



PLANNING DEPARTMENT
APPLICATION FORM

- Official Plan Amendment
- Zoning By-law Amendment
- Minor Variance
- Consent/Severance

A Meeting with Town Staff is required prior to the submission of a Planning Department Application.
An Application does not imply or suggest any decision on behalf of Town Staff or the Corporation of the Town of Kearney.
 Applicants are required to post NOTICE of the Public Meeting that is the subject of the Application.
 Members of Council, Town Staff and Town Consultants may conduct a site inspection(s) of the subject land(s).
 By submitting an Application, you acknowledge and authorize access for the purpose of conducting the required site inspection.
Only complete Applications will be processed.

REGISTERED OWNER INFORMATION:

Name of Owner(s): _____
 Address: _____

 Telephone: _____
 Email: _____

AGENT INFORMATION (if applicable):

Name of Agent: _____
 Company/Firm: _____
 Address: _____

 Telephone: _____ Email: _____

CORRESPONDENCE: Please specify to whom all correspondence should be sent: Owner Agent Both

LOCATION OF PROPERTY:

Lot: _____ Conc.: _____ Township: _____ Reference Plan: _____ Part/Block/Lot: _____
 Property Roll No.: 4918 - 0 0 - 00 - - 0000
 Civic Address: _____
 Water Access only: _____
 (Name of Waterbody)

DESCRIPTION OF SUBJECT LANDS:

Lot area (ha): _____ Lot Road Frontage (m): _____ Water Frontage (m): _____
 Lot Depth (m): _____ Easements/Right-of-ways: Yes No If yes, describe purpose: _____

 Existing Use of Property: _____

PAST PLANNING ACT APPLICATIONS:

Are you aware of any previous Planning Act applications on the subject property? Yes No If Yes, please explain:
 Type of application(s): _____

 Date(s): _____

OFFICIAL PLAN / ZONING STATUS:

Official Plan designation: _____
 Zoning designation: _____

What is the proposed future use of the subject lands: _____

BUILDINGS, STRUCTURES AND USES

Please complete the following for each Building or Structure:

	Building One		Building Two		Building Three	
	Existing	Proposed	Existing	Proposed	Existing	Proposed
Type of Building						
Setback from Front Lot Line						
Setback from Rear Lot Line						
Setback from Side Lot Line						
Setback from Side Lot Line						
Height (m)						
Dimensions						
Floor Area						
Date of Construction						
Existing Use						

REASONS FOR REQUEST

Please describe the reasons for, and the extent of, the request:

ACCESS

Are the subject lands accessible by:

- Provincial Highway
- Municipal Road (seasonal maintenance)
- Municipal Road (year-round maintenance)
- Right of Way
- Unopened Road Allowance
- Water Access
- Other (describe) _____

SERVICING

	<u>Municipal</u>	<u>Private</u>	<u>Other</u>
Water Supply	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sewage Disposal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frontage on Road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Storm drainage provided by: Sewer Ditch Swale Other: (describe) _____

OTHER APPLICATIONS

Are the subject lands also the subject of another Planning Act application? Yes No

If yes, please provide a brief explanation, including the status of the other application: _____

DRAWING

Sketch required showing the following:

- Lot 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 the distance of the building or structures from the front yard lot line, rear yard lot line and side yard lot lines;
- Major features on the subject land and on the surrounding land. Examples include: buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks;
- The current uses on land that is adjacent to the subject land;
- The location, width and name of any road allowance, a public travelled road, a private road or a right-of-way;
- If access to the subject land is by water only, the location of the parking and docking facilities to be used; and
- The location and nature of any easement affecting the subject land.



PERMISSION TO ENTER

I hereby authorize the Elected Members of Town Council and Town Staff, to enter upon the subject lands and premises for the limited purpose of evaluating the merits of this Application. This is their authority for doing so.

Date

Signature of Registered Owner(s) or Agent

FREEDOM OF INFORMATION

I hereby provide authority for any information contained in this Application, to be released in accordance with the Freedom of Information and Protection of Privacy Act.

Date

Signature of Registered Owner(s) or Agent

PAYMENT OF FEE AND DEPOSIT (As per the Current Fees and Charges By-law)

- Application Fee
 Residential DEPOSIT Fee
 Commercial/Industrial/Institutional DEPOSIT Fee

COST ACKNOWLEDGEMENT

The DEPOSIT shall be used for all expenses incurred with regard to this Application. I hereby agree to pay for and bear the entire cost and expense for Consultants (i.e. planning, legal) and their services required by the Town of Kearney during the processing of this Application, in addition to the Application Fee. An additional deposit shall be required if the deposit is insufficient to complete the Application.

Date

Signature of Registered Owner(s) or Agent

Note: All Invoices for payment shall be sent to the Registered Owner of this Application, unless otherwise requested.
If the Applicant/Owner is a Corporation, the Applicant/Owner shall provide certification that he/she has the authority to Bind the Corporation.

AFFIDAVIT

I, _____, registered owner of the subject lands, declare that all of
(print name)
the above information is true and accurate.

Date

Signature of Registered Owner(s) or Agent

For Office Use Only

Application Fee Paid

Certified by _____, that this application has undergone a pre-consultation with the Staff of the Town of Kearney to determine the information required to prepare a complete application.

Staff Initials: _____