



London  
CANADA

## Instructions for APPLICATION FOR REMOVAL OF HOLDING PROVISION

**THE CORPORATION OF THE CITY OF LONDON DEVELOPMENT &  
COMPLIANCE SERVICES, DEVELOPMENT SERVICES  
6<sup>th</sup> FLOOR, CITY HALL, 300 DUFFERIN AVENUE, LONDON, ONTARIO N6A 4L9  
Telephone: (519) 930-3500**

### DETACH THE FIRST TWO PAGES AND RETAIN FOR FUTURE REFERENCE

1. This process pertains to an application for removal of a holding provision (h).
2. There are different fees for each type of application (See Schedule APP-2 attached for a fee schedule).
3. Other related applications may be processed concurrently during this process.
4. Applicants may submit a separate justification report to address any of the questions within. In doing so, please ensure that the report identifies all of the questions herein, or use a combination of application form and justification report to ensure all required information is provided.

### STEPS IN THE PROCESS

**Step 1 Consult with City of London Planning Staff:** Applicants are required to meet with a City Planning staff member prior to submitting an application. This is a formal meeting to be scheduled between the applicant and the City of London prior to filling out the application form.

**Step 2 Complete the application form:** Following your pre-application consultation (Step 1) you will be required to complete the required application form(s), include additional information identified during the pre-application consultation, and provide;

- A Cheque, made payable to the *Treasurer, City of London*, to cover the application fee (refer to Schedule APP-3) herein;
- A sketch plan, including information as outlined on page 3, subsection 6;
- Your written authorization (with dated, original signature), identifying by name the individual who will act as your agent or solicitor for filing and handling your application(s), if applicable (See pages 4 & 5, subsections 9-11).
- Additional information which may be helpful in assessing an application: To expedite the review process, you are strongly encouraged to submit photographs or other relevant documentation that will assist in evaluating your application. To avoid delays, please ensure that your application is complete, that all drawings are neat and legible and that all dimensions are accurate.

**Step 3 Submit complete application package:** This includes any information and material identified at the pre-application consultation meeting, completed application forms, required fees, authorization letter (if applicable), requested zoning amendment overlay (if applicable) and a site sketch.

**Step 4 Complete application accepted:** The application is assessed for completeness and either accepted or returned to the applicant, requesting further information (back to step 3). If complete, the file is opened and timelines for processing are established. Once the application is accepted, all of the information that was submitted is open to review by the general public, including name, address, phone number, etc. – this is a public process.

**Step 5 Municipal Notice & Review:** Now that the application is complete a “Notice of Application” is published in a Saturday edition of *The London Free Press* and circulated to every person or public body that gave written request to be notified of the “intention to pass an amending by-law to remove a holding symbol” for the specific address or “h” symbol. This notice shall include the following:

1. An explanation of the effect of the removal of the holding symbol.
2. A description of the subject land, a key map showing the subject land, or an explanation why no description or key map is provided.
3. A statement of the earliest date on which the Council proposes to meet, to decide on the amending by-law.

**Step 6 Planning Committee Meeting:** Based on analysis of the application and the comments provided by those notified, the Planning Division prepares and presents a report summarizing their findings at a meeting of the Planning Committee. Following this meeting a recommendation regarding the application is made to City Council by the Planning Committee. It should be noted that a “public meeting” is not held in association with an application to remove a holding provision, unless that holding provision refers specifically to the holding of a public meeting.

**STEPS IN THE PROCESS**

- |               |  |
|---------------|--|
| <b>Step 7</b> | <b>City Council Meeting:</b> The Council of the City of London meets on alternate Mondays throughout the year. Municipal Council is the decision making authority with regard to Zoning By-law amendment applications, including the removal of a holding provision, having regard for the recommendation presented by the Planning Committee (in Step 6). |
| <b>Step 8</b> | <b>Decision of Council:</b> Following the Council meeting a decision will be made regarding the application to remove a holding symbol, either approving or refusing the amending by-law. Where an application to remove the holding symbol is refused the applicant may appeal to the Municipal Board.  |
| <b>Step 9</b> | <b>Enactment:</b> If no objections ("appeals") are submitted, the Zoning By-law amendment comes into effect and the holding provision is removed as per the direction of the Council of the City of London.  |





