

MUNICIPALITY OF \_\_\_\_\_  
**APPLICATION FOR OFFICIAL PLAN AND/OR ZONING BY-LAW AMENDMENT**  
**GUIDELINES**

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**Introduction:** The submission of an application to the Municipality to amend the Official Plan or Zoning By-law is provided for in the Ontario *Planning Act*. As such, this form must be completed and accompanied with the required fee prior to consideration by Council. The purpose of these Guidelines is to assist persons in completing the application to amend the Official Plan or Zoning By-law. Should you require clarification on any matter covered by this application form, please contact the Municipal Office at the address at the bottom of this page. For a complete reference to the Official Plan and Zoning By-law process, please consult the *Planning Act*.

**Application Fees:** Each application must be accompanied by the application fee in the form of a cheque payable to the \_\_\_\_\_. Please be advised that the Municipality may have a tariff of fees by-law which provides for the payment of additional fees, if applicable.

Fees: \$ \_\_\_\_\_ Zoning By-law Amendment  
\$ \_\_\_\_\_ Official Plan Amendment

**Copies:** \_\_\_\_\_ copies of this application, including the sketch or schedule and other information as may be specified, shall be required.

**Authorization:** If the applicant is not the owner of the subject land, a written statement by the owner must accompany the application which authorizes the applicant to act on behalf of the owner as it relates to the subject application (See Part V, page 8).

**Proposed Schedule/Sketch:** All applications for Official Plan Amendments must include the proposed Schedule, if the Schedule to the Official Plan is to be changed or replaced. All applications for a rezoning must include an accurate sketch, preferably prepared by a qualified professional, showing the items listed (see Question 35, page 6).

**Supporting Information:** Please bear in mind that additional information may be required by the municipality, County, local and provincial agencies in order to evaluate the proposed amendment. This information is often a requirement of the local Official Plan, Provincial policies and/or applicable regulations. The required information may include studies or reports to deal with such matters as environmental impacts, traffic, water supply, sewage disposal and storm water management.

In addition, the applicant may be required to submit a more detailed site plan, under site plan control, prepared by a qualified professional, showing the proposed development including all new buildings and structures, parking areas, landscaping and other site information as required by the municipality.

The Schedule to Ontario Regulation 543/06 outlines "prescribed" information for an Official Plan Amendment. The Schedule to Ontario Regulation 545/06 outlines "prescribed" information for a Zoning By-law Amendment.

**Approval Process:** After the submission of an application, the Clerk will determine if the application is complete, including whether all of the information prescribed by the Ontario Regulation(s) and the required fee have been provided. If the application is complete, the Clerk will deem the application to be received.

The applicant/owner will be notified whether the application is complete or whether more information is required.

Upon receipt of a complete application, the required fee and such other information as may be required, Council will determine whether there is sufficient merit in processing the application further (i.e. the circulation of notice and the holding of at least one public meeting as required by the Ontario *Planning Act*). The applicant will be encouraged to attend a public meeting, to present the proposal. The applicant will be provided notice of any decision made by Council concerning the application. Amendments to the County of Renfrew OP are adopted by County Council and approved by the Province of Ontario. Amendments to local Official Plans are adopted by Council and then forwarded to the County of Renfrew for approval.

**Further Information:**

Please be advised that the *Planning Act* provides for appeal procedures in respect of Official Plan and Zoning By-law Amendments.

Clerk's Name: \_\_\_\_\_

Municipality: \_\_\_\_\_

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

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Office Hours: \_\_\_\_\_

**Application For Official Plan And/Or Zoning By-Law Amendment**

**Note:** The "\*" identifies prescribed information for Official Plan Amendments outlined in Ontario Regulations 543/06; the "+" identifies prescribed information for Zoning By-law Amendments outlined in Ontario Regulation 545/06. Until Council has received the prescribed information and material, Council may refuse to accept or further consider this application.

