



Legal Non-Conforming Use Application Form

If you are unable to answer any of these questions, please contact the Planning Clerk by phone at 613-256-2064 or by email at mplanner@mississippimills.ca

If the Applicant is different from the Owner, please complete the **APPLICANT/AGENT** Authorization Form below.

A legal non-conforming use is a use which is not currently permitted by the Zoning By-Law in effect today, but:

- Was legally established under the Zoning By-law in effect at the time the use commenced; AND
- Has continued uninterrupted and is in operation today.

Please note, legal non-conforming uses are based on the specific, historical use(s) and not all of the uses from the previous zoning. Therefore, it is not sufficient to indicate that a use continues to be “commercial” or “industrial”. When seeking recognition of a use, please be specific.

Forms of Evidence in Establishing Legal Non-Conforming Use

The Owner is responsible for providing evidence in support of legal non-conforming use claims. Examples of forms of evidence that must be submitted as part of the Application include:

Building Permit(s)	Tax Records
Owner's Affidavit Confirming Use	Business records / receipts
Neighbour's Affidavit(s) Confirming Use	Dated Photograph(s)
Property Survey	Dated Aerial Photo(s)
Planning application	



Staff will review submitted Applications to confirm a legal non-conforming use against all available Municipal records. In all cases, the purpose of the evidence is to establish: the date from which the use was in place; the specific nature of the activity(ies); and the location, size, and use of all buildings and structures associated with use.

Section 1 - General information

Applicant:

Mailing Address:

Email and Phone Number(s):

Owner (if different from Applicant):

Mailing Address:

Email and Phone Number(s):

Section 2 – Property Information:

Street Address:

Legal Description:

Dimensions of Lands Affected:

Frontage:

Depth:

Lot Area:



Is the property vacant? Yes () No ()

Please explain the use that you are seeking legal non-conforming status for and provide all supporting evidence being relied upon to demonstrate the use meets the criteria of a legal non-conforming use as noted below.

Existing Use and/or structures associated with existing use (i.e. Residential – House)	Year the use was established (i.e. 2008)	Was the Use Established with any Planning Permissions or Building Permits? (Yes, No, Unknown) If yes, please include file numbers.	Attached evidence in support of use (ex. survey, building permit, tax records, aerial photos, affidavit* etc.)



*** Guidelines for Submission of Affidavits**

At minimum, a submitted affidavit should include the following:

1. Signature of a person with accurate and true knowledge of the historic use of the property.
2. The affidavit must be sworn before a Notary Public, Lawyer, or Commissioner of Oaths.
3. The affidavit must attest to the date the use was established.
4. The affidavit must identify the specific nature of the uses and the size and location of any buildings or structures.
5. The affidavit must identify any interruptions or changes to the use in question.

THIS SECTION MUST BE COMPLETED IN THE PRESENCE OF THE "COMMISSIONER". THE CLERK OF THE MUNICIPALITY IS AN AUTHORIZED COMMISSIONER.

I, _____ of the _____ of _____, in the _____ of _____, hereby solemnly declare that the information contained in this application are on the attached plan and any associated information submitted with this application are, to the best of my belief and knowledge, a true and complete representation of the purpose and intent of this application.

DECLARED BEFORE ME AT THE

_____ OF _____
IN THE _____ OF _____,
THIS _____ DAY OF _____, 202 .

Signature of Owner

Signature of Agent or Applicant

A COMMISSIONER, ETC.



The Municipality of Mississippi Mills
Development Services and Engineering Department
14 Bridge Street
Almonte, ON, K0A 1A0
613-256-2064 | mplanner@mississippimills.ca

APPLICANT/AGENT AUTHORIZATION FORM

I, _____ being the _____ registered owner(s),
_____ executor/executrix, _____ signing corporate officer(s) of the lands for which this
application is to be made, hereby authorize and direct
to act as my agent and on my behalf to apply to the Corporation of the Municipality of
Mississippi Mills for a legal non-conforming use on the lands herein described.

Legal Description:

Street Address:

SIGNED, SEALED AND DELIVERED
in the presence of

Date

Signature

SEAL