



56 Queen Street Port Hope, ON L1A 3Z9 | t: 905-885-4544 | f: 905-885-7698

Zoning By-law or Official Plan Amendment

For additional details on the application process please contact:

Planning Division

Tel. 905-885-2431

Email: planning@porthope.ca

5 Mill Street South

Port Hope, ON L1A 2S6

[Office Use Only] File
No.:

[Office Use Only]
Date Received:

[Office Use Only]
Deemed Complete:

[Office Use Only] Fee
Paid:

[Office Use Only] Received by:

General Information

Application Fees

The application fees can be found on the [Fees and Charges](#) page either in the 'Official Plan Amendment' or 'Zoning By-law Amendment' tables.

Note: Any further costs and expenses which may be incurred by the Municipality of Port Hope in the processing of a Zoning By-law or Official Plan Amendment application, as determined by Municipal Council, may be charged to the applicant.

Please indicate which application you are applying for.

- Zoning By-law Amendment- Basic Amendment, Temporary Use
- Zoning By-law Amendment - Major (large scale residential and ICI projects), Interim Control
- Zoning By-law Amendment - Remove Holding Symbol
- Temporary Use By-law
- Temporary Use By-law Extension
- Official Plan Amendment - Basic
- Official Plan Amendment- Major (large scale residential and ICI projects)
- Concurrent Official Plan and Zoning By- Law Amendments

Owner/Applicant/Agent Information

Owner(s) of Subject Lands:

Ross, Patricia & Scott Longyear

Mailing Address:

7773 Longyear Lane, Campbellcroft, L0A 1B0

Telephone number

250-732-1652

Fax:**Owner's Email:****Applicant:**

Check if different than owner

Applicant name:

Scott and Krystal Longyear

Mailing Address:

7773 Longyear Lane, Campbellcroft, L0A 1B0

Telephone:

250-732-1652

Fax:**Applicant's Email:**

krystallongyear@gmail.com

Agent:

Check only if applicable

Agent name:

Bob Clark, Clark Consulting Services

Mailing Address:

52 John Street, Port Hope, L1A 2Z2

Telephone:

905-885-8023

Fax:**Agent's Email:**

bob@clarkcs.com and sandra@clarkcs.com

Who would you like the communications to be sent to? (Check all that apply)

Owner

Applicant

Agent

Description of the Subject Land

Location of the Subject Lands

Urban (Roll # starts with 1423-125)

Rural (Roll # starts with 1423-223)

Municipal Number:

7773

Street Name:

Longyear Lane

Lot Number(s):

26

Concession:

7

Lot(s)/Block(s):

Registered Plan No:

Part Number(s):

Reference Plan No:

Length of Ownership:

Since 1973.

Are there any encumbrances affecting the subject lands? (i.e. Existing Mortgages, Easements, Right-of-Ways, Restrictive Covenants, Site Plan Agreements)

Yes

No

If yes, please describe:

Mortgage is through a Mortgage Broker.
Donna Murphy
The Mortgage Advisors
500-2725 Queensview Drive
TD Canada Trust
161 Bay Street, 27th Floor
Toronto, ON M5J 2S1

Description of Subject Lands

Provide all measurements in metric units.

Frontage:	Area:	Average Width:	Average Depth:
470 m	72.6 ha (180 ac)	423 m	1,702 m

Existing Use(s):

North portion is actively farmed, southern portion is natural area; buildings are located on northern portion and consist of an older residence, garage, barn used for storage and second residence in final stages of construction.

Abutting land uses (surrounding properties that share a common boundary with the subject land)

Abutting lands are similar with northern area farmed and southern area is in a natural area.

Official Plan Designation

County - Environmental Protection and Rural Area; Municipality - General, Agricultural - Prim; Natural

Zoning By-law Designation

Rural (RU), Agricultural (A) and Environmental Protection-Flood Prone (EP-F)

**Dimensions have been taken from the Agricultural Information Atlas online.

Existing Building(s) or Structure(s)

If there are any existing buildings or structures, please complete the details below. If there are no existing buildings or structures, please continue to the next section 'Proposed Uses, Building(s) or Structure(s)'.

1. Type of building or structure

Date constructed

Residence/dwelling (ARU)	1973
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Front lot line setback

368 m

Rear lot line setback

1,354 m

Side lot line setback

15 m

Other side lot line setback

398 m

Height of building

5 m

Dimensions

9 m x 12 m

Floor area

108 m²

2. Type of building or structure

Primary Dwelling (under construction)

Date constructed

To be completed upon approval of ZBA.

Front lot line setback

317 m

Rear lot line setback

1,384 m

Side lot line setback

75 m

Other side lot line setback

327 m

Height of building

5.6 m with walkout basement

Dimensions**Floor area**305 m²**3. Type of building or structure**

Garage/Storage

Date constructed

1973

Front lot line setback

399 m

Rear lot line setback

1,330 m

Side lot line setback

4 m

Other side lot line setback

409 m

Height of building

6 m

Dimensions

20 m x 10 m

Floor area200 m²**4. Barn (used for storage)**

Date Constructed: 1981

Front lot line setback: 316m

Rear lot line setback: 1,418 m

Side lot line setback: 11 m

Other side lot line setback: 400 m

Height of building: 10 m

Dimensions: 15 m x 12 m

Floor Area: 180 m

Proposed Uses, Building(s) or Structure(s)

Complete the section below if there are any proposed changes to the uses, building(s) or structure(s) on the subject land, including new builds.

1. Type of building or structure	Front lot line setback	Rear lot line setback	Side lot line setback
Primary Dwelling	317 m	1,384 m	75 m

*TO BE COMPLETED UPON APPROVAL OF ZBA.

Other side lot line setback	Height of building	Dimensions	Floor area
327 m	5.6 m with walkout basement		305 m ²

2. Type of building or structure	Front lot line setback	Rear lot line setback	Side lot line setback

Other side lot line setback	Height of building	Dimensions	Floor area

3. Type of building or structure	Front lot line setback	Rear lot line setback	Side lot line setback

Other side lot line setback	Height of building	Dimensions	Floor area

Access and Services

What form(s) of access are available to the subject land? Select all that apply.

- Unopened road allowance
- Open municipal road/street
- County road
- Provincial highway
- Other public road/street
- Existing right-of-way
- No access

Specify location:

County Road 9 and Longyear Lane

Water and Wastewater/Sewage Disposal Services

Indicate which water supply service is currently available on the subject land. Select all that apply.

- Municipal Water System
- Well-Privately owner and operator, individual or communal
- Other
- No water supply service currently available

If you selected 'other', provide details. If you selected 'no water supply service currently available', indicate the proposed service type and approximate date of installation.

Indicate which wastewater/sewage disposal service is currently available on the subject land. Select all that apply.

- Municipal sanitary sewage system
- Septic system: privately owned and operated
- Privy
- Other
- No wastewater/sewage disposal service currently available

If you selected 'other', provide details. If you selected 'no wastewater/sewage disposal service currently available', indicate the proposed service type and approximate date of installation.

Indicate which storm drainage service is currently available on the subject land. Select all that apply.

- Sewers
- Ditches
- Swales
- Other
- No storm drainage service currently available

If you selected 'other', provide details. If you selected 'no storm drainage service currently available', indicate the proposed service type and approximate date of installation.

Status of other Planning Applications

Is the subject land currently the subject of a Plan of Subdivision application?

Yes

No

If yes, please indicate the file number(s).

Is the subject land currently the subject of a Consent application?

Yes

No

If yes, please indicate the file number(s).

Is the subject land currently the subject of a Minor Variance application?

Yes

No

If yes, please indicate the file number(s).

Is the subject land currently the subject of a Site Plan application?

Yes

No

If yes, please indicate the file number(s).

Apart from this current application, have you applied for an Official Plan, Zoning By-law amendment, Plan of Subdivision, Consent, Minor Variance or Site Plan for any land that is located within 120 metres of the subject land?

Yes

No

If yes, please indicate the file number(s).

Purpose of Official Plan Application

Complete this section if you are applying for an Official Plan Amendment.

Which type of Official Plan amendment is being proposed?

- To add a new policy to the Official Plan or change, delete or replace existing Official Plan policy
- To change or replace the existing Official Plan land use designation of the subject lands

What is the requested land use designation for the subject land?

What land uses are permitted by the current designation?

Is this a proposal to alter the boundary of a settlement area or to implement a new area of settlement?

- Yes (application must be accompanied by supporting material to fulfill the requirements of a comprehensive review, as defined)
- No

Is this a proposal to remove land from an area of employment?

- Yes (application must be accompanied by supporting material to fulfill the requirements of a comprehensive review, as defined).

No

Describe the purpose of the proposed Official Plan Amendment?

Describe the policy to be added, changed, replaced, or deleted.

Purpose of Zoning By-law Amendment Application

Complete this section if you are applying for a Zoning By-law Amendment.

Describe the nature and extent of the proposed rezoning.

It is also our understanding that the ZBA seeks to apply a Site-specific Exception to the northern portion of the subject property zoned Agricultural 'A' to address multiple deficiencies that require zoning relief, including:

- Section 4.2.1.1 (f) - An ARU can have a maximum of two (2) bedrooms. ***The proposal seeks to permit three (3) bedrooms.***
- Section 4.2.1.1 (l) - An ARU in a detached accessory building is not permitted to have a basement or other habitable living space below grade. ***The proposal seeks to permit a basement level.***
- Section 4.2.1.1 (o)(iii) - An ARU within a detached accessory building must be located within 40 metres of the building containing the primary dwelling unit. ***The proposal seeks to permit an ARU exceeding 40 metres from the primary dwelling.***
- Section 4.2.1.4 (b) - The maximum gross floor area of the ARU within a detached accessory building shall not exceed 50% of the gross floor of the primary dwelling unit, but in no case can be larger than 80 sq.m. ***The proposal seeks to permit an ARU exceeding 80 sq.m.***
- Section 5.5.2 (f) - A second driveway accessing a lot in the Countryside Zone may be permitted provided the lot has a minimum of 0.4 hectares. ***The proposal seeks to permit a fourth driveway which provides access to the proposed primary dwelling.***

Why is this rezoning being requested?

The applicant is seeking to recognize the existing condition of their property that currently contains two separate dwellings: the original dwelling for the property and a newly constructed detached dwelling unit. The applicant has requested to partially rezone the subject property from Agricultural Zone 'A' to Site-Specific Agricultural Zone 'A(159)' to recognize the newly constructed dwelling as the primary dwelling unit and to permit the original dwelling to remain as an ARU. To permit the ARU, multiple variations to the standards within the Municipality of Port Hope Zoning By-law, as amended, are also required.

It is also noted that the County directed that a new septic system be constructed to service the Primary Dwelling and be capable of expansion to service the existing dwelling (ARU).

Previous Land Use of the Subject Land

If you answer 'Yes' to any of the questions below, you are required to include a previous use inventory with the application submission, showing all former uses of the subject land and/or adjacent land.

What was the previous use of the subject land?

It has always been used for farming.

Has there been an industrial or commercial use on the subject land or land adjacent to the subject land?

- Yes
- No
- Unknown

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

- Yes
- No
- Unknown

Has a gas station been located on the subject land or land adjacent to the subject land?

- Yes
- No
- Unknown

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

- Yes
- No
- Unknown

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

- Yes
- No
- Unknown

What information did you use to determine the answers to the above questions?

A site visit and review with the owners of the subject lands.

Provincial Policy

Please identify the features or development circumstances of interest to the Municipality by answering the questions below. Each question will note the 'potential information needs'.

Class 1 Industry: small scale, self-contained plant, no outside storage, low probability of fugitive emissions and daytime operations only.

- Yes - feature is on site or within 500 metres
- Yes - development circumstances apply
- No

Potential Information Needs

Assess development for residential and other sensitive uses within 70 metres.

If a feature, specify the distance in metres.

Class 2 Industry: medium scale processing and manufacturing with outdoor storage, periodic output of emissions, shift operations and daytime truck traffic.

- Yes - feature is on site or within 500 metres
- Yes - development circumstances apply
- No

Potential Information Needs

Assess development for residential and other sensitive uses within 300 metres.

If a feature, specify the distance in metres.

Class 3 Industry within 1000 metres: processing and manufacturing with frequent and intense off-site impacts and a high probability of fugitive emissions.

- Yes - feature is on site or within 500 metres
- Yes - development circumstances apply
- No

Potential Information Needs

Assess development for residential and other sensitive uses within 1000 metres.

If a feature, specify the distance in metres.

Landfill site

Yes - feature is on site or within 500 metres

Yes - development circumstances apply

No

Potential Information Needs

Address possible leachate, odour, vermin, and other impacts.

If a feature, specify the distance in metres.

Sewage treatment plant

Yes - feature is on site or within 500 metres

Yes - development circumstances apply

No

Potential Information Needs

Address the need for a feasibility study for residential and other sensitive uses.

If a feature, specify the distance in metres.

Waste stabilization pond

Yes - feature is on site or within 500 metres

Yes - development circumstances apply

No

Potential Information Needs

Assess the need for a feasibility study for residential and other sensitive uses.

If a feature, specify the distance in metres.

Active railway lines

Yes - feature is on site or within 500 metres

Yes - development circumstances apply

No

Potential Information Needs

Evaluate impacts within 100 metres.

If a feature, specify the distance in metres.

Controlled access highways or freeways, including designated future ones.

Yes - feature is on site or within 500 metres

Yes - development circumstances apply

No

Potential Information Needs

Evaluate impacts within 100 metres.

If a feature, specify the distance in metres.

Operating mine site

Yes - feature is on site or within 500 metres

Yes - development circumstances apply

No

Potential Information Needs

Will development hinder continuation or expansion of operations?

If a feature, specify the distance in metres.

Non-operating mine site within 1000 metres

Yes - feature is on site or within 500 metres

Yes - development circumstances apply

No

Potential Information Needs

Have potential impacts been addressed? Has mine been rehabilitated so there will be no adverse effects?

If a feature, specify the distance in metres.

Electric transformer stations

Yes - feature is on site or within 500 metres

Yes - development circumstances apply

No

Potential Information Needs

Determine possible impacts within 200 metres.

If a feature, specify the distance in metres.

High voltage electric transmission lines

Yes - feature is on site or within 500 metres

Yes - development circumstances apply

No

Potential Information Needs

Consult the appropriate electrical power service.

If a feature, specify the distance in metres.

Transportation and infrastructure corridors

Yes - feature is on site or within 500 metres

Yes - development circumstances apply

No

Potential Information Needs

Will the corridor be protected?

If a feature, specify the distance in metres.

Prime agricultural land

Yes - feature is on site or within 500 metres

Yes - development circumstances apply

No

Potential Information Needs

Demonstrate the need for use other than agricultural and indicate how impacts are to be mitigated.

If a feature, specify the distance in metres.

Agricultural operations

Yes - feature is on site or within 500 metres

Yes - development circumstances apply

No

Potential Information Needs

Development to comply with the Minimum Distance Separation Formulae.

If a feature, specify the distance in metres.

Mineral Aggregate resource areas

Yes - feature is on site or within 500 metres

Yes - development circumstances apply

No

Potential Information Needs

Will development hinder access to the resource or the establishment of new resource operations?

If a feature, specify the distance in metres.

Mineral Aggregate operations

Yes - feature is on site or within 500 metres

Yes - development circumstances apply

No

Potential Information Needs

Will development hinder continuation of extraction?

If a feature, specify the distance in metres.

Existing pits and quarries

Yes - feature is on site or within 500 metres

Yes - development circumstances apply

No

Potential Information Needs

Will development hinder continued operation or expansion?

If a feature, specify the distance in metres.

Significant wetlands

Yes - feature is on site or within 500 metres

Yes - development circumstances apply

No

Potential Information Needs

Demonstrate no negative impacts.

If a feature, specify the distance in metres.

On site.

Significant portions of habitat of endangered and threatened species

Yes - feature is on site or within 500 metres

Yes - development circumstances apply

No

Potential Information Needs

Demonstrates no negative impacts.

If a feature, specify the distance in metres.

On site.

Significant: fish habitat, woodlands, valley lands, areas of natural and scientific interest, wildlife habitat.

Yes - feature is on site or within 500 metres

Yes - development circumstances apply

No

Potential Information Needs

Demonstrate no negative impacts.

If a feature, specify the distance in metres.

On site.

Sensitive groundwater recharge area, headwaters, and aquifers

Yes - feature is on site or within 500 metres

Yes - development circumstances apply

No

Potential Information Needs

Demonstrate the groundwater recharge areas, headwaters and aquifers will be protected.

If a feature, specify the distance in metres.

Significant built heritage resources and cultural heritage landscapes

Yes - feature is on site or within 500 metres

Yes - development circumstances apply

No

Potential Information Needs

Development should conserve significant built heritage resources and cultural heritage landscapes.

If a feature, specify the distance in metres.

Significant archaeological resources

Yes - feature is on site or within 500 metres

Yes - development circumstances apply

No

Potential Information Needs

Assess development proposed in areas of medium and high potential for significant archaeological resources. These resources are to be studied and preserved, or where appropriate, removed, catalogued and analyzed prior to development.

If a feature, specify the distance in metres.

Erosion hazards

Yes - feature is on site or within 500 metres

Yes - development circumstances apply

No

Potential Information Needs

Determine feasibility within the 1:100 erosion limits of ravines, river valleys and streams.

If a feature, specify the distance in metres.

Floodplains

Yes - feature is on site or within 500 metres

Yes - development circumstances apply

No

Potential Information Needs

Where two-zone floodplain management is in effect, development is not permitted in the floodway. Where a Special Policy Area (SPA) is in effect, development must meet the official plan policies for SPA.

If a feature, specify the distance in metres.

Contaminated sites

Yes - feature is on site or within 500 metres

Yes - development circumstances apply

No

Potential Information Needs

Assess an inventory of previous uses in areas of possible soil contamination.

If a feature, specify the distance in metres.

Describe how the application is consistent with the Provincial Policy Statement and any applicable Provincial Plans. Does the proposal conform to or does it conflict with the applicable plans? Explain below or attach separate pages.

Please see Section 4 in the Planning Justification Report.

Signature Pages

Applicant is not the owner: complete the 'Authorization of Owner for Applicant to Submit Application' forms and the 'Affidavit'.

Applicant is the owner: complete the 'Owner Authorization to Submit Application' forms and the 'Affidavit'.

Authorization of Owner for Applicant to Submit Application

If the owner is not the applicant, please print and have the owner sign the following forms:

- [Application Authorization](#)
- [Applicant Disclosure of Personal Information](#)
- [Cost Reimbursement](#)

The original forms can be submitted either in person at 5 Mill St. S., Port Hope, ON L1A 2S6 or mailed to 56 Queen St., Port Hope, ON L1A 3Z9.

Owner Authorization to Submit Application

If the applicant is the owner, please print and sign the following forms:

- [Disclosure of Personal Information](#)
- [Cost Reimbursement](#)

The original forms can be submitted in person at 5 Mill St. S., Port Hope, ON L1A 2S6 or mailed to 56 Queen St., Port Hope, ON L1A 3Z9.

Affidavit

The [Affidavit](#) must be signed in front of a Commissioner of Oaths or lawyer. For your convenience, there are staff members at the Municipality of Port Hope that are able to commission documents. Please contact us at 905-885-2431 or via email at planning@porthope.ca to book an appointment.

The original form can be submitted in person at 5 Mill St. S., Port Hope, ON L1A 2S6 or mailed to 56 Queen St., Port Hope, ON L1A 3Z9.