London

THE CITY OF LONDON  
 REMOVAL OF A HOLDING PROVISION APPLICATION FORM

FOR INTENT TO PASS AN AMENDING BY-LAW TO REMOVE A HOLDING SYMBOL  
 UNDER SECTION 36(4) OF THE PLANNING ACT

CONCURRENT APPLICATIONS FILED	
Note to Applicant: For each application that is filed concurrently, complete and attach the appropriate application form and fees)	
<input type="checkbox"/>	Official Plan Amendment
<input type="checkbox"/>	Zoning By-law Amendment
<input type="checkbox"/>	Subdivision/Consent
<input type="checkbox"/>	Minor Variance
<input type="checkbox"/>	Site Plan
<input type="checkbox"/>	Other (Specify): _____
	_____

OFFICE USE ONLY
Date Stamp – Date Received
FOR REFERENCE PURPOSES:
Municipal address:

**REQUIREMENTS FOR A COMPLETE APPLICATION INCLUDE:**

Note: Until the Planning Board has received the information and material required under subsections (10.1) and (10.2) of Section 34 and any fee under Section 69 (1) of the *Planning Act*, the **application will be deemed incomplete**, the time periods referred to in sections 34(10.7) and 36(3) will not begin and the application will be returned to the applicant.

- The completed application form** and declarations, completed as required under subsection 34 (10.1) (10.2) of the *Planning Act*.
- If known, Zoning By-law Amendment or the City By-law which enacted the Holding Provision.
- if building or structures exist on the subject lands **a copy** of plans showing the type of building or structure, location of building or structure including in metric units setbacks from the lot lines, height, and dimensions or floor area of the a sketched site plan showing the existing buildings. (8-1/2" X 14" minimum).
- if known; whether any buildings or structures are proposed to be built on the lands **a copy** of plans showing the type of proposed building or structure, location of proposed building or structure including in metric units setbacks from the lot lines, height, and dimensions or floor area on an (8-1/2" by 14" minimum).
- Application Fee(s) made payable to the *Treasurer, City of London*;
- A Letter of Authorization from the owner (with dated, original signature) **OR** completion of the Owner's Authorization on page 4 (item 9), **if the owner is not filing the application.**
- Record of Pre-application Consultation, if the Planning Division requires compliance with the Pre-consultation process. (see Schedule 'A')
- Required information that was identified at Pre-consultation meeting.

**PLEASE LIST THE REPORTS OR STUDIES THAT ACCOMPANY THIS APPLICATION (supply 1 copy of each):**

*Note: This section applies to all reports that were identified at the pre consultation meeting as studies that are required at the time of submitting the application.*


**THIS APPLICATION PACKAGE MUST BE SUBMITTED TO:**

CITY OF LONDON – HOLDING PROVISION REMOVAL APPLICATION FORM

City of London, Development and Compliance Services, Development Services  
 300 Dufferin Ave, 6<sup>th</sup> Fl, London, Ontario N6A 4L9

Telephone: 519-930-3500

**PLEASE REFER TO ONTARIO REGULATION 545/06 FOR ITEM REFERENCES 1 THROUGH 10**

**1) Applicant Information:**

Complete the information below. All communications will be directed to the **Primary Contact** with a copy to the Owner.

Note: If additional space is required for Owner(s) information, please attach a separate sheet containing said information.

**Registered Owner(s):**

Name:

Address:

City:

Postal Code:

Phone:

Fax:

Email:

**Applicant (complete if the Applicant is not the Owner):**

Name:

Address:

City:

Postal Code:

Phone:

Fax:

Email:

**Agent Authorized by the Owner to file the Application (if applicable):**

Name:

Address:

City:

Postal Code:

Phone:

Fax:

Email:

**1 b) Which of the above is the Primary Contact?**     Owner                       Applicant                       Agent

**2) Date Application Submitted to the City of London:**

**3) Please list the names and addresses of the holders of any mortgages, charges or other encumbrances in respect of the subject land:**

<b>4) Description of land:</b>	
Geographic Township / Planning Area:	
Lot(s):	Part Lot(s):
Concession(s):	Registered Plan No.:
Municipal Street Address (if applicable):	
Assessment Roll Number:	

<b>5) Land Use, Existing and Proposed:</b>		
Frontage (m)	Depth (m)	Area (m <sup>2</sup> )
5 b) Existing use(s) of the land:		
5 c) The date the subject land was acquired:		
5 d) Number of existing buildings/structures:		
5 e) Use of existing buildings/structures (specify):		
5 f) The date any existing buildings or structures on the subject land were constructed:		
5 g) The length of time that the existing uses of the subject land have continued:		
5 h) The current and previous use(s) of the subject lands:		
5 i) If known, the number of proposed buildings/structures:		
5 j) If known, the proposed use of buildings/structures (specify):		

