

The Corporation of Loyalist Township  
P.O. Box 70, 263 Main Street,  
Odessa, Ontario  
K0H 2H0



Tel: (613) 386-7351  
Fax: (613) 386-3833  
[www.loyalist.ca](http://www.loyalist.ca)

Please find attached a copy of Loyalist Township's **Application for Zoning, Holding & Temporary Use By-laws. The fees for Zoning By-law Amendment Applications are the following**

- Minor Zoning By-law Amendment \$3000 plus a \$300 Engineering Review Fee
- Fee Major Zoning By-law Amendment \$5000 plus a \$500 Engineering Review Fee
- Removal of Holding Provision - \$1,400

Before you submit your application, you are encouraged to **contact** Approvals Planners, Avinash Soni at [asoni@loyalist.ca](mailto:asoni@loyalist.ca) (613) 386-7351, ext. 156#, or the Planning Supervisor, James Griffin at [jgriffin@loyalist.ca](mailto:jgriffin@loyalist.ca) at (613) 386-7351, ext. 140#, at the Township office at 18 Manitou Crescent West, Amherstview. They can answer any questions you may have and can advise what Township policies pertain to your proposal.

**Appointments are required.**

***If you are a person with a disability and need Loyalist Township information in another format, please contact 613-386-7351, ext. 100 between 8:30 a.m. – 4:30 p.m. Monday to Friday (September to April) or 8:15 a.m. – 4:30 p.m. Monday to Thursday and 8:15 a.m. – 12:15 p.m. Friday (May to August) or e-mail [info@loyalist.ca](mailto:info@loyalist.ca).***

# Plan Review Fee Schedule

Applications made under the Planning Act,  
written comments to member municipalities.



## Plan Review Fees – Effective January 1, 2026

| Planning Application Type  | Fee <sup>3</sup>   | Notes   |
|--|--|---|
| Official Plan Amendment  | \$785 (minor <sup>4</sup> )<br>\$1,305 (major <sup>6</sup> )                                     | The fee for a Zoning By-law application is waived when submitted concurrently with an Official Plan Amendment application.                |
| Zoning By-Law Amendment  | \$465  | See above.  |
| Consent  | \$465 per lot  | Fees for the review of applications required to fulfill a conditions of consent approval are waived.                                      |
| Minor Variance   | \$465  | The fee for a Minor Variance application is waived when submitted concurrently with a Site Plan Control application.                      |
| Development Permit   | \$465 (minor <sup>4</sup> )<br>\$1,370 (standard <sup>5</sup> )<br>\$2,540 (major <sup>6</sup> ) | Development permit fees are only applicable in the Town of Gananoque where a development permit system is employed.                       |
| Site Plan Control  | \$465 (minor <sup>4</sup> )<br>\$1,375 (standard <sup>5</sup> )<br>\$2,540 (major <sup>6</sup> ) | The fee for a Zoning By-law Amendment application is waived when submitted concurrently with a Site Plan Control application.             |
| Plan of Subdivision/Condominium  | \$3,420<br>\$1,260<br>\$865  | Application for Draft Plan Approval.<br>Application for Final Plan Approval.<br>Re-submission of lapsed Draft Plan Approval or Amendment. |
| Brief Realty or Property Development Inquiry – no inspection               | \$85   | Property inquiries generally include information pertaining to planning related matters and Ontario Regulation 41/24. <sup>7</sup>        |
| Brief Realty or Property Development Inquiry – with inspection             | \$250  |   |
| Standard Legal, Realty, or Property Development Inquiry – no inspection    | \$210  |   |
| Standard Legal, Realtor, or Property Development Inquiry – with inspection | \$385  |   |

