



THE MUNICIPALITY OF CENTRAL ELGIN

ZONING BY-LAW AMENDMENT APPLICATION

REQUIREMENTS FOR A COMPLETE APPLICATION:

Note: Until the Municipality of Central Elgin has received the information and material requested herein (as required under subsections (10.1) and (10.2) of Section 34 and any fee under Section 69(1) of the *Planning Act*), **the application will be deemed incomplete and the time periods referred to in sections 34(10.7) and 34(11) of the Act will not begin**. Please ensure your submission includes:

- The completed application form and declarations as required under subsection 34 (10.1) (10.2) of the *Planning Act*.
- 1 digital copy of sketch/plan showing **EXISTING** and **PROPOSED** building(s) and structure(s) on subject lands, where applicable. Digital sketch is to include, for each existing and proposed building or structure, the location including setbacks from lot lines, height and dimensions (or floor areas) in metric units. See Section 22 of this application for more detail.
- Application Fee made payable to "The Municipality of Central Elgin". Application Fee amount: \$830.50**
- A Letter of Authorization from the Owner (with dated, original signature) **OR** completion of the Owner's Authorization on page 7, if the Owner is not filing the application.
- Other information identified through Pre-consultation.

PLEASE LIST THE REPORTS OR STUDIES THAT ACCOMPANY THIS APPLICATION (supply two copies of each):

Note: This section applies to all reports that may have been identified as a result of any pre-application consultation meeting as studies required for a complete application.

Severance Sketch

Elgin County Land Division Decision

About Pre-Consultation

Prior to submitting this application for a Zoning By-law Amendment to the Municipality of Central Elgin, a proponent is required to consult with relevant staff. Pre-application consultation is intended to facilitate early discussions between the proponent and staff pertaining to the application, and to allow staff to assist in determining the specific reports, studies and information that may be required to be submitted together with the application form as part of a complete application. **Has pre-consultation occurred?:** Yes No

Date of Pre-Consultation: _____

Staff Contact: _____

THIS APPLICATION PACKAGE MUST BE SUBMITTED TO:

Municipality of Central Elgin
450 Sunset Drive, St. Thomas, Ontario N5R 5V1

Telephone: 519-631-4860
Facsimile: 519-631-4036

Personal information is collected under the authority of the *Planning Act* and will be used only for the purposes of considering and reviewing your application.

OFFICE USE ONLY
Date Stamp – Date Received:

Dec. 18, 2025

Fee Paid: Yes No



THE MUNICIPALITY OF CENTRAL ELGIN

ZONING BY-LAW AMENDMENT APPLICATION

I/We hereby apply, as outlined in this application, to the Council of the Corporation of the Municipality of Central Elgin pursuant to the provisions of the Planning Act, for an amendment to the Zoning By-law.

1. Name of applicant: Lindsey and Brent Duncan
Address: 5913 Stone Church Rd
Telephone (home): 519-636-8848 (business) _____
E-Mail: dunc.brent@gmail.com

2. Is the applicant the owner of the land? Yes No If no, please provide:
Name of owner: _____
Address: _____
Telephone (home): _____ (business) _____
E-Mail: _____
Date Lands Acquired: November 30, 2022

3. Name of Agent (if any): _____
Address: _____
Telephone: (home): _____ (business) _____
E-Mail: _____

4. Location of Property ("subject lands"):
Registered Plan No.: _____ Lot No.(s): _____
Concession No.: 6 Lot No.(s): 3
Reference Plan No.: _____ Part No.(s): _____
Municipal Address: 42400 and 42420 John Wise Line

5. Name and address of mortgagee, holders of charges, or other encumbrances:
none

6. Municipality of Central Elgin Official Plan:
Designation of the subject lands: OS1 Zone in the Yarnouth Zoning By-Law
Explain how this application conforms to the Official Plan (add additional pages if necessary):

