



DEEMING BY-LAW APPLICATION

PURPOSE OF APPLICATION

1. This DEEMING BY-LAW APPLICATION GUIDE sets out the procedure for processing applications to pass a Deeming By-law. The information required allows the Municipality to properly evaluate your application. The information you provide will assist the Municipality in expediting this process.
2. This application must be filed with the Planning Administrator.

APPLICATION FEES

3. Council has adopted an application fee of \$300.00, in accordance with Fee's By-law No. 2015-1478. This fee is required to cover the normal Municipal costs incurred in processing a Deeming By-law application. You will also be responsible for any other fees that the municipality incurs in processing the application - for example searching the property Identification Number and the By-law registration fee from the Registry Office among others.

USING THE APPLICATION

4. The application should be completed by the property owner or authorized agent and returned to the Corporation of the Municipality of Callander located at 280 Main Street, North, Callander, ON P0H 1H0. When it is being made by an agent, the written authorization of the owner **must accompany the application**. For your convenience, an authorization form has been included in the attached application.

INFORMATION REQUIRED

5. The application must include a legal description of the subject lot(s), together with a survey or sketch plan prepared in metric measurements, which shows:
 - (a) the location of existing buildings;
 - (b) the uses of abutting properties;
 - (c) all roads (named) abutting the subject lots;
 - (d) a proper metric scale and north arrow.
6. If the application form is incomplete or seems inaccurate, the application will be returned for completion, correction, or clarification prior to processing.
7. After an evaluation of the application, the Planning Administrator will prepare a report for the consideration of the Committee of the Whole, of Council.
8. If the application is approved, a By-law will be prepared and placed before Council for their approval. If the By-law is passed, the By-law is circulated, within 30 days of the passing thereof, to each person appearing on the latest revised assessment roll of land to which the By-law applies. Any person, within 20 days of the mailing of the notice of the passing of the By-law, may notify the Municipal Clerk that he/she wishes to make presentation to Council regarding the By-law.
9. The Municipal Clerk forwards one copy of the By-law to the Minister of Municipal Affairs and arranges for the registration of the By-law.

PROCESSING TIME

10. It generally takes about one to two months to complete the above process. Any application submitted by an owner to pass or amend a Deeming By-law affecting his/her own property will obviously not object to the passing of the By-law and in this regard, the circulation of notice is only a formality. The situation may differ if Council deemed a plan or part thereof, thereby affecting a number of property owners.

**DEEMING BY-LAW
APPLICATION**

1. Lot No(s) : _____

Registered Plan No.: _____

Assessment Roll No(s): _____

2. Complete the following and check the box next to the person or firm to whom the correspondence should be addressed.

Registered Owner: _____

Address: _____

(Include Postal Code)

Phone/Fax/Cell/Numbers:

Agent or Solicitor: _____

Phone / Fax Numbers: _____

3. Present use of subject lot(s): _____

AUTHORIZATION OF OWNER

If an agent is used, the owner must also complete the following:

I/We _____ being the registered owner of the subject lands, hereby authorize _____ (please print) to submit the enclosed application to the Planning Administrator, and to appear on my behalf at any hearing(s) of the application and to provide any information or material required by the Planning Administrator relevant to the application.

Signature of Owner(s)/Agent

Date

1) ADDITIONAL FEES

The applicant agrees that any additional fees incurred by the Municipality in processing this application such as registration fees or legal fees will be charged back to the owner/applicant. The Applicant, by endorsing below, hereby agrees to submit the balance due, upon receipt of an invoice for same.

Signature of Owner(s)/Agent

Date

NOTE TO OWNER:

IF THE APPLICATION IS TO BE PREPARED BY AN AGENT, AUTHORIZATION SHOULD NOT BE GIVEN UNTIL THE COMPLETED APPLICATION AND ITS ATTACHMENTS HAVE BEEN EXAMINED BY YOU AND HAVE BEEN APPROVED.