

Tay Valley Township's Official Plan aims to: **protect the natural and built assets of the Township and recognize the environmental, economic, and social values of these resources.**

Both the Official Plan and Zoning By-Law are available at the Township office or online at <http://www.tayvalleytpw.ca/en/resident-services/planning-and-development.asp> - they contain policies and regulations for land use and development planning.

The Zoning By-Law sets out required building sizes and distances from lot lines, water bodies and nearby structures. Where buildings existed before the Zoning By-Law was implemented, there is provision for the exception to be legalized via a **Zoning Amendment** or **Minor Variance**. As well, a **Site Plan Control Agreement** is required for all Commercial/Industrial properties and for Residential developments beside a waterway. **Development Agreements** may be required for consents and Minor Variance applications when approved by Land Division and Committee of Adjustment, respectively. Properties in Source Water Intake Protection Zones may require a Risk Management Plan (please check with the Planner).

The process for a Zoning Amendment or Minor Variance, as required by provincial law, includes:

- review of your application by the Township Planner and partner agencies
- a public meeting (with 20 days notice) to allow input to the proposed exception by neighbours and relevant agencies
- decision by Council (Zoning Amendment) or Committee of Adjustment (Minor Variance)
- a 20-day appeal period where applicable

The table below shows the permitted uses and distance/size provisions for dwellings in various Zones. Setbacks for accessory buildings are sometimes less. More information is in the Zoning By-Law.

Zones	Agriculture	Rural		Residential	Residential Seasonal	Residential Limited Services
<b>Permitted Uses</b>	single dwelling agricultural use conservation use B&B on-farm diversified use	<i>For lots over 2 hectares, same as Agriculture, plus:</i> existing cemetery kennel place of worship		single dwelling B&B R5 – up to 5 units R6 – 6 units or more Cohousing	single dwelling (seasonal use only)	single dwelling (permanent use) on a private road on waterfront
<b>Minimum Requirements</b>	<b>A</b>	<b>RU</b>		<b>R</b>	<b>RS/RLS</b>	
<b>Lot Area</b>	40ha 99 acres	<i>Dwelling</i> 1ha/ 2.47ac	<i>Other</i> 2ha/ 5ac	4050m <sup>2</sup> 1 ac	4050m <sup>2</sup> 1 ac	
<b>Lot Frontage</b> (shoreline is the front on a water lot)	60m/197ft 91m on Adam Lake	60m/197ft 45m in hamlet		60m/197ft 91m on Adam and Farren Lakes		
<b>Water Setback</b>	30m/99ft (true horizontal from high water to building – closest side)					
<b>Road Setback</b> (not applicable for water lots)	15m/50ft	10m/33ft	10m/33ft	10m/33ft		
	<i>If there is no survey, measure setback requirement above PLUS from lotline to:</i> <i>private road edge of right-of-way</i> <i>OR to township road centreline plus 10m/33ft</i> <i>OR to county road centreline plus 13m/43ft</i>					
<b>Rear Yard</b>	15m/50ft	7.5m/25ft				
<b>Side Yard</b>	6m/20ft					
<b>Exterior Side Yard</b> (for corner lot)	15m/50ft	10m/33ft				
<b>Dwelling Unit Area</b>	17.5m <sup>2</sup> (188 sq ft)					
<b>Dwelling Height</b>	9m/30ft maximum					
<b>Lot Coverage</b>	20% maximum				10% maximum	

For **deck** construction/renovation only:

<b>If your dwelling is set back this much from the water:</b>	<b>then the maximum allowable size of a deck is:</b>
More than 30 metres	No size limit, may encroach 3m into the 30m setback requirement
Between 15 and 30 metres	Maximum 2m encroachment; maximum size 28 m <sup>2</sup>
Between 6 and 15 metres	Maximum 1.5m encroachment; maximum size 14 m <sup>2</sup>
Less than 6 metres	No deck allowed