**6) A sketch illustrating the following, in metric units, is required:**

*Please include the above noted existing and proposed buildings on this sketch.*

- The boundaries and dimensions of the subject land;
- The location, size and type of all existing and proposed buildings and structures on the subject land, indicating their distance from the front lot line, rear lot line and side lot lines as well as their heights, building dimensions and floor areas;
- The approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks) that;
  - are located on the subject and adjacent lands, and;
  - in the applicant’s opinion, may affect the application;
- The current land uses on and adjacent to the subject lands;
- The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public traveled 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 docking facilities to be used; and;
- The location and nature of any easement or restrictive covenant affecting the subject land.

7 a) Existing Zone?	7 b) Holding “h” provision requested for removal?	7 c) Related Planning Division file number?

**8) How have the requirements for removal of the holding provision been satisfied?**

*(Please use a separate sheet if needed)*

**Note:** The applicant may submit a separate justification report. Any required studies or clearance letters are to be submitted prior to acceptance of the application.

**9) Owner's Authorization:**

This must be completed by the Owner if the **OWNER IS NOT FILING THE APPLICATION**

**Note: If there are multiple Owners, an authorization letter from each Owner is required (with dated, original signature) OR each Owner must sign the following authorization.**

I, (we) \_\_\_\_\_, being the  
Print name(s) of Owner, individual or company

registered Owner(s) of the subject lands, hereby authorize \_\_\_\_\_  
\_\_\_\_\_

Print name of agent and/or company (if applicable)

to prepare and submit an Application for removal of a holding provision.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Day

\_\_\_\_\_  
Month

\_\_\_\_\_  
Year

**IMPORTANT:**

If the Owner is an incorporated company, the company seal shall be applied in the signature block above (if there is one).



**10) Applicant's Declaration:**

**This must be completed by the person filing the application for the proposed amendment and in the presence of a Commissioner of Oaths.**

I, \_\_\_\_\_ of the \_\_\_\_\_  
Print (name of applicant) Print (Name of City, Town, Township, etc.)

in the Region/County/District of \_\_\_\_\_ solemnly declare that all of the statements  
Print Region/County/District

contained in this Application for Zoning By-law Amendment at  
 \_\_\_\_\_,  
(description of subject land)

and all supporting documents and plans are true and complete, 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*.

Declared before me at the Region/County/District of Middlesex  
 in the Municipality of The City of London, this

\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
(Day) (Month) (Year)

Signature

Please Print name of Applicant

Commissioner of Oaths

**11) Municipal Freedom of Information Declaration:**

In accordance with the provisions of the Planning Act, it is the policy of the City Planning Department to provide public access to all development applications and supporting documentation.

In submitting this development application and supporting documentation, I \_\_\_\_\_  
 (please print name) the Owner/applicant/authorized agent, hereby acknowledge the above-noted policy and provide my consent, in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.

I hereby authorize the City of London to post a "Possible Land Use Change" sign and allow municipal staff to access to the subject lands for purposes of evaluation of the subject application.

Signature

Day

Month

Year

**OWNER/APPLICANT'S INFORMATION: (Mandatory, please print)**

Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Telephone No. \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Fax No. \_\_\_\_\_

**NOTICE:** Please be advised that in accordance with the Council resolution of December 6, 1999 and upon acceptance of a completed amendment application, the City of London may place a Standard Public Notice Sign on private lands subject to this application. The sign will be removed upon expiry of all available appeal procedures.

