

Date Received: \_\_\_\_\_

File Number: \_\_\_\_\_

**OFFICIAL PLAN AMENDMENT**  
**APPLICATION FORM**

**NOTE TO APPLICANTS:** This application form must be used for amendments to the municipal Official Plan. In this form, the term “subject land” means the land that is the subject of this application.

**Completeness of the Application**

The information in this form that **must** be provided by the applicant is indicated by the **black arrows (➔)** on the left side of the section numbers. This information is prescribed in the Schedule to Ontario Regulation 198/96 made under the **Planning Act**. The mandatory information must be provided with the appropriate fee. If the mandatory information, including the fee is not provided, the municipality will return the application or refuse to further consider the application until the prescribed information, and fee have been provided.

The municipality and/or County may require other information (ex. technical information and reports) that will assist the municipality and others in their planning evaluation of the development proposal. It is recommended that applicants contact the municipality prior to submitting an application in order to determine if additional information or reports will be required. To ensure the quickest and most complete review, this information should be submitted at the time of application. In the absence of this information, it may not be possible to do a complete review within the legislated time frame for making a decision. As a result, the application may be refused.

**Submission of the Application**

The municipality requires:

- 3 copies of the completed application form;
- 3 copies of the survey and/or sketch (measurements to be in metric units), on 8 1/2” x 14” paper if the amendment is site specific and is amending the land use description on a property;
- 5 copies of additional information or reports, if required, and;
- The applicable fee - as indicated on the municipality’s fee schedule.

**For Help**

If you require help completing the application form, you can contact the municipal office during regular office hours.

<b>FOR OFFICE USE ONLY (TO BE COMPLETED PRIOR TO SUBMISSION TO THE COUNTY)</b>			
<b>Municipality:</b>	<b>Ward:</b>	<b>Official Plan Amendment No.</b>	
<b>Date of application submission:</b>	<b>Date of Public Meeting:</b>	<b>Date of Adoption:</b>	

**Please complete the following:**

➔ 1. Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

2. Name of Agent (if any): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

3. Name of Registered Owner(s) (if not applicant): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

→4. Description of Subject Lands:

Municipality: \_\_\_\_\_ Ward: \_\_\_\_\_  
 Lot: \_\_\_\_\_ Concession: \_\_\_\_\_  
 Reference Plan: \_\_\_\_\_ Part Number: \_\_\_\_\_  
 Street Name: \_\_\_\_\_ Street Number: \_\_\_\_\_

→5. Total area of land covered by the proposed amendment, if applicable and if known:

\_\_\_\_\_

→6. Does the amendment request propose to (please indicate yes or no): Yes / No

- i) Change, replace or delete a policy in the municipal Official Plan?:      \_\_\_ \_\_\_
- ii) Add a policy to the municipal Official Plan?:                                      \_\_\_ \_\_\_
- iii) Change or replace a land-identification category on the land use  
 schedule of the municipal Official Plan?:    \_\_\_ \_\_\_

→7. If the amendment request changes, replaces or deletes a policy, please identify the appropriate policy (by page and section number):

\_\_\_\_\_  
\_\_\_\_\_

→8. If the amendment request changes, replaces or deletes a policy or adds a policy, please indicate the purpose of the official plan amendment request (use additional sheets if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

→9. If a policy is being changed, replaced or deleted or if a policy is being added to the municipal Official Plan, indicate the text of the Official Plan Amendment request (use additional sheets if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

→10. What is the current designation of the subject lands in the municipal Official Plan and the land uses authorized by this category (if applicable) ?

\_\_\_\_\_  
\_\_\_\_\_

→11. If the amendment request changes or replaces a designation, please identify the designation to be changed or replaced **and** the purpose of such change:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Please provide the rationale/justification for the amendment request related to questions 8 to 11 on a separate sheet of paper.

→13. What are the land uses which would be authorized by the official plan amendment request ?:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

→14. If the amendment request changes or replaces a schedule in the municipal Official Plan, please attach the proposed schedule change to the back of this application.

- 15. Are the subject lands, **or** lands within 120 metres of the subject lands, the subject of any other application under the Planning Act (please indicate yes or no)?: Yes / No
- i) application for approval of an official plan amendment: \_\_\_\_\_
  - ii) zoning by-law amendment: \_\_\_\_\_
  - iii) Minister's zoning order amendment: \_\_\_\_\_
  - iv) minor variance: \_\_\_\_\_
  - v) plan of subdivision or condominium: \_\_\_\_\_
  - vi) consent: \_\_\_\_\_
  - vii) site plan: \_\_\_\_\_

→16. If yes to any of the above, and if known, please indicate:

- i) the file number(s) of the application(s): \_\_\_\_\_
- ii) the name of the approval authority considering the application: \_\_\_\_\_

iii) the lands affected by the application:

Municipality: \_\_\_\_\_ Ward: \_\_\_\_\_  
 Lot: \_\_\_\_\_ Concession: \_\_\_\_\_  
 Reference Plan: \_\_\_\_\_ Part Number: \_\_\_\_\_  
 Street Name: \_\_\_\_\_ Street Number: \_\_\_\_\_

iv) the purpose of the application: \_\_\_\_\_

v) the status of the application: \_\_\_\_\_

vi) the effect of the application on the proposed amendment: \_\_\_\_\_

**NOTE: IF MORE SPACE IS REQUIRED, PLEASE ATTACH THE REQUIRED INFORMATION TO THE BACK OF THIS APPLICATION**

17. Indicate the use of the subject land?

- (a) Current use(s): \_\_\_\_\_
- (b) All previous known uses: \_\_\_\_\_

- (c) Has there been an industrial or commercial use on the subject land or adjacent lands?  
 Yes  No If yes, specify the use \_\_\_\_\_
- (d) Has the grading of the subject land been changed by adding earth or other material?  
 Yes  No  Unknown
- (e) Has a gas station been located on the subject land or adjacent lands at any time?  
 Yes  No  Unknown
- (f) Has there been petroleum or other fuel stored on the subject or adjacent lands?  
 Yes  No  Unknown
- (g) Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent sites.  Yes  No  Unknown
- (h) What information did you use to determine the answers to the above questions?  
 \_\_\_\_\_

(i) If YES to 17 (c), (d), (e), (f) or (g), a previous use inventory is needed, showing all former uses of the subject land, or if appropriate, the adjacent land.

18. (a) Table 1 below lists the features or development circumstances which relate to Provincial Policy conformity issues. Complete Table 1 and be advised of the potential information requirements in noted sections.

<b>Table 1 - Significant Features Checklist</b>				
Features or Development Circumstances	(a) If a feature, is it on site or within 500 metres OR (b) If a development circumstance, does it apply		If a feature, specify distance in metres to the lands which are subject to the amendment	Potential Information Needs
	YES (✓)	NO (✓)		
Non-farm development near designated urban areas or rural settlement areas				Demonstrate sufficient need within 20 year projections and that proposed development will not hinder efficient expansion of urban areas or rural settlement areas.
Class 1 Industry <sup>1</sup>				Assess development for residential and other sensitive uses within 70 metres.
Class 2 Industry <sup>2</sup>				Assess development for residential and other sensitive uses within 300 metres.
Class 3 Industry <sup>3</sup> within 1000 metres				Assess development for residential and other sensitive uses within 1000 metres.
Land Fill Site				Address possible leachate, odour vermin and other impacts.
Sewage Treatment Plant				Assess the need for a feasibility study for residential and other sensitive land uses.
Waste Stabilization Pond				Assess the need for a feasibility study for residential and other sensitive land uses.
Active Railway Line				Evaluate impacts within 100 metres.
Controlled access highways including designated future ones				Evaluate impacts within 100 metres.
Operating Mine Site				Will development hinder continuation or expansion of operations?
Non-operating mine site within 1000 metres				Have potential impacts been addressed? Has mine been rehabilitated so there will be no adverse impacts?
Airports where noise exposure forecast (NEF) or noise exposure projection (NEP) is 30 or greater.				Demonstrate feasibility of development above 30 NEF for sensitive land uses. Above the 35 NEF/NEP contour, development of sensitive land uses is not permitted.
Transportation and infrastructure corridors				Will the corridor be protected?
Prime agricultural land				Demonstrate the need for the use other than agricultural and indicate how impacts are to be mitigated.
Agricultural operations				Development to comply with the Minimum Distance Separation Formulae.
Mineral aggregate resource areas				Will development hinder access to the resource or the establishment of new resource operations?
Mineral aggregate operations				Will the development hinder continuation of extraction?
Mineral and petroleum resource areas				Will development hinder access to the resource or the establishment of new resource operations?
Existing pits and quarries				Will development hinder continued operation or expansion?
Significant wetlands				Demonstrate no negative impacts.
Significant portions of habitat of endangered or threatened species				Demonstrate no negative impacts.
Significant: fish habitat, woodlands and valleylands south of the Canadian Shield, Areas of Natural and Scientific Interest, wildlife habitat				Demonstrate no negative impacts.
Sensitive groundwater recharge areas, headwaters and aquifers				Demonstrate how these will be protected.
Significant built heritage resources and cultural heritage landscapes				Development should conserve significant built heritage resources and cultural heritage landscapes.
Significant archeological resources				Assess development proposed in areas of high and medium potential for significant archeological resources. These sources are to be studied and preserved, or where appropriate, removed, catalogued and analyzed prior to development.
Erosion hazards				Determine feasibility within the 1:100 year erosion limits of ravines, river valleys and streams



→20. SWORN DECLARATION

I/We (applicant(s)) \_\_\_\_\_

of the \_\_\_\_\_ of \_\_\_\_\_  
(Village/Township/Town/City) (Municipality Name)

solemnly declare that:

all the above statements and the information contained in all the exhibits transmitted herewith, are true and 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 by virtue of the Canada Evidence Act and agree to allow the County of Peterborough, its employees and agents to enter upon the subject property for the purposes of conducting surveys and tests that may be necessary to process this application.

I/we also agree to pay any additional funds required by the County for the processing of this application in accordance with the County's Fee Structure By-Law. Additional funds will not be required until the original application fee has been expended.

DECLARED before me at the \_\_\_\_\_

of \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
A Commissioner, etc.

\_\_\_\_\_  
Signature of Property Owner  
(if not the same as applicant)

\_\_\_\_\_  
Date