



Removal of 'H' Holding Designation – Instructions and Information

PRE-APPLICATION CONSULTATION

Prior to the submission of the application, applicants are encouraged to consult with staff of the Planning, Development & Sustainability Department. Planning staff will confirm whether or not pre-consultation is required.

Questions in respect to the application and process, or request for consultation with staff before an application is made may be made in person at: Planning, Development & Sustainability Department, 1 Halton Hills Drive, Halton Hills, or by telephone at (905) 873-2601 ext. 2290.

PROCESS FOR REMOVAL OF 'H' HOLDING DESIGNATION

The information required in this application form is prescribed in accordance with Section 36 of the *Planning Act*, as further detailed in Ontario Regulation 545/06, and must be provided along with the appropriate fee. If the prescribed information and fees are not provided, the municipality will refuse to further consider the application or give it any status, until the prescribed information and the fee are provided.

Timing

Allow approximately sixty (60) days for staff to review the file, circulate to the appropriate external agencies and internal departments, prepare the necessary Staff Report and by-law for Council, provide for the necessary notification and for the new by-law lifting the Holding Provision to be approved by Council.

Notice

Notice of the application for Removal of a Holding 'H' Designation will be provided in accordance with Section 36(4) of the *Planning Act*, as further detailed in Section 8 of Ontario Regulation 545/06. The Director of Planning, Development & Sustainability may require that notification of the application for Removal of the Holding 'H' Designation be provided beyond the minimum requirements of the *Planning Act*.

Review

Town staff will review the documents submitted to ensure that the reason(s) the holding provision(s) was established has been achieved or no longer applies. Consultation with the relevant agencies/departments will be undertaken, and staff will carry out the required circulation.

Appeal to OMB

Where an application to Council for an amendment to the by-law to remove the Holding Designation is refused, or Council refuses or neglects to make a decision within 120 days after receipt of the application, the applicant may appeal to the Ontario Municipal Board (OMB).

For Further Information:

For any questions relating to the Holding By-law process, please contact the Planning, Development & Sustainability Department at 905-873-2601 ext. 2290, or the Development Planner assigned to the Zoning File, if this is known.



Office Use: Date Received:	<ul style="list-style-type: none"> • To view the Town of Halton Hills Fees, click here • To view the Halton Region fees, click here • To view the Conservation Halton fees, click here • To view the CVC fees, click here 	File Number:
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1. Applicant Information

Complete the information below and indicate one contact as the Prime Contact (**PC**).

All communications will be directed to the Prime Contact _____ .
 (give name)

Owner/Applicant Information

Property Owner Information: Check one Person(s) Company

Registered Land Owner:

Surname: _____ First Name: _____ Initial: _____
 Name: _____ Company Officer: _____
 (if company)

Applicant Contact:

Surname: _____ First Name: _____ Initial: _____
 Position: _____ Address: _____
 Municipality: _____ Province: _____ Postal Code: _____
 Email: _____ Fax: _____ Tel: _____

Name of Property Purchaser (if applicable)

Surname: _____ First Name: _____ Initial: _____
 Address: _____
 Municipality: _____ Province: _____ Postal Code: _____
 Email: _____ Fax: _____ Tel: _____

Agent, Solicitor, or Planning Consultant

Firm Name: _____
 Surname: _____ First Name: _____ Initial: _____
 Position: _____ Address: _____
 Municipality: _____ Province: _____ Postal Code: _____
 Email: _____ Fax: _____ Tel: _____
 Legal Name for use with Agreement: _____

* If a numbered company, please give name and phone number(s) of principal owner (or president)

2. Location of Property (check an area and complete applicable boxes)

Georgetown
 Acton
 401 Corridor
 Rural Area
 Niagara Escarp Plan Area
 Assessment Roll Number: 2415- _____ Concession Number(s): _____
 Lot Number(s): _____ Former Township: _____
 Registered Plan Number: _____ Lot(s)/Block(s): _____
 Part(s): _____
 Street Number & Name of Street/Road: _____

2.1 Particulars of the Subject Land (in metric units):
 Frontage: _____ Depth: _____ Area: _____

3. Information that should be attached to the Application:

Copy of By-law being amended (Relevant Section)	<input type="checkbox"/>
Justification for removal of Holding Provisions including any necessary clearance documents	<input type="checkbox"/>

4. Status of Other Planning Applications

4.1 Are there any existing, or have there been previous applications made under the Planning Act or the Planning & Development Act: _____

a) That is the subject land? Yes No

b) That is within 120 meters of the subject land? Yes No

c) If Yes to a) or b), and if known, list below or attach on a separate page:

The type of application(s) and the file number(s):

The legal description of the land that is the subject of the application(s):

The purpose of the application(s) and the effect of the application(s) on the proposed Official Plan Amendment:

The status of the application(s): _____

5. Other Information

Is there is any other information that may be useful to the Region/Municipality or other agencies in reviewing this application (e.g. efforts made to resolve outstanding objections or concerns)? If so, explain on a separate page.

6. Acknowledgement of Applicant

Personal information on this form is collected under the authority of the Ontario Planning Act and will be used by the municipality in the processing of Official Plan and Zoning By-law Amendment applications. The information may be used by other departments and agencies for the purpose of assessing the proposal and preparing comments to the municipality and approval authority. This information may also be released to the public. Questions about the collection of this information should be directed to the applicable municipal Planning Department (phone numbers on page 1).



Owner's Authorization:

If the applicant is not the owner of the land that is the subject of this application, then written authorization by the owner, authorizing the applicant to prepare and submit the application must be attached, or the owner must complete the authorization set out below.

Is written authorization attached?

Yes

No

If **No**, then the following Owner's Authorization for the Agent to prepare and submit the Application must be completed:

I _____ am the owner of the land that is the subject of this application and
(Please Print)

I authorize _____ to prepare and submit this application on my behalf.
(Please Print)

Signature of Owner

Date

Note:

- It is required that persons signing this authorization on behalf of companies/corporations have the necessary authority to bind those corporation(s).
- If the owner is an incorporated company, the Company Seal shall be applied.

Declaration:

I/we, _____ of the _____
 (Please Print) (e.g. Town of Halton Hills)

in the _____ make oath and say (or solemnly declare)
 (e.g. Region of Halton)

that all 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.

Sworn (or declared) before me at the _____ in the _____
 (e.g. Town of Halton Hills)

_____ this _____ day of _____ in the year _____
 (e.g. Region of Halton)

 Applicant

 Commissioner of Oaths

1 Copy Required (with original signature)