



8348 Wellington Road 124,
P.O. Box 700
Rockwood ON N0B 2K0
Tel: 519-856-9596
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CORPORATION OF THE TOWNSHIP OF GUELPH/ERAMOSIA

CHECKLIST FOR A ZONING BY-LAW AMENDMENT APPLICATION

- \$2,000 refundable deposit in the form of cash, cheque, or debit.
- \$4,572 non-refundable administration fee in the form of cash, cheque, or debit.
- If the applicant is not the owner of the property, the owner must sign and date the applicant authorization (Part 6).
- Signed cost acknowledgment by both the applicant and the owner, that either party will pay all consulting costs incurred by the Township (ie: Planners, Engineers, and Solicitors) as required by the application (Part 7).
- Completed and signed application form (witnessed by a Commissioner of Oaths).
- A Planning Justification Report.**
- The following plans, drawn to metric scale and prepared by a qualified professional with the requirements listed on the next pages:
 - Legal Description (if required)**
 - Concept Plan**
- Five (5) individually folded hard copies of each plan showing the proposed development.
- Five (5) hard copies of any reports.
- Digital copies of all plans and reports, provided on a CD, in both pdf and AutoCAD format (where applicable).

REQUIREMENTS FOR LEGAL DESCRIPTION (IF REQUIRED):

The applicant must provide:

- A reference plan, registered plan, or plan of survey certified by an Ontario Land Surveyor;
- A legal description of the land.
- Land Registry Office – Parcel Register

REQUIREMENTS FOR A CONCEPT PLAN DRAWING:

The Concept Plan must show:

- Key map showing the location of the property;
- True dimensions and bearings of the property, including North arrow and municipal address;
- Drawing name and number, drawing date, and revision table;
- Name and address of authoring firm, along with stamp or seal as appropriate;
- Metric scale (1:100, 1:200, 1:300, 1:1500) with all measurements shown in metres;
- Site Data Table (based on attached template);
- Adjacent streets, sidewalks and land uses;
- Legal designations (i.e. road widening, easements, right-of-ways);
- Location and dimensions of all existing and proposed buildings and structures;
- Dimensions of all yards (i.e. setbacks of all buildings and structures from property lines);
- Location and dimensions of existing and proposed services (i.e. septic tanks and tile field areas, wells, snow removal/storage, etc.), and their setbacks; and
- Location of outdoor amenity areas.



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SITE DATA TABLE TEMPLATE

FEATURE	REQUIRED	PROPOSED
ZONING		
USE		
LOT AREA		
LOT FRONTAGE		
FRONT YARD		
EXTERIOR SIDE YARD		
INTERIOR SIDE YARD		
REAR YARD		
MAX GROSS FLOOR AREA		
MIN LANDSCAPED OPEN SPACE		
MAX LOT COVERAGE		
TOTAL PARKING SPACES		
REGULAR SPACES		
ACCESSIBLE/BARRIER FREE SPACES		
PARKING AISLE WIDTH		
LOADING SPACES		
MAX BUILDING HEIGHT		
BUFFER STRIPS		
OUTDOOR STORAGE		
INGRESS/EGRESS WIDTHS		
WELLHEAD PROTECTION AREA		