



Application to Amend the Official Plan

PLEASE READ BEFORE COMPLETING THIS APPLICATION

This application reflects the mandatory information that is prescribed in the Schedules to Ontario Regulation 543/06 made under the Planning Act, RSO, 1990, as amended. In addition to completing this form, the Applicant will be required to submit the appropriate fee, a detailed site plan and any additional information or studies that may be necessary to assess the proposal.

Failure to submit the required information will delay the consideration of this Application. An application which is not considered complete under the Planning Act is not subject to the timelines of the Act. Applicants are encouraged to consult with the Municipality prior to completing the application.

Please Print and Complete or (✓) Appropriate Box(es)

FOR OFFICE USE ONLY
Date Application Received _____
Date Application Deemed Complete _____

1. Applicant Information

1.1. Name of Owner(s)

NOTE: An owner's authorization is required in Section 10, if the applicant is not the owner.

Name of Owner(s)	Email
Address	Postal Code
Home Phone	Cell Phone

1.2. Agent/Applicant

Name of Applicant(s)	Email
Address	Postal Code
Home /Business Phone	Cell Phone

1.3. Indicate the contact for this application

(check one please)

Owner

Applicant/Agent

All

2. Location of subject land

(Complete applicable boxes in 2.1.)

2.1.

Civic Address (Mailing Address)			Postal Code
Concession Number(s)	Lot Number(s)	Registered Plan No.	Lot(s)/Block(s)
Reference Plan No.		Part Number(s)	
Assessment Roll No.			

2.2. Are there any easements or restrictive covenants affecting the subject land?

No

Yes

If yes, describe the easement or covenant and its effect

3. Names and addresses of any mortgages, holders of charges or other encumbrancers of the subject lands (attach separate page if required).

4. Description of the property and servicing information

4.1. Dimensions

Lot Frontage - Street Side (m)	Lot Frontage - Water Side (m)	Lot Depth (m)	Lot Area (ha)

4.2. Access

Check appropriate box and state road name

- Provincial Highway (#) _____
- Municipal Road, maintained year-round _____
- Municipal Road, unmaintained _____
- County Road (#) _____
- Private Road _____
- Right of Way _____
- Water Access _____

4.3. If water access only, describe the location of parking and docking facilities to be used and the distance from the subject lands. Indicate whether parking is public or private.

4.4. Water Supply

(Check appropriate box for typer of service proposed)

- Publicly owned and operated piped water system
- Privately owned and operated piped water system (communal)
- Drilled well
- Other means (please state) _____
- Water service not proposed

4.5. Sewage Disposal (continued on next page)

(Check appropriate box for type of service proposed)

*If either of these items are checked, please see Section 4.8.

- Publicly owned and operated sanitary sewage system
- Privately owned and operated individual septic system*
- Privately owned and operated communal septic system *
- Privy

4.5. Sewage Disposal Continued

- Holding Tank
- Other means (please state) _____
- Sewage disposal service not proposed

4.6. Other Services

(Check if the service is available)

- Electricity
- School Bussing

4.7. Storm Drainage

- Storm Sewers
- Ditches
- Swales
- Other (Please State) _____

4.8. Where development will produce more than 4500 litres of effluent a day, applicants are required to submit a servicing options report and a hydrogeological report.

- Title and date of servicing options report:

- Title and date of hydrogeological report:

5. Planning Information

5.1. Official Plan Land Use designation(s) of subject land:



5.2. How will an Official Plan Amendment change the following:

Replace or delete an existing policy(ies). If yes, list all policy sections affected

Change of land use designation on property(ies). If yes, what is the proposed land use designation or designations

Alter the boundary of Settlement Area. If yes, name the Settlement Area and provide sketch of area affected:

Remove lands from designated Employment Area. If yes, provide sketch of area affected and detail proposed new use

(NOTE: If applicants are requesting a change to a policy, they are required to provide the proposed text of the policy(ies). If applicants are requesting a change to a Land Use Schedule, they are required to provide a map or schedule showing the proposed new land use designation for the affected property(ies))

