

# TOWN OF GEORGINA

## APPLICATION FOR DEEMING BY-LAW OR REPEAL OF DEEMING BY-LAW

### APPLICATION GUIDE

**Development Services**  
26557 Civic Centre Rd.  
Keswick, Ontario  
L4P 3G1

**Telephone:**  
(905) 476-4301  
(905) 722-6516  
(705) 437-2210

Attention: Planning Division

### **PURPOSE OF APPLICATION**

1. This DEEMING BY-LAW/REPEAL OF DEEMING BY-LAW APPLICATION GUIDE sets forth the procedure for processing applications to pass or repeal a deeming by-law. The information required allows the Municipality to properly evaluate your application. The information you provide will assist the Municipality in expediting this process.
2. This application must be filed with the Planning and Building Department at the above address.

### **APPLICATION FEES**

Council has adopted an application fee of \$962.00 plus \$115.00 per lot (By-Law 2011-0015) (PL-7). This fee is required to cover the normal municipal costs incurred in processing a deeming by-law or repeal of a deeming by-law application.

### **USING THE APPLICATION**

The application should be completed by the property owner or authorized agent and returned to the Town of Georgina at the above address. When an agent is making an application, the written authorization of the owner must accompany the application. For your convenience, an authorization form has been included in the attached application. It is important to note that a Commissioner must witness the signature of the owner, solicitor or authorized agent on the application form.

### **INFORMATION REQUIRED**

1. The application must include a legal description of the subject lot(s), together with survey or sketch plan prepared in metric measurements, which shows:
  - (a) the location of existing buildings;
  - (b) the uses of abutting properties;
  - (c) all roads (named) abutting the subject lots;
  - (d) a proper metric scale and north arrow.
2. Prior to scheduling this matter for Council's consideration we ask that you submit a **Registered Deed** indicating that all lots are in common ownership.

## DEALING WITH THE APPLICATION

1. If the application form is incomplete or seems inaccurate, the application will be returned for completion, correction or clarification prior to processing.
2. After an evaluation of the application, the Building and Planning Department will prepare a report for the consideration of Council.
3. If the application is approved, a by-law will be prepared and placed before Council for their approval. If the by-law is passed, the by-law is circulated within 30 days of the passing thereof, to each person appearing on the latest revised assessment roll of land to which the by-law applies. Any person, within 20 days of the mailing of the notice of the passing of the by-law, may notify the Clerk that he/she wishes to make presentation to Council regarding the by-law.
4. The Clerk forwards one copy of the by-law to the Minister of Municipal Affairs and Housing.
5. The approved by-law must be registered with the land registry office. The ***applicant must arrange for the registration.***

## PROCESSING TIME

It generally takes about one to two months to complete the above process. Any application submitted by an owner to pass or amend a deeming by-law affecting his/her own property will obviously not object to the passing of the by-law and in this regard, the circulation of notice is only a formality. The situation may differ if Council deemed a plan or part thereof, thereby affecting a number of property owners.