection Area? Please see the [Region's TAPS Website](#); to confirm.

Yes  No

If **yes**, has the following information been provided?

Notice of Source Protection Plan Compliance (Section 59 Notice)

## 10.0 Affordable Housing

a) Is this application for an **affordable ownership**\* housing project? Yes  No

b) Is this application for an **affordable rental**\* housing project? Yes  No

If **yes**, to either a) or b) please contact the Senior Planner – Reurbanization to confirm eligibility for the City of Cambridge's Affordable Housing Community Improvement Plan program.

**Note:** Eligible affordable housing projects are exempt from development application, building permit and sign fees. Projects may be eligible for deferral of development charges and Tax Increment Grants.

\*in accordance with Canada's Mortgage and Housing Corporation's current rental or ownership rates

**11.0 Related Planning Applications**

Are there any other applications under the Planning Act, such as for a Plan of Subdivision, Consent, Severance, Minor Variance, Site Plan, Official Plan Amendment, or Zoning By-law Amendment?

Yes  No

If **yes**, and if known, indicate the file number, the date of the application and the status of the application: \_\_\_\_\_

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

Are there applications under the Planning Act such as for a Plan of Subdivision, Consent, Minor Variance, or Site Plan that include land within 120 metres of the subject land?

Yes  No

If **yes**, description of the land within 120 metres of the subject land, the purpose of the application and the effect on the proposed amendment, and the status of the application:

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

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:

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

## 12.0 Planning Compliance

Will this application alter the boundary of an area of settlement as shown or implement a new area of settlement from what is shown in current Official Plan policies? Yes  No

Does this application remove land from an area of employment as designated in current Official Plan policies? Yes  No

Is the application consistent with the policy statements issued under subsection 3(1) of the Planning Act? Yes  No

Is the subject land within an area of land designated under any provincial plans (i.e. Places to Grow Plan)? Yes  No

If **yes**, please name the plan(s): \_\_\_\_\_

Does the plan conform to the applicable provincial plan(s)? Yes  No

## 13.0 Public Consultation Strategy

Please indicate below a strategy for consulting the public with respect to the proposed development application(s). At least one (1) mandatory public meeting is required under the Planning Act. Due to the nature of some development applications, additional public consultation may be required.

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#### 14.0 Concept Plan Checklist

Have you included a Concept 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
  - Water 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 adjacent to the subject land
- g) The proposed use of buildings and structures, including floor areas, dimensions and individual uses
- h) Other: \_\_\_\_\_

15.0 Reports and Studies*	Attached	# of Copies
<p>During the Pre-Consultation Meeting, City Planning staff, Region of Waterloo and other agencies will identify the number of copies and type of reports and studies that are required in order to review this application and deem it complete. Based upon the final pre-consultation notes, please check the reports and studies that are included with this application and the number of copies attached. All studies must be prepared by qualified professionals.</p>		
PDFs of all Reports and Drawings (CD or USB drive)		
Planning Justification report		
Land use planning study		
Environmental Impact Study		
Urban Design Brief (Terms of Reference are attached)		
Preliminary Site Plan		
Axonometric or Massing Plan		
Retail Impact Study		
Noise Study (Traffic, Rail, and Stationary)		
Transportation Impact Study		
Archaeological Assessment		
Functional Servicing Report		
Stormwater Management Report		
Hydrogeological Study		
Heritage Impact Statement		
Preliminary Site Grading and Site Servicing		
Soils/Geotechnical Study		
Tree Management and Inventory Plan		
Environmental Record of Site Condition Acknowledgement		
Clean Water Act Section 59 Notice		
Public Consultation Strategy		
Other:		

\*Applicants should note that studies may be posted on the City’s website to assist the public in understanding the application. Submission of the application gives consent to the City to post those studies on the City’s website at the City’s discretion.

**16.0 Other Information**

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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**Completeness of Application**

I/we understand that receipt of this application by the City of Cambridge does not guarantee it to be a ‘complete’ application. Further review of the application will be undertaken and I/we may be contacted to provide additional information and/or resolve any discrepancies or issues with the application as submitted. Once the application is deemed to be fully complete, the application fee will be deposited and the application will be processed.

