

## Official Plan

An Official Plan sets policies for guiding proper land use and development in the community. The Official Plan outlines where residential, industrial and commercial areas are contemplated. Council undertakes the preparation of the Official Plan with input from the public, ministries and other agencies. When preparing the Official Plan, Council shall be consistent with the Provincial Policy Statement and the Peterborough County Official Plan. A copy of the Official Plan is available for viewing at the municipal office.

If you want to use your property or develop it in a way that does not conform to the Official Plan then an Official Plan Amendment may be necessary.

## Official Plan Amendments

An application for an Official Plan Amendment is a two-step process that involves the Township of Douro-Dummer and the County of Peterborough.

Fees:	Municipal Application Fee	\$1,500.00 (1)
	Otonabee Region Conservation Authority Review Fee	\$ 350.00 (2)
	<b>TOTAL</b>	<b>\$1,850.00</b>

*(1) While every effort is made to ensure that the application fee covers all costs of processing the application, the applicant will be responsible if there are any additional costs and a Cost Acknowledgement form must be signed and included with the application.*

*(2) The Otonabee Region Conservation Authority fee may not be required if this application is being processed in conjunction with any other application under the Planning Act.*

## Procedures

**Processing of your application will take a minimum of 90 days at the municipal level subject to the receipt of a complete application, including all necessary information and assuming no complications arise.**

Before submitting an application to the Township of Douro-Dummer for an Official Plan Amendment it is suggested that you talk to your neighbours within a 120 metre (400 feet) radius of the subject property and any relevant ministries or agencies to notify them of your plans. This courtesy may prevent additional costs or a possible delay in the processing of your application should someone not understand the nature of your request. It is also advisable that you contact the municipal office to make sure the information needed for your application is complete. An information sheet is provided with the application to assist with completing your application. The municipality may require other information (technical information, reports) to assist in the decision making process.

Processing of your application will not proceed until the application is complete and all necessary information, technical reports and applicable fees are submitted. As part of the processing of an Official Plan Amendment pre-circulation of the application and draft documents will be sent to the County of Peterborough, Otonabee Region Conservation Authority and other pertinent agencies. After receipt of the pre-circulation comments a public hearing will be scheduled.

The Notice of Hearing will include the date, time and place of the Public Hearing. A copy of the Notice will be mailed to the applicant, neighbours within 120 metre (400 feet) radius of the proposed property and appropriate ministries and agencies. It is recommended that the applicant and anyone else having an interest in the application attend the hearing or have someone else represent you.

***Council will make their decision based on information provided to them by the township planner and/or engineer, other authorities, ministries, other professionals, adjacent property owners and any other interested parties, where appropriate.***

Upon Council making a decision to adopt the Official Plan Amendment, the appropriate information is sent to the County of Peterborough for their review of the Official Plan Amendment. The County will make the decision to defer, approve or refuse your application for an Official Plan Amendment and will contact the municipal office with regard to the decision.

***The County of Peterborough will make their decision based on information provided to them by the Township of Douro-Dummer, other authorities, ministries, other professionals, adjacent property owners and any other interested parties, where appropriate.***

The appeal period (20 days) of the County's decision is indicated to the municipality on the Notice of Decision. Individuals, corporations and public bodies can make an appeal to the Ontario Municipal Board within the 20-day appeal period. If there is no appeal, the decision of the County of Peterborough is final and the municipality will be notified that the appeal period has ended. The decision for the Official Plan Amendment is then final.

When the decision is final a Notice of Decision will be sent to the applicant and/or his agent, each person who filed with the clerk a written request for notice of the decision and any other person prescribed.