

Township of Douro-Dummer



Development Guide

Revised January 2010

Township of Douro-Dummer Development Guide

The Township of Douro-Dummer was formed on January 1, 1998 by the amalgamation of the former Township of Douro and the former Township of Dummer. The Township of Douro-Dummer is one of the largest townships within the County of Peterborough with over 260 kms of municipal roads. As a growing community, the Township of Douro-Dummer recognizes the potential for growth in the residential, commercial and industrial sectors.

Introduction to Guide

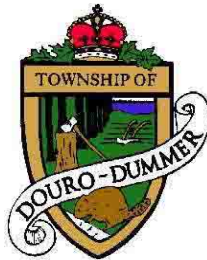
This guide was designed to assist those who want to develop in the Township of Douro-Dummer, as the processes that are involved in developing can sometimes be difficult to understand. This guide will help you become more familiar with some of the documents that are used by the municipality to ensure the community develops according to the appropriate guidelines. The Planning Act, Provincial Policy Statement, County Official Plan, Township Official Plan & Zoning By-law must all be considered when processing your applications.

Costs associated with your applications will be your responsibility and are not unique to the Township of Douro-Dummer. Planning and development fees and the supporting documents you may be required to provide are requirements throughout the Province of Ontario.

This guide is intended to assist members of the public when applying for policy and land use changes. Although the descriptions in the following pages are abbreviated they will hopefully provide you with a better understanding of the policies that are in place and describe the amendment process needed if your proposal does not conform to the policies and by-laws that govern development in the Township of Douro-Dummer.

For further clarification of the information contained in this guide it is recommended that you speak to municipal staff. It is also advisable that you contact an independent planner and/or other professionals to guide you through your development project.

**Proper development is in your best interest
and will enhance the value of your property.**



This is not a legal document and should not be regarded as one.

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Application Process

A planning application is required when a property owner proposes a change to his or her property where it does not conform to planning documents. Different applications are required for different land changes. Examples of some planning applications are Official Plan Amendment, Zoning By-law Amendment or Minor Variance Application. It is suggested that you contact the municipal office to determine what application(s) is required for your development.

Although there are several applications, the process of approval can be similar. Before beginning the application process, contact the municipal office to find out what information you need to include with your application. Also, a complete listing of information to be included with your application is on the information sheets that are provided with the application. Council will not approve the processing of applications that are incomplete.

Note: Applicants for developments are advised to retain the services of professionals (planner, lawyer, engineer, hydrogeologist, etc.) to assist them in the development process. **

If you require any information with respect to completing an application contact:

The Township of Douro-Dummer Municipal Office
894 South Street, P.O. Box 92
Warsaw ON K0L 3A0
Phone: (705) 652-8392, Fax: (705) 652-5044
Website: www.dourodummer.on.ca
Email: info@dourodummer.on.ca

After submitting the appropriate application(s) along with the prescribed fee, to the municipal office it will be taken to the next council meeting for Council to receive it and direct staff to proceed. The time it takes to process your application will vary for each type of application. In most cases a public meeting must be held so that anyone affected is able to make their comments known about the application. After the public meeting, the appropriate approval authority (County of Peterborough, Committee of Adjustment, Peterborough County Land Division Committee or Council) will make a decision to defer, approve or refuse your application based on information received throughout the process. Anyone can appeal the approval authority's decision within the allotted appeal period (the time period varies depending on the application) to the Ontario Municipal Board (OMB); an appeal fee is required by the OMB. If there is an appeal to the OMB, a hearing will normally be held and a decision is rendered by the Board. If there is no appeal to the OMB, the decision will stand.

Remember: All costs associated with the processing of any application are the responsibility of the applicant.

Minor Variance

Minor Variances are granted to allow development to proceed without it being in exact conformity with the requirements of the Zoning By-law. They are a special privilege and there must be a valid reason why the by-law cannot be met in order for a Minor Variance to be granted. The Committee of Adjustment must also make sure that the granting of a Minor Variance does not undermine or violate the original purpose of the policies that the municipality has in place.

Minor Variance Applications

Your Minor Variance application will be considered by the Township of Douro-Dummer Committee of Adjustment. Any decision rendered by the Committee may be subject to such terms and conditions as the Committee considers advisable.

