



# MANITOULIN PLANNING BOARD

40 WATER STREET - UNIT 1 - P.O. BOX 240 - GORE BAY - ONTARIO - P0P 1H0  
 ☎ 705-282-2237 📠 705-282-3142

## **NOTICE OF TARIFF OF FEES**

Planning Board has established the following Tariff of Fees effective **March 24th, 2026** within the Manitoulin Planning Area in accordance with Sec. 69(1) of the Planning Act R.S.O. 1990 C.P. 13 (as amended).

### **Applications for:**

Consent to Sever, per parcel/application	\$925.00
Amendment to Conditions, per parcel/application	\$450.00
Certification of Land Transfer/Deed	\$170.00
Certification Cancellation	\$170.00
Plan of Subdivision/Condominium	\$1670.00
Plus Each lot/unit	\$925.00
-Request to Extend Draft Approval	\$385.00
-Approval for Second and each subsequent phase	\$720.00
Amendment to the Official Plan	
-Municipalities	
-Residential, Rural, Open Space, etc.	\$1670.00
-Commercial, Industrial, Institutional, etc.	\$2455.00
-Unincorporated Townships	
-Residential, Rural, Open Space, etc.	\$1905.00
-Commercial, Industrial, Institutional, etc.	\$2755.00
Amendment to the Zoning By-Laws	
-Residential, Rural, Open Space, etc.	\$925.00
-Commercial, Industrial, Institutional, etc.	\$1140.00
-Removal of Holding Symbol	\$170.00
Deeming By-Law	\$900.00
Recirculation – per parcel/application	
-Consents, Subdivisions/Condominiums, Official Plan & Zoning Amendments	\$450.00
Letters of Conformity to By-Law 2022-05 – before construction	\$170.00
Letters of Conformity to By-Law 2022-05 – after construction	\$1130.00
-Plus Site Inspection Costs (if required)	\$0.61/km.
-Staff Site Inspections	\$0.81/km.
Validation of Title	\$900.00
Power of Sale	\$900.00
Any Application Considered	} Cost as Invoiced in } Addition to Above Fees
To Require Notice in Newspaper	
Request to be Heard/For Consideration	\$205.00
Letters – Response to Planning Inquiries i.e. Interpretation/Opinions, Official Plan and Zoning By-laws, Outstanding Work Orders, etc.	
NSF Cheques	\$110.00
Request for Special Meeting of Planning Board	\$65.00
Geographic Information System Data (minimum 1 hr.)	\$385.00
Make a Map/Sketch 8.5" X 11" (without Planning Application)	\$82.50/hr. \$40.00
Document Publications	
-Official Plan Text	\$120.00
-Copies of a complete set of coloured Official Plan schedules/maps	\$70.00
-Zoning By-law No. 2022-05 Text and mappings	\$70.00
-Copy of a coloured Zoning By-law schedule/map (8.5" X 11")	\$10.00

Note: All fees are plus costs, expenses incurred from advertising, travel, etc. as required.

# TOWNSHIP OF TEHKUMMAH APPLICATION FOR AMENDMENT TO BY-LAW NO. 80-02

## ZONING AMENDMENT INFO GUIDE

Section 34 of the Planning Act, R.S.O. 1990

### A. Applying for a Zoning Amendment

Note that the attached application form is only to be used when applying for a Zoning Amendment to By-law No. 80-02 for the Township of Tehkummah.

### B. Using the Application Form

To assist in completing the application, we request that applicants and agents ensure the following when submitting applications:

- That the original and two copies are provided of the application form and sketch.
- That a fee of \$925.00.00 for Residential, Rural or Open Space applications or a fee of \$1140.00 for Commercial, Industrial or Institutional Zoning, payable to the Manitoulin Planning Board, accompany the application.
- That the application form is **complete and accurate**; and clearly states the reason.
- Please ensure that you keep a copy for yourself.
- That the application is submitted with a declaration stating that the applicant is the registered land owner of the lands applied for in the application (including or excluding sub-surface rights). If the application is being made by an agent then the land owner should also make a declaration in writing which authorizes the agent to act for the owner and to submit this application.
- Please note that your application will be assigned a file number which should be used on all correspondence.
- That the sketch and key map are legible, and **contained on one page**.
- Metric units should be used.
- **To avoid delays, information must be complete and accurate.**

### C. Sketch Required

A sketch must be included, drawn on the attached form at suitable scale, and must show:

- a) The boundaries of the subject land, with dimensions.
- b) The location, widths and names of all roads or highways within or abutting the property, indicating whether they are publicly-owned, and maintained travelled roads, or private right-of-way and the location of the closest public road as well as public access points.
- c) The boundaries of all of the land adjacent to the subject land that is owned by the applicant or in which the applicant has an interest. (This can be shown on a small key plan.)
- d) The relationship of the boundaries of the subject land to the boundaries of the township lot and to the boundaries of any adjacent lots or registered plans.
- e) The location and dimensions of all existing and proposed structures on the subject land, and all yard set-backs.
- f) Natural and artificial features such as buildings, (siting measurements may be required for some applications, i.e. where the siting of a building would encroach on a required side yard or front yard, etc.), railways, highways, pipelines, watercourses, drainage ditches, swamps, and wooded areas within or adjacent to the subject land.
- g) The nature of the existing uses of land within a radius of 300 metres of the property.
- h) The slope of the land, in order to establish the relationship between the grade of abutting highways and the grade of the subject land and to determine the drainage of the land (this information may be given in the form of contours, spot elevations, or written description).
- i) Easements, right of way, and/or restrictive covenants.

### D. Dealing With the Application

1. A Zoning By-law is used to control land use and development in areas of northern Ontario. On Manitoulin Island Mobile Homes may be permitted only by an approved amendment.
2. If you are proposing a land use that is not permitted in the category the land is zoned, or does not meet one of the zone's requirements, then you may need to apply to amend the zoning by-law. Please consult with the Municipality or the Planning Board Office.
3. Your proposed use must conform to the local official plan, it must conform to all other requirements of the zoning by-law, and it must meet the requirements of local and provincial agencies. This document is available on the Manitoulin Planning Board website [www.manitoulinplanning.ca](http://www.manitoulinplanning.ca)
4. When the application form is complete, the applicant may be required to obtain certain preconsultation reports, i.e. the Ontario Ministry of Transportation, the Public Health Unit, Hydro One, First Nations. Public notice will then be given as required by Ontario Regulation 545/06.

5. If your application does not conform to the local official plan or other agency concerns, then it may be refused. You should investigate an official plan amendment with the local Planning Board office before you submit your application. If the zoning amendment application is refused, you may ask the Municipality to refer the decision to the Ontario Land Tribunal (OLT)

6. For help in filling out this form you may consult an agent working on your behalf, such as a planner, lawyer, or surveyor. Questions on the process can be referred to the local Planning Board Office.

7. You must answer all questions as completely as possible and provide a sketch and key map that are clear and accurate. You must also submit a complete legal description including a photocopy of your deed or reference plan. Send 3 copies of your completed application to the address on the application form. Applications that are incomplete will be returned.

The legal description may be a metes and bounds description, a reference plan which has been deposited in the local Registry Office or Land Titles Office, or if it is a registered plan, the Registered Plan Number and Lot No.

**Note: This application cannot proceed without a legal description of the property. A copy of your land transfer/deed may be required.**

**PLEASE PRINT THIS APPLICATION FORM ON LEGAL (8.5" x 14') SIZE PAPER.**

**Thank you.**

03/2026

**Do not return this info guide/instruction sheet with completed application.**

**THE CORPORATION OF TOWNSHIP OF TEHKUMMAH**

**For Office Use Only**

**APPLICATION FOR AMENDMENT TO ZONING BY-LAW NO. 80-02  
UNDER SECTION 34 OF THE PLANNING ACT, R.S.O. 1990**

File No. \_\_\_\_\_

Note: This application consists of Part A and Part B. To avoid delays, the information supplied on both parts must be complete and accurate. A sketch map and a legal description are required.

Incomplete applications will be returned.

Mail 3 copies of this completed application to:

All applications must be signed.  
Metric units should be used.  
Please Print

**MANITOULIN PLANNING BOARD  
P. O. BOX 240  
GORE BAY ON POP 1H0**

**PART A**

**1. Applicant Information**

1.1 Name of Owner(s) - An owner's authorization is required, if the applicant is not the owner.

Name of Owner(s)	Home Telephone No.	Business Telephone No.
Address		Postal Code

1.2 Name of the person who is to be contacted about the application, if different than the owner.  
(This may be a person or firm acting on behalf of the applicant.)

Name of Contact Person	Home Telephone No.	Business Telephone No.
Address	Postal Code	Fax No.

**2. Location of the Subject Land (Complete applicable boxes in 2.1)**

2.1 Township

Concession Number(s)	Lot Number(s)	Registered Plan No.	Lot(s)/Block(s)
Reference Plan No.	Part Number(s)	Name of Street/Road	Street No./911 No.

