



TOWN OF TILLSONBURG

ZONE CHANGE APPLICATION GUIDE

Please read carefully before completing the attached application form.

1. The attached application form is to be used only when applying to the Town of Tillsonburg for a change to the Town Zoning By-Law. The applicant is advised to approach the Town Office and/or the County of Oxford Community Planning for Official Plan, Zoning and Policy information before making a formal application.

Completing the Application Form

2. The attached application form should be submitted to either the:

a) Development Technician
Town of Tillsonburg
10 Lisgar Avenue
Tillsonburg ON N4G 5A5
Phone: 519-688-3009

b) County of Oxford
Community Planning
P. O. Box 1614
21 Reeve Street
Woodstock ON N4S 7Y3
Phone: 519-539-9800

3. The application consisting of one original must be accompanied by a fee of \$1,850.00 in cash, debit, or cheque payable to the “**Treasurer, Town of Tillsonburg**”, which includes the County's public works review fee (\$150.00). A fee of \$3,550.00 will be charged if an application is required after the fact.

4. The application must be completed by the property owner(s) or his/her authorized agent. Where the application is being made by an agent, the written authorization of the owner(s) must accompany the application or if the application is being made under an agreement of purchase and sale, a signed copy of the agreement must be attached as authorization and will remain confidential.

5. The application must include a site plan, referencing a legal survey showing the following information:
 - a) the boundaries and dimensions of the subject lands;
 - b) any proposed or existing building(s) and/or structure(s) on the subject lands and its location (including distance to lot lines), size and type;
 - c) the land uses on all adjacent lands of the subject lands;

- d) approximate location of all natural and artificial features on subject and adjacent lands and shall include buildings, railways, roads, watercourse(s), municipal drains, existing and proposed septic facilities, water supply, wetlands and wooded areas;
- e) 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;
- f) the location and nature of any easement affecting the subject land;
- g) location of all landscaped areas, fencing, buffer strips and sidewalks.

6. All site plans must be drawn to scale at a maximum size of 11" x 17". Larger plans will be accepted with the inclusion of an original reduction of the plans at a maximum size of 11" x 17". **Large plans must be folded.**

Processing the Application

1. After accepting the completed application, the County of Oxford Community Planning circulates the application to municipal officials, provincial authorities and other agencies for comment. The public in the vicinity of the application are given 14 days notice of a public meeting held by Tillsonburg Council to consider the requested zone change. The applicant is required to attend the public meeting and present the application.
2. All applications for multiple residential, industrial, commercial and institutional development may require subsequent site plan approvals by the Town. Application forms are available at the County of Oxford Community and Strategic Planning Office and the Town of Tillsonburg Municipal Offices.
3. Section 34(19) of the Planning Act, 1990 provides for an appeal by any person or public body to the Local Planning Appeal Tribunal of the decision of the Council within 20 days of the giving of written notice of the passing of the By-Law.
4. Section 34(11) of the Planning Act, 1990, allows the applicant to appeal to the Local Planning Appeal Tribunal if Council refuses the application or neglects to make a decision within 90 days of receipt of the completed application.



FILE NO: _____

DATE RECEIVED: _____

TOWN OF TILLSONBURG

APPLICATION FOR ZONE CHANGE

1. Registered Owner(s):Name: Town of Tillsonburg

Phone: Residence: _____

Address: 10 Lisgar Ave, TillsonburgBusiness: 519-688-3009 ext. 4042

Fax: _____

Postal Code: N4G 5A5E-mail: lpickersgill@tillsonburg.ca**Applicant** (if other than registered owner):

Name: _____

Phone: Residence: _____

Address: _____

Business: _____

Fax: _____

Postal Code: _____

E-mail: _____

Solicitor or Agent (if any):