**** While the Application Form sets out the minimum requirements for a sketch, please be aware that an up-to-date location survey will be required for most applications. Please ensure that all structures (including decks, accessory buildings, etc.) are shown on the survey and that all setbacks are shown and measured accurately. For Waterfront properties elevation detail should also be indicated on the survey.**

**** Photographs of the subject property/structures would be helpful in processing your application.**

<u>Fees:</u>	Municipal Application Fee	\$700.00**
	Otonabee Region Conservation Authority Review Fee	\$200.00***
	TOTAL	\$900.00

*****While every effort is made to ensure that the application fee covers all costs of processing the application, the Applicant will be responsible if there are any additional costs and a Cost Acknowledgement form must be signed and included with the application.***

****** The Otonabee Region Conservation Authority fee may not be required if this application is being processed in conjunction with any other application under the Planning Act.***

Procedures

Processing of your application will take a minimum of 50 days upon receipt of a complete application, including all information that is required and assuming no complications arise.

Before submitting an Application for Minor Variance, the Committee suggests that the Applicant contact all neighbours within 60 metres of the proposed land, relevant

ministries and agencies to inform them of their plans. This courtesy may prevent a possible delay in the processing of your application should someone not understand the nature of your request.

Upon receipt of a complete Application for Minor Variance, a Public Hearing shall be held within 30 days of the application being received by the secretary-treasurer. The Planning Act prescribes that a Notice of the Hearing shall be given at least 10 days before the day of the Hearing by prepaid first class mail to all property owners within 60 metres of the subject property and to the appropriate agencies.

A Notice of Public Hearing must also be posted on the subject property; instructions for its posting will be provided to you. You will be required to sign an affidavit to ensure that this is done. Failure to post the Notice(s) may result in additional costs and/or may prohibit your application from being processed and approved.

The **Public Hearing** will be held in the Council Chambers of the Municipal Building. It is recommended that you attend the Hearing or have someone else represent you. If necessary, arrangements will be made to do a site visit after the formal part of the Hearing. If the subject property is on an Island, the Committee will request the Applicant to provide boat transportation. The Committee will reconvene after the site visit and a decision will be rendered. The Committee may also reserve its decision pending receipt of further information, as they may deem necessary.

When making a decision about the application, the Committee must consider:

- 1) Is the request minor in nature
- 2) Is it desirable for the development of the land and the municipality as a whole
- 3) Does it maintain the general intent of the Official Plan
- 4) Does it maintain the general intent of the Zoning By-law.

All four of these requirements must be met in order for the application to be approved.

Upon making a decision, whether granting or refusing, an application, a Notice of Decision will be sent to the applicant and/or his Agent and to each person who filed with the secretary-treasurer a written request for notice of the decision. The approval of a Minor variance may accompany certain conditions.

There is a 20 day appeal period from the date of the decision within which the applicant and/or his Agent or any other person or public body who has an interest in the matter may appeal the decision of the Committee to the Ontario Municipal Board.

If no appeal is received within the 20 day appeal period, the decision of the Committee of Adjustment is final and binding.

Zoning By-law

A Zoning By-law is a legal document that regulates the use of land within the Municipality. The By-law states what each parcel of land can be used for, where and what types of buildings or structures may be located on the land and the requirements of lot sizes, parking lots, building heights and setbacks, etc. The Zoning By-law must conform with the Official Plan of the Municipality.

Zoning By-law Amendments

Sometimes it is necessary to amend the Zoning By-law if the zoning on your property does not permit a proposed development.

The information required on an application for a Zoning By-law Amendment is listed on the back of the application. Contact the Municipal Office for further assistance. The Council of the Township of Douro-Dummer will consider your Application for a Zoning By-law Amendment.

<u>Fees:</u>	Municipal Application Fee	\$1,000.00**
	Otonabee Region Conservation Authority Review Fee	\$275.00***
	TOTAL	\$1,275.00

*****While every effort is made to ensure that the application fee covers all costs of processing the application, the Applicant will be responsible if there are any additional costs and a Cost Acknowledgement form must be signed and included with the application.***

****** The Otonabee Region Conservation Authority fee may not be required if this application is being processed in conjunction with any other application under the Planning Act.***

Procedures

Processing of your application will take a minimum of 90 days upon receipt of a complete application, including all information that is required and assuming no complications arise.

Before submitting an Application for a Zoning By-law Amendment, the municipality suggests that the Applicant contact all neighbours and municipalities that are within 120 metres of the subject land, relevant Ministries and other agencies to inform them of your plans. This courtesy may prevent a possible delay in the processing of your application should someone not understand the nature of your request.