Application Submission Checklist

The application and supporting documentation can be submitted in one of the following ways:

- In person at 5 Mill Street South, Port Hope, ON L1A 2S6
- Mail to 56 Queen Street, Port Hope, ON L1A 3Z9
- Email to planning@porthope.ca

Please confirm you will be submitting the following documents in person, by mail or via email to planning@porthope.ca:

Application Fee - Cheques can be made payable to the Municipality of Port Hope (please note that there will be other fees imposed by other agencies for their review)

Application Form

Signature pages and affidavit

Recent Survey - One (1) copy prepared by an Ontario Land Surveyor

Drawings and/or plans

Reduced copy of drawings and/or plans - No larger than 11-inches x 17-inches

Digital copy of drawings and/or plans - A digital PDF version of all required drawings and/or plans

Studies identified during the pre-consultation meeting

Planning Justification Report

Other supporting materials as deemed necessary by the Municipal Planner

If you need to provide any comments regarding the checklist above, please provide them in the space below.



Zoning By-law and/or Official Plan Amendment

Authorization of Owner for Applicant to Make the Application

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form, or the authorization set out below must be completed. If the applicant is a corporation, the application shall be signed by an Officer of the Corporation and the Corporation's seal shall be affixed.

I, Ross, Patricia and Scott Longyear, am the owner of the land that is the subject of this application for a Zoning By-law and/or Official Plan amendment and I authorize the applicant, Scott and Krystal Longyear, to make this application on my behalf.

Owner's Signature:

A handwritten signature in black ink, appearing to read "Patricia and Scott Longyear".

Date: 10/13/25

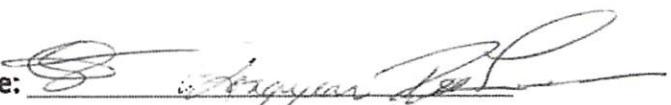


Zoning By-law and/or Official Plan Amendment

Authorization of Owner for Applicant to Provide Personal Information

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner concerning personal information is set out below.

I, Ross, Patricia and Scott Longyear, am the owner of the land that is the subject of this application for a Zoning By-law and/or Official Plan amendment and for the purposes of the *Municipal Freedom of Information and Protection of Privacy Act*, I authorize the applicant, Scott and Krystal Longyear, to provide any of my personal information that will be included in this application or collected during the processing of this application.

Owner's Signature: 

Date: Nov 30/25



Zoning By-law and/or Official Plan Amendment

Cost Reimbursement

It is required that the applicant agree to be responsible for all reasonable costs and expenses as stated below.

Scott & Krystal Longyear

I, Scott & Krystal Longyear, am the applicant and agree to reimburse the Municipality of Port Hope for all reasonable costs and expenses, as determined by Municipal Council, in excess of the application fee, which may be incurred by the Municipality in the processing of this Zoning By-law and/or Official Plan amendment application.

Applicant's Signature:

A handwritten signature in black ink, appearing to read "Scott & Krystal Longyear".

Date:

Nov 30/25



Affidavit or Sworn Declaration by the Applicant

I, Scott & Krystal Longyear, of the Municipality
of Port Hope, in the County
of Northumberland:

Make oath and say (or solemnly declare) that all the above information and statements contained in this application are true and that the information contained in documents that accompany 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*.

Sworn (or declared) before me at:

The Municipality of Port Hope in
the County of Northumberland

this 20th day of November, 2025

Commissioner of Oaths, etc. Signature: Sandra M. Hubbs

Applicant's Signature: [Signature]

Commissioner of Oaths Stamp:

Sandra Muriel Hubbs
Clark Consulting Services (1106409
Ontario Ltd.)
52 John St.
Port Hope ON L1A 2Z2.

While every attempt will be made to ensure all submission requirements have been relayed to the applicant, the Municipality of Port Hope does not constitute this application to be a "complete application." The Council of the Municipality of Port Hope will notify the applicant that the information and material required has been provided, or has not been provided, as the case may be, and in accordance with the Planning Act.

Personal information is being collected on this form under the authority of the *Municipal Act* and the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA). Please note that personal information collected will form part of the public record and is public information subject to the MFIPPA regulations and may be published as part of Council agenda and / or public consultation processes. Questions about the collection of personal information may be directed to the Municipal Clerk at 905.885.4544 or clerk@porthope.ca.