APPLICATION FOR ZONING BY-LAW AMENDMENT
Planning Division – 200 King Street West, 6th Floor
P.O. Box 1118, Kitchener ON N2G 4G7
519-741-2426; planning@kitchener.ca

USING THE APPLICATION FORM
This application form is to be used by persons or public bodies wishing to change the zoning designation provided for in the City of Kitchener Zoning By-law 85-1. In this form, the term “subject land” means the land that is the subject of the proposed amendment to the Zoning By-law.

The applicant has the responsibility to advise the City of Kitchener of any changes in ownership, agents, their names, addresses and telephone numbers etc. to ensure that they are advised of all matters pertaining to their application.

COMPLETENESS OF THIS APPLICATION
The information requested by this application form must be provided by the applicant and will be used to process the request under Section 34 of the Planning Act and Ontario Regulation 545/06. Receipt of this application by the City of Kitchener - Planning Division does not guarantee it to be a ‘complete’ application. Further review of the application will be undertaken and the applicant may be contacted to provide additional information and/or resolve any discrepancies or issues with the application as submitted.

Pre-Submission Consultation is a requirement of the planning process. This application will not be accepted in the absence of a Record of Pre-Submission Consultation. Through the Pre-Submission Consultation, other information and material (e.g. technical information or reports) may be required to assist the City, other agencies in their planning evaluation of the proposed Zoning By-law Amendment. This application will not be considered complete in the absence of any material specified in the Record of Pre-Submission Consultation.

CONCURRENT APPLICATIONS
If the Zoning By-law Amendment is being submitted in conjunction with an Application for Site Plan Approval, Plan of Subdivision and/or Application for Official Plan Amendment, all applications must be completed and submitted together.

SUBMISSION REQUIREMENTS AND APPLICATION FEES
Complete applications shall be submitted by email to planning.applications@kitchener.ca (maximum 10 MB); for larger files please upload directly to the City’s ShareFile account (contact us if you require access) with a corresponding email to advise that the application has been submitted. Original, signed application form and cheque (payable to the City of Kitchener) should be sent to City Hall, Planning Division, to the attention of the Manager of Development Review, by mail or courier as soon as possible following the digital submission.

As per subsection 34(10.2) of the Planning Act, the City has established standards for complete applications in the Official Plan. A Zoning By-law Amendment will only be considered complete when all of the following items have been provided:

- Application form (completed and signed)
- Copy of plan showing all items required by Ontario Regulation 545/06 (as described below)
- A reduced copy of the proposed plan at 8.5”x 11” paper size at an appropriate scale and clearly legible
- Copy of signed Record of Pre-Submission Consultation
- All supporting information and materials required to be provided with the initial submission pursuant to the Record of Pre-Submission Consultation
If the site is located within a Source Protection Area, provide a copy of the Notice of Source Protection Plan Compliance (Section 59 Notice) obtained from the Regional Municipality of Waterloo. For more information, visit the Region’s website at http://www.regionofwaterloo.ca/sourceprotection.

- Zoning By-law Amendment - $11,850.00 - or
- Temporary Use By-law (up to three years, with the option to renew) $5,574.00 - or
- Removal of Holding Provision - $1,292.00

- PLUS -

- Public notice advertisement fee - $1,350.00 (if combined with an official plan amendment, one fee for both applications is sufficient)
- Notification signs - $245.00 each

TOTAL FEES SUBMITTED: $________________________
(please include a scanned copy of cheque with the digital submission)

A Neighbourhood Information Meeting fee (separate cheque in the amount of $1,136.00) is required to be submitted with this application. A refund will be issued in the event a meeting is not required. If more than one meeting is required, additional fee(s) will apply for each subsequent meeting.