Upon receipt of a complete Application for an Amendment to the Zoning By-law, your application will be taken to Council to have the application deemed complete and to obtain approval for staff to process the application.

A Public Meeting shall be scheduled, under the regulations of the Planning Act, after the application has been deemed complete by Council.

The Planning Act prescribes that a Notice of the Public Meeting shall be given at least 20 days before the day of the Meeting by prepaid first class mail to all property owners within 120 metres of the subject property and to the appropriate agencies.

A Notice of Public Meeting must also be posted on the subject property; instructions for its posting will be provided to you. You will be required to sign an affidavit to ensure that this is done. Failure to post the Notice(s) may result in additional costs and/or may prohibit your application from being processed and approved.

The Public Meeting will be held in the Council Chambers of the Municipal Building. It is recommended that the applicant and any other person having an interest attend the meeting or have someone else represent you.

All written submissions will be presented at the Public Meeting. Anyone in attendance will be given the opportunity to speak in support of or in opposition to the proposed Zoning By-law Amendment. If there is no opposition to the Zoning By-law Amendment submitted at the time of the Public Meeting then Council may pass the By-law later in the meeting or at a subsequent meeting of Council.

There is a 20 day appeal period from the date of the Notice of Passing being mailed. Only the applicant or a person or public body who, before the By-law was passed, made oral submissions at a public meeting or written submissions to council may appeal the By-law to the Ontario Municipal Board. (If Council refuses or neglects to make a decision on the By-law within 120 days the applicant may appeal to the Ontario Municipal Board.)

If no appeal is received within the 20 day appeal period, the By-law becomes effective on the date of passage.

Holding Provision

Sometimes Council imposes a Holding Provision on a parcel of land to prevent or limit the use of the land. This is done to allow for the orderly phasing of development of the land, to ensure that design criteria of the Official Plan have been satisfied and to allow for the implementation of special design features.

A Holding Provision will not be removed from the parcel of land until all necessary agreements have been registered on title, the conditions of the draft plan approval have been met and all the objectives of the Holding Provision have been met.

Temporary Use

A Temporary Use is a By-law passed by the Council to allow a temporary use of land, buildings or structure for a limited time, which is otherwise prohibited by the Zoning By-law. The time period that the Temporary Use is allotted will be set out in the Temporary Use By-law but will not exceed 3 years. Additional 3 year extensions may be granted by Council upon the receipt and processing of a further application. When the Temporary Use By-law expires the continued use of the land, building or structure must conform to the original By-laws of the Municipality and may not be used for what the Temporary Use By-law permitted.

Official Plan

An Official Plan sets policies for guiding proper land use and development in the community. The Official Plan outlines where residential, industrial and commercial areas are contemplated. Council undertakes the preparation of the Official Plan with input from the public, ministries and other agencies. When preparing the Official Plan, Council shall be consistent with the Provincial Policy Statement and the Peterborough County Official Plan. A copy of the Official Plan is available for viewing at the municipal office.

If you want to use your property or develop it in a way that does not conform to the Official Plan then an Official Plan Amendment may be necessary.

Official Plan Amendments

An application for an Official Plan Amendment is a two-step process that involves the Township of Douro-Dummer and the County of Peterborough.

Fees:	Municipal Application Fee	\$1,500.00 (1)
	Otonabee Region Conservation Authority Review Fee	\$ 350.00 (2)
	TOTAL	\$1,850.00

(1) While every effort is made to ensure that the application fee covers all costs of processing the application, the applicant will be responsible if there are any additional costs and a Cost Acknowledgement form must be signed and included with the application.

(2) The Otonabee Region Conservation Authority fee may not be required if this application is being processed in conjunction with any other application under the Planning Act.

Procedures

Processing of your application will take a minimum of 90 days at the municipal level subject to the receipt of a complete application, including all necessary information and assuming no complications arise.

Before submitting an application to the Township of Douro-Dummer for an Official Plan Amendment it is suggested that you talk to your neighbours within a 120 metre (400 feet) radius of the subject property and any relevant ministries or agencies to notify them of your plans. This courtesy may prevent additional costs or a possible delay in the processing of your application should someone not understand the nature of your request. It is also advisable that you contact the municipal office to make sure the information needed for your application is complete. An information sheet is provided with the application to assist with completing your application. The municipality may require other information (technical information, reports) to assist in the decision making process.