7. Current applicable Zoning By-law: OS1 Zone in the Yarnouth Zoning By-Law
 Current applicable zone: OS1 Zone in the Yarnouth Zoning By-Law

8. What is the present use(s) of the subject lands? Residential

How long has this use(s) continued on the subject lands? 60 years

9. What is the proposed use(s) of the subject lands? creation of two separate lots with homes on them, and a third empty lot

Nature and extent of rezoning requested: Approval of a zoning by law amendment rezoning the lands as an appropriate residential zoning

Reason(s) for the requested rezoning: Selling the 3 parcels separately as they are not selling as one property

10. Dimensions of the subject lands:
 Frontage (m): 93.45 on John Wise Line Street/Road/Highway
 Depth (m): 45.72
 Area (m²): 4,272.53 m²

11. Access to the subject lands is provided by:
 A Provincial highway or municipal road that is maintained year-round or other public road;
 A right of way; or
 By water (Please provide a description of the parking/docking facilities to be used and the approximate distance of these facilities from the subject lands and the nearest public road);

12. Is the purpose of this application to implement an alteration to the boundary of an area of settlement or to implement a new area of settlement? Yes No If Yes, please provide details of the official plan or official plan amendment that deals with the matter: _____

13. Is the purpose of this application to remove land from an area of employment? Yes No
 If Yes, please provide details of the official plan or official plan amendment that deals with the matter:

14. Particulars of all existing and proposed structures on the subject lands (as applicable - add additional pages if necessary):

<u>EXISTING</u>	<u>BUILDING 1</u>	<u>BUILDING 2</u>	<u>BUILDING 3</u>
Building type:	Residential Home	Residential Home	Shed
Length (m):			
Width (m):			
Height (m):			
No. of storeys:			
Ground floor area (m ²):	<u>Refer to Sketch</u>		
Gross floor area (m ²):			
Parking area (m ²):			
Setback, front lot line (m):			
Setback, rear lot line (m):			
Setback, side lot line (m):			
Setback, side lot line (m):			
Date constructed:			
<u>PROPOSED</u>	<u>BUILDING 1</u>	<u>BUILDING 2</u>	<u>BUILDING 3</u>
Building type:	SAME AS ABOVE		
Length (m):			
Width (m):			
Height (m):			
No. of storeys:			
Ground floor area (m ²):			
Gross floor area (m ²):			
Parking area (m ²):			
Setback, front lot line (m):			
Setback, rear lot line (m):			
Setback, side lot line (m):			
Setback, side lot line (m):			

15. Potable water will be supplied to the subject lands through:

Publicly owned and operated piped water system.
 Privately owned and operated individual or communal well.
 Lake or other water body.
 Other means. Explain: _____

16. Sewage disposal will be supplied to the subject lands through:

Publicly owned and operated sanitary sewage system.
 Privately owned and operated individual or communal septic system.
 A privy.
 Other means. Explain: _____

17. If sanitary sewage disposal is to be supplied through a privately owned and operated individual or communal septic system, and more than 4500 litres of effluent will be produced per day as a result, the following reports must be provided with this application:

- A servicing options report; and
- A hydrogeological report.

18. Storm drainage will be supplied to the subject lands through:

- Publicly owned and operated storm sewer system.
- Privately owned and operated storm sewer system.
- Ditches and swales.
- Other means. Explain: _____

19. Has the subject lands ever been the subject of any of the following matters under the Planning Act:

(a) For approval of a plan of subdivision under Section 51. Yes No

File No.: _____ Status: _____

(b) For approval of a consent under Section 53. Yes No

File No.: _____ Status: _____

(c) For approval of zoning under Section 34. Yes No

File No.: _____ Status: _____

(d) A Minister's Zoning Order under Section 47. Yes No

O. Reg. No.: _____ Status: _____

20. Is this application for a zoning by-law amendment consistent with policy statements issued under Section 3(1) of the Planning Act? Yes No Explain: _____

21. Has there been an industrial or commercial use, or an orchard, on the subject land or adjacent lands?

Yes No Unknown If yes, specify the use(s): _____

Yes No Unknown

Has the grading of the subject land been changed by adding earth or other material(s)?

Has a gas station been located on the subject land or adjacent land at any time?

Has there been petroleum or other fuel stored on the subject land or adjacent land?

Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent site?

What information did you use to determine the answers to the above questions on former uses? _____

(i) If Yes to any of the above, an inventory of previous uses of the subject land or, if appropriate, of the adjacent land(s), is needed. Is the inventory of previous uses attached? Yes No

If the inventory is not attached, why not? _____

(ii) If Yes to any of the above, was an Environmental Site Assessment (ESA) conducted under the *Environmental Assessment Act* or has a Record of Site Condition (RSC) been filed? Yes No

If no, why not? Explain on a separate page, if necessary. _____

22. This application must be accompanied by a digital sketch, in metric, showing as applicable:

- ✓ The boundaries and dimensions of the subject lands;
- ✓ The location, size and type of all existing and proposed buildings and structures on the subject land, indicating their distance from the front lot line, rear lot line and side lot lines;
- ✓ The approximate location of all natural and artificial features (i.e. buildings, railways, roads, watercourses, drainage ditches, rivers or streams, wetlands, wooded areas, wells and septic tanks) that,
 - (i) are located on the subject land and on land that is adjacent to it; and
 - (ii) in the applicant's opinion, may affect the application.
- ✓ The current uses of land that is adjacent to the subject land;
- ✓ 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;
- ✓ If access to the subject lands will be by water only, the location of the parking and docking facilities to be used; and
- ✓ The location and nature of any easement affecting the subject land.

23. This application must be filed with the **Municipality of Central Elgin, 450 Sunset Drive, St. Thomas, Ontario, N5R 5V1**, and must be accompanied by the application fee of **\$830.50**

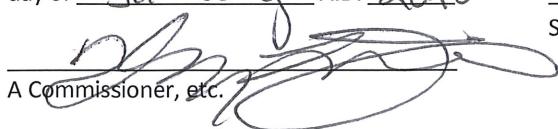
PLEASE MAKE CHEQUES PAYABLE TO "THE MUNICIPALITY OF CENTRAL ELGIN"

DECLARATION:

I, Lindsey Duncan of UNION, ON, CANADA
do solemnly declare that all above statements contained in all of 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.

Declared before me at the
Municipality of Central Elgin
In the County of Elgin
this 16th day of January A.D. 2026

Lindsey Duncan 
Signature of Owner or Authorized Agent


A Commissioner, etc.

DELANY LYNN LEITCH, Deputy Clerk
for The Corporation of the Municipality
of Central Elgin. A Commissioner for
taking Affidavits in the County of Elgin
in the Province of Ontario.

OWNER'S AUTHORIZATION:

THIS MUST BE COMPLETED BY THE OWNER IF THE OWNER IS NOT FILING THE APPLICATION

Note: If there are multiple Owners, an authorization letter from each Owner (with dated, original signature) is required OR each Owner must sign the following authorization.

I, (we) Brent Duncan : Lindsey Duncan, being the Applicant(s) and/or registered Owner(s) of the subject lands, hereby authorize Garry Morris : Lindsey Duncan to prepare and submit an Application for a Zoning By-law Amendment.


Signature
17 12 2025
Day Month Year

Municipal Freedom of Information Declaration:

In accordance with the provisions of the Planning Act, it is the policy of the Municipality of Central Elgin to provide public access to all development applications and supporting documentation.

In submitting this development application and supporting documentation, I LINDSEY DUNCAN (please print name) the Owner Applicant Authorized Agent, hereby acknowledge the above-noted policy and provide my consent, in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.

I hereby authorize the Municipality of Central Elgin to post a "Possible Land Use Change" sign and allow municipal staff to access to the subject lands for purposes of evaluation of the subject application.


Signature
17th Dec 2025
Day Month Year