

AGREEMENTS

Site Plan Agreements

Certain classes of development require the landowner to enter into a Site Plan Agreement with the Township to address site-specific layout requirements and development conditions.

This agreement is prepared by the Township Planner and is registered on title at the owner's expense.

Development Agreements

It is not uncommon for a landowner to be required to enter into a Development Agreement with the Township as a condition of approval for a planning application, which may include items such as:

- Recommendations noted in professional reports and studies
- Potential negative impacts from incompatible neighbouring land uses (ie. railways, agricultural activities)
- Suitable building envelopes related to development constraints (ie. wetlands, organic soils, mineral resources)

This agreement is prepared by the Township Planner and is registered on title at the owner's expense.

ZONING COMPLIANCE REPORTS

It is recommended that, prior to purchasing a property, you order a Zoning Compliance Report from the Township.

The information provided will include:

- Assessment mapping
- Official Plan and Zoning mapping
- Site-specific zoning by-law information identifying permitted uses, development setbacks, lot coverage, etc.
- A review of Township files to reveal items that would affect development of the property (ie. agreements with the Township, open building permits, work orders, etc.)

Township Planning Staff are here to answer your planning-related questions.

Please contact us prior to undertaking any development on your property to ensure that it complies with the Township's Official Plan and Zoning By-Law.

LAND-USE PLANNING AND DEVELOPMENT



INQUIRIES

**6547 Roger Stevens Drive
P. O. Box 755
Smiths Falls, Ontario
K7A 4W6**

613-283-7478 x 260

planner@township.montague.on.ca

SEVERANCES

Lanark County
is the approval authority

- STEP #1:** Pre-consultation with Township Planner to discuss severance potential and required studies
- STEP #2:** Submission of Application and review fee to Township Planner
- STEP #3:** Applicant to provide Application(s), additional information, studies and fees to Lanark County
- STEP #4:** Once requested by Lanark County, Township Planner prepares notification mailing list and Planning Report
- STEP #5:** Once Decision is issued, Township Planner works with Applicant to complete Township conditions
- STEP #6:** Once all Township conditions have been completed, Township Planner issues Clearance Letter to Lanark County

** Lanark County is responsible for completion of the severance file when / if all County conditions have been met.*

ZONING AMENDMENTS

Township Council
is the approval authority

- STEP #1:** Pre-consultation with Township Planner to discuss proposal and required studies (other Township staff and agencies may be included)
- STEP #2:** Submission of complete Application, fee and required studies to Township Planner
- STEP #3:** Application circulated for comment, Notice of Application mailed to landowners within 120m of subject property, posted on Township website and at subject property
- STEP #4:** Township Planner prepares report for Public Meeting noting comments received from the public and agencies and suggested recommendations
- STEP #5:** At Public Meeting, Applicant and other parties provide comments and Planning Report is presented at future Council Meeting
- STEP #6:** Council will approve or refuse re-zoning and Notice of Decision will be issued - if no appeal is filed within 20 days, Decision is final and binding

MINOR VARIANCES

Township Committee of Adjustment
is the approval authority

- STEP #1:** Pre-consultation with Township Planner to discuss proposal and required studies (other Township staff and agencies may be included)
- STEP #2:** Submission of complete Application, fee and required studies to Township Planner
- STEP #3:** Application circulated for comment, Notice of Application mailed to landowners within 60m of subject property, posted on Township website and at property
- STEP #4:** Township Planner prepares report for Public Meeting noting comments received from the public and agencies and suggested recommendations
- STEP #5:** At Public Meeting, Applicant and other parties provide comments for consideration by Committee of Adjustment
- STEP #6:** Committee of Adjustment will render Decision at meeting - if no appeal is filed within 20 days, the Decision is final and binding