Processing of your application will not proceed until the application is complete and all necessary information, technical reports and applicable fees are submitted. As part of the processing of an Official Plan Amendment pre-circulation of the application and draft documents will be sent to the County of Peterborough, Otonabee Region Conservation Authority and other pertinent agencies. After receipt of the pre-circulation comments a public hearing will be scheduled.

The Notice of Hearing will include the date, time and place of the Public Hearing. A copy of the Notice will be mailed to the applicant, neighbours within 120 metre (400 feet) radius of the proposed property and appropriate ministries and agencies. It is recommended that the applicant and anyone else having an interest in the application attend the hearing or have someone else represent you.

Council will make their decision based on information provided to them by the township planner and/or engineer, other authorities, ministries, other professionals, adjacent property owners and any other interested parties, where appropriate.

Upon Council making a decision to adopt the Official Plan Amendment, the appropriate information is sent to the County of Peterborough for their review of the Official Plan Amendment. The County will make the decision to defer, approve or refuse your application for an Official Plan Amendment and will contact the municipal office with regard to the decision.

The County of Peterborough will make their decision based on information provided to them by the Township of Douro-Dummer, other authorities, ministries, other professionals, adjacent property owners and any other interested parties, where appropriate.

The appeal period (20 days) of the County's decision is indicated to the municipality on the Notice of Decision. Individuals, corporations and public bodies can make an appeal to the Ontario Municipal Board within the 20-day appeal period. If there is no appeal, the decision of the County of Peterborough is final and the municipality will be notified that the appeal period has ended. The decision for the Official Plan Amendment is then final.

When the decision is final a Notice of Decision will be sent to the applicant and/or his agent, each person who filed with the clerk a written request for notice of the decision and any other person prescribed.

Predevelopment Agreements

When your development application is received you may be required to enter into a Predevelopment Agreement with the Township of Douro-Dummer to demonstrate your commitment to your project. Both the developer and the Corporation of the Township of Douro-Dummer must sign the predevelopment agreement. It can include, but is not limited to, information such as:

- Both names of the developer and corporation
- What land the developer is interested in
- What the developer has applied for (i.e. Official Plan Amendment, Zoning By-law Amendment)
- What the developer and corporation agree to
- What is required from the developer (i.e. deposits, fees, drawings).

The predevelopment agreement can also include that certain studies need to be completed on the subject land before you may begin developing it. (See Studies Pages 10 - 12)

The type of application that you submitted will determine the information that is put into a predevelopment agreement. Predevelopment agreements are unique to the individual development proposal.

Before you can begin completing the requirements of the predevelopment agreement the necessary **deposits** (as outlined in the Predevelopment Agreement) need to be made to the municipal office. Deposits are required to cover the costs associated with processing your application to completion. The Township of Douro-Dummer does not accept any responsibility for costs associated with land use changes or the development process.

The decision whether a predevelopment agreement is required will be made by Council in consultation with their township planner and/or engineer, legal council and any other appropriate agencies.

Studies

As part of the review and decision making process you may be required to obtain studies pertaining to the lands being developed. The type of studies will be identified by the township planner and/or engineer on a case by case basis. The following is a list of possible studies that may be required to complete your development application; other studies, as determined by Council after consultation with the township planner and/or engineer, may be required.

The County of Peterborough, Otonabee Region Conservation Authority and the Peterborough County/City Health Unit or other approval authorities or agencies may require additional studies that are not listed.

The studies help Council and the other authorities to better understand how your development will impact neighbouring properties, the township as a whole and the character of the area. The results assist Council in making decisions about the application for a land use change.

Note: The costs associated with having studies completed are the responsibility of the Developer For your own protection it is advisable to get more than one quote**

Many of these studies are co-related and are undertaken at the same time.

List of Studies/Reports

Archaeological Study – Searching of the area to find historical artifacts of human activities from the past.

Areas of Natural and Scientific Interest – Is used to determine the potential impact of a development on or near an area that is identified as an Area of Natural and Scientific Interest. It ensures that the development will not negatively impact the natural features or the ecological functions that have been identified in that area.

Aquatic Habitat Analysis - Is used to determine how much the aquatic habitat will be affected by the development.

Economic Impact –The Township of Douro-Dummer will look at the economic impact a proposed development will have on the financial position of the municipality and that the services required by the municipality will not be disproportionate in relation to the taxable assessment of the development.

Environmental Impact Report – An in-depth evaluation of the impacts the development will have on the environment. Also, it includes suggestions on how to reduce or eliminate the impacts on the environment.

