

Town Of Ingersoll Zone Change Application Guide

Please read carefully before completing the attached application form:

1. The attached application form is to be used only when applying to the Town of Ingersoll for a change to the Town Zoning By-Law. The applicant is advised to approach the Town of Ingersoll Chief Building Official and/or the County of Oxford Community Planning Department for Official Plan, Zoning and Policy information before making a formal application.

Completing the Application Form

2. The attached application form should be submitted to either the:

Clerk
Town of Ingersoll
130 Oxford Street 2nd Floor
Ingersoll ON, N5C 2V5
Phone: (519) 485-0120

3. The application, **including a to-scale sketch/site plan** consisting of one original, must be accompanied by the appropriate fee in cash or cheque payable to:

“The Corporation of the Town of Ingersoll”.

(a) **\$2,815.00** = \$ 2,635.00 basic amendment, temporary use or interim control by-laws +
\$ 180.00 - Public Works Review Fee

(b) **\$1,760.00** = \$1,580 removal of holding symbol or by-law renewal +
\$ 180.00 - Public Works Review Fee

4. The application should be completed by the property owner(s) or his/her authorized agent. Where the application is being made by an agent, the written authorization of the owner(s) must accompany the application **or** if the application is being made under an agreement of purchase and sale, a signed copy of the agreement must be attached as authorization and will remain confidential.
5. The application must include a to-scale site plan/survey showing the following information:
 - a) the boundaries and dimensions of the subject lands;
 - b) any proposed or existing building(s) and/or structure(s) on the subject lands and its location (including distance to lot lines), size and type;
 - c) the land uses on all adjacent lands of the subject lands;
 - d) approximate location of all natural and artificial features on subject and adjacent lands and shall include buildings, railways, roads, watercourse(s), municipal drains, existing or proposed sanitary sewers and laterals, existing and proposed septic facilities, water supply, wetlands and wooded areas;

- e) the location, width and name 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;
 - f) the location and nature of any easement affecting the subject land;
 - g) location of all landscaped areas, fencing, buffer strips and sidewalks.
6. All site plans/surveys must be drawn to scale at a maximum size of 11" x 17". Larger plans will be accepted with the inclusion of an original reduction of the plans at a maximum size of 11" x 17".
Large plans must be folded.

Processing the Application

7. After accepting the completed application, Oxford County Community Planning circulates the application to municipal officials, provincial authorities and other agencies for comment. Ingersoll Town Council will hold a Public Meeting to consider the application. Notice of the Public Meeting is sent 20 days prior to the meeting date, to all property owners within 120 meters of the lands subject to the application. The applicant is required to attend the public meeting to support their application.
8. As of January 1, 2020, the Town of Ingersoll's planning review process will be facilitated with a separation of the public meeting and the meeting where a Council decision is made. Applications will be reviewed in accordance with the following schedule:

1st Meeting

- Submissions considered to be complete will be scheduled for a public meeting during which:
 - The Planner will outline the application for Council and fully explain the requested zone change;
 - The applicant/agent will speak to their submission and answer any questions that Council may have; and
 - The public may speak in support or opposition of the application.

2nd Meeting

- At a subsequent meeting the Planner's report containing his/her recommendations, agency comments and any concerns/issues of merit arising from the public meeting are brought before the Council for consideration.
 - Council will approve or deny the application, or defer the matter to a subsequent meeting.
9. All applications for multiple residential, industrial, commercial and institutional development may require subsequent site plan approvals by the Town. Application forms are available at the County of Oxford Community Planning or the Town of Ingersoll Municipal Offices.
10. Section 34(19) of the *Planning Act*, 1990 provides for an appeal of Council's decision, by any person, to the Local Planning Appeal Tribunal, within 20 days of the giving of written notice of the passing of the By-Law.
11. Section 34(11) of the *Planning Act*, 1990 allows the applicant to appeal to the Ontario Land Tribunal if Council refuses the application or neglects to make a decision within 120 days of receipt of the completed application.

Fees as of January 1, 2026

• **\$2,815.00** - Basic amendment, temp. use or interim control by-laws: (**\$2,635.00 + \$180****)

• **\$1,760.00** - Removal of holding symbol or by-law renewal: (**\$1,580.00 + \$180****)

****\$180** =Public Works Review Fee



File No: _____

Date Received: _____

Date Considered Complete: _____

Town Of Ingersoll Application for Zone Change

1. Applicant / Owner / Agent Information

a) Applicant Information

Applicant's Name: _____

Applicant's Address: _____

Telephone Number: _____

Alternate Phone Number: _____

Email Address: _____

b) Registered Owner(s) (if other than Applicant)

Owner(s)' Name (as on title): _____

Owner(s)' Address: _____

Telephone Number: _____

Alternate Phone Number: _____

Email Address: _____

* Note: If the applicant (being the solicitor or agent) is anyone other than the registered owner, the Authorization section of this form must be completed.

