



File No:	Date of Receipt:
Town Fee (\$):	Regional Fee (\$):
NPCA Fee (\$):	Operations Fee (\$):
Other Fee (\$):	Other Fee (\$):

(Office Use Only)

Application for an Official Plan Amendment and/or Zoning By-law Amendment

Under the *Planning Act, R.S.O. 1990 c. P.13, as amended*

A pre-consultation meeting with Community & Development Services Staff is required prior to applying for an Official Plan Amendment and/or a Zoning By-law Amendment.

Please complete all applicable sections of this application. All measurements are to be provided in metric units. The information requested on this application is required to review the proposal. An incomplete application will be returned to the Registered Owner/Authorized Agent. If you have questions regarding the information requested on this application, please contact the Community & Development Services Department.

All information requested on this form is collected under the authority of the Planning Act, R.S.O. 1990, c. P.13, as amended, and the provisions of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56. The requested information on this application and all accompanying plans, reports, and information is required in order to process this application and will form part of the public record which may be published on the Town of Niagara-on-the-Lake website or by other means. The name and business address of the Registered Owner and/or Authorized Agent is public information. Questions about the collection of information can be made to the Town Clerk.

1. Type of Application			
<input type="checkbox"/> Official Plan Amendment	<input checked="" type="checkbox"/> Zoning By-law Amendment	<input type="checkbox"/> Removal of Holding Symbol (Complete Sections 2-4 only)	<input type="checkbox"/> Temporary Use By-law
2. Details of the Subject Lands			
Municipal Address 25 and 43 Castlereagh Street		Assessment Roll Number 262701000113550	
Legal Description Part of Block 39, Registered Plan TP-86, Town of Niagara-on-the-Lake			
Date the subject lands were acquired: June 2024 (25 Castlereagh St); 1906 & 1	Lot Area (metric): 2751.55 sqm	Lot Frontage (metric): 81.99 m	Lot Depth (metric): 52.65 m
Description of easements, rights-of-way, or restrictive covenants applicable to the subject lands (if applicable): PIN 46405-0117 (LT) and Instrument No. R0691959. Please refer to the Planning Justification Report for more information.			
3. Registered Owner (as shown on the deed and title of the property)			
Name Amy Klassen		Company Name Niagara Historical Society	Municipality Niagara-on-the-Lake
Mailing Address 25 and 43 Castlereagh Street		Unit Number	Postal Code L0S 1J0
Province Ontario	Email aklassen@nhsm.ca	Telephone 905.468.3912	
4. Authorized Agent (if one has been authorized)			
Name Mary Lou Tanner		Company Name NPG Planning Solutions Inc.	Municipality Niagara Falls
Mailing Address 4999 Victoria Avenue		Unit Number	Postal Code L2E 4C9
Province Ontario	Email mtanner@npgsolutions.ca	Telephone 289.776.8904	
Contact for all future correspondence (select one): <input type="checkbox"/> Registered Owner <input checked="" type="checkbox"/> Authorized Agent			
5. Mortgages, Charges, and Other Encumbrances (if applicable)			
Name		Company Name	Municipality
Mailing Address		Unit Number	Postal Code
Province	Email	Telephone	

6. Access (select all that apply)

Identify how the subject lands will be accessed:

- Public road maintained all year
 Niagara River Parkway
 Provincial highway
 Public road maintained seasonally
 Private easement/Right-of-way
 Waterway

If the subject lands will be accessed by a waterway only, identify the parking and docking facilities to be used and the approximate distance of these facilities from the subject lands to the nearest public road:

7. Servicing (select all that apply)

Identify how the subject lands will be serviced:

Water

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

Sewage Disposal

- Publicly owned and operated sanitary sewage system
 Privately owned and operated individual septic system
 Privately owned and operated communal septic system
 Privy
 Other: _____

Storm Drainage

- Sewers
 Ditches/swales
 Other: _____

8. Existing Buildings, Structures, and Uses

Identify the existing use(s) of the subject lands and the length of time the existing use(s) have continued:

Operated as a museum since 1907.