**PART I      GENERAL INFORMATION**

**1. TYPE OF AMENDMENT**      Official Plan                      Zoning By-law                      Both

**2. APPLICANT/OWNER INFORMATION**

a) \*+ Applicant's Name(s): \_\_\_\_\_

\*+ Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

\*+ Home Phone #: \_\_\_\_\_ Work #: \_\_\_\_\_ Fax #: \_\_\_\_\_

b) The applicant is:              Registered Owner                      Agent Authorized by Owner

c) If the applicant is an agent authorized by the owner, please complete the following:

+ Name of Owner: \_\_\_\_\_

+ Street Address of Owner: \_\_\_\_\_

City/Town: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

+ Home Phone #: \_\_\_\_\_ Work: \_\_\_\_\_ Fax: \_\_\_\_\_

d) To whom should correspondence be sent?      Owner                      Agent                      Both

e) + If known, if there are any holders of any mortgages, charges or other encumbrances on the subject land, please provide details as follows:

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

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

**3. \*+PROVIDE A DESCRIPTION OF THE SUBJECT LAND**

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

Municipality: \_\_\_\_\_ Geographic Twp: \_\_\_\_\_

Concession: \_\_\_\_\_ Lot: \_\_\_\_\_

Registered Plan No.: \_\_\_\_\_ Block or Lot No(s). in the Plan: \_\_\_\_\_

Reference Plan No.: \_\_\_\_\_ Part No(s): \_\_\_\_\_

4. \* +CURRENT DESIGNATION OF THE SUBJECT LAND IN THE OFFICIAL PLAN (IF ANY):

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**PART II OFFICIAL PLAN AMENDMENT** (Proceed to PART III, if an Official Plan Amendment is not proposed)

5. \*NAME OF OFFICIAL PLAN TO BE AMENDED: \_\_\_\_\_

6. \*NAME OF MUNICIPALITY REQUESTED TO INITIATE PLAN AMENDMENT: \_\_\_\_\_

7. \*DATE THE REQUEST FOR OFFICIAL PLAN AMENDMENT WAS MADE: \_\_\_\_\_

8. \*LAND USES AUTHORIZED BY THE CURRENT DESIGNATION: \_\_\_\_\_

9. DOES THE PROPOSED OFFICIAL PLAN AMENDMENT DO THE FOLLOWING?

*Change a policy in the Official Plan	Yes (go to question #10)	No
*Replace a policy in the Official Plan	Yes (go to question #10)	No
*Delete a policy in the Official Plan	Yes (go to question #10)	No
*Add a policy in the Official Plan	Yes (go to question #11)	No
*Change or replace a designation in the Official Plan	Yes (go to question #12)	No
*Alter any boundary of, or establish a new settlement area	Yes (go to question #13)	No
*Remove the subject land from an employment area	Yes (go to question #14)	No

10. \*SECTION NUMBER(S) OF POLICY TO BE CHANGED, REPLACED OR DELETED: \_\_\_\_\_

11. \*PURPOSE OF THE PROPOSED AMENDMENT, IF A POLICY IS TO BE CHANGED, REPLACED, DELETED OR ADDED: \_\_\_\_\_

12. \*DESIGNATION TO BE CHANGED OR REPLACED: \_\_\_\_\_

13. \*SECTION NUMBER(S) OF POLICY DEALING WITH THE ALTERATION OR ESTABLISHMENT OF A SETTLEMENT AREA: \_\_\_\_\_

14. \*SECTION NUMBER(S) OF POLICY DEALING WITH THE REMOVAL OF LAND FROM AN EMPLOYMENT AREA: \_\_\_\_\_ Not Applicable

15. \*INDICATE HOW WATER IS SUPPLIED AND HOW SEWAGE DISPOSAL IS PROVIDED TO THE SUBJECT LAND:

WATER	SEWAGE
Publicly owned & operated piped system	Publicly owned & operated piped sanitary sewage system
Privately owned & operated individual well	Privately owned & operated communal septic system
Privately owned & operated communal well	Privately owned & operated communal individual septic system
Lake or other water body	Privy
Other means: _____	Other means: _____

