

The Corporation of Loyalist Township
P.O. Box 70, 263 Main Street,
Odessa, Ontario
K0H 2H0



Tel: (613) 386-7351
Fax: (613) 386-3833
www.loyalist.ca

Please find attached a copy of Loyalist Township's **Application for Zoning, Holding & Temporary Use By-laws**. The fee to submit an application is **two thousand five hundred dollars (\$2,500)**.

- For application \$2,300
- Engineering review fee \$ 200

Before you submit your application, you are encouraged to **contact** Approvals Planners, David Casemore at dcasemore@loyalist.ca at (613) 386-7351 ext. 129#, Avinash Soni at asoni@loyalist.ca (613) 386-7351, ext. 156#, or the Planning Supervisor, James Griffin at jgriffin@loyalist.ca at (613) 386-7351, ext. 140#, at the Township office at 18 Manitou Crescent West, Amherstview. They can answer any questions you may have and can advise what Township policies pertain to your proposal.

Appointments are required.

If you are a person with a disability and need Loyalist Township information in another format, please contact 613-386-7351, ext. 100 between 8:30 a.m. – 4:30 p.m. Monday to Friday (September to April) or 8:15 a.m. – 4:30 p.m. Monday to Thursday and 8:15 a.m. – 12:15 p.m. Friday (May to August) or e-mail info@loyalist.ca.

Plan Review Fee Schedule

Applications made under the Planning Act,
written comments to member municipalities.



Plan Review Fees – Effective January 1, 2023^{1, 2}

Planning Application Type	Fee ³	Notes
Official Plan Amendment	\$755 (minor ⁴) \$1,255 (major ⁶)	The fee for a Zoning By-law application is waived when submitted concurrently with an Official Plan Amendment application.
Zoning By-Law Amendment	\$445	See above.
Consent	\$445 per lot	Fees for the review of applications required to fulfill a conditions of consent approval are waived.
Minor Variance	\$445	The fee for a Minor Variance application is waived when submitted concurrently with a Site Plan Control application.
Development Permit	\$445 (minor ⁴) \$1,315 (standard ⁵) \$2,440 (major ⁶)	Development permit fees are only applicable in the Town of Gananoque where a development permit system is employed.
Site Plan Control	\$445 (minor ⁴) \$1,315 (standard ⁵) \$2,440 (major ⁶)	The fee for a Zoning By-law Amendment application is waived when submitted concurrently with a Site Plan Control application.
Plan of Subdivision/Condominium	\$3,290 \$1,210 \$830	Application for Draft Plan Approval. Application for Final Plan Approval. Re-submission of lapsed Draft Plan Approval or Amendment.
Brief Realty or Property Development Inquiry – no inspection	\$85	Property inquiries generally include information pertaining to planning related matters and Ontario Regulation 148/06. ⁷
Brief Realty or Property Development Inquiry – with inspection	\$250	
Standard Legal, Realty, or Property Development Inquiry – no inspection	\$210	
Standard Legal, Realtor, or Property Development Inquiry – with inspection	\$385	

Notes:

- Generally, fees for the review of an application and supporting reports are to be received before formal written comments will be provided. See Cataraqui Conservation's Technical Report Review Fee Schedule for applicable fees for the review of technical reports.
- Plan review fees may be reduced with the approval by the Manager, Watershed Planning and Engineering or Supervisor, Development Review.
- Significant amendments to an application or a re-submission within a period of two years will be charged a review fee of 50% of the current fee. A re-submission after two years will be considered a new application and will be subject to the full current fee.
- Minor refers to applications that are generally minor in nature (e.g. single family residential).
- Standard refers to applications that are generally larger in scale than minor applications (e.g. small commercial, less than 0.8 hectares, additions up to 200 square metres).
- Major refers to major development projects (e.g. multiple residential, industrial).
- Brief inquiries generally include a brief verbal or email response. Standard inquiries are more substantive and include a written response on Cataraqui Conservation letterhead. Additional mapping charges may apply.

Technical Report Review Fee Schedule



Technical Report Review Fees – Effective January 1, 2023

Engineering submissions are prepared by qualified professionals in the fields of civil engineering, water resources engineering, geotechnical engineering, coastal engineering and/or hydrogeology. Environmental submissions are prepared by an environmental consultant with relevant experience in wetland, wildlife habitat, and woodland ecology and species at risk. Cataraqui Conservation review involves evaluation of these submissions in consideration of applicable guidelines and legislation.

Report Type	Fee ⁵	Notes
Technical Report – Brief ¹	\$420	Normal Review (30 days) <ul style="list-style-type: none">• Floodplain hydrology analysis• Geotechnical (unstable soils and slopes)• Stormwater management• Environmental impact analysis (EIA)• Environmental impact statements (EIS)• Sediment and erosion control plans• Wetland hydrologic impact analysis
Technical Report – Standard ²	\$970	
Technical Report – Major ³	\$1,555	
Resubmissions / Revisions ⁴	50%	

Notes:

1. Brief Reports: are typically those prepared in the form of a letter or opinion generally relating to the development of a single residential lot.
2. Standard Reports: are typically those prepared for smaller scale subdivisions, commercial, industrial, or institutional developments.
3. Major Reports: are typically those prepared for larger scale subdivisions, commercial, industrial, or institutional developments, or may include the integrated assessment of multiple topics.
4. The applicable report fee includes the review of one submission. A 50% surcharge is applied for additional submissions.
5. These fees are not subject to taxation.

Schedule "A"
Loyalist Township Septic charges effective
January 1, 2021

Class 2 (greywater pit) sewage systems and Class 3 (cesspool) sewage systems	\$950.00
Class 4 (leaching bed) sewage systems (4500 litres per day or less)	\$950.00
Class 4 A (leaching bed) sewage system (greater than 4500 litres per day)	\$1,050.00
Class 5 (holding tank) sewage systems (4500 litres per day or less)	\$950.00
Class 5 A (holding tank) sewage system (greater than 4500 litres per day)	\$1,050.00
Additional inspections and Changes of Installers	\$250.00
Septic tank installation only	\$750.00
Performance review for renovations or building additions	\$500.00
Performance review for adding a pool, shed or garage	\$250.00
Minor Variances or zoning by-law amendments	\$450.00
Minor variance or zoning by-law amendments with a performance review	\$700.00
Subdivision or condominium applications	\$500.00 per lot
Severance or lot addition applications	\$500.00 per lot
Certificate of Approval renewals	\$150.00
File Searches	\$150.00





Application for Amending Zoning, Holding & Temporary Use By-laws

Application No: _____

Date Received: _____

Payment Received: _____

The undersigned hereby applies to the Mayor and members of Council of Loyalist Township, under Section 34, 36 or 39 of the Planning Act, R.S.O. 1990 as amended, as described in this application, to amend By-law No. 2001-38 (as amended).

I/ WE hereby submit an application for (please check the appropriate box):

- ☐ An amendment to the Restricted Area (Zoning) By-law in force with respect to the subject lands;
- ☐ A request to lift a holding provision to restricted area (zoning by-law)
- ☐ A request for temporary use under Section 39 of the Planning Act.

**Minimum Fee being \$2,300.00, plus Engineering review of \$200
except for an application which satisfies a condition
of severance and the minimum fee is \$800.00
Lifting "H" symbol fee \$900.00**

The application processing fee is non-refundable, unless the application is refused and then **\$1,000.00** will be refunded for non-severance related application, and is used to defray municipal costs related to the rezoning. Expenses can include administrative, technical and engineering staff time, advertising fees and disbursements of consultants, planners, engineers, and other technical advisers and legal fees and disbursements on a solicitor-client basis.

The applicant should be aware that a notice will be circulated to all owners within 120m (400 feet) of the subject lands and a notice will also be posted on site three (3) weeks prior to the hearing, Government agencies and departments will also be notified and some may choose to conduct a visual inspection of the property. Municipal staff will also prepare reports and these are available forty-eight (48) hours prior to the meeting, however it is the applicant's responsibility to contact the municipality for copies of the report.

1. Name of Owner _____
Address _____ Apt _____
City/ Township _____ Province/ State _____
Postal Code/ Zip Code _____ Phone No# _____
e-mail _____

2. Name of Solicitor or Authorized Agent _____
Agency _____
Address _____ Apt _____
City/ Township _____ Province/ State _____
Postal Code/ Zip Code _____ Phone No# _____
e-mail _____

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

NOTE: Unless otherwise requested, all communications will be sent to the Agent, if any.

4. Date the subject land was acquired by the current owner:

5. Current official plan provisions applying to the subject land:

6. Explanation of how this application conforms to the Loyalist Township Official Plan:

7. If application is to implement an alteration to the boundary of an area of settlement or to implement a new area of settlement, provide details of the Official Plan or Official Plan amendment.

8. If the application is to remove land from an area of employment, provide details of the Official Plan or Official Plan Amendment that deals with this matter.

9. Is this amendment application consistent with the Provincial Policy Statements issued under subsection 3(1) of the Planning Act? Please explain.

10. Is the subject land within an area of land designated under any provincial plan?

If yes, does this application conform to or does not conflict with the applicable provincial plan or plans?

11. Current zoning and by-law provisions applying to the subject land:

12. Nature and extent of the rezoning request:

13. Reason why the rezoning is requested:

14. Legal description of subject land, such as the municipality, concession and lot numbers, registered plan and lot numbers, reference plan and part numbers and name of street and civic number.

15. Dimensions of the subject land:

Frontage _____ Depth _____ Area _____

16. Are there any easements or restrictive covenants affecting the subject land please provide a description of each easement or covenant and its effect:

17. Access to the subject land is by which of the following:

- | | |
|---|---|
| <input type="checkbox"/> provincial highway | <input type="checkbox"/> municipal road that is maintained all year |
| <input type="checkbox"/> county road | <input type="checkbox"/> another public road |
| <input type="checkbox"/> right of way | <input type="checkbox"/> by water |

18. If access to the subject land is by water only, the location of parking and docking facilities used or to be used and the approximate distance of these facilities from the subject land and the nearest public road:

19. Existing use of the subject land:

20. Any buildings or structures on the subject land:

- ☐ Yes ☐ No

21. If the answer to item 20 is yes, for each building or structure the type of building or structure, the setback from the front lot line, rear lot line, and side lot lines, the height in metres of the building or structure and the dimensions or floor area of the building or structure:

22. The date the existing buildings or structures on the subject land were constructed:

23. If known, the length of time that the existing uses of the subject land have continued:

24. The proposed use of the subject land:

25. Description of existing uses and previous uses.

26. Any buildings or structures proposed to be built on the subject land:

☐ Yes ☐ No

27. If the answer to item 26 is yes, for each building or structure the type of building or structure, the setback from the front lot line, rear lot line, and side lot lines, the height in metres of the building or structure and the dimensions or floor area of the building or structure:

28. Which water system is provided to the subject land: (please check the appropriate box)

- ☐ Publicly owned and operated piped water system.
- ☐ Privately owned and operated individual.
- ☐ Communal well.
- ☐ Lake or other water body or other means.

29. Which sewage disposal system is provided to the subject land: (please check the appropriate box)

- ☐ Publicly owned and operated sanitary sewage system.
- ☐ Privately owned and operated septic system.
- ☐ Communal septic system.
- ☐ Privy or other means.

30. Storm drainage on the subject land is provided by: (please check the appropriate box)

- | | |
|----------------------------------|--------------------------------------|
| <input type="checkbox"/> Sewers | <input type="checkbox"/> Swales |
| <input type="checkbox"/> Ditches | <input type="checkbox"/> Other means |

31. If known, whether the subject land is the subject of an application for approval of a plan of subdivision or consent.

- ☐ Yes ☐ No

32. If the answer to item 31 is yes, and if known, the file number of the application, date (year) of application and the status or decision of the application:

33. If known, whether the subject land has ever been the subject of an application under Section 34 of the Planning Act:

- ☐ Yes ☐ No

34. If the answer to item 33 is yes, and if known, the file number of the application, date (year) of application, status of application.

35. A sketch showing the following must be provided:

- i. The boundaries and dimensions of the subject land.
- ii. The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines.
- iii. The approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.
- iv. The current uses on land that is adjacent to the subject land.
- v. The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public traveled road, a private road or a right of way.
- vi. If access to the subject land is by water only, the location of the parking and docking facilities to be used.
- vii. The location and nature of any easement affecting the subject land.

36. Name of surveyor or draftsperson and date of survey or sketch:

NOTICE OF COLLECTION
MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

Personal information collected on this form is collected under the authority of the Planning Act, R.S.O. 1990, as amended, and will be used to assist in making a decision on this matter. All names, addresses, opinions and comments will be made available for public disclosure. Questions regarding this collection should be forwarded to Murray Beckel, Loyalist Township, 263 Main Street, Odessa, Ontario, K0H 2H0, Telephone (613) 386-7351, extension 130.

Signature of Applicant or Authorized Agent: _____

Name of Applicant (Please Print): _____

Date: _____

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.

ACCESS TO LAND

I authorize Township staff to enter onto my property to conduct a site inspection related strictly to this application.

Signature of Owner

Date

An affidavit or sworn declaration by the applicant that the information required under this Schedule and provided by the applicant is true.

STATUTORY DECLARATION

Dated at the _____ of _____
(Municipality/City)

this _____ day of _____ 20_____.

I, _____

of the _____ of _____
(Municipality/City)

in the _____ of _____ acknowledge
(County/Region)

statements contained in this application are true and 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 and by virtue of the Canada Evidence Act.

Declared before me at the _____ of _____

in the _____ of _____

this _____ day of _____ 20_____

Signature of Commissioner, etc.

Signature of Applicant, Solicitor,
or Authorized Agent

AGREEMENT TO INDEMNIFY

The Owner/Applicant agrees to reimburse and indemnify Loyalist Township of all fees and expenses incurred by the Township to process the application, including any fees and expenses attributable to proceedings before the Ontario Municipal Board or any court or other administrative tribunal if necessary to defend Council's decision to support the application.

The Owner/Applicant also agrees to deposit with the Township such monies as required by Loyalist Township's Tariff of Fees By-law as amended to defend appeals brought before the OMB by parties other than the Applicant/Owner or Township.

The required fee for the processing of this application shall be in accordance with the Township's current Tariff of Fees By-law pertaining to planning matters. A certified cheque for the required amount must accompany the application at the time of submission. The amount of the required fees should be confirmed with the Township prior to the submission of the application.

Date

Applicant/Owner