
APPLICATION FOR AN OFFICIAL PLAN AMENDMENT

The undersigned hereby applies to the Council of the Municipality of Oliver Paipoonge under Section 17 and/or 34, 36 and 39 of *the Planning Act* (as amended) to amend the Oliver Paipoonge Official Plan.

INSTRUCTIONS FOR ALL APPLICANTS In Completing Application for an Official Plan Amendment

- Please read all instructions and application questions carefully before completing the application
- For the Municipality to accept this application, all questions must be answered fully, the site plan drawing(s) are to be in a metric scale, a copy of the deed or proper legal description is required, the fee is paid in full and the authorization form completed if an agent is representing the applicant.
- If you are unfamiliar with making the Planning Act Applications or have difficulty with the application process you are encouraged to retain a planning consultant
- Please note that when the application is deemed complete, a required sign indicating notice of the application, which will be provided, shall be posted on the subject lands 20 days prior to the Public Meeting. Failure to do so will result in deferral.
- The information on this form is collected for the purpose of creating a record that is available to the general public.

OFFICIAL PLAN AMENDMENT PROCESS*
***Can take a Minimum of four months to complete.**

Applicant to discuss intent to apply with Planner and/or CAO.
If it is a complex application, consider hiring a planning consultant

Applicant to hold pre-application meeting with the Planner

Applicant to complete application including any supplemental information requested by the Municipality, and submit a fee

Municipality to circulate application to relevant agencies and pre-consult with Approval Authority and others where required

Notice of Public Meeting is circulated by Municipality and applicant posts Notice on subject property

Planner prepares report to Council including recommendations from Approval Authority

Council Holds public Meeting

Council makes a decision to adopt the Official Plan Amendment or not. Decision is forwarded to the approval authority for their decision. (Authority is the Ministry of Municipal Affairs and Housing)

Decision is final after a 20 day appeal period whereby the decision can be appealed to the Ontario Municipal Board

Application Number:	
----------------------------	--

The application fee for an Official Plan amendment is \$1500

Owner/Applicant Information

Full Name: _____
Last First

Address: _____
Street Address Apt/Unit #

_____ City Province Postal Code

Home Phone: () _____ Alternate Phone: () _____

Please specify to whom all communications should be sent:

- Owner
- Solicitor
- Agent

Agent Information (if applicable)

Full Name: _____
Last First

Address: _____
Street Address Apt/Unit #

_____ City Province Postal Code

Home Phone: () _____ Fax: () _____

Description/Location of Subject Land

Registered Plan No.: _____

Address: _____

Concession: _____ Lot(s) No.: _____

Lot Dimensions (in metric units):

Frontage: _____ Depth: _____ Area: _____

Description of Street/Road

Type:

Opened Paved Gravelled Public Private

Width of street or road: _____

Is the road maintained by the Municipality? Yes No

Has the road been dedicated/transferred to the Municipality? Yes No

Is the road privately owned and/or privately maintained? Yes No

Environmental Matters

Does the Owner own Adjoining Property? Yes No

If yes, describe in detail: _____

Is there any reason to believe that the site may be environmentally contaminated? Yes No

If yes, describe in detail: _____

Has an industrial or commercial use been on or adjacent to the property? Yes No

If yes, describe in detail: _____

Has lot grading been changed by adding or removing earth or other material? Yes No

Has the Ministry of the Environment or any other agency formally or informally advised the owners that the property is or may be contaminated? Yes No

If yes, describe in detail: _____

(if you answered Yes to any of the questions related to possible contamination of the site a previous use inventory, showing all former uses of the subject property, or if appropriate property, is require and must be submitted with this application.)

Use of Property

Existing use of Property:

Zoning: _____ Official Plan Designation: _____

Proposed use of Property:

Zoning: _____ Official Plan Designation: _____

Proposed Amendment

Describe the purpose of the proposed amendment:

Describe how the proposal will fit in with the existing land uses in the area:

Describe in detail how the proposed amendment conforms with the intent of the Official Plan:

Will the proposed amendment change, replace or delete a policy in the Official Plan? Yes No

If Yes, include the text of the requested amendment:

Will the proposed add a new policy in the Official Plan? Yes No

If Yes, please describe:

Will the proposed amendment alter all or any part of the boundary of an area of settlement or establish a new area of settlement, the current Official Plan policies, if any, dealing with the alteration or establishment of an area of settlement?

Will the proposed amendment remove the subject land from an area of employment, the current Official Plan policies, if any, dealing with the removal of land form an area of employment?

Is the proposed amendment consistent with the Provincial Policy Statements under subsection 3(1) of the Act? Yes No

Is the Subject land within an area of land designated under any provincial plan or plans?

What is the current designation of the subject land?

Will the proposed amendment change or replace a designation in the Official Plan?

If Yes, please describe the land uses that it would authorize:

Is the subject land within an area of land designated under any provincial plan or plans?

If Yes, does the proposed amendment conform to or does not conflict with the provincial plan or plans:

If the subject land is within an area where zoning with conditions may apply, an explanation of how the application conforms to the Official Plan policies relating to zoning with conditions:

Describe what type of sewage disposal system will be provided to the subject land:

If the proposed amendment would permit development on a privately owned and operated individual or communal septic system and more than 4500 litres of effluent would be procured per day as a result of the development being completed, a **sewering options report** and a **hydrogeological report is required**.