**Reproduction and Distribution of Documents**

The applicant/owner grants the City of Cambridge permission to reproduce, in whole or in part, any document submitted as part of a complete application for internal use, inclusion in staff reports or distribution to the public either online or through other means (such as email) for the purpose of application review.

If the applicant believes there may be a security risk by allowing the public to view any portion of their submission, they must provide documentation to support their concerns and indicate the sensitive documents. The Deputy City Manager of Community Development (or designate) will consider any concerns and may agree to restrict reproduction of applicable documents for internal use or public distribution.

**Acknowledgement and Permission to Enter Property**

Submission of this application constitutes consent for authorized staff and committee members of the Corporation of the City of Cambridge to enter upon the subject land and premises during normal business hours for the purpose of conducting site visits, including photographs, which are necessary for evaluating the merits of this application. Should there be a need for the accompanying of staff or a committee member on a site inspection due to the operations of the business (security/health and safety), please confirm this by checking the box below and indicating who to arrange a site visit with.

- City Staff and committee members are permitted to enter the property.
- Due to security/health and safety reasons City Staff and/or Committee members will need to be accompanied while on site by trained personnel. To schedule a site visit please contact the agent.

\_\_\_\_\_  
Signature of Agent/Owner

\_\_\_\_\_  
Date

**Affidavit or sworn declaration:**

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

in the \_\_\_\_\_  
(Region or County)

make oath and say (or solemnly declare) 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 Owner

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

**Authorization of Owner(s) for Agent to Make the Application**

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

I, \_\_\_\_\_, am the owner of the land that is the subject of this application, and I authorize \_\_\_\_\_ to make this application on my behalf.

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

\_\_\_\_\_  
Date

**For Properties with more than one owner, please attach additional authorization sheets.**

The personal information contained on this form is collected pursuant to the Planning Act, R.S.O. 1990, Chapter 13, as amended. This information is required in order to process this development application and forms part of the public record. If you have any questions on the gathering of personal information, please contact the City’s Deputy City Clerk/Manager of Information Management and Archives, who can be reached through the Clerk’s Division of the Corporate Services Department at 519-623-1340, ext. 4583.



**CONTAMINATED SITES SCREENING QUESTIONNAIRE**

City of Cambridge Procedure for Contaminated Sites Redevelopment 2009  
(As per Official Plan Policies)

Does the application propose development on private services (septic system) or redevelopment on a site where private services either are or were used?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does the application involve lands or is it adjacent to lands where there is reason to believe that the lands may be contaminated due to historical land use?*	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please specify: _____	
Does the application involve land or is it adjacent to lands where private or regional land filling has occurred?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the nearest boundary line of the application within 500m of the nearest boundary line of an operational/non-operational public or private landfill or dump?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you aware of any underground storage tanks and/or buried waste on the property?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has an Environmental Site Assessment/Record of site condition been prepared for the site?	Yes <input type="checkbox"/> No <input type="checkbox"/>

\*Possible offending uses can include: disposal of waste materials; raw material storage; residues left in containers; maintenance activities and spills; and/or application of fertilizers. Some commercial properties such as gasoline stations, automotive repair garages, and dry cleaning plants have similar potential. The longer a property is under industrial or similar use, the greater the potential for site contamination. Also, a series of different industrial or like uses upon a site could potentially increase the number of chemicals which are present.

**Note:** Procedure adopted by Cambridge City Council require the owner to certify that the site meets the criteria of the Provincial Brownfields Regulation for the proposed use before the application is accepted for processing and further the application will not receive final approval or may include holding provisions requiring a Record of Site Condition and additional application to remove the holding.

To the best of my knowledge, there are no other reasons to believe that the site is contaminated.

\_\_\_\_\_  
Signed by Owner

\_\_\_\_\_  
Date

## Fee Schedule

Please list all fees that apply to your application submission. The current fee schedule for applications can be accessed at <https://www.cambridge.ca/en/build-invest-grow/Planning-Process.aspx>.

