

**Detach and retain Information and Instructions for future reference.****Pre-Consultation**

Prior to the submission of this application, applicants are strongly encouraged to consult with staff of Planning Services in the Development Services Department. Early consultation can result in the identification of matters that will significantly assist in the processing of the application including a determination whether other applications are required.

Questions in respect to the application and process or requests for consultation with staff before an application is made may be made in person at: Planning Services, City Hall, 8<sup>th</sup> Floor, Rundle Tower, 50 Centre Street South, Oshawa or by telephone at 905-436-3853 or by email at [planning@oshawa.ca](mailto:planning@oshawa.ca).

**Submission Requirements**

- One (1) original copy of a fully completed application form is submitted to:

Director, Planning Services  
Development Services Department  
Corporation of the City of Oshawa  
50 Centre Street South (8th Floor)  
Oshawa, Ontario L1H 3Z7

- A processing fee of **\$3,298** is required to be submitted with any application to remove “h” Holding Symbol.

Methods of payments are: Cash, Cheque (payable to the City of Oshawa) and Interac.

**Note:**

1. The City of Oshawa’s Planning Services processing fees for applications (excluding advertising fees) increase annually by 3%, each January 1<sup>st</sup>. These fees are calculated by Planning Services and will be published in a brochure available at <http://www.oshawa.ca/business-and-investment/development-applications.asp> or by calling Planning Services at 905-436-3853.
2. Additional copies of plans, maps or other material may be required at a later date in response to site specific conditions and circumstances.

**Do not submit this Information and Instructions page with your application, retain for future reference.**



<b>Office Use</b>
File Number:
Checked by:
Ward:

**1. Registered Owner/Applicant/Agent**

Name	Mailing Address	Contact Information
Registered Owner*		Telephone
		Email
Applicant (if different than above)		Telephone
		Email
Agent (if different than above)		Telephone
		Email

\* If more than one Registered Owner, please attach a sheet of paper with the required information. If numbered company, give name and address of principal Registered Owner.

Matters relating to this application should be sent to (select one only):

Registered Owner       Applicant       Agent

The applicant is:

Registered Owner       Lessee of land/ tenant       Prospective Owner       Agent

If the applicant is not the Registered Owner, the Registered Owner **must consent** to the proposed Removal of “h” Holding Symbol by signing the application in Sections 7 and 8 or submitting a letter of authorization. Is a separate Letter of Authorization attached?  Yes  No

Holders of mortgages, charges or other encumbrances in respect to the subject land:	<input type="checkbox"/> Yes    No <input type="checkbox"/> Don't Know <input type="checkbox"/>
Name:	Address(es):

**2. Details of Subject Lands**

<b>Location and Description</b>			
Municipal Address(es) (Street Number and Name of Street)			
Lot(s)	Concession(s)	Former Twp.	
Registered Plan Number	Lot(s)/Block(s)	Reference Plan Number	Part Number(s)

**3. Existing and Proposed Use of the Subject Land**

Existing use:	
Proposed use:	

**4. Current Planning Status**

Current Oshawa Official Plan designation:	
Current Part II Plan designation (where applicable):	
Current Zoning:	

**5. Holding Symbol**

Using the chart below, please identify the condition(s) to be satisfied prior to the removal of the “h” holding symbol and how each condition has been satisfied:

Holding Condition in Zoning By-law 60-94	How Satisfied

**6. Acknowledgements and Affidavit or Sworn Declaration**

Applicant’s Acknowledgements
<p>1. If the information and materials submitted by the applicant contains third party information as defined in Section 10(1) of the <i>Municipal Freedom of Information and Protection of Privacy Act</i>, RSO 1990, c M.56, as amended from time to time, the applicant shall specifically identify such information to the City of Oshawa at the time of submission and the applicant shall provide support for its position that such information comprises third party information, however, the identification and support evidence for such a position will not necessarily result in the withholding of the information or material from public disclosure. The applicant’s failure to identify any third party information and provide support for its position with respect to the same will result in the full disclosure of the information or material to the public.</p> <p>2. Personal information on this form is collected under the authority of the <i>Planning Act</i> and will be used to determine compliance with City of Oshawa by-laws and policies.</p> <p>3. The applicant acknowledges that the <a href="#">City's File Closure Policy</a> dated March 1, 2013, is in effect and shall apply to this application. This policy is located on the City’s website for information.</p>

**Applicant’s Acknowledgements**

4. The applicant acknowledges that the [City's Policy for the Collection of Outstanding City Taxes](#) dated April 29, 2013, is in effect and shall apply to this application. This policy is located on the City’s website for information.
5. All vegetation, including that not within a defined woodlot, must be maintained during the processing of the application.
6. No regrading is permitted on site during the processing of the application.
7. Applicants and agents may be required to provide additional information that will assist the City in assessing the application.
8. The applicant is required to produce and provide alternate formats of all plans, drawings and reports, if necessary, in a timely manner at no additional cost, as per the *Accessibility for Ontarians with Disability Act 2005, Ont. Reg. 429/07 (A.O.D.A.)*.
9. Plans submitted in conjunction with this application are not reviewed for compliance with the A.O.D.A. and related regulations. It is the responsibility of the Registered Owner/agent and designer to ensure that all plans submitted with this application comply with the basic requirements of the A.O.D.A.

I, \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_  
(City, Town, etc.) (Oshawa, Toronto, etc.)

in the \_\_\_\_\_ of \_\_\_\_\_ solemnly declare that all the statements  
(Region, County, etc.) (Durham, Simcoe, etc.)

contained in this application and all of the statements contained in all the exhibits transmitted herewith 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*. I also agree to allow the City of Oshawa, its employees and agents to enter upon the subject property for the purpose of conducting surveys and tests that may be necessary to this application. I further agree for the purposes of the *Municipal Freedom of Information and Protection of Privacy Act* to authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the *Planning Act* for the purposes of processing this application. I fully understand and agree to comply with all of the Applicant’s Acknowledgements as set out above.

Declared before me at the \_\_\_\_\_ of \_\_\_\_\_ in the \_\_\_\_\_  
(City, Town, etc.) (Oshawa, Toronto, etc.) (Region, County, etc.)

of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ in the year of \_\_\_\_\_.  
(Durham, Simcoe, etc.)

\_\_\_\_\_  
 A Commissioner, etc.

\_\_\_\_\_  
 Signature of Registered Owner, Applicant or Authorized Agent

**7. Authorizations**

If the applicant is not the Registered Owner of the land that is the subject of this application, the written authorization of the Registered Owner (or the written authorization of each owner, in the case of shared ownership) that the applicant is authorized to make the application must be attached, or in the case of a single owner, the authorization set out below must be completed by the Registered Owner.

I, \_\_\_\_\_ (please print) am the Registered Owner of the land that is the subject of this application for removal of "h" Holding Symbol and I authorize

\_\_\_\_\_ (please print) to make this application on my behalf and for the purpose of the *Municipal Freedom of Information and Protection of Privacy Act* to provide any of my personal information that will be included in this application or collected during the processing of the application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Registered Owner

**8. Consent of Registered Owner**

Complete the consent of the owner concerning personal information set out below (or the written authorization of each owner in the case of shared ownership).

I, \_\_\_\_\_ (please print) am the Registered Owner of the land that is the subject of this application for removal of "h" Holding Symbol and, for the purpose of the *Municipal Freedom of Information and Protection of Privacy Act*, I authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the *Planning Act* for the purposes of processing this application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Registered Owner