16. \*IF THE PROPOSED DEVELOPMENT IS SERVICED BY A PRIVATELY OWNED AND OPERATED INDIVIDUAL OR COMMUNAL SEPTIC SYSTEM, WILL THE COMPLETED DEVELOPMENT PRODUCE MORE THAN 4500 LITRES OF EFFLUENT PER DAY? Yes No

IF YES, THE FOLLOWING PROFESSIONALLY PREPARED REPORTS ARE REQUIRED TO BE SUBMITTED WITH THIS APPLICATIONS:

- Servicing Options Report
▪ Hydrogeological Assessment with Nitrate Impact Assessment

17. \*IS THE REQUESTED AMENDMENT CONSISTENT WITH THE POLICY STATEMENTS ISSUED UNDER SECTION 3(1) OF THE PLANNING ACT? Yes No

18. \*APPROXIMATE AREA OF LAND COVERED BY THE PROPOSED AMENDMENT (IF APPLICABLE & IF KNOWN):

19. \*LAND USES THAT WOULD BE AUTHORIZED BY THE PROPOSED AMENDMENT:

20. \*HAS THE APPLICANT APPLIED FOR APPROVAL OF ANY OF THE FOLLOWING FOR THE SUBJECT LAND OR FOR LAND WITHIN 120 METRES OF THE SUBJECT LAND? Yes/No

Table with 3 columns: Approval Type, Yes, No. Rows include Official Plan Amendment, Zoning By-law Amendment, Minor Variance, Plan of Subdivision, Consent (Severance), Site Plan, and Minister's Zoning Order.

21. \*IF THE ANSWER TO QUESTION 20 IS YES, PLEASE PROVIDE THE FOLLOWING INFORMATION, IF KNOWN:

Form fields for: File No. of Application, Name of Approval Authority, Lands Affected by the Application, Purpose of Application, Status of Application, Effect of that Application on the Proposed Plan Amendment.

22. \*PLEASE ATTACH THE TEXT OF THE PROPOSED AMENDMENT ON A SEPARATE PAGE, IF A POLICY IS BEING CHANGED, REPLACED, DELETED OR ADDED.

23. \*PLEASE ATTACH THE PROPOSED (MAP) SCHEDULE AND THE ACCOMPANYING TEXT, IF THE PROPOSED AMENDMENT CHANGES OR REPLACES A (MAP) SCHEDULE.

**24. +WHAT IS THE CURRENT OFFICIAL PLAN DESIGNATION OF THE SUBJECT LAND?**

\_\_\_\_\_

**25. +HOW DOES THE ZONING AMENDMENT REQUESTED CONFORM TO THE OFFICIAL PLAN?**

\_\_\_\_\_

**26. +IS THE REQUESTED AMENDMENT CONSISTENT WITH THE POLICY STATEMENTS ISSUED UNDER SECTION 3(1) OF THE PLANNING ACT?**                      Yes                      No

**27. +WHAT IS THE CURRENT ZONING OF THE SUBJECT LAND?**

\_\_\_\_\_

**28. +PLEASE STATE THE NATURE AND EXTENT OF THE REZONING REQUESTED:**  
(if requesting a numeric change, please specify exact measurement being requested)

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

**29. +WHAT IS THE REASON WHY THE REZONING IS REQUESTED?**

\_\_\_\_\_

**30. +IS THE SUBJECT LAND IN AN AREA WHERE MINIMUM AND MAXIMUM DENSITY REQUIREMENTS APPLY?**                      Yes                      No

**IF YES, WHAT ARE THE DENSITY REQUIREMENTS?** \_\_\_\_\_

**31 +IS THE SUBJECT LAND IN AN AREA WHERE MINIMUM AND MAXIMUM HEIGHT REQUIREMENTS APPLY?**                      Yes                      No