Type of Building or Structure	High School Building	Memorial Hall	Link Building	Building on 25 Castlereagh
Construction Date	1875	1906-1907	1971-1973	Before 1934
Existing Use(s)	Museum	Museum	Museum	Office use related to
Time the Existing Use(s) have continued	76 years (1949-present)	118 years (1907-present)	52 years (1973-present)	>1year (Feb 2025-present)
Front Yard Setback (m)	10.2 m	3.4 m	13.5 m	7.5 m
Rear Yard Setback (m)	0 m	< 5 m	1.8 m	23.4 m
Side Yard Setback (m)	6.6 m (exterior)	N/A	N/A	N/A
Side Yard Setback (m)	N/A	N/A	N/A	5.9 m
Height (m)	>11.5 m	11.5 m	6.2 m	>11.5 m
Gross Floor Area (sq m)	Refer to Site Plan, date	Refer to Site Plan, date	Refer to Site Plan, date	Refer to Site Plan, date
Lot coverage (%)	8%	6.1%	3.4%	3%

9. Proposed Buildings, Structures, and Uses (if applicable)

Identify the proposed use(s) of the subject lands:

No change to the existing use.

Type of Building or Structure	Building Addition to the			
Construction Date	N/A			
Proposed Use(s)	Museum			
Front Yard Setback (m)	N/A			
Rear Yard Setback (m)	More than 7.5 m			
Side Yard Setback (m)	1.8 m (east property line)			
Side Yard Setback (m)	5.9 m (west property line)			
Height (m)	11.5 m			
Gross Floor Area (sq m)	Refer to Site Plan, date			
Lot coverage (%)	11%			

10. Provincial Policy

Is this application consistent with policy statements issues under Section 3(1) of the *Planning Act*, R.S.O. 1990, c. P.13, as amended?

Yes No

Is any portion of the subject lands within the Specialty Crop (Niagara Tender Fruit and Grape) Area?

Yes No

Is any portion of the subject lands within the Niagara Escarpment Plan Area?

Yes No

If yes to any, explain how this application conforms to Provincial policy statements and applicable Provincial plan(s):

Please refer to the Planning Justification Report, prepared by NPG Planning Solutions and dated December 2025.

11. Official Plan Information

Existing Niagara Regional Official Plan designation(s) of the subject lands:
[Delineated Built-Up Area](#)

Does this application conform to the Niagara Regional Official Plan? Yes No
 If yes, explain how this application conforms to the Niagara Regional Official Plan:
[Please refer to the Planning Justification Report, prepared by NPG Planning Solutions and dated December 2025.](#)

Existing Town of Niagara-on-the-Lake Official Plan designation(s) of the subject lands:
[Established Residential](#)

Does this application conform to the Town of Niagara-on-the-Lake Official Plan? Yes No
 If yes, explain how this application conforms to the Town of Niagara-on-the-Lake Official Plan:
[Please refer to the Planning Justification Report, prepared by NPG Planning Solutions and dated December 2025.](#)

Does this application propose to change or replace a designation in the Official Plan? Yes No
 If yes, what is the Official Plan designation that the amendment is proposing to change or replace?

Does the proposed amendment change, replace, or delete a policy in the Official Plan? Yes No
 If yes, which Official Plan policy is to be changed, replaced, or deleted?

Does the proposed amendment add a policy to the Official Plan? Yes No
 If yes, what is the nature and extent of the Official Plan policy that the amendment is proposing to add?

Do the subject lands have a pre-determined requirement for maximum height or density? Yes No
 Does this application propose to alter the boundaries of an existing settlement area? Yes No
 Does this application propose to remove any lands from an existing employment area? Yes No
 If yes to any of the above questions, provide details of the Official Plan policies that deal with the matter(s):

Explain the purpose for the proposed Town of Niagara-on-the-Lake Official Plan amendment (if applicable):
[N/A](#)

12. Zoning Information

Existing Town of Niagara-on-the-Lake Zoning of the subject lands:
[Institutional – 54 \(I-54\) Zone on 43 Castlereagh St and Established Residential \(ER\) Zone on 25 Castlereagh St](#)

Explain the nature and extent of the proposed Zoning By-law Amendment:
[The proposed Zoning By-law Amendment is requested to facilitate the proposed development and to rezone the Subject Lands from the existing dual zoning to a site-specific I-XX Zone.](#)

