

Office Use: Received:	Deemed Complete:	File No.
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Application Checklist
Applicant to complete the following checklist upon submission
<input type="checkbox"/> Completion of Pre-Consultation Meeting with Staff
<input type="checkbox"/> One copy of completed application form
<input type="checkbox"/> One copy of Parcel Registry (PIN Printout) of the subject property
<input type="checkbox"/> Application drawing
<input type="checkbox"/> Application fee, payable to the County of Perth – Link to fees here
<input type="checkbox"/> Reports/studies (if required as a result of pre-consultation)

1.0 Applicant Information		
Owner(s)		
Name:		
Address:		Postal Code:
Phone:	Email:	
Applicant (complete if applicant is not the owner)		
Name:		
Address:		Postal Code:
Phone:	Email:	
Agent (if applicable)		
Name:		
Address:		Postal Code:
Phone:	Email:	
1.1 Which of the above is correspondence to be sent to? (check one)		
Owner <input type="checkbox"/>	Applicant <input type="checkbox"/>	Agent <input type="checkbox"/>
2.0 Location and Size of the Subject Land		
Local Municipality:		Ward:
Lot:	Concession:	Reg. Plan:
Ref. Plan:	Part:	Street Address:
Lot Frontage (m):		Lot Area (m ² or ha):

2.1 Name and address of mortgages or charges: (if applicable)					
2.2 Are there any easements or right-of-way(s) on the subject lands? (if applicable)					
4.0 Status					
County Official Plan Designation:					
Local Official Plan Designation (Listowel/Milverton/Mitchell):					
Current Zone:					
5.0 Site Information					
	Existing Buildings	Proposed Buildings		Existing Buildings	Proposed Buildings
Front Yard:	m	m	Height:	m	m
Rear Yard:	m	m	Dimensions:	m x m	m x m
Side Yard:	m	m	Date Built:		
Side Yard:	m	m	<input type="checkbox"/> See attached drawing		
6.0 Proposed Official Plan Amendment					
6.1 Does the Proposed Official Plan Amendment:					
Add a land use designation to the Official Plan?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Change a land use designation of the Official Plan?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Replace a policy in the Official Plan?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Delete a policy from the Official Plan?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Add a policy to the Official Plan?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
6.2 If applicable, please provide the policy section number to be changed and the suggested policy wording on a separate page.					
6.3 What is the purpose of the Official Plan Amendment and land uses that would be permitted by the proposed Official Plan Amendment? (May attach separate page)					

7.0 Previous Industrial or Commercial Uses		
7.1 Has there previously been an industrial or commercial use on the subject land or adjacent land?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, please specify the uses and dates:		
7.2 Is there reason to believe the subject land may have been contaminated by former uses on or near the site?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
What information did you use to determine the answers to the above questions?		
If Yes to (7.1) or (7.2), a previous use inventory showing all former uses of the subject land, or if appropriate, the adjacent land, is needed. This study must be prepared by a qualified consultant.		
Is the previous use inventory attached?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

8.0 Status of Other Applications under the Planning Act		
Is the subject land also the subject of an application for:		
Consent	Yes <input type="checkbox"/> - File #:	No <input type="checkbox"/>
Plan of Subdivision/Condominium	Yes <input type="checkbox"/> - File #:	No <input type="checkbox"/>
Minor Variance	Yes <input type="checkbox"/> - File #:	No <input type="checkbox"/>
Site Plan	Yes <input type="checkbox"/> - File #:	No <input type="checkbox"/>
Zoning By-law Amendment	Yes <input type="checkbox"/> - File #:	No <input type="checkbox"/>

9.0 Servicing					
9.1 Indicate the existing/proposed sewage disposal type. Check all that apply:					
	Existing	Proposed		Existing	Proposed
Public piped sewage system			Individual septic system(s)		
Public or private communal system			Other (specify):		
9.2 Indicate the existing/proposed water supply type.					
Public piped water system			Individual well(s)		
Public or private communal well(s)			Other (specify):		
9.3 Indicate the existing/proposed storm drainage type.					
Storm sewers			Other (specify):		
Ditches or swales					
9.4 Indicate the existing/proposed road access type.					
Provincial Highway			Public road, seasonal maintenance		

Public road, full maintenance			Other (specify):		
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10.0 Other Information

12.0 Application Drawing

Please submit an accurate, scaled drawing of the proposal showing the following information:

- a) The subject land, including its boundaries and dimensions, and the location, and nature of any easement or restrictive covenants which affect the subject land;
- b) The uses of adjacent and abutting land;
- c) The location of all existing as well as proposed buildings and their dimensions, uses, and setbacks from lot lines;
- d) The location of all natural and man-made features on the land and the location of these features on adjacent and abutting lands; and
- e) Scale and north arrow.

13.0 Applicant Affidavit or Sworn Declaration

I, _____ of the _____ in the County/Region of _____ make oath and say (or solemnly declare) that the information contained in the documents that accompany this application is true. Sworn (or declared) before me at the _____ in the County/Region of _____ this _____ day of _____, 20_____.

Commissioner of Oaths

Applicant

Applicant

14.0 Authorization of Owner for Agent to Make the Application

I/We, _____ of the _____ in the County/Region of _____ am/are the owner(s) of the land that is the subject of this application and I/we hereby authorize _____ to act as my/our agent in the application.

Name of Owner

Signature

Date

Name of Owner

Signature

Date

15.0 Acknowledgement

If the decision of this application is appealed, I _____
agree to support the application, provide assistance in the preparation and presentation of
the application before the Ontario Land Tribunal and pay all of the County’s legal costs
associated with the Tribunal hearing.

Applicant

Applicant

16.0 Consent to Use and Disclose Personal Information

With the filing of this application, I/we _____, the
owner(s)/applicant/authorized agent authorize and consent to the use by or the disclosure to
any person or public body of any personal information that is collected under the authority of
the Planning Act for the purposes of processing this application for the purposes of the
Freedom of Information and Privacy Act.

Signature

Date

Signature

Date