



APPLICATION for an OFFICIAL PLAN AMENDMENT

1. **COMPLETION OF THE APPLICATION**

Part 1 of the application must be completed in its entirety. Part 2 is discretionary. Measurements shall be in metric. Failure to file a complete and accurate application may result in the application being returned or delayed in processing.

2. **LETTER OF AUTHORIZATION**

If the application is signed by a person (different than an owner) or an agent (e.g. planner, solicitor) on behalf of an owner, a letter of authorization (refer sample attached) duly signed by the owner must accompany the application. If the applicant is a corporation acting without an authorized agent, the application must be signed by an officer of the corporation who has the authority to bind the corporation.

3. **FILING THE APPLICATION**

The duly signed and completed application shall be filed with the Municipality along with the required fee of **\$2,500.00** payable in cash or by cheque to the CORPORATION of the MUNICIPALITY OF WEST ELGIN as set out in By-law No. 2005-62. Applications must be filed at least **35 days** prior to the statutory public meeting to allow sufficient time for processing (including a determination of the completeness of the application), circulation of the application and the giving of notice of the public meeting. Applications are normally considered by Council at a public meeting on the fourth Thursday of every month in the Municipal Building (22413 Hoskins Line, Rodney). Within **30 days** of receipt of the application, the Municipality will notify the applicant and/or authorized agent that the information and material required under Ontario Regulation 543/06 has/has not been provided. This notification may be given together with notice of the public meeting or may be given separately.

4. **CONSULTATION**

The Municipality is required to ensure that the approval authority, in this case the Ministry of Municipal Affairs and Housing, and prescribed public bodies have been consulted with during the course of preparing the requested official plan amendment. The applicant and/or authorized agent may be invited to any meeting held in this regard.

5. **NOTICE OF PUBLIC MEETING**

Notice of the public meeting will be given by the Clerk of the Municipality, by personal service or ordinary mail to every owner of land within **120 metres** of the subject lands and by posting a notice on the lands which are the subject of the application or, if posting on the lands is impractical, at a nearby location chosen by the Clerk. Alternatively, notice will be given by publishing in a newspaper that, in the opinion of the Clerk, is of sufficiently general circulation in the area to which the amendment would apply that it would give the public reasonable notice of the meeting.

Notice will also be given to every person and public body that has given the Clerk a written request for a notice. Notice will also be given to persons and public bodies as prescribed by the Ontario Regulations, except those that have advised the Clerk that they do not wish to receive notice.

Notice will be given at least **20 days** prior to the day of the public meeting.

6. **ATTENDANCE AT THE PUBLIC MEETING**

The applicant and/or authorized agent is expected to attend the public meeting in order to present the application and answer any questions of Council and/or the public. Council may grant or deny the application, or defer its decision. In the case of a deferral, the applicant and/or authorized agent will be notified by the Clerk of the date on which Council will further consider the application and/or the public meeting will be resumed.

7. **NOTICE OF ADOPTION**

If Council adopts the amendment, notice of adoption will be forwarded, not later than **15 days** after the day the amendment is adopted, to the applicant and/or authorized agent, the Ministry of Municipal Affairs and Housing, and to any person or public body who filed a written request to be notified of the adoption. If Council refuses to adopt the amendment, a written explanation for the refusal will be provided to the persons and parties in a similar manner.

8. **SUBMISSION TO MINISTRY**

The Municipality will forward a copy of the amendment to the Ministry of Municipal Affairs and Housing, being the approval authority, along with the required form requesting approval of the amendment. As part of the submission to the Ministry, supporting background information, planning and engineering reports and studies may also be included.

9. **APPEAL**

Any person or public body, including the applicant and/or authorized agent, may appeal the decision of the Local Planning Appeal Tribunal (LPAT) not later than **20 days** after the day that the giving of written notice is completed. The appeal must be filed with the LPAT and must state the reasons for the appeal accompanied by a fee of \$300.00 payable to the MINISTER OF FINANCE. The appeal must be submitted on an 'appellant form' available from the LPAT website (<http://elto.gov.on.ca>). If no appeals are received within the prescribed time, the decision of the LPAT is deemed to be final and the amendment is in effect as of the date of that decision. An appeal may also be lodged with the LPAT resulting from the refusal of the Municipality to adopt the requested amendment within **90 days** after the day the request for an amendment is received. The appeal procedure in this instance is the same as the procedure described above.