Explain the reason for the proposed Zoning By-law Amendment:
[Please refer to the Planning Justification Report, prepared by NPG Planning Solutions and dated December 2025.](#)

13. Surrounding Land Uses

North	Residential
South	Residential
East	Residential
West	Residential

14. Previous Applications (if applicable)

Have the subject lands ever been the subject of an application under the *Planning Act, R.S.O. 1990, c. P.13, as amended* for approval of a plan of subdivision or condominium, a consent, a minor variance, a site plan, an official plan amendment, a zoning by-law amendment, or a Minister's zoning order? Yes
 No
 Unknown

Are any lands within 120 metre of the subject lands the subject of an application made by the Registered Owner under the *Planning Act, R.S.O. 1990, c. P.13, as amended* for approval of a plan of subdivision or condominium, a consent, a minor variance, a site plan, an official plan amendment, a zoning by-law amendment, or Minister's zoning order? Yes
 No
 Unknown

If yes to either, provide the information requested below:

Application Type	File Number	Status of the Application
Minor Variance	A-47-96	Complete
Zoning By-law Amendment	500VK-10	Complete
Minor Variance	A-01/25	Complete

15. Concurrent Applications (if applicable)

Application Type	File Number	Status of the Application
N/A	N/A	N/A

16. Checklist of Requirements for a Complete Application (all boxes must be checked)

The following plans, reports, and information must accompany this application:

- One (1) signed copy of the Pre-Consultation Agreement;
- All applicable application fees (payable by cash, cheque, or debit);
- Property Index Map(s) of the subject lands from the Land Registry Office, dated within one (1) month of receipt of this application;
- Parcel Register(s) (including all PIN printouts and Legal Instruments) of the subject lands from the Land Registry Office, dated within one (1) month of receipt of this application;
- Two (2) folded hardcopies of the Reference Plan(s) included in the legal description of the subject lands, to scale (unfolded copies will not be accepted);
- Two (2) hardcopies of a draft by-law for each separate document being amended;
- Two (2) hardcopies of a schedule accompanying each draft by-law, if applicable;
- Two (2) hardcopies of all required plans, reports, and information identified on the Pre-Consultation Agreement;
- For all large-format plans, two (2) sets of reduced plans on 11' X 17' paper; and
- One (1) digital copy, in PDF format, of all required materials.

This application will be circulated to various agencies for review and comment. Where the scope or nature of the application requires input from a large number of agencies, additional copies of this application and accompanying plans, reports, and information may be required.

17. Checklist of Drawing Requirements (all applicable boxes must be checked)

Plans and drawings accompanying this application must show the following information, in metric units:

- North arrow;
- Metric scale;
- The boundaries and dimensions of the subject lands;
- The location, size, type, and setbacks of all existing and proposed buildings and structures on the subject lands;
- Natural and artificial features located within or adjacent to the subject lands, such as buildings, railways, roads/highways, pipelines, watercourses, drainage ditches, top of banks, wetlands, wooded areas, wells, septic tanks, and parking and docking facilities (if access to the subject lands is by waterway only), or any other features that may affect this application in the opinion of the Registered Owner/Authorized Agent;
- The existing use(s) of adjacent lands (for example, residential, agricultural, or commercial);
- The location, width and name any road/highway within or abutting the subject lands, and indicating whether it is an unopened road allowance, a public road, a private road, or a right-of-way; and
- The location and nature of any easement affecting the subject lands (if applicable).

Community & Development Services Staff may request that additional information be provided in the plans and drawings that accompany this application, based on the scope and nature of the proposal.