Name: _____

Phone: Business: _____

Address: _____

Fax: _____

Postal Code: _____

E-mail: _____

All communications will be sent to those listed above. **If you do not wish correspondence** to be sent to the☐ Owner, ☐ Applicant, or ☐ Solicitor/Agent, please specify by checking the appropriate box.Name and address of any holders of any mortgage, charges or other encumbrances (if known):
_____**2. Subject Land(s):****a) Location:**Municipality Town of Tillsonburg

former municipality _____

Concession No. _____

Lot(s) 25 and 26Registered Plan No. 966

Lot(s) _____

Reference Plan No. _____

Part(s) Willow St. Plan 966The proposed lot is located on the south side of Earle Street, lying between
Cedar Street and Pine Ave. Street.Street and/or **Civic Address (911#):** 31 Earle Street**b) Official Plan Designation:**Existing: low density residentialProposed: high density residentialIf the proposed designation is different than the existing designation, has an application for Official Plan Amendment been
filed with the County of Oxford? ☐ No ☒ Yes

c) **Zoning:** Present: IN1 minor institutional
Proposed: RH high density residential

d) **Uses:** Present: former school leased as training centre and excess lands
Proposed: (Include description) 137 unit apartment building on excess lands to be severed from main building

3. Buildings/Structures:

For all buildings/structures, either **existing or proposed** on the subject lands, please supply the following information:

Existing/Proposed

Use:

Date Constructed (if known):

Floor Area:

Setbacks:

Front lot line

Side lot lines

Rear lot line

☐ None Existing

Building 1
vacant school, rented for police training

☒ None Proposed

Building 2
apartment complex

10,367 m²

123.9 m

11 m

11 m

seeking relief under
RH including:
-aisle width for
parking reduced to 6
m;
-reduction in parking
requirements (1.25/
unit inc. visitor
parking)
-building height 24m
vs. allowable 22m
-setbacks capped at
11m
-amenity
requirements
reduced to 7m²
-landscaped 37% vs.
40% standard

Please complete for residential, commercial/industrial or institutional uses.

	RESIDENTIAL	COMMERCIAL/ INDUSTRIAL	INSTITUTIONAL
TYPE Apt., semi, townhouse, retail, restaurant, church, etc.	apartments		
# OF UNITS	137		N/A
CONVERSION/ADDITION TO EXISTING BUILDING	no		
Describe	N/A		
TOTAL # OF UNITS/BEDS	137	N/A	
FLOOR AREA by dwelling unit or by type (office, retail common rooms, etc.)			
OTHER FACILITIES (playground, underground parking, pool, etc.)	existing playground, above ground parking		
# OF LOTS (for subdivision)	N/A		N/A
SEATING CAPACITY (for restaurant, assembly hall, etc.)	N/A		
# OF STAFF	N/A		
OPEN STORAGE REQUIRED?	N/A		N/A
ACCESSORY RESIDENTIAL USE?	N/A	If accessory residential use, complete residential section	If accessory residential use, complete residential section

4. Site Information (proposed use(s):

Lot Frontage	<u>123.9 m</u>	Exterior Side Yard (corner lot)	<u>N/A</u>
Lot Depth	<u>100.151</u>	Landscaped Open Space (%)	<u>37%</u>
Lot Area	<u>12,414.78 m²</u>	No. of Parking Spaces	<u>172</u>
Lot Coverage	<u></u>	No. of Loading Spaces	<u></u>
Front Yard	<u>93.8 m</u>	Building Height	<u>24 m</u>
Rear Yard	<u>11 m</u>	Width of Planting Strip	<u>N/A</u>
Interior Side Yard	<u>11 m</u>	Driveway Width	<u>N/A</u>

5. Services: (check appropriate box)

Existing

Proposed

Water supply

Publicly owned and operated piped water system

☒☐

Privately owned and operated individual well

☐☐

Other (specify) _____

☐☐**Sewage Disposal**

Publicly owned and operated sanitary sewer system

☒☐

Privately owned and operated individual septic tank

☐☐

Other (specify) _____

☐☐**Storm Drainage**

Municipal Sewers

☒

Ditches

☐

Municipal Drains

☐

Swales

☐**6. Access:**

Provincial Highway

☐

Unopened Road Allowance

☐

County Road

☐

Right-of-Way owned by _____

☐

Municipal Road maintained all year

☒

Other (specify) _____

☐

Municipal Road seasonally maintained

☐**7. General Information:**

- a) Is the Subject Land the subject of regulations for flooding or fill and construction permits of the Long Point Region Conservation Authority? ☒ No ☐ Yes