2. Subject Land(s) Information

Lot Number(s): _____

Plan No. or Concession: _____

Part Number(s): _____

Reference Plan: _____

Street Address (if any): _____

The subject land is located on the _____ side of the street lying between
_____ Street and _____ Street.

P.I.N.: _____

Official Plan Designation

Existing: _____

Proposed: _____

Has an application for Official Plan amendment been filed with the County of Oxford if the proposed designation is different from the existing designation? ☐ yes ☐ no

Zoning

Existing: _____

Proposed: _____

Uses

Existing: _____

Proposed: _____

Buildings/Structures

For all buildings/structures, either existing or proposed on the subject lands, please supply the following information:

Existing Building☐ None existing**Proposed Addition or
Amendment to Existing**☐ None proposed

Use: _____

Date Constructed (if known): _____

Floor Area: _____

Setbacks

Front lot line: _____

Side lot line 1: _____

Side lot line 2: _____

Rear lot line: _____

Complete the following table for residential, commercial/industrial or institutional uses:			
	Residential	Commercial/ Industrial	Institutional
Type (Apt., semi, townhouse, retail, restaurant, church, etc.)			
Number of units			N/A
Conversion/addition to existing building			
Description of conversion/addition to existing building			
	Residential	Commercial/ Industrial	Institutional
Total number of units/beds	N/A	N/A	
Floor area by dwelling unit or by type (office, retail, common rooms, etc.)			
Other facilities (playground, underground parking, pool, etc.)			
Number of lots (for subdivision)			N/A
Seating capacity (for restaurant, assembly hall, etc.)	N/A		
Number of staff	N/A		
Is open storage required?	N/A		N/A
Accessory residential use?	N/A	If accessory residential use, complete residential section	If accessory residential use, complete residential section

3. Site Information (Proposed use(s))

Lot Frontage	
Lot Depth	
Lot Area	
Lot Coverage	
Front Yard	
Year Yard	
Interior Side Yard	
Exterior Side Yard (corner lot)	
Landscaped	
Open Space Percentage	
Number of Parking Spaces	
Number of Loading Spaces	
Building Height	

Width of Planting Strip	
Driveway Width	

4. Services

Service (check appropriate box for each)	Existing	Proposed
Water supply		
a) Publicly-owned and operated piped water system	<input type="checkbox"/>	<input type="checkbox"/>
b) Privately-owned and operated individual well	<input type="checkbox"/>	<input type="checkbox"/>
c) Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>
Sewage Disposal		
a) Publicly-owned and operated sanitary sewer system	<input type="checkbox"/>	<input type="checkbox"/>
b) Privately-owned and operated individual septic tank	<input type="checkbox"/>	<input type="checkbox"/>
c) Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>
Storm Drainage		
a) Municipal sewers	<input type="checkbox"/>	<input type="checkbox"/>
b) Municipal drains	<input type="checkbox"/>	<input type="checkbox"/>
c) Ditches	<input type="checkbox"/>	<input type="checkbox"/>
d) Swales	<input type="checkbox"/>	<input type="checkbox"/>
Access		
a) Provincial Highway	<input type="checkbox"/>	<input type="checkbox"/>
b) County Road	<input type="checkbox"/>	<input type="checkbox"/>
c) Municipal Road maintained all year	<input type="checkbox"/>	<input type="checkbox"/>
d) Municipal Road maintained seasonally	<input type="checkbox"/>	<input type="checkbox"/>
e) Unopened Road Allowance	<input type="checkbox"/>	<input type="checkbox"/>
f) Right of Way owned by: _____	<input type="checkbox"/>	<input type="checkbox"/>
g) Other (specify): _____		

5. General Information

a) Is the subject land the subject of regulations for flooding or fill and construction permits of the Upper Thames River Conservation Authority? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, has an application been filed with the Conservation Authority? <input type="checkbox"/> Yes <input type="checkbox"/> No	
b) Present land use(s) of adjacent properties? _____ _____	
c) Characteristics of the subject land (check appropriate space(s) and add explanation, if necessary)	
i) Does the land contain environmental features such as wetlands, woodlots, watercourses, etc.? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, describe: _____ _____
ii) Has any part of the land been formally used for dumping or garbage disposal purposes? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, describe the use: _____ _____	

6. Historical Information

a) Is the subject land the subject of a current Application for Consent to the Oxford County Land Division Committee or a current application for draft plan of subdivision to the County of Oxford?

☐ Yes ☐ No

If yes, provide the application number:

b) Have the subject land(s) even been the subject of any other application under the Planning Act, such as an application for approval of an Official Plan amendment, a zoning by-law amendment, a Minister's Zoning Order amendment, consent, a minor variance, or approval of a plan of subdivision?

