



**CORPORATION OF THE TOWNSHIP OF MELANCTHON
CHANGE OF USE CERTIFICATE APPLICATION**

Township of Melancthon
157101 Highway 10
Melancthon, Ontario
L9V 2E6
Attention: CAO/Clerk

The undersigned hereby applies to the Township of Melancthon for a Change of Use Certificate for lands shown in Schedule A attached hereto.

Enclosed herewith is a cheque payable to the Township of Melancthon in the amount of \$2,000.00 (\$1,000.00 fee + \$1,000.00 deposit) for the Township's fee towards the cost of processing this application.

The following is to be completed by the applicant. Please use a separate sheet of paper if there is insufficient room to answer any questions. The plan or plans identified at item 14 of this application must also be provided. Failure to complete the application in its entirety will delay the processing of the application as the CAO/Clerk shall deem the application complete before the application is processed.

1. **Ownership Information**

Owner Name _____

Owner Address _____

Owner Phone Number _____ Fax Number _____

Email Address _____

2. **Information regarding the Subject Lands**

Lot _____ Concession _____

Registered Plan No. _____ Emergency No. _____

Total Lot Area (Metric Units) _____

Frontage (Metric Units) _____

Depth (Metric Units) _____

Farm Business Registration No. _____

3. **Proposed On Farm Business Use (please refer to permitted uses under By-law No. 44-2012 attached to this application form)**

4. Are ancillary retail commercial sales and services proposed? If yes, provide the gross floor area used for such ancillary purposes.
- _____
5. Is there an existing On Farm Business Use on the property? _____
6. What is the area of associated facilities including parking areas? _____
7. Are there any On Farm Business Uses within 500 metres of the proposed use? _____
8. Are there any 4.1 hectare or smaller vacant lots wholly or partially within 121.9 metres of the proposed use? _____
9. Other than the dwelling on the subject property, are there any dwellings within 121.9 metres of the proposed use? _____
10. What is the maximum combined total ground floor area for all buildings to be used for the proposed On Farm Business Use?
- _____
11. If a power room is proposed, what is:
- a. the ground floor area of that room? _____
- b. the percentage of the power to be produced that will be used by the proposed on-farm business use?
- _____
12. What is the maximum building height of the building to be used for the proposed On Farm Business Use?
- _____
13. Does the use comply with all applicable noise and other emission standards of the Ministry of Environment?
- _____
14. Is the proposed use to be operated by the owner? _____
15. How many employees? _____
16. What is the size of the proposed non-illuminated sign? _____
17. Is there an existing dwelling on the subject property? _____
18. **Plan(s) of Property and Proposed Development**

A plan or plans, to be marked as Schedule A, or shown on the attached Schedule A must be provided showing the following in metric units:

- the boundaries and dimensions of the subject lands
- the location, size and type of all existing and proposed buildings and structures on the subject land, indicating their distance from the lot line, rear lot line and side lot lines
- all buildings to be used for the On Farm business Use to be identified by black shading
- the area to be occupied by all outside facilities, including parking, associated with the On Farm Business Use to be identified by a distinctive shading or outline
- the distance from the proposed On Farm Business Use to the closest lot line of any

4.1 hectare or smaller vacant lot that is wholly or partially within 121.9 metres of the proposed uses

- the distance from the proposed On Farm Business Use to the nearest dwelling that is on a separate lot and is within 121.9 metres of the proposed use
- the location of all natural and artificial features (i.e. - buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded area, 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
 - the current use of the subject property
- the current uses of land that is adjacent to the subject land
- 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, or private road or right of way
- building elevations of proposed building for the proposed use
- show location and size of all storage and loading areas
- show any required buffers strips, indicating details of plantings
- all drawings must be done to scale and the scale to be shown on the drawings
- applicant must clearly identify all of the existing or proposed buildings that are to be used exclusively for the On Farm Business Use, possibly by using a different colour or shading or by listing them in the legend

15. **Statutory Declaration**

I/We _____

of the Town/Township/City/Municipality of _____

in the County/Region of _____

solemnly declare that the proposed use will not be offensive, obnoxious or dangerous to the neighbours or the area by reason of: the emission of light, heat, fumes, noise, vibration, gas, dust, smoke, fire, odour, air or water borne waste or pollution; interference with radio or television; or the significant increase in vehicle traffic due to frequency of deliveries by commercial carriers or patron parking. The proposed On Farm Business Use will operate only during any part of the following time period: between 7:00 a.m. and 7:00 p.m. on Mondays to Fridays and between 8:00 a.m. and 5:00 p.m. on Saturdays.

All of the above statements and the information contained in this application including Schedule "A" transmitted herewith are true and I make this solemn declaration conscientiously believing it to be true and knowing that it has the same force and effect as if made under oath by virtue of The Canada Evidence Act.

Signature of Owner

Signature of Owner

Declared before me at the _____

in the _____

this _____ day of _____, 201 .

A Commissioner, etc.

Please note: The issuance of a Change of Use Certificate should not be considered as final development approval. The requirements of all other agencies must be met including obtaining any required building permits or permits from the relevant Conservation Authority.

Authorizations:

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner(s) that the applicant is authorized to make the application on his/her behalf, must be included with this form or the authorization set out below must be completed.

Authorization of Owner(s) for Agent to Make Application and for Agent to Provide Personal Information

I, _____, am the owner(s) of the land that is the subject of this Change of Use Application and I authorize _____ to act as my agent for the purpose of this application and for the purposes of the **Freedom of Information and Protection of Privacy Act**, I authorize my agent to provide any of my personal information that will be included in this application or collected during the processing of this application.

Date

Signature of Owner

Signature of Owner

Consent of the Owner to the Use and Disclosure of Personal Information

I, _____, am the owner*(s) of the land that is the subject of this Change of Use Application and for the purposes of the **Freedom of Information and Protection of Privacy Act**, I 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.

Date

Signature of Owner

Signature of Owner

SCHEDULE A