



Application for Lifting a Holding Symbol

Information Sheet for Applicant

A holding (h) symbol is used on any parcel of land zoned for development where the principle of development has been established, in order to restrict development until certain criteria for development has been met to the satisfaction of Council. Certain criteria for development (ie. phasing, financial considerations, geotechnical studies, access, etc.) must be met to the satisfaction of Council prior to the removal of the holding provision.

If the conditions no longer apply, an application may be made to request that the Town “lift” the holding symbol, allowing development to proceed in accordance with the appropriate zone provisions. For lifting of the holding symbol, an amendment to the Zoning By-law is required to be passed in accordance with Section 36 of the Planning Act, which does not require a public meeting.

This information sheet is to assist persons in completing the application. Please contact the [Community Services Branch](#) should you require clarification on the application. For a complete reference to the planning process, please consult the Planning Act.

A pre-consultation meeting is required with staff prior to the submission of the application.

Application Fee

The application fee of \$1,500.00 is to be paid at the time of application, by cheque payable to "Town of Arnprior"

Application Submission

The submission of this application must be accompanied with the technical drawing(s), supporting information and required fee. The owner of the land, or the applicant, shall complete the following application form and the owner’s authorization/declaration and submit along with the necessary documents to: Community Services Branch, Town of Arnprior, 105 Elgin Street West, Arnprior, ON K7S 0A8 Phone: (613) 623-4231 ext. 1816 or Email: planning@arnprior.ca

Complete Application

Every application must be completed in full. All applicable information requested on the application form must be provided before the application will be considered by staff and/or Council.

The application shall be submitted with the required fee and include the following information:

- A description of the property, including the lands subject to the holding symbol;
- An explanation of how the criteria to lift the symbol has been met; and
- Any supporting studies or agreements required to lift the symbol.

Collection of Information

Personal information on the following forms is collected under the authority of the Heritage Act and will be used by the Town of Arnprior Community Development Branch in the processing of applications for minor variance. The information may be used by other departments and agencies for the purpose of assessing the proposed development and for preparing comments to the Community Development Branch. This information may also be released to the public. Questions about the collection of this information should be directed to the Clerk’s Department.



ARNPRIOR

Application for Lifting a Holding Symbol

Section 36 of the Planning Act

Part 1 – General Information

Project Title: _____

1. Applicant/Property Owner Information

Name: _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

2. Agent Information

Name: _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

3. Solicitor Information

Name: _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

Correspondence should be sent to:

Property Owner

Agent

Solicitor

Part 2 – Property Information

1. Address and Legal Description

Civic Address: _____

Roll Number: _____

Geographic Twp: _____ Concession/Lot: _____

Registered Plan: _____ Block/Lot No.: _____

2. Describe how the criteria for the removal of the holding symbol has been met:

3. Documents attached in support of the lifting of the holding symbol, please list:

Part 3 – Authorization, Permission and Declaration

1. **Declaration of Prescribed Information** (must be signed in the presence of a Commissioner)
I/We, _____, of the _____

do solemnly declare that all of the above statements contained in the application 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*.

Sworn (or declared) before me at the _____ this _____ day of _____.

Signature of Property Owner/Agent Signature of Commissioner of Oaths

2. **Agreement to Indemnify** (must be signed in the presence of a Commissioner)

The applicant hereby agrees to indemnify and save harmless The Corporation of the Town of Arnprior (“the Municipality”) from all costs and expenses that the Municipality may incur in connection with the processing of the Application for approval under the Planning Act.

Without limiting the foregoing, such costs and expenses will include all legal, engineering, planning, advertising and consulting fees and charges incurred or payable by the Municipality to process the Application together with all costs and expenses arising from or incurred in connection with the Municipality being required, or requested by the applicant, to appear at the hearing of any appeal to the Local Planning Appeal Tribunal from any decision of the Council or Committee of Adjustment, as the case may be, approving the applicant’s Application.

The Owner/Applicant/Agent further agrees to provide the municipality, upon request and in cases where an application has been appealed to the Local Planning Appeal Tribunal, with a deposit (over and above the normal application fee), from which the Municipality may, from time to time charge any fees and expenses incurred by the Municipality in order to process the application. If such appeal expenses exceed the deposit, the Owner/Applicant shall pay the difference forthwith upon being billed by the municipality, with interest at the rate of 1.25% per month on accounts overdue more than 30 days.

The applicant acknowledges and agrees that if any amount owing to the Municipality in respect of the Application is not paid when due, the Municipality will not be required to process or to

continue processing the Application, or to appear before the Local Planning Appeal Tribunal in support of a decision approving the Application until the amount has been paid in full.

The applicant further acknowledges and agrees that any amount owing by the applicant to the Municipality is, when due, a debt of the applicant and the Municipality may, in addition to any other remedies available to it at law, recover the amount owing together with interest from the applicant by action.

Sworn (or declared) before me at the _____ this _____ day of _____
_____.

Signature of Property Owner/Agent

Signature of Commissioner of Oaths