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<b>Office Use Only</b>	Submission Date: FEB. 17 / 2026
File Number: D14- HIC- 01- 26	Date Deemed Complete: MAR. 3/2026
Roll #: 1411 - 011 - 010 - 1200	Meeting Date: APR. 14 <sup>th</sup> / 2026

**Application to Amend Zoning By-Law**

**Complete applications must include all fees. Note: Fees are non-refundable.**

**For applicable fees (see Attachment 2 page 12)**

**Incomplete applications will not be accepted and will be returned to the Applicant / Agent.**

Pre-consultation Reference #: \_\_\_\_\_

- A professional sketch in metric prepared by an Ontario Land Surveyor is enclosed. (see Section 23, page 9)
- The completed application has been submitted to the Planning Department (a copy of the current deed, a survey for the property and the required sketch).
- It is acknowledged that a site visit will likely be conducted by members of the Committee of Adjustment, Staff, and/or other agents. By signing below, the owner agrees to allow these agents, staff, committee and/or Council members access to the property in the review of this application. It is acknowledged that the proposed severed and retained lots must be clearly staked prior to any site visits.
- It is acknowledged that the members of Council must hear all information at the public meeting without prejudice and therefore, must not discuss any applications prior to meeting.
- If the property is in an area identified by the Source Protection Plan, a Section 59 Notice or Prohibition letter from the Conservation Authority must be submitted with the application.
- If the property in question is held in joint tenancy, both parties must sign the application in the presence of a Commissioner of Oaths (See Section 24, page 10)
- If the owner is not the applicant, written authorization to the applicant is required and enclosed. (See Attachment 1, page 11)
- Ensure that all sections in the application forms are completed.
- Applicant acknowledges that they will be required to post a sign on the property for a minimum of 20 days prior to the public hearing date.
- If the proposed development will produce more than 4500 litres of effluent per day on a privately owned and operated septic system, a servicing options report and hydrogeological report have been submitted.

FEB 14 / 2026

Date

[Redacted Signature]

Signature of Owner/Agent



**The Corporation of the Township of Cramahe  
Application for Amend Zoning By-Law**

As per the Planning Act, as amended, the Municipal Act 2001,  
as amended and in accordance with the Provincial regulations.

**Instructions to applicant, please read carefully before completing the application.**

- A. It is the policy of The Township of Cramahe that an application with applicable fees be submitted for **each** transaction.  
To make an application, complete and file one (1) signed original application forms together with one (1) copy of all supporting documents, and one (1) professional sketch depicting the lands subject to the amended Zoning By-Law. The submitted professional sketch must be completed by an Ontario Land Surveyor (OLS).

All supporting documents and sketches can be submitted in digital form.

**Note to applicant: All questions (unless otherwise indicated) in the application must be completed in full otherwise the application will not be deemed complete and returned to you. Please mark all irrelevant sections Not Applicable (N/A).**

- B. In accordance with the Township of Cramahe's Fees and Charges By-Law, application processing fees apply at the time of submission. (See Attachment 2, Page 12)  
To obtain the most up to date fees information contact the Planning Department at:  
905-355-2821 ext: 227 or 242  
Email: [planning@cramahe.ca](mailto:planning@cramahe.ca)  
or visit our website <http://www.cramahe.ca> →Municipal Government →Planning and Land Use→  
Planning Fee Schedule

- C. The Undersigned hereby applies to the Township of Cramahe under the Planning Act, as amended for a zoning by-law amendment to the transaction as described, and to the extent set forth in this application.

- D. Please note the application together with any and all documents related thereto are a public record and as such are available for viewing or duplication by the general public.



The Corporation of the Township of Cramahe  
Application for Consent

1. Owner and Applicant Information

Complete the information below (please print legibly in blue or black ink)

Owner #1:

Owner #2:

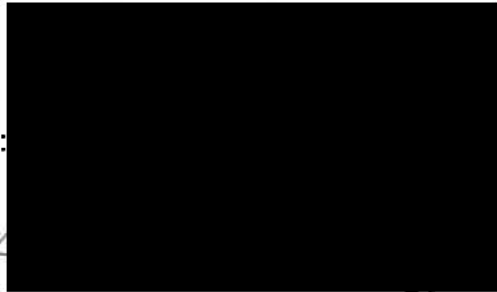
Name:

Address:

City/Postal Code:

Phone:

Email:



Redacted area for Owner #2 information  
same

Authorized Agent:

Primary Contact:

Name:

Address:

City/Postal Code:

Phone:

Email:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. If known, the names and full mailing address of any Mortgagee, Registered Lessees and Encumbrancers:

N/A

3. Property Information of Subject Lands:

Legal Description including Lot and Concession: PT LT 35 Con 2 Pt 445 39R10897  
Municipal Address, if applicable: 12722 County Rd 2, Colborne, ON K0K 1S0  
Assessment Roll Number: 1411 011 010 120000

4. Existing easement/rights-of-ways or covenants:

Yes  No

If Yes, please describe below in detail:

**Describe Existing Easement:**

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**5. Dimensions of Lands in Metric Units**  
 (MUST accurately match dimension noted on submitted sketch)