18. Plans, Reports, and Information Submitted with this Application

Identify all plans, reports, and information submitted with this application:

No.	Title	Date	Author
1	Topographical Sketch	September 05, 2024	J.D. Barnes Limited
2	Planning Justification Report	December 2025	NPG Planning Solutions Inc.
3	Parking Letter	December 12, 2025	UrbanTrans Engineering Solutions Inc.
4	Archaeological Assessment	December 09, 2025	Archaeological Consultants Canada
5	Tree Inventory		Davey Resource Group
6	Functional Servicing Design Brief	December 16, 2025	Hallex Engineering
7	Architectural Drawings	December 12, 2025	Lynch + Commisso
8			
9			
10			
11			
12			

19. Acknowledgement and Agreement of Registered Owner

I, Amy Klassen **AM THE REGISTERED OWNER OF THE SUBJECT LANDS AND**
 (Name of Registered Owner/Company)

I ACKNOWLEDGE AND AGREE that all information requested on this form is collected under the authority of the *Planning Act, R.S.O. 1990, c. P.13, as amended*, and the provisions of the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56*. The information is required in order to process this application and forms part of the public record which may be published on the Town of Niagara-on-the-Lake website or by other means. The name and business address of the Registered Owner and/or Authorized Agent is public information.

I ACKNOWLEDGE AND AGREE that the Town of Niagara-on-the-Lake, its employees and agents may enter onto my property to view, photograph and survey my property as necessary for this application.

I ACKNOWLEDGE AND AGREE that all costs of processing this application shall be paid for by the Registered Owner. The Registered Owner shall reimburse the Town of Niagara-on-the-Lake, upon demand, for all costs incurred by the Town of Niagara-on-the-Lake in respect of this application. Without limiting the foregoing, the Registered Owner acknowledges and agrees to pay such expenses regardless of whether or not this application is approved or proceeded with and are not refundable. If costs are not paid by the due date imposed by the Town of Niagara-on-the-Lake, the Registered Owner understands and acknowledges that the costs will be added to the tax bill of the subject lands and collected in like manner as property taxes.

Amy Klassen Digitally signed by Amy Klassen Date: 2025.12.17 12:16:31 -05'00' December 17, 2025
 (Signature of Registered Owner) (Date)

20. Authorization of Registered Owner

If this application is being submitted by an Authorized Agent, the Registered Owner of the subject lands must complete this section. If there is more than one Registered Owner, a separate authorization from each individual or corporation is required. An additional copy of this page must be attached for each Registered Owner.

I, Amy Klassen **AM THE REGISTERED OWNER OF THE SUBJECT LANDS**
 (Name of Registered Owner/Company)

AND HEREBY AUTHORIZE Mary Lou Tanner on behalf of NPG Planning Solutions Inc.
 (Name of Authorized Agent/Company)

TO SUBMIT THIS APPLICATION to the Town of Niagara-on-the-Lake, appear on my behalf at any hearing(s) of this application, and provide any information or material required by the Town of Niagara-on-the-Lake relevant to this application.

I UNDERSTAND that all information requested on this form is collected under the authority of the *Planning Act, R.S.O. 1990, c. P.13, as amended*, and the provisions of the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56*. The information is required in order to process this application and forms part of the public record which may be published on the Town of Niagara-on-the-Lake website or by other means. The name and business address of the Registered Owner and/or Authorized Agent is public information.

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Amy Klassen Digitally signed by Amy Klassen Date: 2025.12.17 12:17:20 -05'00' December 17, 2025
 (Signature of Registered Owner) (Date)

21. Sworn Declaration

I, Mary Lou Tanner OF THE City of Hamilton
(Name of Registered Owner/Company or Authorized Agent/Company) (Name of City, Town, Township, etc.)

IN THE Province of Ontario
(Name of Regional Municipality or Province)

DO SOLEMNLY DECLARE that the information contained in this application and that the information contained in the documents that accompany this application is true and complete.

Declared before me in the City of Hamilton in the Province of Ontario
(Name of City, Town, Township, etc.) (Name of Regional Municipality or Province)

on this 19th day of December, 2025.
(Month) (Year)

M. L. Tanner

(Signature of Registered Owner/Authorized Agent)

R. Fiedler

(Signature of Commissioner of Oath)

Robert Scott Fiedler,
a Commissioner, etc.,
Province of Ontario,
for NPG Planning Solutions Inc.
Expires February 19, 2028.

THIS APPLICATION MUST BE SUBMITTED TO:

Town of Niagara-on-the-Lake
Community & Development Services
1593 Four Mile Creek Road
PO Box 100
Virgil, ON L0S 1T0

Phone: (905) 468-3266
Fax: (905) 468-0301
Website: www.notl.org