**IF YES, WHAT ARE THE HEIGHT REQUIREMENTS?** \_\_\_\_\_

**32. +DOES THE REQUESTED AMENDMENT ALTER OR IMPLEMENT A NEW SETTLEMENT AREA?**

Yes                      No

**IF YES, PROVIDE DETAILS OF THE OFFICIAL PLAN OR OFFICIAL PLAN AMENDMENT THAT DEALS WITH THIS MATTER:**

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

**33. +DOES THE REQUESTED AMENDMENT REMOVE LAND FROM AN EMPLOYMENT AREA?**

Yes                      No

**+IF YES, PROVIDE DETAILS OF THE OFFICIAL PLAN OR OFFICIAL PLAN AMENDMENT THAT DEALS WITH THIS MATTER:**

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

**+ IS THE SUBJECT LAND WITHIN AN AREA WHERE ZONING WITH CONDITIONS MAY APPLY?**

Yes No

**+ IF YES, PROVIDE DETAILS OF HOW THE APPLICATION CONFORMS TO THE OFFICIAL PLAN POLICIES RELATING TO ZONING WITH CONDITIONS:**

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

**35. + DIMENSIONS OF THE SUBJECT LAND:**

Frontage: \_\_\_\_\_ Depth: \_\_\_\_\_ Area: \_\_\_\_\_

**36. + PLEASE MARK BELOW THE ACCESS TO THE SUBJECT LAND:**

Provincial Highway  
Municipal Road Maintained Seasonally  
Water  
Municipal Road Maintained Year-Round  
Right-of-Way  
Other: \_\_\_\_\_

**37. + IF THE ONLY ACCESS IS BY WATER, PLEASE STATE BELOW THE PARKING AND DOCKING FACILITIES THAT ARE TO BE USED, AND THE DISTANCE OF THESE FACILITIES FROM THE SUBJECT LAND AND FROM THE NEAREST PUBLIC ROAD:**

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

**38. + WHAT ARE THE EXISTING USES OF THE SUBJECT LAND AND IF KNOWN, HOW LONG HAVE THEY CONTINUED?**

#1 \_\_\_\_\_ Since: \_\_\_\_\_ / \_\_\_\_\_ years  
#2 \_\_\_\_\_ Since: \_\_\_\_\_ / \_\_\_\_\_ years

**39. + ARE THERE ANY BUILDINGS OR STRUCTURES ON THE SUBJECT LAND? Yes No**

**40. + IF KNOWN, WHEN WAS THE SUBJECT LAND ACQUIRED BY THE CURRENT OWNER?**

\_\_\_\_\_

**41. + WHAT ARE THE "PROPOSED" USES OF THE SUBJECT LAND?**

\_\_\_\_\_

**42. + WILL ANY BUILDINGS OR STRUCTURES BE BUILT ON THE SUBJECT LAND? Yes No**

**43. + PROVIDE THE FOLLOWING DETAILS FOR ALL EXISTING OR PROPOSED BUILDINGS OR STRUCTURES ON THE SUBJECT LAND (use a separate page if necessary):**

	EXISTING			PROPOSED	
Type of building or structure					
Setback from the front lot line					
Setback from the rear lot line					
Setbacks from the side lot lines					
Height (in metres)					
Dimensions or floor area					
Date constructed, if known					

(These dimensions should match dimensions on sketch)

**44. +INDICATE HOW WATER IS SUPPLIED AND HOW SEWAGE DISPOSAL IS PROVIDED TO THE SUBJECT LAND:**

WATER	SEWAGE
Publicly owned and operated piped water system	Publicly owned and operated piped sanitary sewage system
Privately owned and operated individual well	Privately owned and operated communal septic system
Privately owned and operated communal well	Privately owned and operated individual septic system
Lake or other water body	Privy
Other means: _____	Other means: _____

**45. +IF THE PROPOSED DEVELOPMENT IS SERVICED BY A PRIVATELY OWNED AND OPERATED INDIVIDUAL OR COMMUNAL SEPTIC SYSTEM, WILL THE COMPLETED DEVELOPMENT PRODUCE MORE THAN 4500 LITRES OF EFFLUENT PER DAY? Yes No**

**+IF YES, THE FOLLOWING PROFESSIONALLY PREPARED REPORTS ARE REQUIRED TO BE SUBMITTED WITH THIS APPLICATIONS:**

- Servicing Options Report
- Hydrogeological Assessment with Nitrate Impact Assessment