**Please make an appointment with the Planner to review your application: [planner@tayvalleytwp.ca](mailto:planner@tayvalleytwp.ca) or 613-267-5353 ext 128.**

**CHECK LIST (All applicable items are required to be submitted with the application to be deemed complete by the Planner)**

✓	<b>Documents</b>
	Application (3 pages)
	<b>One (1) copy of the Deed / Transfer of Land showing the current owner's name and legal description of the subject property and Demonstrate Road Ownership</b>
	One (1) copy of an Ontario Land Surveyors survey for the lands affected, if available. Copies of surveys, if they exist, may be obtained from the online Ontario Land Registry Site at: <a href="https://www.onland.ca/ui/">https://www.onland.ca/ui/</a>
	Septic Application, including a copy of the septic permit, if available.
	<b>Fees (see table below)</b>
	Cheque for Conservation Authority fee
	Cheque for Township and Septic fees and deposit for costs
	<b>Property Sketch</b>
	Attach a sketch accurately displaying the existing conditions and proposal for the subject land. Use paper sized 8.5x11" or 8.5x14" or 11x17". Draw to scale. Use metric measurements. <b>Show ALL information below:</b>
	<ul style="list-style-type: none"> <li>The boundaries and dimensions of the property.</li> <li>The location, size and type of all existing and proposed buildings (including decks) and structures on the property.</li> <li>The distance of buildings and structures from the front yard lot line (or waterfront), rear yard lot line and the side yard lot lines. Distances should be measured along a true horizontal, not following contours.</li> <li>The location of well and septic system along with distance from lot lines and structures.</li> <li>The approximate location of all natural and artificial features on the property and adjacent land that may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, wetlands, wooded areas, etc.</li> <li>The current uses on land that is adjacent to the property (e.g. residential, seasonal, agricultural, vacant, etc).</li> <li>The location and name of any roads within or abutting the property, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way.</li> <li>If access to the property is by water only, the location of the parking and docking facilities to be used.</li> <li>The location and nature of any utility easements affecting the property.</li> <li>Commercial/Industrial require more detail than residential, e.g., location of parking spaces, bike racks, EV charger, lights, etc..</li> <li>Landscaping detail including fences, hedges, lawn/groomed areas, natural woodlands, driveways and walkways plus their surface finish (including path to any water body), shoreline vegetation and a minimum 15m wide riparian strip along the shoreline marked as "to be maintained in its natural state," shoreline use area (maximum is the smaller of 25% or 15m). <i>Note: Landscape detail can be shown on the property sketch or on a second sketch if the amount of detail makes it unclear.</i></li> </ul>

<b>Residential Applications***</b>	<b>Fee*</b>	<b>Deposit for costs*</b>	<b>Total</b>	<b>Required</b>
Pre-Consultation Fee – Minor Variance/Zoning/Consent/Development Agreements	\$350		\$350	
Pre-Consultation Fee – Subdivisions	\$650		\$650	
Development Agreements (Minor Variances and Consents) Site Plan Control Agreements, Commercial/Industrial	\$650	\$600	\$1,250	
Limited Services Agreements	\$300	\$400	\$700	
Minor Variances	\$1,000	\$400	\$1,400	
Zoning By-law Amendments	\$1,000	\$550	\$1,550	
Septic Comments	\$220	\$0	\$220	
<b>Total payable to Tay Valley Township</b>				
Conservation Authority Comment – for Zoning Amendments, Minor Variances, Development or Site Plan Control Agreements			\$425**	
payable to Rideau Valley Conservation Authority <b>OR</b> Mississippi Valley Conservation Authority				

\* Fees cover municipal staff time and office expenses. Costs include, but are not limited to, publication of notices, legal fees, Ontario Land Tribunal fees, etc. Costs that vary more than \$20 from the deposit will be refunded or billed.

\*\* For Commercial or Industrial property applications, contact the Planning Department for further details.