Environmental Review and Report – The intent of the review is to assess the effects the development may have on the natural environment and the ability of the environment to absorb the effects caused by the development. From the report, Council in cooperation with the Ministry of Natural Resources, Ministry of the Environment, Otonabee Region Conservation Authority and the Trent Severn Waterway will decide if an Environment Impact Report is necessary.

Floodplain Hydrology Analysis – Floodplain Hydrology analysis looks at the mapping of floodplains in the area and how the earth is able to accommodate the water in the floodplain areas.

Geotechnical Report – Reports on the condition of the site proposed for development, such as subsurface data. It also makes engineering design suggestions for the site based on the interpretation of the subsurface data.

Hydrogeological Report – Indicates if there is an adequate supply of potable water available for a particular area and if the site can absorb wastes from the proposed septic system without exceeding the Ministry of Environment guidelines for groundwater impact.

Hydrology - The study of the water cycle and the flow of water on and under the earth's surface. It also looks at the water in the atmosphere.

Leachate – Looks at the possible contamination of water as it trickles through materials at the development site and after the site has been developed.

Noise Study- Is used to determine the level of noise the development will bring to the area and how it will impact those that live close to the development.

Noxious Gas– Looks at the amount of noxious gases that will be released into the atmosphere from the development and determines the impact it will have on the area.

Soil Quality Assessment – Examination of the development site's soil to identify potential contamination. If the site is contaminated, it must be fully investigated and a clean up plan prepared. Also, a legally binding commitment to implement the clean up plan will be required.

If sites have already been identified as being potentially contaminated a report describing the nature and extent of contamination will be required.

Stormwater Management Reports – Is used to determine the changes in stormwater runoff a development will have on existing watercourses. It will also include information that will provide improvements to the stormwater runoff that are required to allow a development on the proposed land. Refer to the Ministry of Environment's current Stormwater Management Guidelines.

Terrain Analysis –Is an interpretation of the terrain (the slope, etc.) and the effect the development will have on it. It also includes soil analysis that looks at the soil’s stability to hold the proposed development and soil erosion.

Traffic Study – Is used to measure the amount of traffic the development will bring to the municipality and how it will impact the area roads and streets.

Watershed – Looks at the land area that drains water into a water source (river, lake, pond). This is important in developing land because the development may cause contaminates to get into water sources.

Wildlife Habitat - Is used to determine how much the wildlife habitat will be affected by the development.

Site Plan Control

By-law Number 2002-71 establishes that the whole Township of Douro-Dummer is a Site Plan Control Area. Some proposals, as determined by Council, may require site plan approval before proceeding with the development. The By-law allows the township to participate in determining the location of various elements to be included in the developments overall design. It also assists the township in ensuring that developments include all required facilities and design elements to help the development be compatible with the new use and adjacent lands.

Fees:	Municipal Fee for Site Plan Agreement	\$2000.00 (1)
	TOTAL:	\$2000.00

(1) While every effort is made to ensure that the application fee covers all costs of processing the application, the applicant will be responsible if there are any additional costs and a Cost Acknowledgement form must be signed and included with the application.

Procedures of Site Plan Approval

Processing will take a minimum of 30 days upon receipt of a complete application, including all information that is required and assuming no complications arise.

When filling out an application for Site Plan Approval it may be helpful to refer to the Site Plan Control Guidelines, which is available with the application. This guideline states all the submission requirements that may be required to accompany your application. It also describes the Site Plan Approval process in detail.

With your application for Site Plan Approval, Council may require:

- Plans showing the location of buildings and structures as well as all facilities and works certified by an Ontario Land Surveyor
- Detailed drawings certified by an engineer and/or architect that show the plan, elevation and cross-section views for each building. It also has to show the massing and conceptual design of the buildings, the relationship of the buildings to other buildings, streets and exterior areas that the public have access to and the interior walkways, stairs and escalators that the public have access to.

The drawings exclude the layout of interior areas (except the above mentioned), colour, texture and type of materials, window detail, construction details, architectural detail and interior design.

Note: All plans and drawings should be in Metric Terminology.

Upon receipt of the complete application for Site Plan Approval including detailed site plans, supporting documentation and the appropriate processing fees, Council will authorize the processing of your application. Copies of the site plan will be given to the township planner and/or engineer to review and report back to Council. The Site Plan

Application and plans may also be circulated to the County of Peterborough, Otonabee Region Conservation Authority and to other ministries or agencies where it is deemed that they may have an interest.