### Notes:

- Generally, fees for the review of an application and supporting reports are to be received before formal written comments will be provided. See Cataraqui Conservation's Technical Report Review Fee Schedule for applicable fees for the review of technical reports.
- Plan review fees may be reduced with the approval by the Manager, Watershed Planning and Engineering or Supervisor, Development Review.
- Significant amendments to an application or a re-submission within a period of two years will be charged a review fee of 50% of the current fee. A re-submission after two years will be considered a new application and will be subject to the full current fee.
- Minor refers to applications that are generally minor in nature (e.g. single family residential).
- Standard refers to applications that are generally larger in scale than minor applications (e.g. small commercial, less than 0.8 hectares, additions up to 200 square metres).
- Major refers to major development projects (e.g. multiple residential, industrial).
- Brief inquiries generally include a brief verbal or email response. Standard inquiries are more substantive and include a written response on Cataraqui Conservation letterhead. Additional mapping charges may apply.

**Schedule "A"**  
**Loyalist Township Septic charges effective**  
**January 1, 2026**

|   |                         |
|---|-------------------------|
| <b>Class 2 (greywater pit) sewage systems<br/>and Class 3 (cesspool) sewage systems</b> | <b>\$950.00</b>         |
| <b>Class 4 (leaching bed) sewage systems<br/>(4500 litres per day or less)</b>          | <b>\$950.00</b>         |
| <b>Class 5 (holding tank) sewage systems<br/>(4500 litres per day or less)</b>          | <b>\$950.00</b>         |
| <b>Additional inspections and Changes of<br/>Installers</b>                             | <b>\$250.00</b>         |
| <b>Septic tank installation only</b>  | <b>\$750.00</b>         |
| <b>Performance review for renovations or<br/>building additions</b>                     | <b>\$500.00</b>         |
| <b>Performance review for adding a pool, shed<br/>or garage</b>                         | <b>\$250.00</b>         |
| <b>Minor Variances or zoning by-law<br/>amendments</b>                                  | <b>\$450.00</b>         |
| <b>Minor variance or zoning by-law<br/>amendments<br/>with a performance review</b>     | <b>\$700.00</b>         |
| <b>Subdivision or condominium applications</b>  | <b>\$500.00 per lot</b> |
| <b>Severance or lot addition applications</b>   | <b>\$250.00 per lot</b> |
| <b>Certificate of Approval renewals</b>   | <b>\$150.00</b>         |
| <b>File Searches</b>  | <b>\$150.00</b>         |





## Application for Amending Zoning, Holding & Temporary Use By-laws

Application No: \_\_\_\_\_

Date Received: \_\_\_\_\_

Payment Received: \_\_\_\_\_

**The undersigned hereby applies to the Mayor and members of Council of Loyalist Township, under Section 34, 36 or 39 of the Planning Act, R.S.O. 1990 as amended, as described in this application, to amend By-law No. 2001-38 (as amended).**

I/ WE hereby submit an application for (please check the appropriate box):

- ☐ An amendment to the Restricted Area (Zoning) By-law in force with respect to the subject lands;
- ☐ A request to lift a holding provision to restricted area (zoning by-law)
- ☐ A request for temporary use under Section 39 of the Planning Act.

Expenses can include administrative, technical and engineering staff time, advertising fees and disbursements of consultants, planners, engineers, and other technical advisers and legal fees and disbursements on a solicitor-client basis.

The applicant should be aware that a notice will be circulated to all owners within 120m (400 feet) of the subject lands and a notice will also be posted on site twenty (20) days prior to the hearing, Government agencies and departments will also be notified and some may choose to conduct a visual inspection of the property.

Municipal staff will also prepare reports and these are available 4 days before Council meeting, however it is the applicant's responsibility to contact the municipality for copies of the report.