OFFICE USE ONLY		File #	ZA	MV	DA/LSA/SPCA
	Receipt #			Date paid	Consultation \$350
DA/SPCA	\$1,250				Application Complete
ZONAM	\$1,550				Proposed Committee Meeting
MV	\$1,400				Reports Due
SEPCO	\$220		Permit #		
Cheque for RVCA _____ or MVC _____ \$425					

**CONTACT INFORMATION**

	NAME, MAILING ADDRESS, & POSTAL CODE	CONTACT
Registered Owner(s)		Daytime Phone:
Communications should be sent to: owner <input type="checkbox"/>		Fax:
		Email:
Applicant / Agent (if different) (also complete Authorization on page 3)		Daytime Phone:
Communications should be sent to: authorized agent <input type="checkbox"/>		Fax:
		Email:

**REASON FOR APPLICATION**

\_\_\_\_\_

**PROPERTY DESCRIPTION**

Assessment Roll Number \_\_\_\_\_

Lot \_\_\_\_\_ Concession \_\_\_\_\_ Ward \_\_\_\_\_

Civic Address (Road Name & Number) \_\_\_\_\_

Reference Plan Number (Survey) \_\_\_\_\_ Part Number \_\_\_\_\_

Frontage (Water) \_\_\_\_\_ (metres) Frontage (Road) \_\_\_\_\_ (metres)

Depth \_\_\_\_\_ (metres) Area \_\_\_\_\_ (hectares)

Type of easement(s) or covenant(s) and their effect \_\_\_\_\_

Access road is

- Provincial highway
- County road
- Township road (maintained all year or seasonally)
- Other public road (please specify) \_\_\_\_\_
- Private Road
- Right-of-way
- Water access only: describe parking and docking facilities \_\_\_\_\_

Distance of docking from the property \_\_\_\_\_ and nearest public road \_\_\_\_\_

PROPERTY USE		
	EXISTING	PROPOSED
Township Zoning		
Land Use <sup>1</sup>		
Since when		
Previous Use(s) <sup>1</sup>		
Use of Adjacent Land <sup>1</sup>		
Type of water supply	<input type="checkbox"/> Municipal piped water system <input type="checkbox"/> Private individual or communal well <input type="checkbox"/> Lake or other water body <input type="checkbox"/> Other (specify)	<input type="checkbox"/> Municipal piped water system <input type="checkbox"/> Private individual or communal well <input type="checkbox"/> Lake or other water body <input type="checkbox"/> Other (specify)
Type of sewage disposal <sup>2</sup>	<input type="checkbox"/> Municipal piped sewage system <input type="checkbox"/> Private individual septic tank or communal septic system <input type="checkbox"/> Pit privy <input type="checkbox"/> Other (specify)	<input type="checkbox"/> Municipal piped sewage system <input type="checkbox"/> Private individual septic tank or communal septic system <input type="checkbox"/> Pit privy <input type="checkbox"/> Other (specify)
Type of storm drainage	<input type="checkbox"/> Sewers <input type="checkbox"/> Ditches <input type="checkbox"/> Swales <input type="checkbox"/> Other (specify)	<input type="checkbox"/> Sewers <input type="checkbox"/> Ditches <input type="checkbox"/> Swales <input type="checkbox"/> Other (specify)

**Buildings or Structures:** Include all structures: dwelling, cottage, deck, gazebo, septic, storage, garage, barn, etc

Existing/Proposed/ Demolish (specify for each building)	Building or Structure	Setbacks (metric)			Building Size (metric)	
		Front <sup>3</sup>	Rear	Closest Side	Height	Area
Total area of all building areas existing						
Total area of all building areas after proposed						

<sup>1</sup> Land Use could be: vacant, residential, rural, agricultural, seasonal, commercial, etc

<sup>2</sup> If more than 4,500 litres of effluent is produced per day as a result of the development, please attach a servicing options report and hydrogeological report

<sup>3</sup> "Front" setback is from the water for waterfront lots, and from the road for other lots.