## IMPLEMENTATION - CONTACT LIST Schedule APP-1

AGENCY	E-MAIL ADDRESS	TELEPHONE NUMBER	FAX NUMBER
London Hydro – Maria Van Boxmeer	<a href="mailto:vanboxmm@londonhydro.com">vanboxmm@londonhydro.com</a>	(519) 661-5800 Ext. 5564	(519) 661-5812
Building Division – George Kotsifas	<a href="mailto:gekotsifas@london.ca">gekotsifas@london.ca</a>	(519) 661-4555	(519) 661-8427
London Economic Development Corporation – Peter White	<a href="mailto:pwhite@ledc.com">pwhite@ledc.com</a>	(519) 661-5314	(519) 661-5331
Environmental and Ecological Planning Advisory Committee (EEPAC) - c/o Betty Mercier	<a href="mailto:bmercier@london.ca">bmercier@london.ca</a>	(519) 661-2500 Ext. 0835	(519) 661-4892
Finance Department – Brian Shimla	<a href="mailto:bshimla@london.ca">bshimla@london.ca</a>	(519) 661-2500 Ext. 5072	(519) 661-6518
Middlesex-London Health Unit – Iqbal Kalsi	<a href="mailto:Iqbal.kalsi@mlhu.on.ca">Iqbal.kalsi@mlhu.on.ca</a>	(519) 663-5317 Ext. 2650	(519) 663-9276
Parks Planning & Design – Bruce Page	<a href="mailto:bpag@london.ca">bpag@london.ca</a>	(519) 661-4980 Ext. 5355	(519) 963-1483
Development Services Division – Richard Roobroeck	<a href="mailto:rroobroe@london.ca">rroobroe@london.ca</a>	(519) 661-2500 Ext. 4952	519-661-2355
London Advisory Committee on Heritage (LACH) -George Goodlet	<a href="mailto:goodlet@execulink.com">goodlet@execulink.com</a>	519-473-5171	
Thames Valley District School Board – Danielle Kettle	<a href="mailto:d.kettle@tvdsb.on.ca">d.kettle@tvdsb.on.ca</a>	519-452-2444 Ext. 21035	(519) 452-2485
London District Catholic School Board – Rebecca McLean	<a href="mailto:rmclean@office.ldcsb.on.ca">rmclean@office.ldcsb.on.ca</a>	(519) 663-2088 Ext. 43203	(519) 663-9753
Conseil scolaire de district des ecoles catholiques du Su-Ouest	7515 Promenade Forest Glade Windsor, ON. N8T 3P5	-	-
Conseil scolaire Viamond – F. Fournier	116 Cornelius Parkway Toronto, ON. M6L 2K5	-	-
London Police Service – Dave Goarley	<a href="mailto:dgoarley@police.london.ca">dgoarley@police.london.ca</a>	(519) 660-5800	(519) 645-1908
Community Services – Donna Baxter	<a href="mailto:dbaxter@london.ca">dbaxter@london.ca</a>	(519) 661-2500 Ext. 2430	(519) 661-5930
Municipal Affairs and Housing, Ministry - Bruce Curtis	<a href="mailto:bruce.curtis@ontario.ca">bruce.curtis@ontario.ca</a>	(519) 873-4026	(519) 873-4018
Transportation, Ministry – Tim A. Burns	<a href="mailto:tim.a.burns@ontario.ca">tim.a.burns@ontario.ca</a>	(519) 873-4210	(519) 873-4228
Environment , Ministry (MOE) - Bill Armstrong	<a href="mailto:bill.armstrong@ontario.ca">bill.armstrong@ontario.ca</a>	(519) 873-5013	(519) 873-5020
Natural Resources, Ministry – Amanda McCloskey	<a href="mailto:amanda.mccloskey@ontario.ca">amanda.mccloskey@ontario.ca</a>	(519) 773-4750	(519) 773-9014
Ministry of Agriculture, Food and Rural Affairs - Drew Crinklaw	<a href="mailto:drew.crinklaw@ontario.ca">drew.crinklaw@ontario.ca</a>	(519) 873-4085	(519) 873-4062
Ministry of Culture – Shari Prowse	<a href="mailto:shari.prowse@ontario.ca">shari.prowse@ontario.ca</a>	(519) 675-6898	(519) 675-7777
Ontario Power Generation (OPG) – Ray Davies	<a href="mailto:ray.davies@opg.com">ray.davies@opg.com</a>	(416) 592-1743	(416) 592-7999
Conservation Authority - Upper Thames Valley - Christine Creighton	<a href="mailto:creightonc@thamesriver.on.ca">creightonc@thamesriver.on.ca</a>	(519) 451-2800 Ext. 293	(519) 451-1188
Conservation Authority - Lower Thames Valley – Valerie Towsley	<a href="mailto:valerie.towsley@ltvca.ca">valerie.towsley@ltvca.ca</a>	(519) 354-7310 Ext. 226	(519) 352-3435
Conservation Authority - Kettle Creek - Joe Gordon	<a href="mailto:joe@kettlecreekconservation.on.ca">joe@kettlecreekconservation.on.ca</a>	(519) 631-1270 Ext. 226	(519) 631-5026
Hydro One Networks – Laura Giunta	<a href="mailto:landuseplanning@hydroone.com">landuseplanning@hydroone.com</a>	(905) 946-6235	(905) 946-6242
Canadian National Railway – Nick Coleman	<a href="mailto:nick.coleman@cn.ca">nick.coleman@cn.ca</a>	(905) 760-5007	(905) 760-5010
Canadian Pacific Railway - Orest Rojik	<a href="mailto:orest_rojik@cpr.ca">orest_rojik@cpr.ca</a>	(905) 803-3425	(905) 803-3228
Union Gas – Shirley Brundritt sbrundri@uniongas.com	<a href="mailto:sbrundri@uniongas.com">sbrundri@uniongas.com</a>	(519) 436-4600 Ext. 2760	(519) 436-5353
Esso Petroleum Canada Pipeline – Colleen Mitchell	<a href="mailto:colleen.m.mitchell@esso.ca">colleen.m.mitchell@esso.ca</a>	(905) 689-6462	(905) 689-3553
Bell Canada – Sandra Hugh-Yeun	<a href="mailto:rowcentre@bell.ca">rowcentre@bell.ca</a>	(416) 296-6590	(416) 296-0520
London Transit Commission – Katie Burns	<a href="mailto:kburns@londontransit.ca">kburns@londontransit.ca</a>	(519) 451-1340 Ext. 320	(519) 451-4411
Canada Post Corporation – Bruno DeSando	<a href="mailto:bruno.desando@canadapost.ca">bruno.desando@canadapost.ca</a>	(519) 494-1596	(519) 457-5412

