



## Application for an Official Plan Amendment

### 1. **Pre-consultation**

The Applicant would be required to pre-consult with the Planning Department to discuss the proposal, review of municipal requirements, review of required background information, review of applicable provincial, county, and municipal policies and outline applicable fees.

### 2. **Completion of The Application**

Part 1 of the application must be completed in its entirety. Part 2 is discretionary. Measurements shall be in metric, as the information required in Section 21 of the application. Failure to file a complete and accurate application may result in the application being returned or delayed in processing.

### 3. **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 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.

### 4. **Filing the Application**

The duly signed and completed application shall be filed with the Municipality along with the required application fee payable in cash or by cheque to the Corporation of The Municipality of West Elgin as set out in Fees and Charges By-law, as amended time to time. 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.

**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, 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 adopt 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 County of Elgin as the approval authority, applicant and/or authorized agent, 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. Appeal**

Any person or public body, including the applicant and/or authorized agent, may appeal the decision of County of Elgin to the Local Planning Appeal Tribunal not later than **20 days** after the day that the giving of written notice is completed. The appeal must be filed with the County of Elgin and must state the reasons for the appeal accompanied by an appeal fee payable to the MINISTER OF FINANCE. An Appellant may request a reduction of the filing fee, if the Appellant is a private citizen

or eligible community group. The request for a reduction in the fee must be made at the time of filing the appeal. The appeal must be submitted on an ‘appellant form’ available from the Ontario Land Tribunal website (<https://olt.gov.on.ca/tribunals/lpat/about-lpat/>). If no appeals are received within the prescribed time, the amendment is deemed to be in effect as of the date of adoption thereof. An appeal may also be lodged with the Ontario Land Tribunal resulting from the refusal of the Municipality to adopt the requested amendment within **120 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.

**9. 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.

**10. Additional Information**

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

**Municipality of West Elgin**

22413 Hoskins Line

Rodney, Ontario

N0L 2C0

Phone: (519) 785-0560

Fax: (519) 785-0644

Email: [planning@westelgin.net](mailto:planning@westelgin.net)

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**Application  
For an  
Official Plan Amendment**

Application No. \_\_\_\_\_  
(Office use only)

**Part 1: Mandatory Information**

**1. Registered Owner of Lands**

- a) Name \_\_\_\_\_
- b) Mailing Address \_\_\_\_\_
- c) Telephone \_\_\_\_\_
- d) Fax \_\_\_\_\_
- e) E-mail \_\_\_\_\_
  
- f) Name and Address, if known, of the holder of any mortgage, charge or other encumbrance in respect of the lands.  
\_\_\_\_\_  
\_\_\_\_\_

**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 Lands**

- a) Lot No. \_\_\_\_\_ Concession No. \_\_\_\_\_
- b) Lot No. \_\_\_\_\_ Registered Plan \_\_\_\_\_
- 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 \_\_\_\_\_

Soil Characteristics \_\_\_\_\_

Vegetation \_\_\_\_\_

7. **Date Lands Acquired by the Owner:** \_\_\_\_\_

8. **Size of property which is subject to this Application:**

Area: \_\_\_\_\_ m<sup>2</sup>, Frontage: \_\_\_\_\_ m, Depth: \_\_\_\_\_ m

**9. Does the proposed amendment add, change, replace, or delete a policy/schedule of the Official Plan?**

Add \_\_\_\_\_ Change \_\_\_\_\_ Replace \_\_\_\_\_ Delete \_\_\_\_\_

If so, policy/schedule to be added, changed, replaced, or deleted:

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Attach separately the requested additions, change, or replacements.

**10. Does the proposed amendment alter all or any part of a settlement area or establishes a new settlement area?**

Yes / No \_\_\_\_\_

If so, attach separately justification for the request based on the current Official Plan policies.

**11. Does the proposed amendment remove land from an area of employment designation?**

Yes / No \_\_\_\_\_

If so, attach separately justification for the request based on the current Official Plan policies.