Additional agency plan review fees may apply. Please see below for more information and forward fees directly to the applicable agency, as required:

- Region of Waterloo – Planning & Development, Applications, Fee By-law
- Grand River Conservation Authority – Planning & Development, Permit Fees
  - https://www.grandriver.ca/en/Planning-Development/Permit-fees.aspx; 519-621-2761

PLANS
Plans must be drawn on a single sheet, to scale with all measurements in metric units and include:

- The boundaries and dimensions of the subject land
- The location, size and type of all existing and proposed building and structures on the subject land, indicating their distance from the front lot line, rear lot line and side lots lines
- The approximate location of all natural and artificial features that:
  - Are located on the subject land and on land that is adjacent to it, and
  - In the applicant’s opinion, may affect the application
- The current uses of the land that is adjacent to the subject land
- 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
- If access to the subject land will be by water only, the location of the parking and docking facilities to be used
- The location and nature of any easements affecting the subject land

NOTICE SIGNS
Please note that all properties subject to an application for a Zoning By-law Amendment are required to post notice signs. As per Council Policy I-705, should the subject property be situated at an intersection or have frontage on more than one public road, notification signs will be required for each street frontage. If the application includes several properties more than one sign per frontage may be required. Property specific notice signs are provided by the City, at the cost noted in the fees section of this form, and shall be installed by the applicant.
A photo of the installed property specific notice sign must be sent to the File Planner prior to the application being deemed complete. The sign(s) shall remain in place until a decision has been made by Council and the applicable appeal period has expired. At that time, it is the responsibility of the applicant to remove the sign(s).

**ZONING BY-LAW AMENDMENT PROCEDURE**

An application for a Zoning By-law Amendment generally requires approximately four (4) to nine (9) months to process. The procedure generally encompasses the following steps:

1. The application is reviewed by planning staff to ensure all prescribed information and the required fee has been provided. Within thirty (30) days of the receipt of an application the applicant will be notified in writing whether the application is considered “complete”. Instructions regarding the notice signs will be sent to the applicant at this time.

2. Within fifteen (15) days of the application being deemed complete a “Notice of Application” will be advertised in The Record (local newspaper) and circulated to residents within 240 metres of the subject land & various departments / agencies for comment. Installation of the notice signs should be coordinated with the circulation of the Notice of Application. Any major issues arising from this circulation will be brought to the attention of the applicant for review and appropriate action.

3. Following the circulation period, a staff report containing a recommendation and any conditions of approval, if required, will be formulated.

4. Once the staff report has been finalized, a notice will be advertised in The Record (local newspaper) twenty (20) days in advance of the statutory public meeting. Notice will also be given directly to any persons that responded to the preliminary circulation outlined above.

5. At the public meeting, opportunity is afforded to the applicant and any other interested parties to make verbal and/or written submissions concerning the application. The committee may choose to recommend approval, refusal or deferral of the application.

6. If recommended for approval or refusal by the committee, the proposed amendment is then forwarded to city council for consideration.

7. If approved by city council, a notice of the passing of the by-law will be given to those who have expressed interest. The 20-day appeal period will commence the day after this notice is given, during which time the application may be appealed to the Ontario Land Tribunal (OLT). Should no appeal be filed, the amendment is final and binding as of the date of council passing.

**STAFF USE ONLY – COMPLETE APPLICATION REVIEW**

- Complete application form received and reviewed
- Applicable fees submitted
- “Staff Use Only” fields completed on form
- Signed Record of Pre-submission Consultation attached
- Any additional information provided as required by Pre-submission Consultation Record (confirm that information meets submission criteria as requested by department/agency)
- Confirmation of ownership, address & legal description
- Affidavit completed and signed by applicant & commissioner
- Authorization provided, if required

Deemed as a complete application by: __________________________ Date: ______________________
# Application for Zoning By-Law Amendment

**Planning Division** – 200 King Street West, 6th Floor
P.O. Box 1118, Kitchener ON N2G 4G7
519-741-2426; planning@kitchener.ca

## 1. Registered Owner

<table>
<thead>
<tr>
<th>Name(s):</th>
<th>Phone:</th>
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<tbody>
<tr>
<td>Company (if applicable):</td>
<td>Extension:</td>
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<tr>
<td>Street Address:</td>
<td>Email:</td>
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<tr>
<td>City/Province:</td>
<td>Postal Code:</td>
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## 2. Applicant (if other than registered owner)

<table>
<thead>
<tr>
<th>Name:</th>
<th>Phone:</th>
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<tbody>
<tr>
<td>Company (if applicable):</td>
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<td>Email:</td>
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<td>City/Province:</td>
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## 3. All Persons or Institutions Who Have Any Mortgage Charge or Encumbrance on the Property

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<th>Name:</th>
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<td>Company (if applicable):</td>
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<td>City/Province:</td>
<td>Postal Code:</td>
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## 4. Pre-Submission Consultation

a) Has the proposed amendment to the Kitchener Zoning By-law been the subject of a pre-submission consultation meeting with Planning Division staff?  
   Yes [ ]  No [ ]  Waived [ ]

b) If yes, what was the date of pre-submission consultation?  
   ________________

Has a copy of the Record of Pre-submission Consultation been included?  
   Yes [ ]  No [ ]

**NOTE:** The Record of Pre-submission Consultation documents the required information and materials that must be submitted in conjunction with the application form and fees. The Record is used by staff to determine whether the application is complete and acts as a receipt for any pre-submission consultation fees that you may have paid.
5. DETAILS OF SUBJECT LAND

| a) Municipal address of property subject to application: |
| b) Legal description of subject property (include lot & registered plan number and parts on reference plan): |
| c) Frontage of property: |
| d) Depth of property: |
| e) Area of the subject lands: |
| f) Date subject land was acquired by current owner: |

**NOTE:** All measurements are to be in metric units.

6. CURRENT OFFICIAL PLAN DESIGNATIONS

| a) Identify the official plan designation for the subject property. Please include any Official Plan policies or special designations such as floodplain that may affect the subject lands: |
| b) Is a concurrent official plan amendment being requested together with this zoning by-law amendment? Yes ☐ No ☐ |
| c) Explain how the proposed application conforms to the official plan: |
| d) Identify the secondary plan and land use designation for the subject property, if applicable: |
| e) Is a secondary plan revision being requested together with this zoning by-law amendment? Yes ☐ No ☐ |
| f) Is this an application to alter the boundary of an area of settlement or implement a new area of settlement? Yes ☐ No ☐ |
| - If yes, provide details of the official plan or official plan amendment that deals with the matter: |
| g) Is this an application to remove land from an area of employment? Yes ☐ No ☐ |
| - If yes, provide details of the official plan or official plan amendment that deals with the matter: |
| h) Is the subject land within an area where zoning with conditions may apply? Yes ☐ No ☐ |
| - If yes, provide an explanation of how the application conforms to the official plan policies relating to zoning with conditions: |
6. CURRENT OFFICIAL PLAN DESIGNATIONS (CONT’D)

i) Identify the Regional Official Plan (ROP) designation for the subject lands. Please include any Official Plan policies or special designations that may affect the subject lands.


j) Does the proposal conform to the applicable ROP designation and policies listed above?
   Yes ☐  No ☐

7. CURRENT ZONING BY-LAW DESIGNATIONS

a) Existing zoning category of the subject property:

Existing special use provisions (i.e. 123U):

Existing special regulation provisions (i.e. 234R):

b) What are the minimum and maximum density requirements (floor space ratio) for the applicable zoning category?

Minimum:  Maximum:

c) What are the minimum and maximum height requirements for the applicable zoning category?

Minimum:  Maximum:

8. PROPOSED ZONING BY-LAW AMENDMENT

What is the purpose of the proposed zoning by-law amendment?


9. PROPOSED ZONING BY-LAW DESIGNATION CHART

<table>
<thead>
<tr>
<th>Proposed Land Use</th>
<th>Requested Zoning</th>
<th>Reference of Lots &amp; Blocks</th>
<th># of Units or GFA</th>
<th>Hectares</th>
<th>Requested Special Use Provision or Special Regulation</th>
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10. SITE CONDITIONS

a) What is the existing use(s) of the subject land?

b) What is the length of time that the existing use(s) of the subject land have continued?

c) Are there existing buildings on the subject property?  
   - If yes, are any of the existing buildings or structures 50 years of age or older?  
   - If yes, which buildings (address)?  

   i) List the date that each building or structure was constructed, if known:

   ii) Identify the type, height and dimensions/floor area of each building (in metres):

   iii) Identify the setbacks (in metres) of each building from the front, side and rear lot lines (you may submit an up-to-date survey in this regard):

      Front: ____________________________  Rear: ____________________________
      Side 1: ____________________________  Side 2: ____________________________

d) Is the subject property:
   - Designated under the Ontario Heritage Act?  
   - Listed on the Municipal Heritage Register?  
   - Included on Heritage Kitchener's Inventory of Historic Buildings?  


e) Is demolition/alteration of buildings proposed?  
   - If alteration, explain extent:

f) Do any of the building proposed for demolition/alteration contain residential units?  
   - If yes, how many dwelling units?

