



ZONING BY-LAW APPEALS

Material to be forwarded to the Ontario Municipal Board by the clerk of the municipality with a zoning by-law appeal under subsection 34(19) and 38(4) (Interim Control) of the Planning Act.

Municipality: _____ Zoning by-law No.: _____

Related matters:

- (a) Official Plan referral: _____ O.M.B. File No.: O _____
- (b) Subdivision plan referral at request of: _____ O.M.B. File No.: S _____
- (c) Consent submission: B- _____ O.M.B. File No.: C _____
- (d) Other: _____

Did this by-law start with an application? If yes, date received by the municipality _____ Provide name, address and phone number of applicant and solicitor and/or agent.

Was this by-law initiated by Council (i.e. no application) If yes, date adopted _____

The following material must be attached to this form where applicable:

1. Original or true copy of each notice of appeal received and reasons for appeal **with indication of the date on which each notice was filed**. Attach a typed list of the names, addresses and telephone numbers of all appellants.
2. Original or true copy, if any, of each written withdrawal of appeal.
3. Report on the position taken by Council in response to each appeal, including conformity with official plan. Attach a copy of any relevant planning reports.
4. Certified copy of the zoning by-law under appeal.
5. Affidavit or declaration duly sworn certifying:
 - (a) that the public meeting requirements have been complied with.
 - (b) that the notice requirements (notice of public meeting, and notice of passing) have been complied with and indicating the form of notice and specifying the date on which notice was completed. Attach a copy of the form of notice, explanatory note and key map.
6. Original or true copy of all written submissions and materials received in respect of the by-law prior to and after its passing.
7. A list of the names, addresses and telephone numbers of all persons who made written or oral submissions at the Public Meeting.
8. Board fee paid by each appellant made payable to the Minister of Finance. The appeal will not be processed without this fee being paid by each appellant **if the by-law is being processed under Bill 163 or Bill 20**. If the by-law is initiated by an application made on or after March 28, 1995, or if it is initiated by Council and adopted on or after March 28, 1995 it is subject to Bill 163. If initiated on or after May 22, 1996, it is subject to Bill 20. If the by-law was initiated prior to March 28, 1995, it is the municipality's responsibility to pay the fee.
9. Estimated length of hearing required _____ (Please consult known parties)

Participation of organized and/or unrepresented ratepayers: YES NO If yes, attach name address and phone no. of spokesperson

Signature of Clerk: _____ Date: _____

NOTE: In your covering letter, please give brief outline of purpose of by-law and nature of issues raised. Advise if you feel this case would benefit from prehearing or telephone conference procedural meeting, or if case is good candidate for mediation. Include any information/particulars you think Board should be aware of.

Mail completed form and material to:

Ontario Municipal Board
Suite 1500
655 Bay Street
Toronto, Ontario
M5G 1E5