



## Instructions for APPLICATION FOR REMOVAL OF HOLDING PROVISION

### THE CORPORATION OF THE CITY OF LONDON PLANNING AND DEVELOPMENT

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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 and Development Staff:** Applicants are encouraged to meet with Planning and Development staff prior to submitting an application.

**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).
- Information related to how the holding provisions have been, or will be, satisfied.

**Step 3 Submit complete application package:** This includes the completed application form, required fees, authorization letter (if applicable), requested zoning amendment plan, concept plan and other supporting information.

For applications relating to an active site plan application, submit to: [LondonSPSubmit@london.ca](mailto:LondonSPSubmit@london.ca)

For applications relating to a subdivision application, or all others not related to a site plan application, submit to: [plandev@london.ca](mailto:plandev@london.ca)

**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.

## STEPS IN THE PROCESS

**Step 5 Municipal Notice and Review:** Now that the application is complete, a 'Notice of Application' is published in The Londoner 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. the notice includes 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 deadline for the provision of comments and feedback.

**Step 6 Application Review and Decision:** Based on analysis of the application and the comments provided by those notified, Planning and Development staff prepare a report summarizing their findings as a recommendation to the approval authority.

The approval authority is a delegated authority to staff. Once the approval authority approves the removal of the holding symbol(s) a by-law is passed by the Clerk's office.

**Step 7 Appeal of Decision:** If the approval authority refuses to remove the holding symbol and the amending by-law, the applicant may appeal the decision to the Ontario Land Tribunal.



**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)

Official Plan Amendment

Zoning By-law Amendment

Subdivision/Consent

Minor Variance

Site Plan

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.

|  |  |
|--|--|
|  | <b>The completed application form</b> and declarations, completed as required under subsection 34 (10.1) (10.2) of the <i>Planning Act</i> .   |
|  | 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 <b>a copy</b> 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 <b>a copy</b> 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 <i>Treasurer, City of London</i> ;  |
|  | A Letter of Authorization from the owner (with dated, original signature) <b>OR</b> completion of the Owner's Authorization on page 4 (item 9), <b>if the owner is not filing the application</b> .  |
|  | Required information to satisfy removal.   |

**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:**

**LondonSPSubmit@london.ca** where there is an active site plan application

**Telephone: 519-930-3500**

**Plandev@london.ca** for all other sites

## 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:**

**4) Description of land:**

Geographic Township / Planning Area:

|   |                      |
|---|----------------------|
| Lot(s):                                   | Part Lot(s):         |
| Concession(s):                            | Registered Plan No.: |
| Municipal Street Address (if applicable): |                      |
| Assessment Roll Number:                   |                      |

**5) Land Use, Existing and Proposed:**

| 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 \_\_\_\_\_  
 \_\_\_\_\_

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 and Development 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.

**SCHEDULE OF FEES****Schedule APP-2**

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

**Effective JANUARY 1, 2026**

| REMOVAL OF HOLDING PROVISION FEE |
|----------------------------------|
| \$ 1,600.00                      |

Last updated: December 2026