   NOTE: Demolition of a residential building is subject to demolition control, Please contact the Planning Division to determine whether further applications are required.

g) Are any buildings or structures proposed to be built on the subject lands?  
   - If yes, identify the type, height and dimensions/floor area of each building (in metres):

11. PROPOSED SERVICING

a) Sewage Disposal - select service type:
   - Publicly owned piped sewage system  
   - Privately owned communal wastewater system*  
   - Privately owned individual wastewater system*  
   - Other (describe): ____________________________

   *If selected, and if more than 4,500 litres of effluent would be produced per day as a result of the development being complete, a servicing options report and hydrogeological report must accompany the application.
11. PROPOSED SERVICING (CONT’D)

b) Water Supply - select service type:
- Publicly owned piped water system
- Privately owned communal well
- Privately owned individual well
- Other (describe):

c) Stormwater Drainage - A preliminary stormwater drainage report is required for all types of storm drainage. Select the proposed stormwater drainage servicing below:
- Sewers
- Ditches or swales
- SWM pond
- Infiltration trenches

Attach and provide the name of the preliminary servicing information for the facility you have identified:
Name of servicing information/report:

Have you attached a preliminary stormwater management report? Yes ☐ No ☐
If not attached in a separate report, in what report can it be found?

12. OTHER APPLICATIONS

a) Are there any previous or current Planning Act applications (such as site plan approval, plan of subdivision, consent, minor variance, zoning by-law amendment, official plan amendment) pertaining to the subject lands?
Yes ☐ No ☐
- If yes, provide file number and status of each application:

b) Has the subject land ever been the subject of a Minister’s Zoning Order?
Yes ☐ No ☐ Unknown ☐
- If yes, indicate the Ontario Regulation number of that order (if known):
13. PROVINCIAL POLICY CONFORMITY

a) Is the plan consistent with the policy statements issued under any subsection 3(1) of the Act? (i.e. the Provincial Policy Statement)
   - Yes ☐ No ☐

b) Is the subject land within an area of land designated under any provincial plan or plans? (i.e. Places to Grow - Growth Plan for the Greater Golden Horseshoe)
   - Yes ☐ No ☐
   - If yes, name of plan(s):

   c) Does the plan confirm to, or not conflict with, the applicable provincial plan(s)?
      - Yes ☐ No ☐

14. PLAN CHECKLIST

Have you included a plan showing the required information below, to scale in metric units?

☐ The boundaries and dimensions of the subject land
☐ The proposed locations, dimensions, heights, areas and coverage of the following features that are located on the subject land or lands that are adjacent (if applicable):
   ☐ Existing and proposed buildings and structures - specifies type/use and setbacks from front, rear and side lot lines
   ☐ Amenity areas
   ☐ Planting strips and fencing
   ☐ Off-street parking and loading areas
   ☐ Pedestrian and vehicular access
   ☐ Abutting streets (locations, width and name); indicates what type (i.e. unopened allowance, public travelled road, private road or right-of-way)
   ☐ Railways
   ☐ Watercourses (location of parking/docking facilities if water access indicated in section 11)
   ☐ Drainage ditches
   ☐ Banks of rivers or streams, wetlands
   ☐ Wooded areas
   ☐ Wells and septic tanks
   ☐ Easements (nature of easements described)
☐ The current uses of the land that is adjacent to the subject land

ACKNOWLEDGEMENT

☐ I acknowledge that submission of this application constitutes consent for authorized municipal staff to enter upon the subject property for the purpose of conducting site visits, including photographs, which are necessary for the evaluation of this application.

☐ I acknowledge that the information requested on this form, and submitted with this application, is collected under the authority of the Planning Act, R.S.O. 1990, Chapter P.13, as amended, and the provisions of the Municipal Freedom of Information and Protection of Privacy Act. The information is required in order to process this application and forms part of the public record. I understand and agree that the information provided within this application may be published on the City of Kitchener website and therefore be publicly accessible. Questions about this collection can be made to City of Kitchener Planning Division at 519-741-2426.
☐ I acknowledge that, to facilitate the City’s compliance with O. Reg. 191/11 Integrated Accessibility Standards under the Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11., the Consultant/Contractor shall provide any final report and any other document identified by the Project Manager/City Representative as intended City/Client website content in an accessible format that complies with the World Wide Web Consortium Web Content Accessibility Guidelines 2.0 AA [other than success criteria 1.2.4. Captions (Live) and success criteria 1.2.5 Audio Descriptions (Pre-Recorded)]. However, this requirement shall not apply to drawings, photos, maps, site plans, or other documents that the Project Manager/City Representative agrees cannot practicably be converted to an accessible format. For detailed information about AODA requirements and to find training resources, visit https://aoda.ca/.

Signature of Owner/Applicant: ___________________________ Date: ___________________________

AFFIDAVIT (to be completed in person in the presence of a Commissioner of Oaths)

I, ___________________________, of the City/Town/Township of ___________________________, in the County/Region of ___________________________, solemnly declare that the information contained in this application is true, the information contained in the documents that accompany this application is true and that the owner as of the day on which this application is made has unconditional ownership of the subject lands and has disclosed any agreements or encumbrances that apply to the subject lands.

Signature of Owner/Applicant: ___________________________

Declared before me at the
City/Town/Township of ___________________________ in the County/Region of ___________________________

this ___________ day of ___________________________, 20 ___________.

Commissioner of Oaths: ___________________________

The personal information contained on this form is collected pursuant to the Planning Act and will be used for the purpose of responding to your application. If you have any questions on the gathering of personal information, please contact the Manager of Corporate Records & Archive Services at 519-741-2200 ext. 7766.
REGIONAL MUNICIPALITY OF WATERLOO - 
ENVIRONMENTAL SITE SCREENING QUESTIONNAIRE 
This form must be completed by the property owner(s) for all development applications submitted to the City of Kitchener on behalf of the Regional Municipality of Waterloo.

1. What are the current uses of the property? ____________________________________________

2. Was the subject property ever used for industrial purposes? 
   Yes ☐  No ☐  Uncertain ☐ 
   If yes, please describe approximate dates and types of industry: _________________________

3. Was the subject property ever used for commercial purposes where there is potential for site construction (i.e. automotive repair, gas station, dry cleaning operation, chemical warehousing, etc.)? 
   Yes ☐  No ☐  Uncertain ☐ 
   If yes, please describe approximate dates and types of commercial activity: _______________

4. Has waste (garbage, solid wastes, liquid wastes) ever been placed on this property? 
   Yes ☐  No ☐  Uncertain ☐ 
   If yes, when? _________________________ 
   Please provide description of waste materials: ________________________________________

5. Have hazardous materials ever been stored or generated on the property (e.g. has HWIN registration or other permits been required)? 
   Yes ☐  No ☐  Uncertain ☐ 
   If yes, please summarize details: ___________________________________________________

6. Is there reason to believe that this property may be potentially contaminated based on historical use of this or an abutting property? 
   Yes ☐  No ☐  Uncertain ☐ 
   If yes, please describe the nature of the suspected contamination: _________________

7. Has the subject property or adjacent property ever been used as an agricultural operation where cyanide products may have been used as pesticides? 
   Yes ☐  No ☐  Uncertain ☐

8. Are there or were there ever any above ground or underground storage tanks for fuels or chemicals on the property? 
   Yes ☐  No ☐  Uncertain ☐ 
   If yes, please summarize details: __________________________________________________

9. Does this property have or ever had a water supply well, monitoring well, geothermal well? 
   Yes ☐  No ☐  Uncertain ☐ 
   If yes, please provide details: _____________________________________________________

10. Does the property use or has it ever used a septic system? 
    Yes ☐  No ☐  Uncertain ☐

11. Have any environmental documents been prepared or issued for this property, including but not limited to a Phase I and II environmental site assessment, risk assessment, Record of Site Condition or Certificate of Property Use? 
    Yes ☐  No ☐  Uncertain ☐

12. Will lands be dedicated to the Region as part of this application (including road allowances, daylight triangles?) 
    Yes ☐  No ☐  Uncertain ☐