5.3. Reason why Official Plan Amendment is being requested

5.4. Existing Zoning on subject lands

6. Existing Use(s) of the Property

6.1. State all existing use(s) of the property
(Check appropriate box(es))

Residential

Commercial

Industrial

Institutional

Agricultural

Vacant

Mixed use (please state) _____

Other (please state) _____

6.2. List all existing buildings and structures (including accessory buildings and structures on the property by completing the following table

(If more than 5 buildings or structures, please use separate page to provide description)

Item	Building or Structure #1	Building or Structure #2	Building or Structure #3	Building or Structure #4	Building or Structure #5
Existing type or use for each building and structure					
Height (m)					
Setback from front lot line (m)					
Setback from rear lot line (m)					
Setback from side lot line one side (m)					
Setback from side lot line - other side (m)					
Setback from shoreline (m)					
Dimensions (m) or floor area (m ²)					
Year Building or structure constructed					

6.3. How many existing parking spaces are provided on the subject land?

_____ Spaces

6.4. State the existing use of land on abutting properties

North _____ South _____
East _____ West _____

7. Proposed use of property

7.1. State Proposed use(s) of the property

(Check appropriate box(es))

- Residential
- Commercial
- Industrial
- Institutional
- Agricultural
- Vacant
- Mixed use (please state) _____
- Other (please state) _____

7.2. List all proposed buildings and structures to be constructed on the property by completing the following Table (continued on next page)

(if more than 5 buildings or structures, please use separate page to provide description)

Item	Building or Structure #1	Building or Structure #2	Building or Structure #3	Building or Structure #4	Building or Structure #5
Existing type or use for each building and structure					
Height (m)					
Setback from front lot line (m)					
Setback from rear lot line (m)					
Setback from side lot line one side (m)					
Setback from side lot line - other side (m)					
Setback from shoreline (m)					

Item	Building or Structure #1	Building or Structure #2	Building or Structure #3	Building or Structure #4	Building or Structure #5
Dimensions (m) or floor area (m ²)					
Year Building or structure constructed					

7.3. How many existing parking spaces are provided on the subject land?

_____ Spaces

7.4. Are there any uses or features on the subject land or within 500m of the subject property, unless otherwise specified.

Complete Table:

Use or feature	On the subject Land	Within 500 m of subject land, unless otherwise specified (indicate approximate distance)
An agricultural operation including livestock facility (i.e. barn) or manure storage facility		
A landfill site (active or closed)		
A sewage treatment plant or sewage lagoon		
An industrial use		
A licensed pit or quarry or an aggregate reserve		
An operating mine		
A non-operating mine or mine hazard within 1 km of the subject lands		
An active rail line		
A municipal or federal airport		
A flood plain		
A natural gas or oil pipeline		
A hydro easement		
A provincially significant wetland (within 120 m)		
A designated heritage building, historic site or cemetery (within 100 m)		

8. History of the Subject Land

8.1. Has the subject land ever been the subject of an application for approval of a previous official plan or zoning amendment?

Yes No Unknown

If yes, provide the details and decision of the previous application:

8.2. If this application is a re-submission of a previous application, describe how it has been changed from the original application.

8.3. Provide the date when the subject land was acquired by the current owner

8.4. Provide length of time that the existing uses of the subject land have continued (Proof may be required)

Year since current uses have continued: _____

9. Simultaneous Applications

9.1. Is the subject land or any land within 120 m of the subject land subject of any other planning applications at this time?

Yes No

If yes, indicate the type and file number (i.e. consent, subdivision, minor variance, site plan control) on the table on page 10:

9.1. Continued

Please complete the following table:

Item	Application # 1 (type)	Application # 2 (type)	Any land within 120 m of the subject land:
File Number			
Name of approval authority considering application			
Land affected by application			
Purpose			
Status			
Effect on requested amendment			



10. AUTHORIZATION FOR OWNER OR AGENT TO MAKE THIS APPLICATION

10.1. If the applicant is not the owner of the land that is the subject of this application, written authorization of the owner that that applicant is authorized to make the application must be included with this form or the authorization set out below must be completed.

I, _____, am the owner of the land that is the subject of this application and authorize _____ to make this application on my behalf.

Date

Signature of Owner

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

I, _____, am the owner of the land that is the subject of this application and for the purposes of the Freedom of Information and Protection of Privacy Act, I authorize _____ as my agent for this application, to provide any of my personal information that will be used in this application or collected during the processing of the application.

Date

Signature of Owner

11. CONSENT OF THE OWNER TO THE USE AND DISCLOSURE OF PERSONAL INFORMATION

I, _____, am the owner of the land that is the subject of this application and for the purposes of the Freedom of Information and Protection of Privacy Act, I authorize and consent to the use by or disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposed on processing this application.

Date

Signature of Owner



12. Declaration

1. I hereby declare that this application is consistent with the policy statements issued under subsection 3(1) of the Planning Act.
2. I hereby declare that this application conforms or does not conflict with any provincial plan or plans.
3. I hereby declare that the information contained in this application and on the attached plan and any associated information submitted with this application are, to the best of my knowledge, a true and complete representation of the purpose and intent of this application.

Sworn (or declared) before me

At the _____
In the _____
This _____ day of _____, 20 _____

Commissioner of Oaths

Applicant or Agent

13. Site Plan

A site plan shall be submitted with this application that provides the following information.

- The boundaries and dimensions of the subject land;
- 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, the rear lot line, each side yard lot line and the shoreline of any water body, where applicable;
- The approximate location of all natural and artificial features such as railways, roads, water body, drainage ditches, wetlands, wooded areas, wells and septic tanks, all easements, flood plain, organic (muck) soils or leda clay;
(NOTE: these features must be shown for both the subject land and on any adjacent lands where these features may affect the application.)
- The current use 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 road, a private road or a right-of-way;
- If access to the subject land will be by water only. The location of the parking and docking facilities to be used;
- North Arrow and scales;

14. COMPLETE OFFICIAL PLAN AMENDMENT APPLICATION REQUIREMENTS:

(May 25, 2012 Official Plan Section 9.4.9)

Township staff will confirm which additional studies below are required to support the application. An application may not be considered complete until these are received.

REQUIRED:

INFORMATION TYPE:	TRIGGER:
Planning Justification/Rationale	Where development is proposed that will result in intensification, change in use or requires multiple applications.
Natural Hazard Studies	Where development is proposed within the boundaries of hazardous lands.
Mineral Aggregate Studies	Where development is proposed within 300 metres of an identified pit, 500 metres of an identified aggregates operation or 500 metres of any lands identified as Bedrock Constraints.
Environmental Impact Assessment (EIA) (See Section 9.4.10 for details on EIA)	Where application provides for development in an environmentally sensitive area or on adjacent lands within 120 metres of the area (including within/adjacent lands to Significant Woodlands).
Traffic Study	Where application provides for development which may result in increased traffic or the need to alter roads or intersections.
Land Use Compatibility Study	Where development is proposed adjacent a sensitive land use and vice versa.
Heritage Impact Assessment	Where development is proposed within 300 metres of a designated Heritage site.
Servicing Options Report	Where development requires services.
Air, Noise or Vibration Study	When required by a provincial guideline.
Hydrogeology	Development on private services; or Development within an area subject to vulnerable or sensitive surface water or sensitive groundwater features.
Geotechnical Studies	Areas of unstable slopes/soils.
Erosion Control	Development along shorelines or hazard areas.
Archaeological Assessment	Development proposed on lands located within 300 metres of a shoreline.

POSSIBLY REQUIRED:

INFORMATION TYPE:	TRIGGER:
Storm Water Management Plan	Where development will result in site alteration.
Illumination Plans	Where development increases the possibility of light pollution.
Tree Preservation Plan	Where development could result in the loss of significant street trees or designated wooded areas.

Please contact the Township with any questions on the checklist or requirements.