

**APPLICATION FOR AMENDMENT TO THE OFFICIAL PLAN**  
**IMPORTANT NOTE TO APPLICANTS**

- ❖ The Application fee for an amendment to the County Official Plan is set by County Council and changes from time to time. The current application fee is \$3,600.00.
  - The fee charged in any given year may be reduced by \$535 where both an Official Plan Amendment and the municipal Zoning By-law Amendment are required.
  
- ❖ Where the Director of Planning determines that a technical study (or studies) is required to justify an application, the applicant is responsible for the cost of these studies. Further, the applicant will be required to reimburse the County for fees and expenses related to the peer review/evaluation of studies submitted by the applicant.
  
- ❖ Where an application to amend the Official Plan is approved by the County and appealed to the Ontario Land Tribunal, the County and the applicant shall enter into an agreement with respect to payment of the costs for any subsequent Ontario Land Tribunal hearing or hearings.
  
- ❖ All cheques should be made payable to the UNITED COUNTIES OF STORMONT, DUNDAS & GLENGARRY. If you have any questions, please contact the office at (613) 932-1515, Ext. 1246.
  
- ❖ Eighty percent (80%) of the application fee shall be returned to the applicant if an application is rejected by the County as being incomplete or if withdrawn prior to circulation to commenting agencies. This does not include any costs related to newspaper notices or public meetings.
  
- ❖ One application form and fee are required for each Official Plan Amendment.
  
- ❖ Application forms must be filled out clearly and all questions must be completed. If the mandatory information is not provided, the approval authority may refuse to accept or to further consider the application.
  
- ❖ Please note that Municipal and Conservation Authority staff may be required to enter upon the subject property for the purpose of conducting site inspections. This will be done during regular business hours during the time that the application is under consideration by the Counties of Stormont, Dundas and Glengarry.



## Official Plan Amendment Application

Under Section 22 of the *Planning Act*  
Ontario Regulation 543/06

**All questions** must be completed, in **ink or typewritten**, or the application will be deemed incomplete and will not be accepted. Please print clearly.

1. Registered Owner(s): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_ Primary form of contact?  Yes  No

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

Name of Applicant(s) (if different from above): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_ Primary form of contact?  Yes  No

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

Owner(s) Authorized Agent (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_ Primary form of contact?  Yes  No

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

Please specify the person to be contacted if more information is required. All communications, including the poster, will be directed to this person:

Registered Owner(s)  Applicant(s)  Authorized Agent

**IMPORTANT:** The owner's authorization, page 4 of 5 of this application form, is required if the application is submitted by a person, or persons, other than the registered owner(s).

5. Have you discussed this application with the Local Municipality?

Yes  No

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2. a) Location of Subject Land(s):

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

Geographic Township/Village: \_\_\_\_\_

Concession Number(s): \_\_\_\_\_

Lot Number(s): \_\_\_\_\_

Registered Plan No.: \_\_\_\_\_

Lot(s)/Block(s): \_\_\_\_\_

Reference Plan No.: \_\_\_\_\_

Part Number(s): \_\_\_\_\_

Name of Street or Road: \_\_\_\_\_

b) What is the approximate size of the land covered by the amendment if known?

Frontage: \_\_\_\_\_

Depth: \_\_\_\_\_

Area: \_\_\_\_\_

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3. Does the proposed official plan amendment add or change a designation in the official plan?

Yes

No

If yes, please answer the following:

Current designation: \_\_\_\_\_

Requested designation: \_\_\_\_\_

Reason for change: (Add additional pages if needed) \_\_\_\_\_

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

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4. Does the proposed amendment change, replace, delete or add a policy in the official plan?

Yes

No

If yes, what is the policy to be changed, replace or deleted?

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

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6. Please provide the wording for the proposed amendment if a policy is being changed, replaced, deleted or added. If you are unclear as to the wording, please indicate you would like staff to provide the wording of the amendment: (Add additional pages, if needed)

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

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7. What is the existing land use on the site?

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8. What is the proposed land use(s) for the subject property? (Please be specific)

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9. What land uses are adjacent to the site?

North \_\_\_\_\_  
South \_\_\_\_\_  
East \_\_\_\_\_  
West \_\_\_\_\_

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10. Are the subject lands or any lands within 120 metres of the subject lands the subject of an application for an official plan amendment, zoning by-law amendment, minor variance, plan of subdivision, consent or site plan?

Yes  No

If yes, provide the following information:

Application File No: \_\_\_\_\_

The Municipality considering the application: \_\_\_\_\_

The lands affected by the application: \_\_\_\_\_  
\_\_\_\_\_

The purpose of the application: \_\_\_\_\_  
\_\_\_\_\_

The status of the application: \_\_\_\_\_

The effect of the application on the proposed amendment: \_\_\_\_\_  
\_\_\_\_\_

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11. Are the lands serviced by municipal services?

Municipal Water: Yes  No

Municipal Sewer: Yes  No

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12. Please list any supporting studies that will be submitted with your application:

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13. Please provide justification/reasons why the proposed amendment should be supported. Explain why it is in the Municipality's interest to support the application and include planning related reasons: (Submit additional pages if needed)

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14. Is the proposed Amendment consistent with the current Provincial Policy Statement?

Yes  No

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15. Please describe your proposed strategy for consulting the public on this Amendment. If you are unsure, please consult County staff for general requirements: (Submit additional pages if needed)

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16. **AUTHORIZATION:** If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make this application on their behalf must be included with this form or alternatively the authorization, as set out below, must be completed by the Registered Owner(s):

I/We, \_\_\_\_\_, being the Registered Owner(s) of the land(s) that are the subject of this Application for Consent, hereby authorize \_\_\_\_\_, to prepare and submit this application on my/our behalf.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Registered Owner(s)

\_\_\_\_\_  
Signature of Registered Owner(s)

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**17. SWORN DECLARATION:** This must be completed by the Applicant(s) for the proposed official plan amendment.

I/We \_\_\_\_\_, of the  
(Name of Registered Owner(s)/Applicant/Authorized Agent)

\_\_\_\_\_, in the \_\_\_\_\_,  
(City/Town/Township, etc.) (County/Region/District/Municipality)

do solemnly declare that all the statements contained in this Application for Consent for  
\_\_\_\_\_,  
(Property Description)

and all supporting documents are true, and I/We make this solemn declaration conscientiously believing it to be true and complete, and knowing that it is of the same force and effect as if made under oath, by virtue of the "Canada Evidence Act".

Sworn (or Declared) before me:

at the, \_\_\_\_\_ (signature Registered Owner(s)/Applicant/Authorized Agent)

in the, \_\_\_\_\_ (signature Registered Owner(s)/Applicant/Authorized Agent)

this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
A Commissioner of Oaths

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**18. FREEDOM OF INFORMATION:**

I hereby acknowledge and provide my consent, in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.

\_\_\_\_\_  
Owner(s)/Applicant/Authorized Agent Signature

\_\_\_\_\_  
Date