Frontage (m)	64.634 meters
Depth (m)	937 FT Eastside      448.52 FT Westside
Total Area (m <sup>2</sup> or ha)	2.074 hectares

**6. History of the Subject Land**

a) Existing Use(s) (i.e. residential, commercial, etc.) and how long they have been in place:  
 vacant land (field)

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b) If known, when was the property acquired by the current owner(s)?  
 July 25/2007 to Cindy Kelly (Hickman)  
 Raymond Kelly

c) Has the subject lands ever submitted an application for a plan of subdivision?  
 Yes     No  
 If Yes, specify date and File No.: \_\_\_\_\_  
 Status of File: \_\_\_\_\_

d) If known have the subject lands ever been the subject to other applications under the Planning Act? (i.e. consent, minor variance, zoning amendment, Minister's Zoning Order, or official plan amendment application?)  
 AK  Yes     No  
 If Yes, specify date and File No.: DIO - HIC - 18 - 25  
 Type of application: CONSENT (SEVERANCE) APPLICATION  
 Status of File: WAITING ON CONDITIONS TO BE FULFILLED, REZONING BEING A CONDITION

AK

7. Are there existing building(s) or structure(s) including well and septic?

Yes  No

If yes, please provide the following information for each building/structure in metres. (All dimensions below must be included on the sketch)

Type of building(s) / structure(s) including year of construction if known:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The setback from:	Metres (m)
Front Lot Line	
Rear Lot Line	
Side Lot Line (Indicate direction N,E,S,W)	
Side Lot Line (Indicate direction N,E,S,W)	
Building(s) / Structure(s) Height	
Building(s) / Structure(s) Length	
Building(s) / Structure(s) Width	
Building(s) / Structure(s) Area	

8. Proposed use(s) (i.e. residential, commercial, etc.):

Residential  
\_\_\_\_\_  
\_\_\_\_\_

9. Are there proposed building(s) or structure(s) including well and septic?

Yes  No

If yes, please provide the following information for each building/structure in metres. (All dimensions below must be included on the sketch)

Type of building(s)/structure(s):

AC  
SINGLE FAMILY DETACHED  
\_\_\_\_\_  
\_\_\_\_\_

The setback from:	Metres (m)
Front Lot Line	
Rear Lot Line	
Side Lot Line (Indicate direction N,E,S,W)	
Side Lot Line (Indicate direction N,E,S,W)	
Building(s) / Structure(s) Height	
Building(s) / Structure(s) Length	
Building(s) / Structure(s) Width	
Building(s) / Structure(s) Area	



15. Are any of the following uses or features on the subject lands or within 500 metres?

Use or Feature:	On Subject Lands	Within 500m
a) Agricultural operation <i>MOS NOT REQ'D</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <i>AK</i>
b) Wastewater treatment plant	<input type="checkbox"/>	<input type="checkbox"/>
c) Unevaluated or provincially significant wetland	<input type="checkbox"/>	<input type="checkbox"/>
d) Watercourse or shoreline <i>LTC PERMIT REQ'D</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <i>AK</i>
e) Landfill (active or closed)	<input type="checkbox"/>	<input type="checkbox"/>
f) Active railway line	<input type="checkbox"/>	<input type="checkbox"/>
g) Aggregate extraction	<input type="checkbox"/>	<input type="checkbox"/>
h) Natural gas / oil pipeline	<input type="checkbox"/>	<input type="checkbox"/>
i) Hydro easement	<input type="checkbox"/>	<input type="checkbox"/>
j) Industrial or commercial use	<input type="checkbox"/>	<input type="checkbox"/>
Please specify use: _____ _____		
State name(s) of Road(s)		

Is access by water? If Yes, additional information may be required.  
 Yes  No

**Staff or Agent Use**

16. Township Official Plan Designation  
 Severed Land: RURAL  
 Retained Land: RURAL

Northumberland County Official Plan Designation *AK*  
 Severed Land: RURAL AREAS  
 Retained Land: RURAL AREAS

17. Zoning  
 Current Zoning: KU  
 Requested Zoning: RR FOR BOTH RETAINED + SEVERED

18. Is the application consistent with the Provincial Planning Statement (2024)?  
 Yes  No

**19. Is the subject land within an area of land designated under the Oak Ridges Moraine Conservation Plan?**

Yes  No

If Yes, please specify whether the application conforms to or does not conflict with the Oak Ridges Moraine Conservation Plan \_\_\_\_\_

**20. If the subject lands are within an area where there are pre-determined min/max density or height requirements, please state these requirements. (Check zoning, density requirements are outlined in Sections 4.0, 5.1.2, 9.1.1.5 and under the applicable designation in the Official Plan):**

RR ZONING PROVISIONS  
REQ'D

**21. If the application is to implement an alternation to the boundary of an area of settlement or to implement a new area of settlement, details of the official plan amendment that deals with the matter:**

**22. If the application is to remove lands from an area of employment, details of the official plan or official plan amendment that deals with the matter:**

### 23. Required Sketch

The applicant shall attach to this application a professional sketch completed by an Ontario Land Surveyor showing the following:

- Lot boundaries should be of proportionate depth, width and be of regular shape.
- The boundaries and dimensions of the subject land, the part that is intended to be severed and the part that is intended to be retained.
- The boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land.
- The approximate distance between the subject land, and the nearest township lot line or landmark, such as a bridge or railway crossing.
- The approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks or rivers or streams, wetlands, wooded areas, wells and septic tanks) that are located on the subject land and on land that is adjacent to it and in the applicant's opinion, may affect the application.
- The use of adjacent lands (i.e. residential, agricultural, commercial, etc.)
- The location, width, and name of any roads within or abutting the subject land indicating whether it is an unopened road allowance, a public travelled road, a private road, or a right-of-way.
- If access to the subject land will be by water only, the location of the parking and boat docking facility used.
- The location and nature of any easement affecting the subject land.
- The boundaries and dimensions of leases, mortgages, etc., existing and being applied for on the subject land and the boundaries and dimensions of any easements, rights-of-way, leases, mortgages, etc., existing or being applied for on the retained land.

**Please Note: All dimensions on the submitted sketch are final once Council grants approval.**

#### This application must be submitted to:

The Township of Cramahe  
c/o Planning Department  
1 Toronto Street,  
Colborne, ON  
K0K 1S0

Phone: 905-355-2821 ext: 227 or 242

Email: [planning@cramahe.ca](mailto:planning@cramahe.ca)

**24. Affidavit or Sworn Declaration**

**Note: All applicants shall ensure that a “complete application” under the Planning Act has been made before completing this declaration. Please do not sign until you are witnessed by a commissioner.**

This section is to be completed by the owner or authorized agent – if done by the authorized agent, please fill out the Authorization Section as well.

I, [REDACTED],  
\_\_\_\_\_ and [REDACTED]  
\_\_\_\_\_ of the Township of Cramahe in the County of Northumberland solemnly declare that all statements contained in this application and all exhibits transmitted, herewith, are true and I 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.”

And further, I hereby agree to bear the cost of all consulting planning, engineering, legal and registration fees related to this application as deemed necessary by the municipality on request, to be applied to such costs, and for which the municipality will account.

Sworn (or declared) before me at the  
Township of Cramahe in the  
County of Northumberland this

17<sup>th</sup> day of FEBRUARY, 2026.

[REDACTED]  
Applicant

\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Applicant

\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Applicant

\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Applicant

**Commissioner's Use Only**

**Nicole Newton**  
**A Commissioner of Oath and**  
**Affidavits, etc. for the Corporation**  
**of the Township of Cramahe in**  
**the County of Northumberland,**  
**Province of Ontario**

[Signature]  
\_\_\_\_\_  
Commissioner of Oaths



This must be completed if an agent is to be authorized to submit the application and to represent the owner. **This form must be signed by the owner.**

Authorization of Owner for Agent to make the application.

Address of Subject Property: \_\_\_\_\_  
\_\_\_\_\_

Name of Registered Owner(s): \_\_\_\_\_  
\_\_\_\_\_

Application for Consent (list transaction type): \_\_\_\_\_

As of the date of this application, I am the registered owner of the lands described in this application, and I have examined the contents of this application and hereby certify that the information submitted with the application is correct insofar as I have knowledge of these facts, and I authorize the submission of this application on my behalf.

\_\_\_\_\_  
Name of Authorized Agent(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner



Please note that the fees below are accurate as of April 1, 2025, and are subject to change. To ensure that you have the most up-to-date application please contact Township of Cramahe Planning Department. (See page 2 Section B. for contact information)

**SCHEDULE "C"  
To By-law 2022-25  
PLANNING DEPARTMENT**

CONSENT	
Application Fee	\$1100.00
ZONING BY-LAW AMENDMENT	
Application Fee Standard (Residential)	\$1500.00
Application Fee Standard (Commercial or Industrial)	\$1700.00
Condition of Consent	\$1400.00
Removal of Holding	\$500.00
MINOR VARIANCE	
Application Fee	\$800.00
SITE PLAN APPLICATION	
Agreement Application Fee	\$2000.00 + costs
Amendment Application Fee	\$1000.00 + costs
PLAN OF SUBDIVISION (+ Costs)	
Application Fee	\$3750.00
Draft Extension/Revision	\$2000.00
Clearance of Draft Conditions/Final Approval	\$2000.00
Amendment of Conditions	\$2000.00
OFFICIAL PLAN AMENDMENT	
Application Fee	\$3300.00 + costs
PARK LEVY	
Fee when a new buildable lot is created	\$1100.00
MISCELLANEOUS	
Pre-Consultation	\$100.00
Compliance/Clearance Letter	\$80.00
Transmission/Communication Tower	\$500.00
Copy of Official Plan (Printed)	\$100.00
Copy of Zoning By-law (Printed)	\$100.00

**NOTE:** If any costs are incurred by the Planning Agency for retaining external professionals (ie. Solicitors, hydro geologists, engineers) to assist in the commenting or processing of an application, the associated costs will be directed back to the applicant for full recovery.