☐ Yes ☐ No ☐ Unknown

If yes, provide the application number: _____

Status/Decision: _____

c) If known, list the date the subject land was acquired by the owner: _____

d) If known, the length of time that the existing uses of the subject land have continued: _____

O.L.T. Declaration – Owner must sign

To be completed by owner:

I _____, hereby agree to support the application, if appealed by a third party and provide assistance in the preparation and presentation of the application before the Ontario Land Tribunal and pay all fees as set out in the Ontario Land Tribunal Cost Sharing Policy adopted by Council:

Signature of Owner: _____ Signature of Witness: _____

7. Authorization

Note: If the applicant is not the owner of the land, that is the subject of the application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form, or the authorization set out below must be completed. (See item 4 of the Zone Change Application Form.)

a) Authorization of Owner(s) for Applicant/Agent to Make the Application (where applicable)

I / We, _____, of _____
(name of owner/signing authority) (company, if applicable)

am/are the owner(s) of the land that is the subject of this application, and I/We authorize

_____, of _____ to make this
(name of applicant) (company, if applicable)

application on my/our behalf.

Date

Signature of Owner(s)/Signing Authority

Signature of Owner(s)

AFFIDAVIT

I/We, _____ of the _____ of
Owners Name(s) Town/City
_____ in the _____ of _____
Name of Town/City County Name of County

DO SOLEMNLY DECLARE THAT:

All of the statements contained in this application are true and 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.

Signature of Owner/Applicant

DECLARED before me at the _____ of _____
in the _____ of _____
this _____ day of _____, 20_____

Commissioner for Taking Affidavits, etc.

Submission Checklist:

- ☐ *Complete application
- ☐ Commissioner of Oaths/Affidavits signature
- ☐ Drawings of the subject lands to the satisfaction of the Chief Building Official/Zoning By-Law Administrator, including at a minimum a sketch, drawn to scale, at a maximum size of 11" x 17" showing the following:
 - a) The boundaries and dimensions of the subject land;
 - b) The location, size and type of all existing and proposed buildings and structures on the subject lands, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines;
 - c) The approximate location of all natural and artificial features on the subject and adjacent lands including buildings, railways, drainage ditches, roads, river or stream banks, wetlands, wooded area, watercourses, municipal drain(s), existing and proposed septic tanks/tile fields/facilities, water supply, well(s), proposed sanitary sewers and laterals;
 - d) The current uses on the land that is adjacent to the subject land;
 - e) The location, width and name 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 right of way;
 - f) The location and nature of any easement affecting the subject land; and
 - g) The location of all landscaped areas, fencing, buffer strips and sidewalks.

Larger plans will be accepted with the inclusion of an original reduction of the plans at a maximum size of 11" x 17". **Large plans must be folded**

- ☐ Application fee paid
- ☐ Public Consultation Strategy completed (pg. 10)

* Please note: further drawings/reports including a survey prepared by an Ontario Land Surveyor may be required at the discretion of Town Staff for an application to be considered complete.

Municipal Freedom of Information and Protection of Privacy Act – Notice of Collection and Disclosure

The collection of personal information on this form is legally authorized under Sec. 34 of the *Planning Act*, and O. Reg. 545/06 for the purpose of processing your planning application. Questions about this collection should be directed to the Corporate Manager of Community Planning at the County of Oxford, 21 Reeve St., P.O. Box 1614, Woodstock, ON N4S 7Y3 or at (519) 539-9800 (ext. 3207).

Pursuant to Sec. 1.0.1 of the *Planning Act*, and in accordance with Sec. 32(e) of the *Municipal Freedom of Information and Protection of Privacy Act*, it is the policy of the County of Oxford to make all planning applications and supporting material available to the public.

**Public Consultation Strategy
Official Plan & Zoning By-Law Amendments
& Plans of Subdivision**

As per recent changes to the *Planning Act*, introduced through the *Smart Growth for our Communities Act*, a public consultation strategy is required for applications for Official Plan Amendment, Zoning By-Law Amendment or Draft Plan of Subdivision before the application is deemed to be 'complete' as defined by the *Act*. Please discuss your proposal with County Planning staff in advance of submission of any application.

Formal notifications, as prescribed by the *Planning Act* include:

- Circulation to all landowners within 120 m. of subject lands and posting of a public notice sign;

Please select any and all forms of further public consultation that you, as the applicant / agent / owner intend to undertake:

- ☐ None
- ☐ Speak to adjacent landowners directly about the proposed development
- ☐ Post signs within a common area (for multi-residential buildings and developments)
- ☐ Advertise the proposal and public meeting in a local newspaper (please discuss this with County Planning Staff prior to initiating)
- ☐ Host an open house regarding the proposal
- ☐ Other measures (please elaborate)
-
-

Dated this _____ day of _____ 20_____
(month) (year)

Please Print Name

Signature (applicant / owner / agent)

Return this completed Official Plan Amendment, Zone Change, or Draft Plan of Subdivision application and this form to:

- a) Clerk
Town of Ingersoll
130 Oxford Street 2nd Floor
Ingersoll ON, N5C 2V5
Phone: (519) 485-0120