



Minister's Zoning Order (MZO) Request Application Form

For a request of support for a **Minister's Zoning Order (MZO)** from Township Council, the following should be submitted to the Planning Department:

- Complete Application Form**
 - Please sign and submit the attached application form in its entirety.
- Site Plan Package**
 - Appendix A provides additional information regarding requirements of the mandatory elevation and site grading drawings, as well as a lot survey.
- Planning Justification Brief**
 - Purpose of proposed project and reason for request
 - Rationale for selection of site & description of alternatives considered
 - Justification for inability to satisfy Local, Regional and Provincial Planning policy
 - Statement regarding the proposed benefits of the project including any economic or social spin-offs and the number of jobs created
- Traffic Impact Analysis**
 - Statement related to access driveways and safe turning movements
 - Statement relating to number of vehicular movement project will generate
- Functional Servicing / Stormwater Management Analysis**
 - Statement regarding how the project is going to be serviced and how stormwater is to be managed
- Environmental Impact Analysis**
 - Statement related to any environmental impacts the projects may have and analysis of any Species at Risk on subject land
- Archaeological Analysis**
 - Statement related to any known archaeological resources within subject area
- Application Fee (\$2,009.00)***
 - Fee can be paid by cash, debit or cheque payable to "Township of Springwater".

Please note, the Planning Services Department will assign a file number for complete applications and this should be used in all communications. If any questions may arise please feel free to contact the Planning Services Department.

*Fees may be subject to change. For a complete copy of the Fee & Charges By-law please visit the Township's website: www.springwater.ca/fees



Minister's Zoning Order (MZO) Request Application Form

Office Use Only	
Application Number	
Date Received	
Date Complete	
Roll Number	
MZO Request Fee	\$2,678.00
Fee Received	
Date Received	
Fee Type	Cash Cheque Debit Other

1.0 General Information

Applicant Information	Fill in the Area Below
Applicant's Name	
Full Mailing Address	
Telephone	
Mobile	
Email	

Owner (s) Information (If different from above)	Fill in the Area Below
Owner(s) Name	
Full Mailing Address	
Telephone	
Mobile	
Email	

Agent Information (If applicable)	Fill in the Area Below
Agent's Name and Firm	
Full Mailing Address	
Telephone	
Mobile	
Email	

Please submit a list as a separate appendix of any additional individuals or firms that will be working on this application (e.g. Planners, Engineers, Surveyors, Solicitors) if needed.

The primary contact for all matters relating to this application (pick one):

- Applicant Owner Agent

2.0 Details of Subject Land(s)

Subject Property	Fill in the Area Below
Legal Description	
Municipal Address	
Roll Number	

Easements and Restrictive Covenants:

Are there any easements, restrictive covenants, right-of-way, or other registered agreements affecting the subject property?

Yes No

If you answered **yes** above, please provide a description of each and its purpose:

Official Plan & Zoning By-law:

Current Official Plan Designation of the subject lands:

Current Zoning of the subject lands:

Is the subject land located within the regulation limits of the **Nottawasaga Valley Conservation Authority (NVCA)**?

Yes No

Property Size Details	Fill in the Area Below
Frontage (m)	
Depth (m)	
Area (m ²)	

Access to the subject lands will be gained by:

- Provincial Highway
- County Road
- Private Road
- Township Road
- Other _____

Past and present uses on and around the subject lands:

Does the subject land or any adjacent properties contain any known archeological resources or areas of archaeological potential?

- Yes
- No
- Unknown

Has there ever been an industrial or commercial use, including a storage of gasoline or other fuels on the or adjacent to the subject property?

- Yes
- No
- Unknown

Has there ever been an underground storage tank on the subject lands?

- Yes
- No
- Unknown

Has the subject land or any lands within 500 metres ever been used for the storage/disposal of hazardous materials or waste?

- Yes
- No
- Unknown

Is there any reason to believe that subject lands have been contaminated by former uses on the subject lands?

- Yes
- No
- Unknown

What type of uses are currently occurring within 500 metres of the subject lands?	
North:	
South:	
East:	
West:	

3.0 Details of Proposal

Land Use	Fill in the Area Below
Existing Uses of the Lands	
Proposed Uses of the Lands	

Provide a brief **overview of the proposal**:

4.0 Buildings & Structures

Details of the existing and proposed structures on the subject lands (If additional space is required to list structures please attach the information to the application):

Please note, that a plan showing the dimensions of the subject lands and all existing and proposed buildings thereon (including setbacks to property lines) must be submitted along with this application form. Refer to Appendix A for additional information.

Existing	Fill in the Area Below		
Building/Structure Type:			
Date of Construction			
Ground floor area (m ²)			
Gross floor area (m ²)			
Building height			
Number of storeys			
Front yard setback (m)			
Rear yard setback (m)			
Side yard setback (m)			
Side yard setback (m)			

Proposed	Fill in the Area Below		
Building/Structure Type			
Date of Construction			
Ground floor area (m ²)			
Gross floor area (m ²)			
Building height			
Number of storeys			
Front yard setback (m)			
Rear yard setback (m)			
Side yard setback (m)			
Side yard setback (m)			

5.0 Checklist of Submission Materials

Please use the space provided below to list all of the reports and plans that are included with your submission. Alternatively, a complete list of all materials can be attached to this application form.

Title	Date	Author

6.0 Agreement of Owner/Agent

The Owner/Agent hereby agrees that he/she shall reimburse the Township of Springwater on demand for all costs incurred by the Township of Springwater in processing this application over and above the application fee, including, but without limiting the foregoing, the costs of planning assessment, legal fees, peer review costs, the costs of servicing notices and advertising, meeting space rental, survey fees and engineering costs.

The Owner/Agent hereby authorizes municipal staff and/or agents of the municipality (i.e. engineers) to enter the property for the purposes of performing inspections, without further notice, related to the processing of this application and fully indemnify the municipality for any and all claims or damages arising or resulting from such access.

The Owner/Agent hereby provides consent, for the purposes of the **Freedom of Information and Protection of Privacy Act**, to the Township of Springwater to use and disclose personal information collected as part of any submission.

The Owner/Agent hereby declare that I have read and understand the information set out in the Township of Springwater’s **Minister’s Zoning Order (MZO) Request Protocol** and **Section 6.0** of this application.

Date: _____

Signature of Owner

Signature of Agent

7.0 Declaration

I [the Owner/Agent], _____ of the Township of Springwater (or other) _____ of the County of Simcoe (or other) _____ do solemnly declare that all above statements and contained in all of the exhibits submitted herewith are true, and I make this solemn declaration conscientiously believing it to be true and knowing it has the same force and effect as if made under oath and by virtue of the “**Canada Evidence Act**”.

Signature of Owner or Agent

Declared before me at:
The Township of Springwater
in the County of Simcoe
this _____ day of _____, 20____.

or

Declared before me at:

Commissioner of Oaths

7.0 Authorization

Authorization of Owner for Agent to Make the Application

I, _____, am the owner of the land that is the subject of this application and I authorize _____ to make this application on my behalf, and to provide any of my personal information that will be included in this application or collected during the processing of the application under the **Freedom of Information and Protection of Privacy Act**.

Date: _____

Signature of Owner

Appendix A – Site Plan Requirements

- a) The boundaries and dimensions of the subject land(s);
- b) The proposed location of any structures / buildings / parking areas / ingress and egress, etc.
- c) The approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks), 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;
- d) The current uses of land that is adjacent to the subject land (for example, residential, agricultural or commercial);
- e) The location, width and names 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; and
- f) The location and nature of any easement affecting the subject land.