



**SUDBURY EAST PLANNING BOARD**

**ZONING CONFORMITY PERMIT APPLICATION**

The fee for a zoning conformity permit application to the Sudbury East Planning Board

for Zoning By-law 17-01,

shall be determined as follows:

**\$500.00**

for all zone classifications

payable at the time a ***complete application*** is submitted.

**\$600.00**

**(Post Construction)**

If the application fee is being paid by cheque or money order,

such cheque or money order shall be made payable to:

**"Sudbury East Planning Board"**

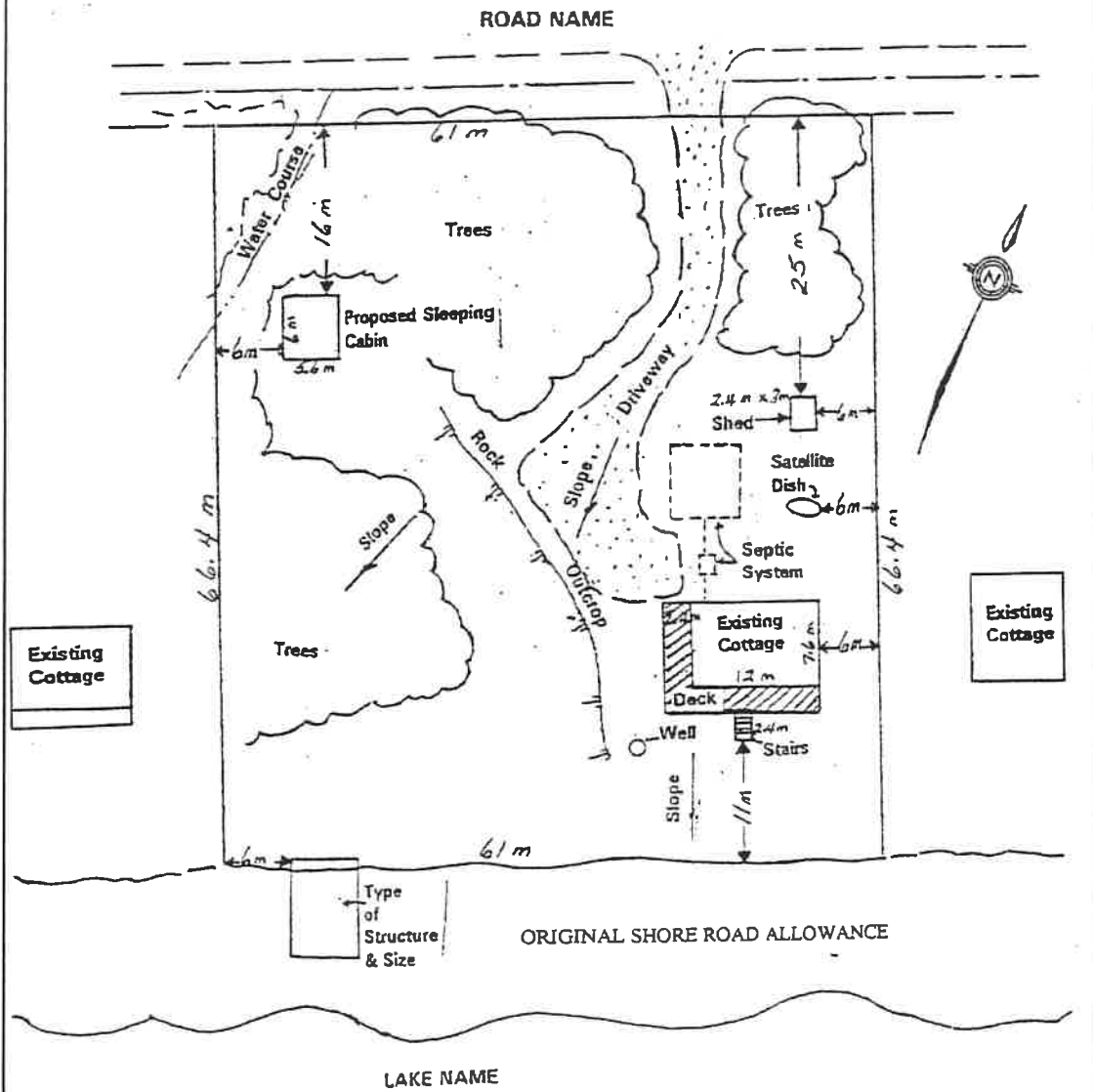
## APPLICATION FOR A ZONING CONFORMITY PERMIT TO THE SUDBURY EAST PLANNING BOARD

***Submission of an application must be complete and shall consist of the following:***

1. The applicable application fee in cash or cheque/money order payable to the "Sudbury East Planning Board".
2. One (1) original application form. ***All questions on the application form must be answered. Incomplete applications shall be returned to the applicant.***
3. If application is being submitted by a limited company or corporation, signature(s) must be under corporate seal, if applicable, or signed by an individual having authority to bind the corporation. Similarly, any authorization from a limited company or corporation shall be under corporate seal, if applicable, or signed by an individual having authority to bind the corporation.
4. One (1) copy of a site plan (8-1/2" x 11") to scale is required. ***Please indicate the scale being used, identify the north arrow, and identify all dimensions in metric units.*** The site plans must indicate the following:
  - (a) the boundaries and dimensions of the subject lands;
  - (b) the location, size, and type of all existing and proposed buildings on the subject lands, indicating the distance of the buildings from the front lot line, the rear lot line, and the side lot lines;
  - (c) the approximate location of all natural and artificial features on the subject lands and on the land that is adjacent to the subject lands that, in the opinion of the applicant, may affect the application (i.e. - buildings, railways, transmission lines, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells, and septic tanks);
  - (d) the location, width, and name of any roads within or abutting the subject lands, indicating whether it is a public traveled road, an unopened road allowance, a private road, or a right-of-way;
  - (e) if access to the subject lands is by water only, the location of the parking and docking facilities to be used;
  - (f) the location and nature of any easements affecting the subject lands;
  - (g) the current use(s) on the subject lands; and
  - (h) the use(s) of lands that are adjacent to the subject lands.
5. ***The Sudbury East Planning Board requires that if a property is accessed by a private road, the following is required:***
  - (a) ***a report by a qualified professional engineer or engineer technologist certifying, by way of a provincial seal,***
    - ***whether or not the private road for the distance from the property to the nearest public road meets with the Ministry of Transportation minimum public road standards, and, if not,***
    - ***identifying the deficiencies of the private road and identifying the work which would be required to upgrade the private road to the Ministry of Transportation minimum standards to be absorbed into a public road system; AND***
  - (b) ***proof of a registered right-of-way or easement for the private road; OR***
  - (c) ***in the case of an access road over Crown Land, a letter from the Ministry of Natural Resources confirming authorized access to the property.***
6. ***If a complete application (all questions answered on the application, property owner(s) signatures on the application, one (1) copy of a site plan, one (1) copy of the reports noted to in (5) above (where applicable), and the applicable application fee) is not provided, the application will be returned until it is complete.***

ADDITIONAL INFORMATION REGARDING THIS APPLICATION MAY BE OBTAINED BY CONTACTING THE SUDBURY EAST  
PLANNING BOARD

# SAMPLE SKETCH



## SITE DESCRIPTION:

The lot is located on \*\* Road, 0.5 km from its intersection with Hwy. \*\*. The house is the third one on the right and is red brick. There is a yellow mailbox at the end of the driveway.

## ZONING CONFORMITY PERMIT

Mr. and Mrs. \*\*  
 Part of Lot \*\*, Concession\*\*  
 in the Unincorporated Township of \*\*  
 Territorial District of Sudbury  
 being Part \*\*, Plan \*\*  
 Parcel \*\* S.E.S. (Assessment Roll No. \*\*)





## ZONING CONFORMITY PERMIT APPLICATION FORM

### FOR OFFICE USE ONLY:

DATE STAMP - RECEIVED

Application No. \_\_\_\_\_  
Application Fee: \_\_\_\_\_  
Received by: \_\_\_\_\_  
Assigned to: \_\_\_\_\_  
Assessment Roll No. \_\_\_\_\_

**All application questions must be answered and the Declaration of Owner(s) Section must be signed.  
Incomplete applications shall be returned to the applicant (please type or print in ink).**

