

THE MUNICIPALITY OF NEEBING

POLICY FOR ZONING AMENDMENTS

All applications shall be complete and have original signatures. Those not having a commissioner sign their forms and are having us commission them, must sign here in our office before the person commissioning it. There is no provisions in the Planning Act to allow us to accept Power of Attorney's for signatures. We will accept a faxed copy, but will need the original before the actual hearing date.

All questions must be completed, if you do not know the answer to anyone of them, we may be able to assist you in that regard. WE CANNOT FILL IN THE APPLICATION FOR YOU.

All diagrams must be complete; i.e. distances must be shown from side, front and rear yards. All buildings must be on the diagram and all neighbouring properties must be shown and include buildings (to the best of your ability). Contours i.e. hill, valleys, fields, streams, rivers, forested areas must be designated.

An application will only be processed once it is fully complete. We cannot accept an application if there are blank spots or signatures missing.

Please ensure that everything is filled out and signed/commissioned before returning your application to the office.

Once your application has been accepted and ready for processing, there is a twenty (20) day circulation period, whereby the application is sent to all abutting land owners within 660 metres of your property (all sides), Ministries and various Agencies. There is a public meeting held to hear all for or against the application and for Council to receive additional information if required. Council will then (at a different) meeting entertain a by-law for the zoning amendment. Once it has received third reading and adopted by Council, there is a twenty (20) day appeal period. Again this is circulated to the Ministries, Agencies and to anyone who has requested notice of passing.

If there are no appeals to the Ontario Municipal Board, then after the 20 day appeal period the by-law takes effect. If there is an appeal to the OMB then the by-law is held in abeyance until the OMB deals with the application. This could take anywhere from one (1) month to two (2) years.

So ensure your application is complete, signed and commissioned. That the requisite fee is attached and that all sketches are included.

As at March 7, 2008