<b>Official Plan Amendment</b>	
Minor	\$ _____
Complex/Major	\$ _____
<b>Zoning By-law Amendment</b>	
Minor applications - involving a single detached dwelling unit	\$ _____
Minor applications - non-residential or residential with two or more units	\$ _____
Complex/Major	\$ _____
<b>Combined Official Plan Amendment and Zoning By-law Amendment</b>	
Minor	\$ _____
Complex/Major	\$ _____
<b>Removal of "H" Holding Symbol</b>	
	\$ _____
<b>Temporary Use Provision</b>	
	\$ _____
<b>Heritage Impact Assessment Fee (if applicable)</b>	
	\$ _____
<b>Total</b>	\$ _____

Please be advised that the Regional Municipality of Waterloo requires additional fees for the processing of your application. If applicable, these fees may be submitted along with this application form (separate cheque payable to the Region of Waterloo is required), which will be forwarded on your behalf. The Grand River Conservation Authority may require additional fees that must be paid directly to them. Accepted methods of payment for fees include: cash; debit card; credit card; and personal or company cheques. All cheques should be made payable to the Corporation of the City of Cambridge. Debit card and credit card payments must be made in person at the Community Development counter, 3rd floor, 50 Dickson Street, Cambridge, ON. Please note additional service charges may apply to credit card payments.

# Urban Design Brief

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## Terms of Reference for an Official Plan and/or Zoning By-law Amendment

### **Introduction:**

Urban design is generally characterized as the small and large elements of the built environment that together create a place. These elements, collectively, form cities, connect people to public spaces and create functional, attractive and sustainable urban environments. The City of Cambridge has prepared Urban Design Guidelines for each of the City's three core areas and has outlined policies in the Official Plan to guide development. The Economic Development Division has also prepared Industrial Design Guidelines for developments within the City's industrial parks.

An Urban Design Brief is a visual document that provides the rationale behind the design of a development and demonstrates how the design principles and policies set out by the City of Cambridge are being implemented. Briefs are required for a variety of development projects, including development within the core areas of Downtown Galt, Preston Towne Centre and Hespeler Village. Urban Design Briefs may also be required for infill and redevelopment projects. Staff will confirm if an Urban Design Brief is required as part of the submission of a complete development application at the Pre-consultation meeting.

Urban Design Briefs submitted as part of an Official Plan and/or Zoning By-law Amendment should provide a preliminary analysis of the site. The Brief should consider both the existing conditions and the proposed development and demonstrate that an Official Plan and/or Zoning By-law Amendment supports good design and planning.

During the Site Plan review stage a more detailed Brief may be required that outlines specific design details and materials. This requirement will be identified as part of the Site Plan Pre-consultation meeting. The Terms of Reference for Site Plan applications is provided in a separate document.

### **Content:**

The Urban Design Brief must be analytical in nature and demonstrate how the proposed development implements Chapter 5 – Urban Design of the Official Plan and the Urban Design Guidelines. Applicable policies should be considered from the outset of the development process to present an ideal design solution. The Brief should be a visual document with supporting text as necessary. The following components are required:

## **1. Introduction and Context**

### **a) Vision and Design Goals**

Provide an introduction about the site and illustrate the vision and guiding design principles for the proposed development. Indicate the desired outcome and goal of the development.

### **b) Policy Analysis**

Provide a brief analysis on the applicable City documents and policies, indicating how the vision for the proposed development aligns with the City's vision. This section should identify the policies most relevant to the development. Applicable documents may include:

- City of Cambridge Official Plan;
- Downtown Urban Design Guidelines;
- Main Street Urban Design Guidelines;
- Hespeler Village Streetscape Plan & Urban Design Guidelines;
- Preston Towne Centre Streetscape Plan & Urban Design Guidelines;
- Industrial Design Guidelines; and
- Any other related policies.

