



# TOWNSHIP OF MAPLETON ZONING BY-LAW AMENDMENT APPLICATION (TEMPORARY USE)

7275 Sideroad 16, P.O. Box 160, Drayton, ON N0G 1P0  
Phone: 519-638-3313, Fax: 519-638-5113, Toll Free: 1-800-385-7248  
[www.mapleton.ca](http://www.mapleton.ca)

**Introduction:** The *Planning Act* provides for Council to approve temporary uses. Council may, in a by-law passed under Section 34, authorize the temporary use of land, building or structure for any purpose set out therein that is otherwise prohibited by the zoning by-law, for periods of no more than 3 years at a time. Upon expiry an extension may be applied for. By-laws authorizing the temporary use of a garden suite shall not exceed 20 years, and council may by by-law grant further periods of not more than three years. The owner of the land where a Garden Suite exists also enters into agreement with the municipality.

**Application Fees:** Each application must be accompanied by an application fee in the form of a cheque / cash / money order payable to the Township of Mapleton. The fees are determined by the Fees and Charges By-law, as amended from time to time.

**Authorization:** If the applicant (agent or solicitor) is not the owner of the subject land, a written statement by the owner must accompany the application, which authorizes the applicant to act on behalf of the owner as it relates to the subject application.

**Drawing:** All applications for Zoning By-law Amendment must include an accurate to-scale drawing, preferably prepared by a qualified professional, showing the items listed below (drawings should not exceed 11" by 17" in size):

1. The land subject to the application including its boundaries and dimensions, and the location and nature of any easements or restrictive covenants, which affect the subject land.
2. The location of all existing and proposed buildings including the type of building, dimensions and all building setbacks (front, rear and side) to property lines.
3. The location of all natural and artificial features on the subject land and on the lands that are adjacent to the subject land that, in the opinion of the applicant, may affect the application. (e.g. buildings, structures, fencing, parking areas, road allowances, railways, wells, septic tanks, wooded areas, watercourses, ditches).
4. The uses of adjacent lands (e.g., residential, agricultural, extractive, commercial, industrial, recreational, institutional).
5. 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.

6. If access to the subject land is by water only, the location of the parking and docking facilities to be used.
7. The locating and nature of any easements affecting the subject lands.

**Supporting Information:** Additional information may be required by the Township, County, local and provincial agencies in order to evaluate the proposed amendment. This information is often a requirement of the County Official Plan, Provincial Policy and/or applicable regulations. The required information may include studies or reports to deal with such matters as environmental impacts, traffic, water supply, sewage disposal and storm water management.

In addition, the applicant may be required to submit a more detailed site plan, under site plan control, prepared by a qualified professional, showing the proposed development, including all new buildings and structures, parking areas, landscaping and other information as required by the Township.

**Approval Process:** Upon receipt of an application, the required fee, drawing and other information as may be required, Council will determine whether there is sufficient merit in processing the application further (i.e., the circulation of notice and the holding of at least one public meeting as required by the Ontario Planning Act). The applicant will be requested to attend various meetings, including a public meeting, to present the proposal. The applicant will be provided notice of any decision made by Council concerning the application. Extensions to Temporary Use Zoning amendments are approved by Council.

**Required Signage:** The Township of Mapleton will post and pickup the required Public Meeting Notice on the subject property.

**Further Information** regarding the processing of your application can be obtained by contacting the Township of Mapleton Planning Department.

# TOWNSHIP OF MAPLETON

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Phone (519) 638-3313 / Fax (519) 638-5113

FOR OFFICE USE ONLY

DATE RECEIVED: \_\_\_\_\_

FILE NO. \_\_\_\_\_

## APPLICATION for TEMPORARY USE

NEW APPLICATION  RENEWAL

1. Name of Owner(s) \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_  
Email address \_\_\_\_\_

2. Name of Applicant / Agent (if different than owner) \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_  
Email address \_\_\_\_\_

Please check to whom all communications should be sent:     
Owner Applicant/Agent Both

3. Name and address of any mortgagees, charges or other encumbrances in respect of the subject land. \_\_\_\_\_  
\_\_\_\_\_

4. Description of the lands subject to this application:

Legal Description (lot and concession / Registered Plan and Lot Number):  
\_\_\_\_\_

Further Legal Description (if applicable i.e. Reference Plan and Part Numbers):  
\_\_\_\_\_

Municipal Address (street or fire number): \_\_\_\_\_

Please circle the appropriate measurement:

Frontage: \_\_\_\_\_ feet / metres

Depth: \_\_\_\_\_ feet / metres

Area: \_\_\_\_\_ acres / hectares

5. Proposed Use - Please check the use for which you are applying:

For the purposes of a "Garden Suite / Granny Flat"

Definition - Zoning By-Law 2010-080 as follows:

GARDEN SUITE (i.e. Granny Flat), means a one-unit detached residential dwelling containing bathroom and kitchen facilities that is accessory to an existing **single detached residential dwelling** and is designed to be portable.

- Other – Please provide details

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For renewals, please provide the date of first approval (with By-law Number if possible), and any subsequent approvals -

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6. How is access provided to the subject lands:

- Provincial Highway
- Municipal Road (yearly maintenance)
- Right-of-way
- Other \_\_\_\_\_
- County Road
- Municipal Road (seasonal maintenance)
- Water (see next question)

If access to the land is by water only, detail the parking and docking facilities used and the approximate distance of these facilities from the subject land to the nearest public road.