1. Name of Owner \_\_\_\_\_  
Address \_\_\_\_\_ Apt \_\_\_\_\_  
City/ Township \_\_\_\_\_ Province/ State \_\_\_\_\_  
Postal Code/ Zip Code \_\_\_\_\_ Phone No# \_\_\_\_\_  
e-mail \_\_\_\_\_

2. Name of Solicitor or Authorized Agent \_\_\_\_\_  
Agency \_\_\_\_\_  
Address \_\_\_\_\_ Apt \_\_\_\_\_  
City/ Township \_\_\_\_\_ Province/ State \_\_\_\_\_  
Postal Code/ Zip Code \_\_\_\_\_ Phone No# \_\_\_\_\_  
e-mail \_\_\_\_\_

3. Names and addresses of the holders of any mortgages, charges or other encumbrances:

\_\_\_\_\_  
\_\_\_\_\_

**NOTE: Unless otherwise requested, all communications will be sent to the Agent, if any.**

4. Date the subject land was acquired by the current owner:

\_\_\_\_\_

5. Current official plan provisions applying to the subject land:

\_\_\_\_\_  
\_\_\_\_\_

6. Explanation of how this application conforms to the Loyalist Township Official Plan:

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7. If application is to implement an alteration to the boundary of an area of settlement or to implement a new area of settlement, provide details of the Official Plan or Official Plan amendment.

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8. If the application is to remove land from an area of employment, provide details of the Official Plan or Official Plan Amendment that deals with this matter.

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9. Is this amendment application consistent with the Provincial Planning Statements issued under subsection 3(1) of the Planning Act? Please explain.

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10. Is the subject land within an area of land designated under any provincial plan?

\_\_\_\_\_

If yes, does this application conform to or does not conflict with the applicable provincial plan or plans?

\_\_\_\_\_

11. Current zoning and by-law provisions applying to the subject land:

\_\_\_\_\_

12. Nature and extent of the rezoning request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Reason why the rezoning is requested:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. Legal description of subject land, such as the municipality, concession and lot numbers, registered plan and lot numbers, reference plan and part numbers and name of street and civic number.

\_\_\_\_\_  
\_\_\_\_\_

15. Dimensions of the subject land:

Frontage \_\_\_\_\_ Depth \_\_\_\_\_ Area \_\_\_\_\_

16. Are there any easements or restrictive covenants affecting the subject land please provide a description of each easement or covenant and its effect:

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17. Access to the subject land is by which of the following:

- |   |   |
|---|---|
| <input type="checkbox"/> provincial highway | <input type="checkbox"/> municipal road that is maintained all year |
| <input type="checkbox"/> county road        | <input type="checkbox"/> another public road                        |
| <input type="checkbox"/> right of way       | <input type="checkbox"/> by water                                   |

18. If access to the subject land is by water only, the location of parking and docking facilities used or to be used and the approximate distance of these facilities from the subject land and the nearest public road:

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19. Existing use of the subject land:

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20. Any buildings or structures on the subject land:

- ☐ Yes                      ☐ No

21. If the answer to item 20 is yes, for each building or structure the type of building or structure, the setback from the front lot line, rear lot line, and side lot lines, the height in metres of the building or structure and the dimensions or floor area of the building or structure:

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22. The date the existing buildings or structures on the subject land were constructed:

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23. If known, the length of time that the existing uses of the subject land have continued:

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24. The proposed use of the subject land:

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25. Description of existing uses and previous uses.

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26. Any buildings or structures proposed to be built on the subject land:

☐

Yes

☐

No

27. If the answer to item 26 is yes, for each building or structure the type of building or structure, the setback from the front lot line, rear lot line, and side lot lines, the height in metres of the building or structure and the dimensions or floor area of the building or structure:

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28. Which water system is provided to the subject land: (please check the appropriate box)

☐

Publicly owned and operated piped water system.

☐

Privately owned and operated individual.

☐

Communal well.

☐

Lake or other water body or other means.

29. Which sewage disposal system is provided to the subject land: (please check the appropriate box)

☐ Publicly owned and operated sanitary sewage system.

☐ Privately owned and operated septic system.

☐ Communal septic system.

☐ Privy or other means.