### **c) Context Analysis**

Provide a detailed spatial analysis of the site and neighbouring areas within a 400m radius. The analysis should include a variety of features including, but not limited to:

- Morphology of the immediate area, including a figure-ground diagram and built form character;
- Cultural heritage;
- Surrounding land uses;
- Landmarks, gateways, and nodes;
- Public buildings and schools;
- Natural features, landscaping, and topography;
- Views corridors and vistas to and from the site;
- Connections and relationships to public open spaces; and
- Transportation networks to and from the site (cycling, pedestrian, transit, and vehicular).

## **1. Conceptual Design**

**Please note:** At the Official Plan and/or Zoning By-law Amendment stage complete details regarding the site and building design may not be known. It will be at the discretion of planning staff if a scoped Urban Design Brief will be acceptable.

### **a) Site Design**

The site design will be finalized at the Site Plan Application stage. However, the Brief must demonstrate the proposed Official Plan and/or Zoning By-law Amendment will support functional development. The Brief should provide conceptual drawings, such as a master plan or site plan. Important elements include:

- Master plan for large and/or phased sites, including adjacent lands when appropriate;
- Transitions to adjacent uses and other buildings within the site;
- Position of buildings and orientation to street edges and sidewalks;
- Location of main building entrance(s);
- Landscaping, public art and amenity areas; and
- Basic parking and loading functions.

### **b) Built Form and Architectural Design**

Preliminary building design details should be known at the Official Plan and/or Zoning By-law Amendment stage to demonstrate the proposed development is compatible with the surrounding area. Applicable drawings include architectural cross-section, renders, and diagrams depicting the following design elements:

- Building height and massing, including setbacks and stepbacks;
- Relation to existing streetscape character and streetscape improvements;
- Architectural style; and
- Additional considerations for corner buildings, landmarks, and gateways.

### **c) Heritage Analysis**

The City of Cambridge contains a variety of cultural and natural heritage resources, including three Heritage Conservation Districts and approximately 1000 properties designated or listed on the Heritage Properties Register. Proposed development that includes, or is adjacent to, cultural heritage features should emphasize preservation and enhancement of that cultural heritage resource in terms of materials, landscape, architectural pattern and compliance with applicable provincial and municipal standards and policies. The Brief should contain an analysis of the heritage feature(s) and present design solutions to integrate, enhance, and protect cultural heritage. Proposals should also identify any compatibility issues and present appropriate mitigation options through design. **This section does not replace the need for a Heritage Impact Assessment (HIA) when required.**

### **d) Sustainability Analysis**

Indicate how the project incorporates sustainable building practices in terms of the development itself and contributions to the surrounding area. This could include Low Impact Development (LID), energy efficiencies, reduced carbon emissions and intent to apply for Leadership in Energy and Environmental Design (LEED) or other certifications.

### **Submission Checklist**

Unless advised by Planning Staff, the following items are required in the Urban Design Brief. Additional drawings and diagrams that support the proposed design are encouraged. Scoped submission requirements may be provided and will be specified by Planning Staff at the Pre-consultation Meeting.

- Vision Statement
- Policy Analysis
- Context Map (400m radius)
- Figure-ground Diagram (400m radius)
- Master Plan and/or Phasing Plan (if applicable)
- Conceptual Site Plan\*
- Massing Diagram
- Height Survey
- Shadow Study (required for developments of 6 storeys or more)
- Architectural Cross-sections\*
- Architectural Render\* (of at least one building façade and showing surrounding context) **or** Photomontage\*
- Precedent Images (and sources)
- Heritage Analysis
- Sustainability Analysis

\* It will be at the discretion of Planning Staff if a written description and precedent images can supplement these required items as part of a scoped Urban Design Brief.

**Additional Comments:**

Development Planning staff will review the Urban Design Brief and may provide comments, if applicable. Specific requirements for the project will be outlined by Planning Staff at the Pre-consultation Meeting. The Urban Design Brief should not exceed 15 pages. Unless otherwise specified, a complete development application submission will require two copies of the Urban Design Brief and a digital version in PDF format on a CD or USB drive.