Updated August 2012

**SCHEDULE OF FEES**

**Schedule APP-2**

All cheques must be made payable to the **City Treasurer**.

**Effective JANUARY 1, 2020**

REMOVAL OF HOLDING PROVISION FEE	
	\$ 1,024.00

Last updated: February 2020



**London**  
CANADA

## SCHEDULE 'A' PRE-APPLICATION CONSULTATION

### About Mandatory Pre-application Consultation

Prior to submitting an application for an Official Plan Amendment or Zoning By-law Amendment to the City of London, a proponent is required to consult with relevant City staff. Pre-application consultation is intended to facilitate early discussions between the proponent and City staff pertaining to the application, and to allow City staff to determine the specific reports, studies and information that is required to be submitted together with the application form as part of a complete application.

A proponent initiates the mandatory pre-application consultation by submitting a written Proposal Summary to the City of London Planning Division. It may have been preceded by informal discussions with a City Planner and is the first step in preparing to submit a formal amendment application.

### What is the Proposal Summary?

The Proposal Summary is an introductory letter or short report submitted by a proponent that describes the proposed development sufficiently for City Staff to understand the proposal and possible site limitations. It may consist of several pages of text, plus figures, depending on the complexity of the proposal. A Proposal Summary must be submitted in both paper and electronic (.pdf) formats.

It is not intended that the Proposal Summary include documentation supporting the merits of the proposal. The proponent will be provided with ample opportunity to provide supporting documentation with the formal Official Plan and/or Zoning By-law amendment application.

### How the Proposal Summary is reviewed

City staff will review a submitted Proposal Summary with the objectives of identifying Provincial and municipal policies, guidelines and plans that may impact the application, determining potential issues and identifying reports, studies, information and any concurrent applications required to be submitted as part of a complete application.

City staff will meet with the proponent at a scheduled Pre-application consultation meeting to discuss the proposed application and the results of the internal review. Pre-application consultation meetings are held on Tuesday afternoons approximately 2 weeks after a Proposal Report is submitted. The planner attending this meeting will provide the proponent with a written Record of Pre-application Consultation that must be submitted with the formal Official Plan and/or Zoning By-law Amendment application form.

### Preparing a Proposal Summary

A Proposal Summary must provide background information as outlined in each of the required sections (1 to 6) as described below.

#### 1.0 INTRODUCTION / SITE DESCRIPTION

Provide date of submission and the contact information for the key contact person (proponent and/or agent for the proponent). Provide a general, but brief, description of the subject site. Insert a key map illustrating the location and boundary of the subject site for the proposed development. Questions to consider:

- Who is the key contact person?
- Where is the development located? What is the size (frontage/area) of the property?
- What are the existing uses on this site?

#### 2.0 SUMMARY OF PROPOSAL

Provide a detailed description of your development proposal. Be sure to describe the proposed uses you are seeking as well as any new buildings you are planning for this site. If a new or re-designed building is being planned, please provide a description of the design of this structure. Provide an outline of existing and future zoning required for the development of this site. Questions to consider:

- What is the development proposal?
- Does the proposal involve re-use of an existing building, demolition, new construction?
- What amendments (if any) are required to the Official Plan to permit the application to proceed?
- What Zoning, including special provisions, is required to allow the proposed development?