**12. Existing County Official Plan Designations: \_\_\_\_\_**

**13. How does the proposed amendment conform to the County Official Plan?**

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**14. Existing Official Plan Designations:** \_\_\_\_\_

Land Uses Permitted in existing Designation: \_\_\_\_\_

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

**15. Present Use of subject lands (Be specific):** \_\_\_\_\_

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

**16. Proposed Official Plan Designation:** \_\_\_\_\_

**17. What is the purpose of the proposed Official Plan amendment?**

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

**18. Description of proposed development for which this amendment is requested (i.e. permitted uses, buildings or structures to be erected. Be Specific)**

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

**19. Services existing or proposed for the subject lands:** Please indicate with a ✓ (check mark)

<b>Water Supply</b>	<b>Existing</b>	<b>Proposed</b>
Municipal Piped Water Supply	_____	_____
Private Drilled Well	_____	_____
Private Dug Well	_____	_____
Communal Well	_____	_____
Lake or other Surface Water Body	_____	_____
Other	_____	_____

<b>Sewage Disposal</b>	<b>Existing</b>	<b>Proposed</b>
Municipal Sewer System	_____	_____
Individual Septic System	_____	_____
Communal System	_____	_____
Privy	_____	_____
Other	_____	_____

**Note: If the proposed development is on a private or communal system and generate more than 4500 litres of effluent per day, the applicant must include a servicing options report and a hydrogeological report**

Are these reports attached? \_\_\_\_\_ If not, where can they be found? \_

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**Storm Drainage**

Provisions: \_\_\_\_\_ Proposed Outlet: \_\_\_\_\_

**20. Is the subject land or land within 120 metres of it, subject of an application under the Planning Act for:**

Minor Variance \_\_\_\_\_

Official Plan Amendment \_\_\_\_\_

Consent \_\_\_\_\_

Zoning By-law Amendment \_\_\_\_\_

Plan of Subdivision \_\_\_\_\_

Site Plan \_\_\_\_\_

**If yes to any of the above, indicate the file number, name of approval authority, the land it affects, purpose, status, and effect on this proposed amendment.**

**21. Does the requested amendment alter all or any part of the boundary of an area of settlement in a municipality or establishes a new area of settlement in a municipality, the current official plan policies, if any, dealing with the alteration or establishment of an area of settlement?**

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

**22. Does the requested amendment remove the subject land from an area of employment, the current official plan policies, if any, dealing with the removal of land from an area of employment?**

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

**23. How is the proposed Amendment consistent with the Provincial Policy Statement?**

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

**24. Are the subject lands within area designated under any Provincial Plan(s)? If the answer is yes, does the proposed amendment conform to the Provincial Plan(s)?**

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**25. What is the proposed strategy for consulting with the public with respect to the request?**

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**26. The Owner is required to attach the following information with the application and it will form part of the application.** Applications will not be accepted without the following.

- (a) Survey plan, or a sketch based on an Ontario Land Surveyor description of all lands in the Owner's possession in the vicinity of the subject application with the lands covered by this application outlined in red, and showing the location, size and use of all buildings and structures on the Owner's lands and on all adjacent properties.
  
- (b) Large scale detail plan of the proposed development, showing the location and type of all buildings, setbacks, number and floor area or dwelling units (if applicable) the location of driveways, parking or loading spaces, landscaping areas, planting strips, and other uses.

**27. If this application is signed by an agent or solicitor on behalf of an applicant(s), the owner's written authorization must accompany the application. If the applicant is a corporation acting without an agent or solicitor the application must be signed by an officer of the corporation and the seal, if any must be affixed.**

**28. Additional information as required by Council consideration of the application.**

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**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>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

b) 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.

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**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 \_\_\_\_\_.

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

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

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

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**A u t h o r i z a t i o n**

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 Official Plan Amendment and I/we authorize \_\_\_\_\_  
to make this application on my/our behalf.

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