Describe how water will be provided to the subject land:

Description of Buildings or Structures

Description of **existing use** buildings or structures:
(i.e. recreational, permanent dwelling, commercial shop)

Or Vacant Land

Dimensions of the main building/dwelling

Number of storeys: _____ Height: _____ Gross Floor Area: _____

Number of parking spaces: _____ Indoor: _____ Outdoor: _____

Number of loading spaces: _____

Description of accessory buildings and use: _____

Description of **proposed use** buildings or structures:
(i.e. recreational, permanent dwelling, commercial shop)

Dimensions of proposed main building/dwelling

Number of storeys: _____ Height: _____ Gross Floor Area: _____

Number of parking spaces: _____ Indoor: _____ Outdoor: _____

Number of loading spaces: _____

Description of proposed accessory buildings and use: _____

Description of Land

Describe the general topography and any special characteristics that may affect development (i.e. ravines, rocks, marshlands)

Describe the drainage of the site and any on-site or nearby water sources (i.e. creeks, ponds, ditches)

Current Applications

Is the subject land, or land within 120 metres of it, the subject of an application under the Act for:

Zoning By-law Amendment Consent Minor Variance

Official Plan Amendment Plan of Subdivision or a Site Plan

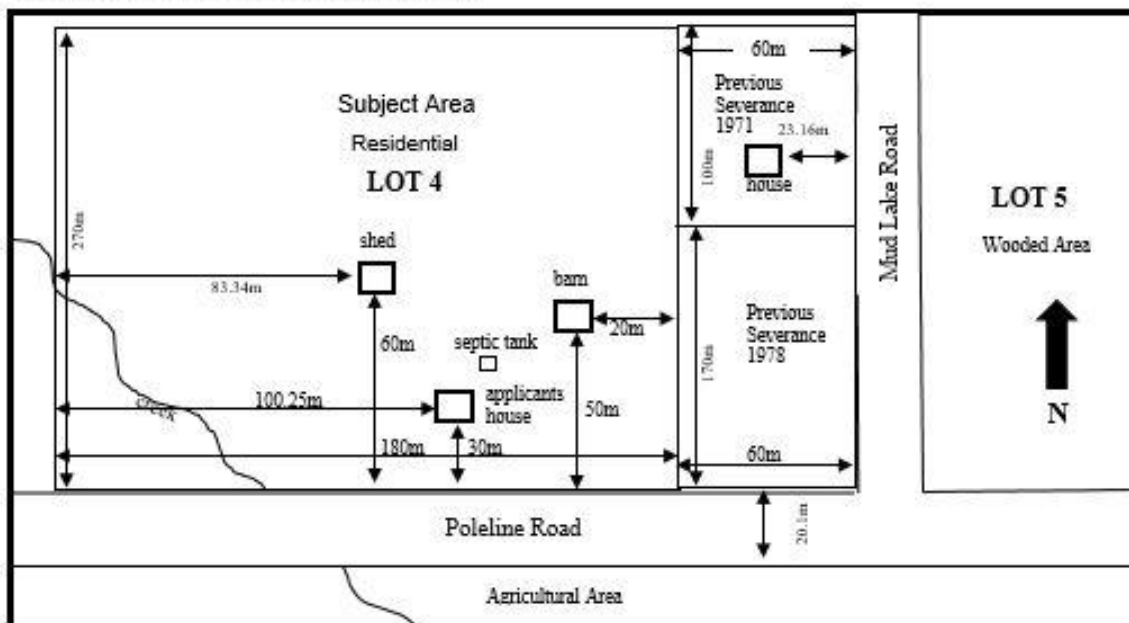
If Yes, and if known, specify: the file number, the approval Authority, the land it affects, its purpose, its status, and its effect on the proposed amendment:

Sketch Requirements

Site plan must show the following in metric dimensions on a page not exceeding 11 x 17" (see sample):

- North Arrow, scale and legend
- The Boundaries of the owner’s property including the area of the property and all dimensions, if different from above;
- All existing and proposed buildings located on the property including building dimensions (include height), separation distance between buildings and the distance to property lines;
- The location of all natural and artificial features (e.g. easements, railways, pipelines, high voltage transmission lines, highways, watercourses, drainage ditches, banks, slopes, wetlands, wooded area, wells, and septic fields) that are located on the subject land and on land that is adjacent to it and in the applicant’s opinion may affect the application
- The nature of the existing use of the adjacent properties (e.g. residential, agriculture, automotive)
- The proposed development, including the area and dimensions of any new lots to be created, the size and location of buildings, parking areas (including the dimensions of all parking spaces and aisles), landscaping, amenity areas, etc.;
- As applicable-fire access route, outdoor equipment and storage, walkways, curbing, fencing;
- Existing municipal infrastructure immediately adjacent to the site (roads, lanes, sidewalks, existing entrances, boulevard trees, fire hydrants, hydro poles, easements, etc.)
- 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 right of way.

Sample Sketch – Official Plan Amendment:



Sketch



CERTIFICATION by the Applicant

I/We,

_____ of the _____ in the Province of Ontario, solemnly declare that the statements contained in this application are true, and I/we 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 _____ in the Province of

Ontario, this _____ day of _____ 20 _____.

Commissioner of Oaths

Applicant/Authorized Agent

AUTHORIZATION OF THE OWNER FOR AN AGENT TO MAKE APPLICATION

I/We authorize

(name of agent)

to act on my/our behalf in submitting this application. This application has been submitted with my/our full knowledge and endorsement.

Owner(s)

Date

For Office Use Only:

Application No:

Date **completed** application received: