

MANITOULIN PLANNING BOARD
ZONING CONFORMITY PERMIT APPLICATION

The fee for a Zoning Conformity Permit Application
to the Manitoulin Planning Board

For Zoning By-Law 2022-05

Shall be:

\$170.00 before any construction

\$1130.00 after any construction
(effective March 24, 2026)

for all Zone Classifications

Payable at the time a complete application is submitted.

If the applicable fee is being paid by cheque or money order,
such cheque or money order shall be payable to:

“Manitoulin Planning Board”

The application is to be printed on legal (8.5" X 14") size paper .
Thank you.

40 Water Street, Unit 1, P.O Box 240 Gore Bay, Ontario P0P 1H0
Telephone: (705) 282- 2237 Fax: (705) 282-3142
www.manitoulinplanning.ca

APPLICATION FOR A ZONING CONFORMITY PERMIT

APPLICATION FOR A ZONING CONFORMITY PERMIT

Submission of an application must be complete and shall consist of the following:

1. The applicable fee by cheque or money order payable to the “ Manitoulin Planning Board”.
2. One (1) original signed application form and two (2) copies. All questions on the application form must be answered. Incomplete applications shall be returned to the applicant. An additional fee of \$5.00 for copies can be paid to the Manitoulin Planning Board if you wish to have the Planning Board Office make the extra copies.
3. If an application is being submitted by a limited company or corporation, signature(s) must be under corporate seal, if applicable, or signed by an individual having authority to bind the corporation. Similarly, any authorization from a limited company or corporation shall be under corporate seal, if applicable, or signed by an individual having authority to bind the corporation.
4. One Copy of a site plan (8-1/2” x 14”) to scale is required. Please indicate the scale being used, identify the north arrow, and identify all dimensions in metric units. The site plans must indicate the following:

i. The boundaries and dimensions of the subject lands and relationship of property lines to boundaries of the township lot and concession;

ii. The location, size, and type of all existing and proposed buildings on the subject lands, indicating the distance of the buildings from the front lot line, the rear lot line, and the side lot lines;

iii. The approximate location of all natural and artificial features on the subject lands and on the land that is adjacent to the subject lands that, in the opinion of the applicant, may affect the application (i.e buildings, transmission lines, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells, and septic tanks;)

iv. The location, width, and name of any roads within or abutting the subject lands, indicating whether it is a public traveled road, an unopened road allowance, a private road, or right-of way;

v. If access to the subject lands is by water only, the location of the public parking and docking facilities to be used;

vi. The location and nature of any easements affecting the subject lands; and

vii. The current use(s) of the subject lands and of the lands that are adjacent to the subject lands.
5. The Manitoulin Planning Board requires that if a property is accessed by a private road, the following is required:

i) proof of a registered right-of-way or easement for the private road; OR

ii) in the case of an access road over Crown Land (i.e. road allowance), a letter from the Ministry of Natural Resources confirming authorized access to the property.
6. The Manitoulin Planning Board requires that the subject property must be identified by a 911 Emergency Number. A 911 number (Civic Address number) will be provided by the Local Roads Board.
7. If a complete application (all questions answered on the application, property owner(s) signatures on the application, one (1) copy of a site plan, and the applicable application fee) is not provided, the application will be returned until it is complete.

ADDITIONAL INFORMATION REGARDING THIS APPLICATION
MAY BE OBTAINED BY CONTACTING THE MANITOULIN PLANNING BOARD

Note: Section 48 of The Planning Act, 1990, stipulates that local and provincial authorities may not issue any permit or approval if the proposed use or construction conflicts with a Minister's Zoning Order/By-Law 2022-05

The Planning Board will assign a File Number for complete applications and this should be used in all communications.

Applicant’s Checklist: Have you remembered to attach:	Yes
- the completed original application form?	_____
- two (copies)	_____
- a copy of the sketch?	_____
- the required fee, by cheque or money order payable to the Manitoulin Planning Board?	_____
- a copy of your deed/land transfer?	_____
- proof of legal right-of-way, if required?	_____

MANITOULIN PLANNING BOARD
ZONING CONFORMITY PERMIT APPLICATION FORM

FOR OFFICE USE ONLY:	DATE STAMPED-RECEIVED - - AS COMPLETE
Application File No.	
Application Fee.	
Assessment Roll No.	
Current Zoning:	

All application questions must be answered and the declaration of Owners(s) Section must be signed.
Incomplete applications shall be returned to the applicant (please type or print in black ink & use metric units).

1. Registered Owners(s): Tel. No.:

2. Address: Email:

3. Agent: (if Applicable) Tel No.:

4. Address: Email:

5. Legal Description of the Subject Lands:

Township:		Assessment Roll No.	
Concession No.	Lot Number:	Subdivision Plan No.	Subdivision Lot No.
Street/ Road Name:	911 No.	Survey Plan No.	Part No. on Survey Plan

6. Dimensions of the subject lands:
Frontage (m.) Depth (m.) Area (sq.m./Hec.)

7. By which method was the subject land created: (check where applicable)
Registered Plan of Subdivision Year File No. Consent Year File No.
Other (Please Specify)

8. Access to subject lands and road maintenance: (i.e.-name of access road and year --round or seasonal road maintenance)
Publicly owned and maintained Seasonal Year Round

9. If access is by private road/right-of-way/easement, please indicate the distance from the subject lands to the nearest publicly owned/maintained road:

10. If access is by water, public parking and docking facilities to be used and distance of such facilities from the subject land

11. Existing use(s) of the subject lands:

12. Proposed use(s) of the subject lands:

13. Has there been an Amendment to the Zoning By-law on the subject lands? Yes No
If yes, please give File No. By-law No.

14. Particulars of ALL existing and ALL proposed building(s), including septic system, on the subject lands:
(If additional space is required, please attach a separate page)

ALL Existing Buildings/Structures	Dimensions	Date Constructed	Front Yard	Side Yard	Side Yard	Rear Yard
1.						
2.						
3.						
4.						

ALL Proposed Buildings/Structures	Dimensions	Front Yard	Side Yard	Side Yard	Rear Yard
1.					
2.					
3.					

15. Is there any other information that you think may be useful to the Manitoulin Planning Board in reviewing this Application?
If so, please attach a separate page.

AUTHORIZED AGENT

I/We _____ am/are the registered owners(s) of the subject lands for which
this application is to apply. I/We do hereby grant authorization to _____
to act on/my behalf in regard to this application.

Date

Signature of Registered Owner(s)

Signature of Registered Owner(s)

DECLARATION OF OWNER(S) OR AUTHORIZED AGENT

I/We _____ of the _____
of _____ in the _____ of _____

Solemnly declare that the information contained in this application and in the documents that accompany this application are true.
I/We make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and affects as if
made under oath and by virtue of the CANADA EVIDENCE ACT.

Sworn or Declared before me

at the _____
in the _____
This _____ Day of _____ 20____.

Signature of Registered Owner(s) or Agent
DATE: _____

A Commissioner of Oaths, etc

Signature of Registered Owner(s) or Agent
DATE: _____

This information has been collected in accordance with Section 48 of the Planning Act, R.S.O. 1990, Chapter P.13 This information is to be used solely for the purpose
of administering this application. For further information, please contact the Manitoulin Planning Board, 40 Water Street, Unit 1, P.O Box 240, Gore Bay, ON POP 1H0
– Telephone 705-282-2237 & Fax 705-282-3142

PERMISSION TO ENTER

I/We hereby authorize the members of the staff of the Manitoulin Planning Board , to enter upon the subject lands and premises for the
limited purpose of evaluating the merits of this application. This is their authority for doing so.

Signature of Registered Owner(s) or Authorized Agent
DATE: _____

Signature of Registered Owner(s) or Authorized Agent
DATE: _____

**Based on the information provided by the applicant, it is my opinion that the proposal complies with the applicable regulations
of Zoning By-Law 2022-05 of the Manitoulin Planning Board. A Zoning By-Law Amendment is not required.**
Local/Provincial Agencies may issue any permit or approval required when satisfied that their requirements have been met.

Note: The applicant is responsible for obtaining all further required permits or approvals from local and provincial agencies.

Date

Theresa Carlisle, ACST
Secretary-Treasurer, Manitoulin Planning Board
MPB 03/2026
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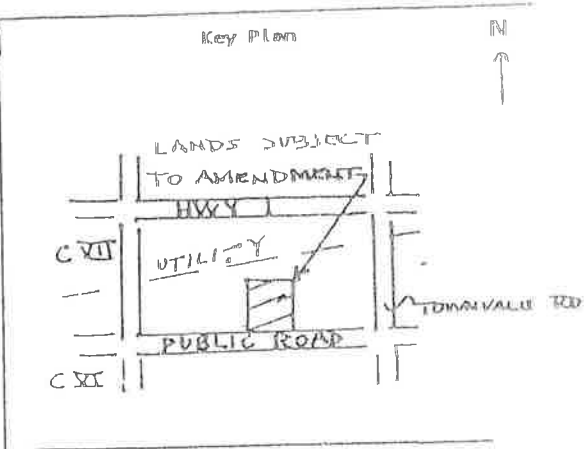
REQUIRED SKETCH

Registered Owner: _____

Location: _____

(See Instruction Page and Sample Sketch)

Sketch Accompanying Application. (Please use metric units)
(See Information Sheet and Sample Sketch for Guidance)



SAMPLE SITE PLAN SKETCH

AREA OF SUBJECT LAND = 0.5 hectares