### APPLICATION HISTORY

For this property or any land within 120 metres, has there been:

Yes*	No	Unknown	Previous Application	File No. (if known)	Status (e.g. in process, approved, refused)
			Official Plan Amendment		
			Zoning By-Law Amendment		
			Subdivision		
			Site Plan Control		
			Consent (Severance)		
			Minor Variance		
			Road Opening or Closing		
			Development Agreements		
			Other:		

\*If any answer is yes, please attach the following information: Approval Authority; Purpose; Property; and Effect on current application.

**AFFIDAVIT OR SWORN DECLARATION**

I, \_\_\_\_\_, of \_\_\_\_\_ Township

in the County/District/Regional Municipality of \_\_\_\_\_ make oath and say (or solemnly declare) that the information contained in this application is true and that the information in the documents that accompany this application is true.

Where Tay Valley Township substantially supports the application, I, the Applicant, agree to reimburse the Township all costs occasioned as a result of processing this application including but not limited to independent legal, engineering and planning advice necessary to the completion and the performance of covenants contained in this Application, and Ontario Municipal Board defence costs if an appeal of the decision is received.

I, the Applicant, acknowledge and authorize the release of personal information contained on this Application Form, knowing that the planning process is an open and public process. I also authorize access to the site by Township officials for the purpose of site visit and proposal evaluation.

Sworn (or Declared) before me at \_\_\_\_\_

in the County of \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
 Signature of Applicant/Solicitor or Authorized Agent  
 (If the applicant is a corporation, the application must be signed by a representative of the corporation and the corporation's seal must be affixed)

\_\_\_\_\_  
 Commissioner of Oaths (include stamp below)

**AUTHORIZATION of AGENT (if applicable):**

*If the applicant is not the owner of the land that is the subject of this application, the owner must authorize the applicant in writing (as below or equivalent).*

I/We \_\_\_\_\_, am/are the owner(s) of the land that is the subject of this application and I/we authorize \_\_\_\_\_ to make this application on my/our behalf.

\_\_\_\_\_  
 Date Signature(s) of Owner(s)

Personal information collected on this form will be used to evaluate the application as submitted pursuant to the Planning Act. Any questions regarding release of such information during this public process should be directed to the Clerk, Tay Valley Township, 217 Harper Road, Tay Valley ON K7H 3C6; 613-267-5353 ext 123; clerk@tayvalleytp.ca

Office use only: **PLANNER'S REVIEW**

Owner:	Property:	Roll #:		
Official Plan:				
Zoning: current		required		
<b>Existing</b>	Total footprint	$m^2 * 100 / \text{lot area}$	$m^2 = \text{lot coverage\%}$	
<b>Existing</b>	Total living space	$m^2 * 100 / \text{lot area}$	$m^2 = \text{floor space index\%}$	
<b>Proposed</b>	Total footprint	$m^2 * 100 / \text{lot area}$	$m^2 = \text{lot coverage\%}$	
<b>Proposed</b>	Total living space	$m^2 * 100 / \text{lot area}$	$m^2 = \text{floor space index\%}$	
Site Considerations:			<b>Exception/variance for</b>	
			Lot area	
			Water frontage	
			Road frontage	
			Water setback	
			Road setback	
			Side yard	
			Rear yard	
			Dwelling size	
			Deck encroachment	
			Deck size	
			Use	
Planning Act or PPS considerations:				
Requirements:				
<i>Application/Documentation</i>	<i>New</i>	<i>Update drawings</i>	<i>Replace previous</i>	<i>Private Road</i>
Site Plan Control Agreement				
Limited Services Agreement				
Development Agreement				
Environmental Impact Study (EIS)				
Minimum Distance Separation (MDS)				
Hydrogeological report				
Noise & Vibration Study				
Verify road ownership				
Verify legal road access				
Source Water Protection IPZ 8-10				
Tree Canopy Policy				
Is the new use non-residential? Check Ontario Building Code for buildings intended for public use.				
Fire Department Comments				
Public Works Department Comments				