Council will make their decision based on information provided to them by the township planner and/or engineer, other authorities, ministries, other professionals, adjacent property owners and any other interested parties, where appropriate.

If Council is satisfied with the site plans and drawings, they may approve the site plan with conditions. As a condition of Site Plan Approval, Council will require the developer to enter into a Site Plan Agreement. Other conditions that may be imposed by Council could require the developer to provide, at no cost to the municipality:

- Widening of highways
- Access ramps, curbing and traffic direction signs in accordance with The Public Transportation and Highway Improvement Act
- Pedestrian walkways
- Lighting of the land, buildings or structures
- Landscaping (walls, fences, shrubs, trees, groundcover)
- Easements for construction, maintenance or improvements for waterways, ditches, land drainage works and sewerage facilities
- Grading or elevation of the land
- Any work in relation to access ramps, driveways, parking and loading areas and walkways.

If the landowner is unsatisfied with the conditions of approval, the landowner can appeal to the Ontario Municipal Board by written notice to the secretary of the Ontario Municipal Board and to the municipal clerk.

Note: No development is to begin on the land until either the municipality or in the case of an appeal, the Ontario Municipal Board, has approved the Site Plans.

Site Plan Agreement

As a condition of the Site Plan Approval you will be required to enter into a Site Plan Agreement. The agreement is between the developer and the Corporation of the Township of Douro-Dummer and defines the conditions of the Site Plan Approval, the works and actions required and the required guarantees of performance. Also, the plans and drawings for the development will be included as part of the agreement.

The chief building official cannot issue a building permit until the Site Plan Agreement has been signed and the proposal fully conforms to the approved drawings.

The Site Plans must be approved before a Site Plan Agreement is executed.

Severance/Consents

A land severance (also known as a consent) is the division of your land, which creates separate parcels. The Official Plan of Douro-Dummer has specific requirements and/or conditions for land severances. Being approved for a land severance depends on lot size, compatibility, public and private roads, conformity to the Official Plan and the Zoning By-law, water supply, sewage disposal, etc. The Peterborough County Land Division is the approval authority for a Severance Application.

Procedures

Before applying for a land severance, you should contact the municipal office to see if your land qualifies to be severed. If the land qualifies for a land severance it is suggested that the applicant talk to neighbours within a 120 metre (400 feet) radius of the proposed land, any relevant ministries and agencies to inform them of your plans of land severance. This courtesy may help to prevent additional costs or a delay in the processing of your application should someone not understand the nature of your request.

Review of Severance Proposal

It is recommended that you have a Preliminary Severance Review completed by the County Planning Department (at no cost) to determine if the land qualifies to be severed. This is done by filing a Severance Proposal Form (at no cost), which determines if the severance conforms to the County Official Plan. This review will tell you whether or not Peterborough County will support your proposal before you submit a formal application with the Land Division Committee. Along with the completed form you will need to submit a sketch showing your property, surrounding properties and the proposed area of severance (with it's size and relation to other properties). Make sure all the information required is submitted with the proposal form, if any information is missing, it will cause a delay in the application process.

It is also recommended that you submit a draft application to the Township's Committee of Adjustment to obtain their opinion as to whether or not the municipality will support your proposal for land severance. The Municipal Fee for Severance Review is \$ 100.00 for your first application and \$ 50.00 for each additional application.

If the Severance Proposal report from the Peterborough County and the Township of Douro-Dummer is favourable for a land severance, you can then proceed to file a formal application to the Peterborough County Land Division Committee.

Formal Application

The Severance Proposal Form and the Formal Application for Consent (severance) are both available on the Peterborough County website www.county.peterborough.on.ca. It is also available at both the county office and the municipal office. Attached to the application is an instruction sheet describing the information that needs to be submitted with your application and the fees required by the County for processing your

application. Make sure that the application is complete before submitting it to prevent any delays in the application process.

Processing of Your Application

Upon receipt of your completed application, the County Land Division will circulate copies to various ministries, agencies and the Township of Douro-Dummer for comments. When all comments have been returned, the County Planning Department will do a final planning report to determine whether or not the consent should be approved.

Decision

The Decision with respect to your application for severance will be made in one of two ways:

For all straight-forward applications, the Director of Planning has the authority to grant approval.

For all disputed applications – a hearing of the Peterborough County Land Division Committee will be necessary and the decision lies with the Committee – you will be notified of the time and date of the hearing. It is advisable for you, or your agent, to be present at this hearing.