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7. Water is supplied to the subject property by the following:

- Publicly owned and operated piped water system
- Private well
- Communal well
- Lake or other water body
- Other \_\_\_\_\_

8. Sewage disposal is provided to the subject property by the following:

- Publicly owned and operated sewage disposal system
- Private septic system
- Communal septic system
- Privy
- Other \_\_\_\_\_

9. Storm drainage is provided to the subject property by the following:

- Sewers
- Ditches
- Swales
- Other \_\_\_\_\_

10. Detail all buildings or structures (including the temporary housing structure) that are currently located on the subject lands:

(Please advise whether measurements are imperial or metric)

Type	
Setback from Front Lot Line	
Setback from Rear Lot Line	
Setback from Side Lot Lines	
Height of Building	
Dimensions or Floor Area	
Date Constructed	

Type	
Setback from Front Lot Line	
Setback from Rear Lot Line	
Setback from Side Lot Lines	
Height of Building	
Dimensions or Floor Area	
Date Constructed	

Type	
Setback from Front Lot Line	
Setback from Rear Lot Line	
Setback from Side Lot Lines	
Height of Building	
Dimensions or Floor Area	
Date Constructed	

Type	
Setback from Front Lot Line	
Setback from Rear Lot Line	
Setback from Side Lot Lines	
Height of Building	
Dimensions or Floor Area	
Date Constructed	

If you require additional space for buildings, please detail the information on a separate sheet.

**AUTHORIZATION OF AGENT (COMPLETE ONLY IF THE OWNER IS NOT THE APPLICANT)**

I, \_\_\_\_\_ hereby authorize \_\_\_\_\_

To act on my behalf in regard to the above application for Zoning By-law amendment.

Dated at the \_\_\_\_\_ of \_\_\_\_\_ this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Witness's Signature

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

\_\_\_\_\_  
Witness's Signature

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

**AFFIDAVIT (To be completed by the Owner or agent if appointed above)**

I, \_\_\_\_\_ of the \_\_\_\_\_  
(Township / City)

In the \_\_\_\_\_ of \_\_\_\_\_ do  
(County/Region)

Solemnly declare that all 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..

DECLARED before me at the \_\_\_\_\_ of \_\_\_\_\_ in the \_\_\_\_\_  
(Township/City) (County/Region)

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

\_\_\_\_\_  
Signature of Applicant(s)  
(Owner or Authorized Agent)

\_\_\_\_\_  
Signature of Applicant (s)  
(Owner or Authorized Agent)

\_\_\_\_\_  
A Commissioner, etc

**SCHEDULE "F"  
PLANNING**

DESCRIPTION	DEPOSIT TO COVER RELATED EXPENSES	2022 FEE
Committee of Adjustment – Minor Variance Commercial/Industrial (Consultant Fee Included)		\$3,120.00
Zoning Amendment - All New Applications Including Temporary Use (Consultant Fee Included)		\$8,510.00
Temporary Use – Renewal only (Consultant Fee Included)		\$2000.00
(H) Holding Zone Removal By-Law (Consultant Fee Included)		\$2000.00
Plan of Subdivision – New including conditions of approvals to both Mapleton and County of Wellington. (All Expenses Deducted from Deposit)	\$10,000.00	\$6,640.00
Plan of Subdivision – Red Line Revisions conditions of approvals to both Mapleton and County of Wellington (All Expenses Deducted from Deposit)	\$5,000.00	\$2,000.00
Plan of Subdivision account top up for plans that exceed the \$8,000.00 deposit for related expenses	\$8,000.00	
Site Plan Control Approval – Complex (All Expenses Deducted from Deposit)	\$4,000.00	\$5,000.00
Site Plan Control Approval – Minor (All Expenses Deducted from Deposit)	\$2,000.00	\$3,000.00
Site Plan Control Amendments – Complex (All Expenses Deducted from Deposit)	\$2,000.00	\$3,000.00
Site Plan Control Amendments - Minor		\$1,660.00
Site Plan Control Inspections		\$200.00
Certificate of Compliance - Zoning By-law		\$110.00
Certificate of Compliance or Status – Plan of Subdivision, Site Plan Agreements, Full Zoning Site Plan Review		\$750.00
Part Lot Control Exemption (Consultant Fee Included)	Subject to Deposit	\$3,490.00
Deeming By-law		\$1,660.00
Severances Notice Verification for Severance Applications Clearances for Severance Conditions		\$1,250.00 \$332.00
Cash in Lieu of Parkland (Lots on Plan of Subdivision & lots created by Consent)		\$1,400.00 /lot
Fee for services provided by Municipal employees per/hr. per/employee (Clerk, Treasurer, etc.)		\$95.00
Copy of Zoning By-law		\$50.00
Letter of Interest from resident to Clerk to purchase unopened road allowance		\$830.00
Disposal of Surplus Lands (including roads)	\$5,500.00	\$930.00
Encroachment Agreements	\$1,400.00	\$1,000.00
Pre-Development Consultation Fee *Subject to deposit	Subject to Deposit	\$500.00
Official Plan Amendment (Consultant Fee Included) *Subject to deposit	Subject to Deposit	\$4,000.00

**NOTE:** The fees and charges on Schedule "F" are **HST Exempt**.