30. Storm drainage on the subject land is provided by: (please check the appropriate box)

☐ Sewers

☐

Swales

☐ Ditches

☐

Other means

31. If known, whether the subject land is the subject of an application for approval of a plan of subdivision or consent.

☐ Yes

☐

No

32. If the answer to item 31 is yes, and if known, the file number of the application, date (year) of application and the status or decision of the application:

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33. If known, whether the subject land has ever been the subject of an application under Section 34 of the Planning Act:

☐ Yes

☐

No

34. If the answer to item 33 is yes, and if known, the file number of the application, date (year) of application, status of application.

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35. A sketch showing the following must be provided:

- i. The boundaries and dimensions of the subject land.
- ii. The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines.
- iii. The approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.
- iv. The current uses on land that is adjacent to the subject land.
- v. 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.
- vi. If access to the subject land is by water only, the location of the parking and docking facilities to be used.
- vii. The location and nature of any easement affecting the subject land.

36. Name of surveyor or draftsman and date of survey or sketch:

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**NOTICE OF COLLECTION**  
**MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT**

Personal information collected on this form is collected under the authority of the Planning Act, R.S.O. 1990, as amended, and will be used to assist in making a decision on this matter. All names, addresses, opinions and comments will be made available for public disclosure. Questions regarding this collection should be forwarded to Loyalist Township Clerk, Loyalist Township, 263 Main Street, Odessa, Ontario, K0H 2H0, Telephone (613) 386-7351, extension 121.

Signature of Applicant or Authorized Agent: \_\_\_\_\_

Name of Applicant (Please Print): \_\_\_\_\_

Date: \_\_\_\_\_

**If the applicant is not the owner of the subject land, the written authorization of the owner that the applicant is authorized to make the application.**

**ACCESS TO LAND**

I authorize Township staff to enter onto my property to conduct a site inspection related strictly to this application.

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

\_\_\_\_\_  
Date

**An affidavit or sworn declaration by the applicant that the information required under this Schedule and provided by the applicant is true.**

**STATUTORY DECLARATION**

Dated at the \_\_\_\_\_ of \_\_\_\_\_  
(Municipality/City)

this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

I, \_\_\_\_\_

of the \_\_\_\_\_ of \_\_\_\_\_  
(Municipality/City)

in the \_\_\_\_\_ of \_\_\_\_\_ acknowledge  
(County/Region)

statements contained in this 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.

Declared before me at the \_\_\_\_\_ of \_\_\_\_\_

in the \_\_\_\_\_ of \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Signature of Commissioner, etc.

\_\_\_\_\_  
Signature of Applicant, Solicitor,  
or Authorized Agent

**An affidavit or sworn declaration by the applicant that the information required under this Schedule and provided by the applicant is true.**

**REMOTE STATUTORY DECLARATION**

Declared remotely by \_\_\_\_\_ stated as being located in the  
Owner/Applicant

City/Town of \_\_\_\_\_ In the County of \_\_\_\_\_

Before me at the Township of Loyalist in the County of Lennox & Addington, on this  
\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

In accordance with O.Reg 431/20, Administering Oath or Declaration Remotely.

Statements contained in this 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.

\_\_\_\_\_  
Signature of Commissioner of Oaths

## **AGREEMENT TO INDEMNIFY**

The Owner/Applicant agrees to reimburse and indemnify Loyalist Township of all fees and expenses incurred by the Township to process the application, including any fees and expenses attributable to proceedings before the Ontario Land Tribunal or any court or other administrative tribunal if necessary to defend Council's decision to support the application.

The Owner/Applicant also agrees to deposit with the Township such monies as required by Loyalist Township's Tariff of Fees By-law as amended to defend appeals brought before the OLT by parties other than the Applicant/Owner or Township.

The required fee for the processing of this application shall be in accordance with the Township's current Tariff of Fees By-law pertaining to planning matters. A cheque for the required amount must accompany the application at the time of submission. The amount of the required fees should be confirmed with the Township prior to the submission of the application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant/Owner