**3. Description of Land**

Frontage	Depth	Area
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4. Creation of Lot - Date Created \_\_\_\_\_ File No. (if applicable) \_\_\_\_\_

4.1 How long has the lot been in the owner's possession? \_\_\_\_\_

4.2 If consent to sever is required, has a severance application been made?  Yes  No File No. \_\_\_\_\_

4.3 Are there any easements or restrictive covenants affecting the subject land?  
 No  Yes If Yes, describe the easement or covenant and its effect.

5. Present Zoning on the Property \_\_\_\_\_

5.1 Why is the Zoning Amendment needed? (If known, specify the sections of the Zoning By-law being contravened.)  
\_\_\_\_\_

5.2 Has the property, or any portion, been the subject of a previous zoning amendment application?

Yes  No If yes, provide file number. \_\_\_\_\_

5.3 What is the Official Plan Designation of the subject lands? \_\_\_\_\_

**6. Present Use of Property**

Residential  Farmland  Seasonal Residential  Other \_\_\_\_\_

Industrial  Commercial  Open Space Storage \_\_\_\_\_

Past Uses of Property \_\_\_\_\_  
(Include uses that may result in health, safety or environmental risks)

7. List All Existing Buildings or Structures on the Land						
Buildings or Structures	Indicate all Yard Setbacks				Building Dimensions	Building Height
	Front	Rear	Side	Side		
1.						
2.						
3.						

8. Proposed Use of Property

Residential    Farmland    Seasonal Residential    Other \_\_\_\_\_

Industrial    Commercial    Open Space Storage \_\_\_\_\_

9. List All Proposed Buildings or Structures

Buildings or Structures	Indicate all Yard Setbacks				Building Dimensions	Building Height
	Front	Rear	Side	Side		
1.						
2.						
3.						

Number of Parking Spaces (if Commercial or Industrial Use) \_\_\_\_\_

10. Types of Servicing - The property will be serviced by (please check appropriate box)

10.1 Water Supply

Publicly Owned and Maintained Piped Water System    Private Well    Other (Specify Source of Water e.g. Lake) \_\_\_\_\_

10.2 Sewage Disposal

Publicly Owned and Maintained Sanitary Sewage System    Septic Tank & Tile Field    Other (Please Specify) \_\_\_\_\_  
e.g. Private Communal Sewage System)

10.3 Road Access

A Public Road Owned and Maintained by:  the Municipality;  the Ministry of Transportation  
 Private Road  
 Water Access Only. (Identify location of nearest public access) \_\_\_\_\_  
 Other (Specify) \_\_\_\_\_

10.4 Other Services

Electricity    Garbage Disposal or Garbage Collection    School Busing    Telephone

11. Other Information - Is there any other information that you think may be useful to the Planning Board or other agencies in reviewing this application? If so, explain below or attach on a separate page.

\_\_\_\_\_

\_\_\_\_\_

12. I/We \_\_\_\_\_ of the \_\_\_\_\_ in the \_\_\_\_\_ certify that all statements and information contained in this application are true, accurate and current.

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

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

13. Authorizations

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form or the authorization set out below must be completed.

**Authorization of Owner for Agent to Make the Application**

I/We, \_\_\_\_\_, am/are the owner(s) of the land that is the subject of this application for an amendment and I/We authorize \_\_\_\_\_ to make this application on my behalf.

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

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

**PART B**

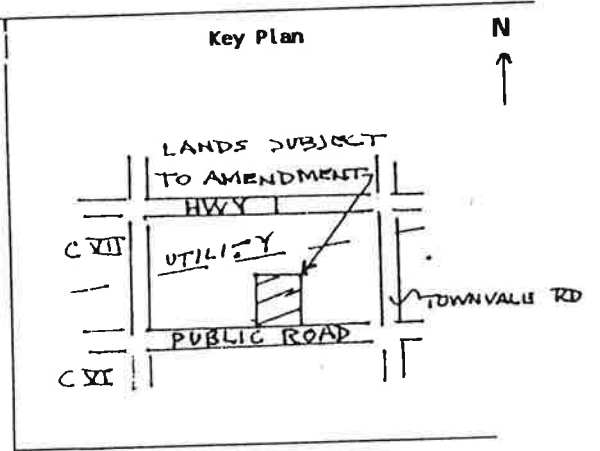
**Sketch Sheet**

Sketch Accompanying Application. (Please use metric units)  
(See Information Sheet and Sample Sketch for Guidance)

Key Plan



Sketch Accompanying Application. (Please use metric units)  
(See Information Sheet and Sample Sketch for Guidance)



# SAMPLE SITE PLAN SKETCH

AREA OF SUBJECT LAND = 0.5 hectares

