



## TOWNSHIP OF NORWICH

### ZONE CHANGE APPLICATION GUIDE

Please read carefully before completing the attached application form

1. The attached application form is to be used when applying to the Township of Norwich for a change to the Township Zoning By-Law. The applicant is advised to approach the Township Office and/or the County of Oxford Community and Strategic Planning Office 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:

CAO/Clerk  
Township of Norwich  
285767 Airport Road  
Norwich, Ontario, NOJ 1R0  
Phone: 519-468-2410

or

County of Oxford  
Community and Strategic Planning Office  
P.O. Box 1614  
21 Reeve Street  
Woodstock, Ontario, N4S 7Y3  
Phone: 539-9800

3. The application consisting of one original must be accompanied by a fee (See Current User Fee By-law or contact staff for current rate) in cash or cheque payable to the “Treasurer, Township of Norwich”.
4. The application should be completed by the property owner(s) or his/her authorized 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 sketch/site plan showing the following information:
  - I. The boundaries and dimensions of the subject lands;
  - II. 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;
  - III. The land uses on all adjacent lands of the subject lands;
  - IV. Approximate location of all natural and artificial features on subject and adjacent lands and shall include buildings, railways, roads, watercourse(s), municipal drains, drainage ditches, existing and proposed septic facilities, wells, wetlands and wooded areas;
  - V. The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public traveled road, a private road or a right of-way;

- VI. If access to the subject land is by water only, the location of the parking and docking facilities to be used;
  - VII. The location and nature of any easement affecting the subject land;
  - VIII. Location of all landscaped areas, fencing, buffer strips and sidewalks;
6. In addition, all applications for commercial, industrial, institutional and multi-family residential uses must include the following additional information;
- I. Floor plan with dimensions and proposed uses of any existing or proposed buildings; and II. An exterior elevation plan of any proposed buildings.
7. All site plans and floor plans 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

1. After accepting the completed application, the County of Oxford Community and Strategic Planning Office circulates the application to Municipal Officials, Provincial Authorities and other Agencies for comment. The property owners in the vicinity of the application are given 20 days notice of a public meeting held by Municipal Council to consider the requested zone change. The applicant is required to attend the public meeting to support their application.
2. Section 34(19) of the Planning Act, 1990 provides for an appeal by any person to the Local Planning Appeal Tribunal of the decision of the Council within 20 days of the giving of written notice of the passing of the By-Law.
3. Section 34(11) of the Planning Act, 1990 allows the applicant to appeal to the Local Planning Appeal Tribunal if council refuses the application or neglects to make a decision within 90 days of receipt of the completed application.

### PLEASE NOTE:

The owner or applicant agrees to support the application and provide legal assistance in the preparation and presentation of the application before the Local Planning Appeal Tribunal if such a hearing is required. The Owner or Applicant further agrees to pay all costs imposed by the Local Planning Appeal Tribunal as may be the case from such a hearing.