If yes, has an Application been filed with the Conservation Authority? ☐ No ☐ Yes

- b) Present land use(s) of adjacent properties:

R1 residences and MG general industrial

- c) Characteristics of subject land (check appropriate space(s) and add explanation, if necessary)

- (i) Does the land contain environmental features such as wetlands, woodlots, watercourses, etc.?

☐ No☒ Yes

If yes, describe woodlot- one acre of mixed forest

- (ii) Has any part of the land been formally used for any purpose other than agricultural purposes?

☐ No☒ Yes

If yes, describe former use:

improved with school use

8. Historical Information:

- a) Is the subject land the subject of a current Application for Consent to the Oxford County Land Division Committee or a current application for draft plan of subdivision to the County of Oxford?

☒ No☐ Yes

→ Application No. _____

- b) Have the subject land(s) ever been the subject of any other application under the Planning Act, such as an application for approval of an Official Plan amendment, a zoning by-law amendment, a Minister's Zoning Order amendment, consent, a minor variance, or approval of a plan of subdivision?

☒ No☐ Unknown☐ Yes

→ File No. _____

Status/Decision _____

- c) If known, the date the subject land was acquired by the owner?

N/A

- d) If known, the length of time that the existing uses of the subject land have continued?

N/A

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

I/We, _____, am/are the owner(s) of the land that is the subject of this application for zone change and I/We authorize _____, to make this application on my/our behalf.

Date

Signature of Owner(s)

Signature of Owner(s)

THIS SECTION TO BE COMPLETED IN THE PRESENCE OF A COMMISSIONER FOR TAKING AFFIDAVITS

I/We Kyle Pratt of the Town
of Tillsonburg in the County of Oxford,

DO SOLEMNLY DECLARE THAT:

All of the prescribed information contained in this application is true and that the information contained in the documents that may accompany this application is 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 Town
of Tillsonburg in the
County of Oxford
this 8th day of January 2024

Owner(s)/Applicant

Owner(s)/Applicant

A Commissioner for Taking Affidavits

Notes:

1. Applications will not be considered complete until all requested information has been supplied.
2. It is required that **one original** of this application (including the sketch/site plan) be filed, accompanied by the applicable fee of **\$1,850.00** in cash, debit, or cheque, payable to the **Treasurer, Town of Tillsonburg**. A fee of \$3,550.00 will be charged if an application is required 'after the fact' (after the use has occupied the site).

Municipal Freedom of Information and Protection of Privacy Act – Notice of Collection & Disclosure

The collection of personal information on this form is legally authorized under Sec.34 of the *Planning Act* and O.Reg.545/06 for the purpose of processing your planning application. Questions about this collection should be directed to the Director of Community Planning at the County of Oxford, 21 Reeve St., P.O. Box 1614, Woodstock, ON N4S 7Y3 or at 519-539-9800 (ext.3207).

Pursuant to Sec.1.0.1 of the *Planning Act*, and in accordance with Sec.32(e) of the *Municipal Freedom of Information and Protection of Privacy Act*, it is the policy of the County of Oxford to make all planning applications and supporting material available to the public.

SKETCH/SITE PLAN

USE THIS PAGE FOR SKETCH (OR SURVEY PLAN IF AVAILABLE) AND ATTACH TO APPLICATION FORM.

WITHOUT SKETCH OR SURVEY PLAN, THE APPLICATION WILL NOT BE PROCESSED.

SKETCH OR SURVEY PLAN MUST CONTAIN THE INFORMATION SET OUT IN ITEM 5 OF THE ZONE CHANGE APPLICATION GUIDE.

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SCALE: _____