**46. +HOW IS STORM DRAINAGE PROVIDED? Sewers Ditches Swales Other Means**

**47. +IS THE SUBJECT LAND ALSO THE SUBJECT OF AN APPLICATION FOR APPROVAL OF A PLAN OF SUBDIVISION OR CONSENT? Yes No**

**+IF YES, PLEASE STATE, IF KNOWN, THE FILE NUMBER AND THE STATUS OF THE APPLICATION:**

File No.: \_\_\_\_\_ Status: \_\_\_\_\_

**48. +HAS THE SUBJECT LAND EVER BEEN THE SUBJECT OF AN APPLICATION UNDER SECTION 34 OF THE PLANNING ACT? Yes No**

**49. +HAS THE SUBJECT LAND EVER BEEN THE SUBJECT OF A MINISTER’S ZONING ORDER? Yes No**

**+IF YES, PLEASE STATE IF KNOWN, THE ONTARIO REGULATION NUMBER OF THAT ORDER:**

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**50. APPLICATION SKETCH**

On a separate page(s), please provide a sketch, preferably prepared by a qualified professional, showing the following: (In some cases, it may be more appropriate to prepare additional sketches at varying scales to better illustrate the proposal.)

- +Boundaries and the dimensions of the subject land for which the amendment is being sought.
- +The location, size and type of all existing and proposed buildings and structures, indicating the distances from the front yard lot line, rear yard lot line and the side yard lot lines.
- +The approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.
- +The current uses on 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 traveled road, a private road or a right of way.
- +If access to the subject land is by water only, the location of the parking and docking facilities to be used.
- +The location and nature of any easement affecting the subject land.
- Applicant’s Name



- Date of Sketch
- The scale to which the sketch is drafted (e.g. 1 cm = 50 m)
- North Arrow
- The locations and dimensions of off-street parking spaces and off-street loading facilities.
- Planting strips and landscaped areas.
- Buildings to be demolished or relocated.

**PART IV      OTHER SUPPORTING INFORMATION**

**51. PLEASE LIST THE TITLES OF ANY SUPPORTING DOCUMENTS** (e.g., Environmental Impact Study, Hydrogeological Report, Traffic Study, Market Area Study, Aggregate License Report, Stormwater Management Report, etc.):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PART V      AUTHORIZATION OF OWNER FOR AGENT TO MAKE THE APPLICATION:**

(If affidavit (Part VI) is signed by an Agent on owner's behalf, the Owner's written authorization below must be completed)

I (we) \_\_\_\_\_ of the \_\_\_\_\_

of \_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_ do

hereby authorize \_\_\_\_\_ to act as my (our) agent

in this application.

\_\_\_\_\_

Signature of Owner(s)

\_\_\_\_\_

Date

**PART VI \*+AFFIDAVIT (This affidavit must be signed in the presence of a Commissioner):**

I (we), \_\_\_\_\_ of the \_\_\_\_\_  
of \_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_  
solemnly declare that all of the information required under Ontario Regulation 543/06 and/or  
Ontario Regulation 545/06, and 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**.

DECLARED before me at the \_\_\_\_\_ of \_\_\_\_\_ in the  
County of Renfrew this \_\_\_\_\_ day of \_\_\_\_\_, 2 \_\_\_\_\_.

_____ Signature of Owner or Authorized Agent	_____ Date
_____ Signature of Commissioner	_____ Date

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**NOTE:** One of the purposes of the *Planning Act* is to provide for planning processes that are open, accessible, timely and efficient. Accordingly, all written submissions, documents, correspondence, e-mails or other communications (including your name and address) form part of the public record and will be disclosed/made available by the County/local Municipality to such persons as the County/local Municipality sees fit, including anyone requesting such information. Accordingly, in providing such information, you shall be deemed to have consented to its use and disclosure as part of the planning process.

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*(To be completed by the Municipality)*

APPLICATION AND FEE OF \$ \_\_\_\_\_ RECEIVED BY MUNICIPALITY ON

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Municipal Employee

Roll # \_\_\_\_\_