The County Land Division will make their decision based on information provided to them by the Township of Douro-Dummer, other authorities, ministries, other professionals, adjacent property owners and any other interested parties, where appropriate.

A **Notice of the Decision** will be mailed to you and to anyone else who requested to be notified of the decision. The Notice of Decision will set out the last day of appeal against the decision and the expiry date of your approval. It will also set out any conditions, which have been imposed on the approval. It is necessary for you to fulfill these conditions prior to the one-year expiry date stated on your Notice of Decision.

The secretary-treasurer of the Peterborough County Land Division Committee or the Township of Douro-Dummer office will be able to further instruct you with respect to the fulfillment of the conditions.

Fees:

County Application Fee	\$900.00
County Deed Stamping Fee	\$375.00
Otonabee Region Conservation Review Fee	\$250.00
Township of Douro-Dummer Cash-in-lieu of Parkland Fee	\$750.00
Surveying Costs	

Legal Costs

Other Costs associated with completion of any conditions imposed

Health Unit

Rezoning or Minor Variance

If you require any information with respect to severance procedures within the Township of Douro-Dummer, you may contact:

Linda Moher, Clerk/Planning Coordinator

Ph: 705-652-8392, Ext 204 Fax: 705-652-5044,

email lindamo@dourodummer.on.ca

or contact

Christine Lang, Secretary-Treasurer of

The Peterborough County Land Division Committee

705-743-0380, ext 310

email chrislang@county.peterborough.on.ca

Fees

Each application that you submit will require a fee. These fees and any costs associated with an application or development are the developer's responsibility and will not be assumed by the municipality. The fees that are required when submitting an application are not unique to this township; all townships require a fee to cover the costs associated with the application process. Other outside authorities (County of Peterborough, Otonabee Region Conservation Authority, Ministry of Environment, Ministry of Transportation, etc.) may also require fees that are necessary when applying for permits, studies or reviews. Please contact the specific agency for a listing of their fees.

While every effort is made to ensure that the application fee covers all costs of processing the application, the applicant will be responsible if there are any additional costs and a Cost Acknowledgement form must be signed and included with your application. An application will be considered incomplete without the Cost Acknowledgment document signed and attached.

The fees required by the Township of Douro-Dummer are outlined in By-law Number 2009-62, which is attached to this document as Schedule A.

Contact Information

Adjoining Municipalities

Asphodel-Norwood	(705) 639-5343
City of Peterborough	(705) 742-7771
Havelock-Belmont-Methuen	(705) 778-2308
North Kawartha	(705) 656-4445
Otonabee-South-Monaghan	(705) 295-6852
Smith-Ennismore-Lakefield	(705) 292-9507
Bell Canada	310-2355
Cogeco Cable	1-888-267-9000
County of Peterborough	(705) 743-0380
Clerk	(705) 743-0380 Ext.468
Planning - Keziah Holden	(705) 743-0380 Ext.336
Roads – Kendra Lean or Dave Turkington	(705) 742-6823
www.county.peterborough.on.ca	
Enbridge Gas	
Call Before you Dig	1-800-400-2255
Emergencies	1-888-447-4911
Main switchboard	1-800-268-5467
Environment Canada	(416) 743-4826
www.weatheroffice.ec.gc.ca	
Greater Peterborough Area Economic Development Corporation	
GPA EDC	(705) 743-0777
www.gpaedc.on.ca	
Hydro One	
Customer Billing & Service Inquires	1-888-664-9376
Power outage information	1-800-434-1235
Land Registry Office	(705) 755-1342
Ministry of Agriculture, Food and Rural Affairs	1-888-466-2372
www.gov.on.ca/OMAFRA	
Ministry of Culture – Chris Anderson	(416) 314-7159
www.culture.gov.on.ca	

Contact Information – Continued

Ministry of Environment www.ene.gov.on.ca	1-800-565-4923
Ministry of Municipal Affairs and Housing www.mah.gov.on.ca	1-800-267-9438
Ministry of Natural Resources www.mnr.gov.on.ca	1-800-667-1940
Ministry of Transportation – Cheryl Tolles www.mto.gov.on.ca	1-613-545-4744
Municipal Property Assessment Corporation (MPAC) www.mpac.on.ca	1-866-296-6722
Ontario Energy Board www.oeb.gov.on.ca	1-888-632-6273
Ontario Municipal Board 655 Bay Street, 15 th Floor Toronto ON M5G 1E5 www.omb.gov.on.ca	(416) 326-6800
Otonabee Region Conservation Authority – Bev Hurford	(705) 745-5791
Peterborough County-City Health Unit Kathleen Sheperd	(705) 743-1000
Peterborough Regional Health Centre	(705) 743-2121
Peterborough Utilities Services	(705) 748-6900
Township of Douro-Dummer C.A.O - David Clifford Building Inspector – Ken Currie Fire Chief – Mike Keough Clerk/Planning Coordinator – Linda Moher Parks and Recreation – Peter Kallaste Road Department – Harold Nelson www.dourodummer.on.ca	(705) 652-8392 Ext. 206 Ext. 208 Ext. 207 Ext. 204 (705) 652-3617 (705) 652-8402
Trent-Severn Waterway – Wayne Mitchell	(705) 742-9267

Schedule 'A'

The Corporation of the Township of Douro-Dummer

By-law Number 2009-62

Being a by-law to set a Tariff of Fees for the processing of applications made in respect to Planning Matters; and to repeal By-law 2006-29

Whereas it is deemed necessary to set a Tariff of Fees for the processing of applications made in respect to Planning Matters as provided by Section 69 (1) of the Planning Act, R.S.O. 1990, c.P.13, as amended;

And Whereas the Municipal Council deems it necessary to establish a Tariff of Fees for the Township of Douro-Dummer;

Now Therefore the Council of the Corporation of the Township of Douro-Dummer enacts as follows:

1. That Fees as set out in Column 2 shall be paid to the Treasurer of the Township of Douro-Dummer by an applicant with any application made in respect of the following planning matters listed in Column 1:

<u>Column 1</u>	<u>Column 2</u>
Severance Review (1 st application)	\$100.00
(each additional application)	\$ 50.00
Minor Variance Application (effective October 1, 2009)	\$600.00
Minor Variance Application (effective January 1, 2010)	\$700.00
Minor Variance Application (effective January 1, 2011)	\$800.00
Amended Minor Variance Application – prior to circulation	\$125.00
Amended Minor Variance Application – after circulation	\$600.00
Zoning By-law Amendment (effective October 1, 2009)	\$900.00
Zoning By-law Amendment (effective January 1, 2010)	\$1,000.00
Zoning By-law Amendment (effective January 1, 2011)	\$1,100.00
Amended Zoning Amendment Application - prior to circulation	\$125.00
Amended Zoning Amendment Application - after circulation	\$975.00
Removal of Holding Provision	\$650.00

By-law Number 2009-62 - Continued

Official Plan Amendment	\$1,500.00
Site Plan Approval	\$2,000.00
Plan of Subdivision	\$5,000.00
Advertising Fee (newspaper)	actual cost of advertising – Note (1)
Special Meeting Fee	\$500.00 – Note (2)

Any development requiring a predevelopment Agreement with the Township of Douro-Dummer shall be accompanied by a deposit of \$5,000.00.

Note (1) This advertising fee would only be charged if it is deemed necessary to publish an ad in a local paper because of the nature of the application. The decision on whether to advertise will be made by the Clerk/Planning Coordinator and be based on the need to give notice to a wider area than the normal mail notification would provide.

Note (2) This special meeting fee will only be charged if the applicant has indicated some urgency in having the application heard and has requested that either the Council or the Committee of Adjustment convene a special meeting specifically for the purpose of dealing with an individual application. This fee will not be charged if the special meeting is convened at the direction of Council or the Committee of Adjustment or if held prior to or following a scheduled Council or Committee of Adjustment meeting.

2. All the above fees shall constitute the minimum fee for processing of the applicable planning application. Any additional costs associated with the planning matter, shall be the responsibility of the applicant, and the application shall not proceed until funds are placed on deposit to cover the anticipated additional costs.

Such additional costs shall include, but not be restricted to, Professional Planning Fees, Engineering Fees and Legal Fees, and costs associated with an Appeal to the Ontario Municipal Board in addition to the municipal costs associated with such application.

If it is deemed that an application has the potential to become “complicated” staff will refer the matter to a planning consultant and all the costs associated with that referral will be borne by the applicant.

By-law Number 2009-62 - Continued

3. That this By-law shall come into force and effect immediately upon passing unless otherwise stated herein .
4. That By-law Number 2006-29, and all other by-laws of the Township of Douro-Dummer that conflict with this by-law are hereby repealed.

Passed in open council this 15th day of September, 2009.

Original Signed _____
Reeve, J. Murray Jones

Original Signed _____
Clerk, Linda G. Moher