10. **OTHER REQUIREMENTS**

Acceptance of the application by the Municipality shall not be construed as relieving the applicant from the obligation to obtain any license, permit, authority or other approval required by the Municipality, the conservation authority having jurisdiction, or any other public authority or body.

11. **ADDITIONAL INFORMATION**

For additional information/clarification of the procedure which is followed and the requirements for submitting and processing your application, contact the Municipality at:

Municipality of West Elgin
22413 Hoskins
Line Rodney,
Ontario N0L 2C0
Phone: (519) 785-0560
Fax: (519) 785-0644
Email: westelgin@westelgin.net

Municipality of West Elgin
22413 Hoskins Line
Rodney, Ontario
N0C 2C0
Phone: (519) 785-0560
Fax: (519) 785-0644
Email: westelgin@westelgin.net

**APPLICATION for
OFFICIAL PLAN**

Application No. _____

PART 1: MANDATORY INFORMATION

1. Registered Owner of Lands

- a) Name _____
- b) Mailing Address _____

- c) Telephone _____
- d) Fax _____
- e) E-mail _____

2. Applicant (if different from owner)

- a) Name _____
- b) Mailing Address _____

- c) Telephone _____
- d) Fax _____
- e) E-mail _____

3. Agent (if retained)

- a) Name _____
- b) Mailing Address _____

- c) Telephone _____
- d) Fax _____
- e) E-mail _____

4. Communication

To whom should all communication be directed? (check only one)

- a) Owner _____ b) Applicant _____ c) Agent _____

5. Location of Land

- a) Lot No. _____ Concession No. _____
- b) Lot No. _____ Registered Plan No. _____
- c) Part No. _____ Reference Plan No. _____
- d) Street No. and Name _____

6. Description of Lands

- a) Frontage _____ m
- b) Depth _____ m
- c) Area _____ ha
- d) Topography _____
- e) Soil Characteristics _____
- f) Vegetation _____

7. Existing Use of Lands

8. Existing Buildings

9. Proposed Use of Lands

10. Proposed Buildings and Structures

11. Method of Water Supply

- a) public water supply _____
- b) private individual well _____
- c) private communal well _____
- d) lake or other water body _____
- e) other (specify) _____

12. Method of Sewage Disposal

- a) public sanitary sewage system _____
- b) private individual system _____
- c) private communal system _____
- d) other (specify) _____

If development is proposed on a privately owned and operated individual or communal septic system and more than 4,500 litres of effluent would be produced per day as a result of the development being completed, a servicing options report and a hydrogeological report will be required. Please consult with the Municipality.

13. **Access** (indicate name)

- a) County Road: _____
- b) Municipal Street/Road: _____
- c) Private Road: _____
- d) Right-of-Way: _____
- e) If b), is the street or road maintained year-round? Yes _____ No _____

14. **Official Plan**

- a) Name of the Official Plan requested to be amended.

- b) Existing land use designation applying to the subject lands and the land uses that the designation authorizes:

- c) Would the requested amendment change, replace, or delete a particular policy in the Official Plan?
Yes _____ No _____
If Yes, what is the policy requested to be changed, replaced, or deleted?

- d) Would the requested amendment change a land use designation in the Official Plan?
Yes _____ No _____
If Yes, what is the designation requested to be changed or replaced?

- e) Would the requested amendment add a policy to the Official Plan or constitute an exemption from an existing policy?
Yes _____ No _____
If Yes, what is the nature of the policy or exemption requested to be added?

- f) What is the purpose of the requested amendment?

- g) What are the land uses that the requested official plan amendment would authorize?

- h) If the requested amendment would alter the boundary of a settlement area or establish a new settlement area, provide the current official plan policies that deal with the matter where applicable. If necessary, attach additional pages.

- i) If the requested amendment removes the subject land from an employment area, provide the current official plan policies that deal with the matter where applicable. If necessary, attach additional pages.

- j) If the answer to Section 17 c), 17 d) or 17 e) is Yes, the text of the requested amendment and/or, as the case may be, the requested schedule and the text which accompanies it are required. Please attach the required material to the application.