1. Registered Owner(s): \_\_\_\_\_ Tel. Nos.: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Agent: (if applicable) \_\_\_\_\_ Tel. Nos.: \_\_\_\_\_
4. Address: \_\_\_\_\_
5. Legal description of the subject lands: (lot, concession, township, parcel number, assessment roll number, registered or reference plan, 911 address)  
\_\_\_\_\_  
\_\_\_\_\_
6. Dimensions of the subject lands: *(please use metric units)*  
Area \_\_\_\_\_ Frontage \_\_\_\_\_ Depth \_\_\_\_\_
7. Access to subject lands and road maintenance: (i.e. – name of access road and year-round or seasonal road maintenance)  
\_\_\_\_\_
8. If access is by a private road/right-of-way/easement, please indicate the distance from the subject lands to the nearest publicly owned/maintained road:  
\_\_\_\_\_
9. If access is by water: (parking and docking facilities used or to be used **and** distance of such facilities from the subject lands)  
\_\_\_\_\_
10. Existing use(s) of the subject lands: \_\_\_\_\_  
\_\_\_\_\_
11. Proposed use(s) of the subject lands: \_\_\_\_\_

12. *Particulars of existing and proposed building(s) (including septic systems) on the subject lands: (please use metric units)*

<i>Building/Structure</i>	<i>Date Constructed</i>	<i>Front Yard</i>	<i>Side Yard</i>	<i>Side Yard</i>	<i>Rear Yard</i>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

13. Is there any other information that you think may be useful to the Sudbury East Planning Board in reviewing this application? If so, please explain below or attach a separate page.

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### AUTHORIZED AGENT

I/We \_\_\_\_\_ am/are the registered owner(s) of the subject lands for which this application is to apply. I/We do hereby grant authorization to \_\_\_\_\_ to act on my/our behalf in regard to this application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Registered Owner(s)

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### DECLARATION OF OWNER(S) OR AUTHORIZED AGENT

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I/We \_\_\_\_\_ of the \_\_\_\_\_  
of \_\_\_\_\_ in the \_\_\_\_\_  
of \_\_\_\_\_

solemnly declare that the information contained in this application and in the documents that accompany this application are true. I/We 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 \_\_\_\_\_ in the \_\_\_\_\_  
of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 202\_\_\_\_\_

\_\_\_\_\_  
A Commissioner of Oaths, etc.

\_\_\_\_\_  
Signature of Registered Owner(s) or Authorized Agent

This information has been collected in accordance with Section 48 of the Planning Act, R.S.O. 1990, Chapter P.13. This information is to be used solely for the purpose of administering this application. For further information, please contact the Sudbury East Planning Board at 39 Lafontaine Street, Unit 4, P.O. Box 250, Warren, Ontario, PDH 2N0 (Office: Tel. (705) 967-2174 & Fax (705) 967-2177).

Pursuant to Section 1.0.1 of the Planning Act, R.S.O. 1990, Chapter P.13 and in accordance with Section 32(e) of the Municipal Freedom of Information and Protection of Privacy Act, it is the policy of the Planning Board to make all planning applications and supporting material available to the public.

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### PERMISSION TO ENTER

I/We hereby authorize the members of the staff of the Sudbury East Planning Board, 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.

\_\_\_\_\_  
Signature of Registered Owner(s) or Authorized Agent

The subject property must have the appropriate street address (911 address), or other adequate identification conspicuously posted on the subject lands. Failure to comply may result in a deferral of the application.

**FOR OFFICE USE ONLY:**

Registered Owner(s): \_\_\_\_\_

Assessment Roll No. \_\_\_\_\_

Official Plan Designation. \_\_\_\_\_

Zoning By-law Zone Classification: \_\_\_\_\_

**MINIMUM BY-LAW REQUIREMENTS**

		<b>Compliance (Yes(Y) or No(N))</b>		<b>Compliance (Yes(Y) or No(N))</b>
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<b>Lot Area</b>	_____	_____		
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<b>Lot Frontage</b>	_____	_____		
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Building/Structure: \_\_\_\_\_

Building/Structure: \_\_\_\_\_

Front Yard	_____	_____	_____	_____
Side Yard	_____	_____	_____	_____
Side Yard	_____	_____	_____	_____
Rear Yard	_____	_____	_____	_____

Building/Structure: \_\_\_\_\_

Building/Structure: \_\_\_\_\_

Front Yard	_____	_____	_____	_____
Side Yard	_____	_____	_____	_____
Side Yard	_____	_____	_____	_____
Rear Yard	_____	_____	_____	_____

Additional Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Based on the information provided by the applicant, it is my opinion that the proposal complies with the applicable regulations of Zoning By-law 14-01 of the Sudbury East Planning Board. A Zoning By-law Amendment will not be required.

**Note:** The applicant is responsible for obtaining all further required permits or approvals from local and provincial agencies.

\_\_\_\_\_  
 Matthew Dumont  
 Director of Planning  
 Sudbury East Planning Board

\_\_\_\_\_  
 Date