

# COUNTY OF RENFREW

## OFFICIAL PLAN AMENDMENT GUIDE AND APPLICATION FORM

This document includes a guide to the County of Renfrew Official Plan Amendment application requirements, and the form.

### **Introduction:**

The submission of an application to the County to amend the County of Renfrew Official Plan 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 this Guide is to assist persons in completing the application to amend the Official Plan. Should you require clarification on any matter covered by this application form, please contact the County Office at the address at the bottom of this page. For a complete reference to the Official Plan process, please consult the Planning Act.

### **Application Fee:**

Each application must be accompanied by the application fee in the form of a cheque payable to the County of Renfrew:

Fee:        \$2,000.00

### **Copies:**

In addition to the original application, copies of the 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 IV, pages 5 and 6).

### **Proposed Schedule/Sketch:**

All applications for Official Plan Amendments must include a proposed Schedule, if the Schedule to the Official Plan is to be changed or replaced.

### **Supporting Information:**

Please bear in mind that additional information may be required by the County, local municipality and provincial agencies in order to evaluate the proposed amendment. This information is often a requirement of the 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.

### **Approval Process:**

After the submission of an application, the County staff 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 County staff 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 Official Plan are adopted and approved by County Council.

Please be advised that the Planning Act provides for appeal procedures in respect of Official Plan Amendments.

**Submit your Application to:** County of Renfrew Development and Property Department  
Planning Division  
9 International Drive  
Pembroke, Ontario K8A 6W5  
Toll Free Telephone #: 1-800-273-0183  
Local Telephone #: 613-735-7288  
Fax #: 613-735-2081 [www.countyofrenfrew.on.ca](http://www.countyofrenfrew.on.ca)





**14. \*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:

**15. \*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

**16. \*IS THE REQUESTED AMENDMENT CONSISTENT WITH THE POLICY STATEMENTS ISSUED UNDER SECTION 3(1) OF THE PLANNING ACT?**

Yes                      No

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

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

**19. \*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**

Official Plan Amendment	Yes	No
Zoning By-law Amendment	Yes	No
Minor Variance	Yes	No
Plan of Subdivision	Yes	No
Consent (Severance)	Yes	No
Site Plan	Yes	No
Minister's Zoning Order	Yes	No

**20. \*IF THE ANSWER TO QUESTION 19 IS YES, PLEASE PROVIDE THE FOLLOWING INFORMATION, IF KNOWN:**

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:

- 21. \*PLEASE ATTACH THE TEXT OF THE PROPOSED AMENDMENT ON A SEPARATE PAGE, IF A POLICY IS BEING CHANGED, REPLACED, DELETED OR ADDED.**
- 22. \*PLEASE ATTACH THE PROPOSED OFFICIAL PLAN (MAP) SCHEDULE IDENTIFYING THE LANDS TO BE REDESIGNATED AND THE ACCOMPANYING TEXT, IF THE PROPOSED AMENDMENT CHANGES OR REPLACES A (MAP) SCHEDULE.**

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**PART III    OTHER SUPPORTING INFORMATION**

- 23. 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 IV AUTHORIZATION OF OWNER FOR AGENT TO MAKE THE APPLICATION:**

(Please complete either **24.1**, **24.2** or **24.3**, below whichever is applicable.)

**24.1 AUTHORIZATION OF OWNER(S) FOR AGENT TO MAKE THE APPLICATION**

I, \_\_\_\_\_, am  
the owner(s) of the land that is the subject of this application for Official Plan Amendment and I/we  
authorize  
to make this application and provide instruction/information on my/our behalf.

\_\_\_\_\_  
Date Signature of Owner

\_\_\_\_\_  
Date Signature of Owner

**24.2 CORPORATE AUTHORIZATION OF OWNER(S) FOR AGENT TO MAKE THE APPLICATION**

I, \_\_\_\_\_, am an Officer/Director of the  
Corporation that is the owner of the land that is the subject of this Application for Official Plan  
Amendment, and I hereby authorize  
to make this application and provide instruction/information on behalf of the Corporation.

**Name of Corporation:**

\_\_\_\_\_  
Date Signature of Corporate Representative & Title

\_\_\_\_\_  
Date Signature of Corporate Representative & Title

(I/We have authority to bind the corporation in the absence of a corporate seal.)

**24.3 Signature of Power of Attorney**

I am the Power of Attorney for  
the owner/applicant of the subject lands appointed on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

The Power of Attorney document is currently in force and has not been revoked.

\_\_\_\_\_  
Signature of Power of Attorney

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

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

of

in the County of Renfrew solemnly declare that all of the information required under Ontario Regulation 543/06 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 \_\_\_\_\_ of \_\_\_\_\_ 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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**FOR OFFICE USE ONLY**

**County OPA File No.:** .....

**Date of Receipt of Application:** .....

**Date of Receipt of Fee:** .....

**Date deemed complete:** .....

**Authorization of Owner Received: Yes  No  N/A**

Date: .....

County Planning Staff