



## Application for Extension to Temporary Use

**NOTE:** All applications are to be submitted via Portal, through the County's website. Portal, along with further instructions can be found at the following link:

<https://portal.haldimandcounty.on.ca/cityviewportal>

An incomplete or improperly prepared application may not be accepted and could result in processing delays.

### For Office Use Only

File No. **PLRU-2024-** \_\_\_\_\_

Roll No. \_\_\_\_\_

Date Submitted \_\_\_\_\_

Date Received \_\_\_\_\_

Sign Issued \_\_\_\_\_

Planner's Initials \_\_\_\_\_

### A. APPLICANT INFORMATION

1. Owner (s) \_\_\_\_\_ Phone No. \_\_\_\_\_

Address \_\_\_\_\_ E-Mail \_\_\_\_\_

\_\_\_\_\_ Postal Code \_\_\_\_\_

2. Agent \_\_\_\_\_ Phone No. \_\_\_\_\_

Address \_\_\_\_\_ Fax No. \_\_\_\_\_

\_\_\_\_\_ Postal Code \_\_\_\_\_

E-Mail \_\_\_\_\_

Please specify to whom all communications should be sent:  Owner  Agent

3. Names and addresses of any mortgagees, holders of charges or other encumbrances:

\_\_\_\_\_

4. Are there any easements or restrictive covenants affecting the property?

Yes  No

If Yes, please describe the easement or covenant and its effect: \_\_\_\_\_



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## **B. LOCATION/LEGAL DESCRIPTION OF PROPERTY**

Geographic Township \_\_\_\_\_ Urban Area/Hamlet \_\_\_\_\_

Concession Number \_\_\_\_\_ Lot Number \_\_\_\_\_

Registered Plan Number \_\_\_\_\_ Lot(s) Block(s) \_\_\_\_\_

Reference Plan Number \_\_\_\_\_ Part Numbers \_\_\_\_\_

Property Address \_\_\_\_\_

Dimensions in *metric units*:

<i>Frontage (m.)</i>	<i>Depth (m.)</i>	<i>Width (m.)</i>	<i>Area (ha.)</i>

## **C. EXISTING TEMPORARY USE BY-LAW**

1. What is the By-law file number of the existing temporary use? \_\_\_\_\_
2. When was the original by-law passed? \_\_\_\_\_
3. What does the temporary use by-law permit? \_\_\_\_\_
4. How many times has an extension been granted? \_\_\_\_\_
5. What length of time is being requested through this extension? \_\_\_\_\_
6. In the case of a garden suite:
  - i. Name of individual(s) that are proposed to reside in the garden suite:  
\_\_\_\_\_
  - ii. Names of individuals that have resided in the garden suite:



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iii. Length of time each individual has resided in the garden suite:

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7. Have you consulted with a Planner regarding the current request for extension?

Yes  No

**D. HISTORY**

1. What is the present use of the subject land? \_\_\_\_\_

2. Has any new development, changes in ownership or boundary adjustments occurred on the subject lands since the approval of the existing temporary use by-law?

YES  NO

If yes, what has occurred? \_\_\_\_\_  
\_\_\_\_\_

3. Is there any other planning application currently in process that may have an effect on this application?

YES  NO

Please explain: \_\_\_\_\_

4. Was a planning application required for the new development?

YES  NO

If yes, what was the nature of application? \_\_\_\_\_

5. What was the file number of the application? \_\_\_\_\_



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6. Was a building permit required?

YES  NO

**Note:** If any development or expansions have occurred on the property, a plan must be submitted to scale on a 8.5" x 11" paper which shows the changes that have been since the time of the passing of the Temporary Use By-law.

7. Is there any other information that you think may be useful in the review of this application?

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## E. SUPPORTING MATERIAL TO BE SUBMITTED WITH THE APPLICATION

In order for your application to be considered complete, the following must be included as part of this application (***all figures must be provided in bold numerals, black ink, and metric units:***)

1. Supporting Sketch: a sketch (on a 8.5 x 11 inches paper) drawn to scale showing the following must be included:

<input type="checkbox"/>	The area and dimensions of the property
<input type="checkbox"/>	The topographical features
<input type="checkbox"/>	The location of all features, including but not limited to, pipelines, gas wells, watercourses, ditches, wetlands, wooded areas
<input type="checkbox"/>	The location of any wells, septic systems and tile beds
<input type="checkbox"/>	The location, name, status and width of any road, lanes, highways, railways, driveways or encroachments, both existing and proposed
<input type="checkbox"/>	The location and nature of any easements
<input type="checkbox"/>	Outlines of all buildings, including building setbacks, building dimensions, height and groupings for each building existing and proposed on the site
<input type="checkbox"/>	Outlines of all planting beds, buffer planting, lawn areas, areas to be seeded and sodded and any other landscaping or site improvements
<input type="checkbox"/>	Location and dimensions of off-street parking, parking structures and aisles, the number of parking spaces to be provided and location of accesses



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<input type="checkbox"/>	Any pylon signs, fascia signs, etc., any lighting facilities and their location
<input type="checkbox"/>	Any proposed subdivision of the property
<input type="checkbox"/>	The nature of existing uses of adjacent lands
<input type="checkbox"/>	The legal description of the property in question (Lot, Concession, Registered Plan No., Geographic Township)
<input type="checkbox"/>	Location of outside storage, refuse storage and disposal facilities
<input type="checkbox"/>	The location, size and distances to buildings and property lines of any existing sewage system treatment units (septic tanks) and distribution piping (septic beds) on the subject lands

2. Public Consultation Strategy – Standard Form or Complex Information/Commitment Form

3. Application fee (see Fee Schedule at page 8).

4. Conservation Authority fee, if applicable (Information available from staff. Conservation Authority fee schedules are also available at these websites: Niagara Peninsula Conservation Authority: [www.conservation-niagara.on.ca](http://www.conservation-niagara.on.ca); Grand River Conservation Authority: [www.grandriver.ca](http://www.grandriver.ca); and Long Point Region Conservation Authority: [www.lprca.on.ca](http://www.lprca.on.ca)).

**Note:** In case other documentation/supporting material become necessary, you will be asked to submit that prior to processing of your application.

## **F. NOTIFICATION SIGN REQUIREMENTS**

For the purpose of public notification and in order for staff to easily locate your land, you will be given a sign to indicate the intent and purpose of your application. It is your responsibility to:

- 1. Post sign as soon as you receive it.**
- 2. Post one sign per frontage in a visible location on the subject property.**
- 3. Ensure one sign is posted at the front of the property at least three feet above ground level.**
- 4. Notify the Planner when the sign is in place in order to avoid processing delays.**
- 5. If the sign is not posted in accordance with the above, your application may be deferred.**
- 6. Maintain the sign until notice of decision is received and thereafter removed.**



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For the purposes of this application, the Owner/Applicant/Agent grants permission to the relevant County staff to enter upon the said property for inspection purposes, and the owner will not be held responsible or liable if any accident or injury occurs.

## **G. COLLECTION OF PERSONAL INFORMATION**

Personal Information collected on this form is collected pursuant to the Planning Act and will be used for the purposes of processing this application. Questions about this collection may be directed to Haldimand County’s Planning and Development Division at 905-318-5932 ext. 6209 or [planning@haldimandcounty.on.ca](mailto:planning@haldimandcounty.on.ca).

## **H. DECLARATION**

Through submission of this application, I/we solemnly declare that I/we have reviewed and completed this application and all of the above statements and the statements contained in all of the exhibits/attachments transmitted herewith are true and correct. I acknowledge that all legislation and requirements governing this type of application shall be complied with whether specified herein or not. 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.

## **I. AUTHORIZATION**

If the applicant is not the owner of the land that is the subject of this application, the authorization set out below must be completed by the owner.

### **AUTHORIZATION OF OWNER (S)**

I/we \_\_\_\_\_ am/are the owner(s) of the land that is the subject of this zoning application. I/we authorize \_\_\_\_\_ to make this application on my/our behalf and to provide any of my/our personal information necessary for the processing of this application.

Acknowledgement of Owner(s) Authorization

\_\_\_\_\_

\_\_\_\_\_

Signature (s)

Date



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## J. SCHEDULE OF FEES

### Notes:

1. Please make cheques for application fee payable to Haldimand County.
2. A separate cheque payable to the relevant Conservation Authority is also required for applications that fall within that Conservation Authority's watershed.
3. Additional fees for legal costs may apply if an Ontario Land Tribunal (OLT) hearing is held.
4. Fees are subject to change.

<i>Fee Category</i>	<i>Fee (\$)</i>
A. Base Fee:	
i. Major application*	3,745.00
ii. Minor application**	1,529.00
B. Application Deferral at Applicant's Request:	309.00
C. Additional Fees for Legal Costs:	
i. Ontario Land Tribunal (OLT)	2,654.00
ii. Preparation of OLT Appeal Record	228.00

*\*Major Application: An application relating to circumstances that are complex and require extensive staff review.*

*\*\*Minor Application: An application relating to circumstances that are simple and require minimal staff review. This includes garden suites.*



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## **K. SUBMISSION OF COMPLETE APPLICATION/FOR MORE INFORMATION**

For submitting a complete application, getting additional information or assistance in completing this application, please contact a Planner. In case reference to Haldimand County maps is required to complete the application, they are available at the County website: [www.haldimandcounty.ca](http://www.haldimandcounty.ca). Complete applications can be submitted at the following office Monday to Friday between 8:30 am and 4:30 pm:

Haldimand County Planning and  
Development Division  
53 Thorburn Street South  
Cayuga ON N0A 1E0  
Phone: (905)-318-5932