15. Applications under the Planning Act

Is the subject land, or any land within 120 metres of the land, subject of an application for:

- | | | | |
|---------------------------------|-----------|----------|------------------|
| a) Official Plan Amendment | Yes _____ | No _____ | Don't Know _____ |
| b) Zoning By-Law Amendment | Yes _____ | No _____ | Don't Know _____ |
| c) Minister's Zoning Order | Yes _____ | No _____ | Don't Know _____ |
| d) Plan of Subdivision | Yes _____ | No _____ | Don't Know _____ |
| e) Consent (Severance) | Yes _____ | No _____ | Don't Know _____ |
| f) Minor Variance or Permission | Yes _____ | No _____ | Don't Know _____ |

If the answer to any of the above is Yes, and if known, indicate in the space provided, where applicable, the name of the approval authority considering the application, the lands affected by the application, the purpose of the application, the status of the application and the effect of the application on the requested amendment. If necessary, attach additional pages.

16. Provincial Policy Statement

Is the requested amendment consistent with the Provincial Policy Statement?

Yes _____ No _____ Don't Know _____

17. Designation under Provincial Plan(s)

- a) Are the subject lands within an area designated under any provincial plan or plans?

Yes _____ No _____ Don't Know _____

If Yes, what is the name of the said plan or plans? _____

b) Does the requested amendment conform or otherwise not conflict with the said provincial plan or plans?

Yes _____ No _____ Don't Know _____

PART 2: REQUESTED ADDITIONAL INFORMATION

1. Municipal Drains

Are the subject lands presently assessed under the Drainage Act?

Yes _____ No _____

If Yes, and if known, state the name of the drain: _____

2. Livestock Barns and Manure Storage Facilities

a) In order to determine compliance with the Minimum Distance Separation (MDS), provide the following information for every barn on the subject lands which accommodates or is capable of accommodating livestock:

<u>Description of Barn</u>	<u>Type of Livestock</u>	<u>Capacity</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

c) In order to determine compliance with the Minimum Distance Separation (MDS), provide the following information for every manure storage facility on the subject lands:

<u>Description/Location</u>	<u>Type of System*</u>
_____	_____
_____	_____
_____	_____
_____	_____

* where A means - covered storage system
 where B means - open solid and runoff storage system
 where C means - open liquid tank and runoff storage system
 where D means - earthen liquid and runoff storage system

c) How much tillable land is there on the subject lands? _____ Ha

d) Are there any livestock building or manure storage facilities within 1 km of the subject lands?

Yes _____ No _____ Don't Know _____

If Yes, indicate name of the operation and location in relation to the subject lands.

3. Sketch Map

Prepare and include a sketch map (in metric units) of the subject lands and adjacent lands, showing the following information where a specific development or change in use is being proposed.

- a) property boundaries and dimensions;
- b) existing buildings and structures;
- c) proposed buildings and structures;
- d) roads or highways within or abutting the subject lands;
- e) land uses and buildings on adjacent lands and opposite any abutting roads or highways;
- f) easements or rights-of-way;
- g) significant physical features (e.g. watercourses, drains, woodlots, wetlands, rail lines);
- h) any other information considered appropriate.

4. Photographs

Submit digital photographs in electronic form of all buildings and structures, and the lands requested to be re-designated (where applicable). Photographs must be labeled to indicate the date on which they were taken and the subject matter of each picture. The photographs may be incorporated into reports and presentations to Council and the public to assist in a clearer understanding of the requested amendment.

DECLARATION

I/We (please print) _____
am/are the _____ Owner(s) _____ Applicant(s) _____ Agent
of the _____ of _____, in the
County of _____, do solemnly declare:

THAT to the best of my/our knowledge and belief, all the information and statements given in this requested amendment and in all the plans, drawings and exhibits transmitted herewith are true; and

THAT 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

of _____, in the
_____ of _____
this _____ day of _____
20_____.

a Commissioner, etc.

Owner(s), Applicant(s) or Authorized Agent

Owner(s), Applicant(s) or Authorized Agent

AUTHORIZATION

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner must be included with this form or the authorization set out below must be completed.

**Authorization of Owner for Agent
To Make the Application**

I/We _____ am the owner of the land that is the subject of this
Application for an Official Plan Amendment, and I/we authorize _____
to make this application on my/our behalf.

Date

Signature of Owner

Date

Signature of Owner

FOR OFFICE USE ONLY

1. Date of Receipt: _____

2. Checked By: _____

3. Approved for Processing: _____
name date

4. Application Fee Received: _____

5. Application No: _____

6. Assessment Roll No: _____

7. Tax Arrears (if any): _____

8. Outstanding Orders (if any): _____

9. Additional Information:

