Official Plan Amendment
APPLICATION FORM

PLANNING AND DEVELOPMENT DEPARTMENT
Administration Centre
10 Wellington St. E.
Alliston, Ontario
L9R 1A1

Website: www.newtecumseth.ca
Email: planning@newtecumseth.ca
Tel: (705) 435-3900

GENERAL INFORMATION

This application form must be completed in its entirety and submitted to the Town for consideration.

The Official Plan is a comprehensive long range policy document designed to guide and direct future growth in the Town in a logical and orderly manner. An Official Plan amendment is used to change or alter an approved Official Plan.

Pursuant to section 22(4) of the Planning Act R.S.O. 1990, the applicant shall provide the Town such information or materials as the Municipality may require and as required by the Official Plan. The Town may refuse to accept or further consider the application until the prescribed information, material and the required fees are received. Personal information on this form is collected under the legal authority of the Planning Act, R.S.O. 1990, as amended.

Complete and accurate submissions are required to ensure that the file can be processed. **Incomplete or inaccurate applications will be returned to the applicant for re-submission.** Except for required signatures, answers must be typed or neatly printed in dark ink, suitable for reproduction. All sections must be completed, or marked "N/A" (not applicable), as the case may be.

OFFICIAL PLAN AMENDMENT APPLICATION CHECKLIST

BEFORE SUBMITTING AN APPLICATION, PLEASE ENSURE THE FOLLOWING IS COMPLETED:

- ☐ Fully complete all parts of the application form.
- ☐ Sign the application form in all appropriate locations and obtain the signed authorization of the owner if you are not the property owner.
- ☐ Attach the applicable nonrefundable fees and deposits. Cheques should be made out to the Town of New Tecumseth.
- ☐ Attached one (1) digital copy of any sketches or required drawings in accordance with the requirements outlined in the application.
- ☐ Attached one (1) digital copy of all studies and reports to be submitted with the application.
- ☐ Attached one (1) digital copy of any correspondence or permits from other agencies relevant to the submission.
- ☐ Attached one (1) digital copy of all required plans, sketches, reports, etc. that form part of this application.

The development being proposed may be subject to Site Plan Control, requiring a Site Plan Agreement between the owner and the Town prior to the issuance of a building permit. Please confirm with the Town's Engineering Department whether the proposed development is subject to Site Plan Control.

If at any time you have questions or concerns regarding your application, please contact the Planning and Development Department at 705-435-3900.

OUTLINE OF THE OFFICIAL PLAN AMENDMENT REVIEW AND APPROVAL PROCESS

The following is a brief description of the process which provides information on how to ensure that the application is reviewed as efficiently as possible:

Step 1	**Application Pre-consultation**

All applicants are encouraged to arrange a pre-consultation meeting with the Planning and Development Department. Pre-consultation assists the applicant in making the appropriate submission. During the pre-consultation meeting, applicants will be provided with relevant information regarding the proposal including the policies and requirements of the Town and how they may impact the proposal. Applicants will also be advised with regard to related approvals, and other agencies that could be consulted with to obtain further information.

Step 2	**Submission of Application and Initial Review**

Applications will not be officially accepted until they are deemed complete. When an application has been submitted, it will then be reviewed to ensure that it is complete and that all relevant information and fees have been submitted. The application must be accompanied by all information as prescribed in this application. The Planning and Development Department may require that the plan be signed by an Ontario Land Surveyor. If the subject property has joint ownership, signatures of all joint owners, are required on the application.

Step 3	**Comprehensive Review**

Following the initial review, and on the determination that the application is complete and accurate, a comprehensive review will take place. At this time the application will be reviewed by all relevant municipal departments and may also be reviewed by the Town's solicitor. During this process the application will also be circulated to other review agencies as applicable such as the Nottawasaga Valley Conservation Authority, the County of Simcoe, Provincial Ministries, etc. As this process takes place, applicants may be advised of additional submission requirements to address any issues which may arise.

The comprehensive review process also includes public input. Information concerning the application will be circulated by mail to adjacent property owners and interest groups and the applicant will be required to post a sign on the property. Sign guidelines are attached to this application. It is the responsibility of the applicant to ensure that all signs are posted in accordance with the instructions attached to this application, and that the signs stays in place for the required posting period. Failure to do so will require that this process be repeated resulting in unnecessary delays to the processing of the application.

Step 4	**Public Meeting/Committee of the Whole/Council Meeting**

Following the comprehensive review, the Planning and Development Department will prepare a public meeting report detailing the application. The public meeting is the opportunity for anyone to voice their support or objection to the application. Following the public meeting, the application is usually referred back to staff for further consideration, and to address any comments made at the public meeting. The applicant may also be required to submit further information as a result of the discussion regarding the application.

Following the public meeting, a second report will be prepared by the Planning and Development Department addressing all comments received as well as Town concerns. The Planning and Development Department then makes a recommendation to adopt, refuse or defer the application. The Committee of the Whole makes the decision which is then ratified by Council. It is advised that the applicant be present at the meeting in order to answer any questions of Council or the public.

Step 5	**Approval by the County of Simcoe**

If the Official Plan Amendment is adopted by the Town, the application is then forwarded to the County of Simcoe for approval.

Decisions regarding Official Plan amendments are subject to an appeal period of 20 days during which an appeal may be filed by applicants, agencies, interest groups and/or the public to the Ontario Municipal Board. If a decision is appealed, you will be contacted to discuss the appeal and its implications on the proposal.

APPLICATION FOR OFFICIAL PLAN AMENDMENT

1. Applicant Information

FOR OFFICE USE ONLY
File No.:

All communication will be directed to the Prime Contact only. Please indicate who this will be.

Prime Contact:

a) **Registered Owner(s)** Name(s) :

Address :	Mailing Address (If Different):
Telephone :	Fax :

Email Address :

Date Subject Land was acquired by current owner :

Date of the Application :

Are the subsurface rights and the surface rights held by the same owner? **YES** **or** **NO**
If NO, who owns the rights? Please provide contact information.

b) Agents Name :

☐ Solicitor ☐ Planner ☐ Other: _____

Address :

Telephone : Cell Phone :	Fax :

Email Address :

2. Description of Subject Property

a) Lot(s)/Blocks(s) :	b) Concession(s) :
c) Registered Plan No. :	d) Civic Address :
e) Roll Number(s) :	
f) Former Municipality of : ☐ Alliston ☐ Beeton ☐ Tecumseth ☐ Tottenham ☐ Adjala ☐ Tosorontio ☐ Essa	
g) Are there any easements or restrictive covenants affecting the subject lands? **YES** or **NO** **If yes**, supply a copy of such documents and provide a brief description of its effect :	
h) What area does the amendment cover? a) ☐ The entire property; or b) ☐ A portion of the property.	
i) What are the existing uses of abutting properties? 1) To the **north** : 2) To the **south** : 3) To the **east** : 4) To the **west** :	
j) Does the owner have an interest in, or own any adjoining lands which are not to be included in this amendment? If yes, please describe the locations:	

l) Physical description of the property :	
Frontage (m)	
Area (ha)	
Depth (m)	

3. Current and Proposed Land Use

a) What is the current Town Official Plan Designation and Zoning? Official Plan Designation: _____ Zoning: _____
b) Describe the land uses that the current designation authorizes. List the current uses and buildings and previous uses of the land:
c) What is the designation being requested?

4. Purpose of the Amendment

a) What is the purpose of and reasons for the proposed Amendment(s)?

b) Is this a resubmission of a previous Official Plan Amendment Application?

YES or **NO**

c) Is the application required to alter a settlement area boundary, or to establish a new settlement area?

YES or **NO**

If Yes, identify the Official Plan policies that deal with the alteration or establishment.

d) Is the application required to remove land from an area of employment?

YES or **NO**

If Yes, identify the Official Plan policies that deal with the removal of land from an area of employment.

e) Does the proposed Official Plan Amendment do the following?

Change a policy in the Official Plan	☐ Yes	☐ No	☐ Unknown
Replace a policy in the Official Plan	☐ Yes	☐ No	☐ Unknown
Delete a policy in the Official Plan	☐ Yes	☐ No	☐ Unknown
Add a policy in the Official Plan	☐ Yes	☐ No	☐ Unknown
Change or Replace a designation in the Official Plan	☐ Yes	☐ No	☐ Unknown
Change or Replace a schedule in the Official Plan	☐ Yes	☐ No	☐ Unknown

f) If applicable and known at time of application, please provide the following:

Designation to be changed or replaced _____
Section Number(s) of Policy to be changed _____
Text of the proposed new policy attached on a separate page? ☐ Yes ☐ No
New Designation Name _____
Map of proposed new schedule attached on a separate page? ☐ Yes ☐ No

g) List the land uses that would be permitted by the proposed amendment:

5. Servicing Please check the appropriate box under each of the servicing options.

Servicing	Type of Servicing	Existing		Proposed	
		Yes	No	Yes	No
Potable Water System	Publicly owned and operated piped water system				
	Privately owned and operated well				
	Lake or other water body				
	Other Means				
Sewage Disposal (See (a))	Publicly owned and operated sanitary sewage system				
	Privately owned and operated individual septic tank				
	Privately owned and operated communal septic system				
	Privy				
	Other means				
Storm Drainage	Storm Sewer				
	Ditches/Swales				
	Other : Please Specify				
Roads (See (b))	Provincial Highway				
	Municipal Road - Maintained Year Round				
	Municipal Road - Maintained Seasonally				
	Other public road				
	Right of Way				

a) Development utilizing privately owned and operated individual or communal septic systems producing more than 4500 litres/day of effluent are required to submit a **servicing options report** and a **hydrogeological report** in support of this application.

b) If access to the subject land is by private road, or if “other public road” or “right of way” was indicated, indicate who owns the land or road, who is responsible for its maintenance and whether it is maintained seasonally or all year.

Servicing	Type of Servicing	Existing		Proposed	
		Yes	No	Yes	No
Other Services	Electricity				
	School Bussing				
	Garbage Collection				
	Natural Gas				

6. History of the Subject Lands/Status of Other Planning Applications

a) Has the subject land ever been the subject of an application for a minor variance, consent, site plan approval, Official Plan amendment, Zoning By-law amendment, Minister's zoning order or approval of a plan of subdivision?

YES or **NO**

If yes, and if known, indicate the file number, the name of the approval authority considering it, the and it affects, its purpose, its status and its effect on the requested amendment.

b) Has any land within 120m of the subject land ever been the subject of an application, by the applicant for a minor variance, consent, Site Plan Approval, Official Plan Amendment, Zoning By-law Amendment, Minister's zoning order or approval of a plan of subdivision?

YES or **NO**

If yes, and if known, indicate the file number, the name of the approval authority considering it, the land it affects, its purpose, its status and its effect on the requested amendment.

7. County of Simcoe Official Plan

a) What is the current County of Simcoe Official Plan Designation?

Designation:_____

b) Please explain, or attach on a separate piece of paper ,how this application conforms with the County of Simcoe Official Plan.

8. Provincial Policy/Plans

a) Using a separate piece of paper, please confirm how this proposal is consistent with the Provincial Policy Statement, 2014 issued under subsection 3(1) of the Planning Act R.S.O. 1990.

b) Does the subject land fall within a designated area under any provincial plan or plans?

YES or **NO**

If yes, please list and state the designation:

_____

_____

_____

c) If yes to b), does the application conform to, or not conflict with the plan(s)?

YES or **NO**

9. Drawings and Additional Information

a) **Please attach 1 digital copy* of a sketch drawn to scale or survey** showing existing and proposed information:

- boundaries and dimensions of the subject land
- location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines
- 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 (i.e. buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks)
- current uses on land that is adjacent to the subject land
- 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
- location and nature of any easement affecting the subject land

Please refer to the attached example sketch.

***Additional copies may be required depending on the complexity of the amendment.**

10. Pre-consultation

a) Which municipal departments/agencies (if any) have you pre-consulted with in regard to this application?

Please attach any relevant correspondence or briefs.

Example Sketch

Your sketch <u>must</u> show the following information:

- Legal description of property and roll number
- North Arrow (North should be to the top of the page)

- Lot frontage & depth measurements, and total size
- Proposed location, dimension, and size of the proposed lot in relation to the existing lot.
- Location of all land previously severed from land originally acquired by the current owner.
- Boundaries & dimensions of any land abutting the subject land that is owned by the applicant
- Existing uses on adjacent lands

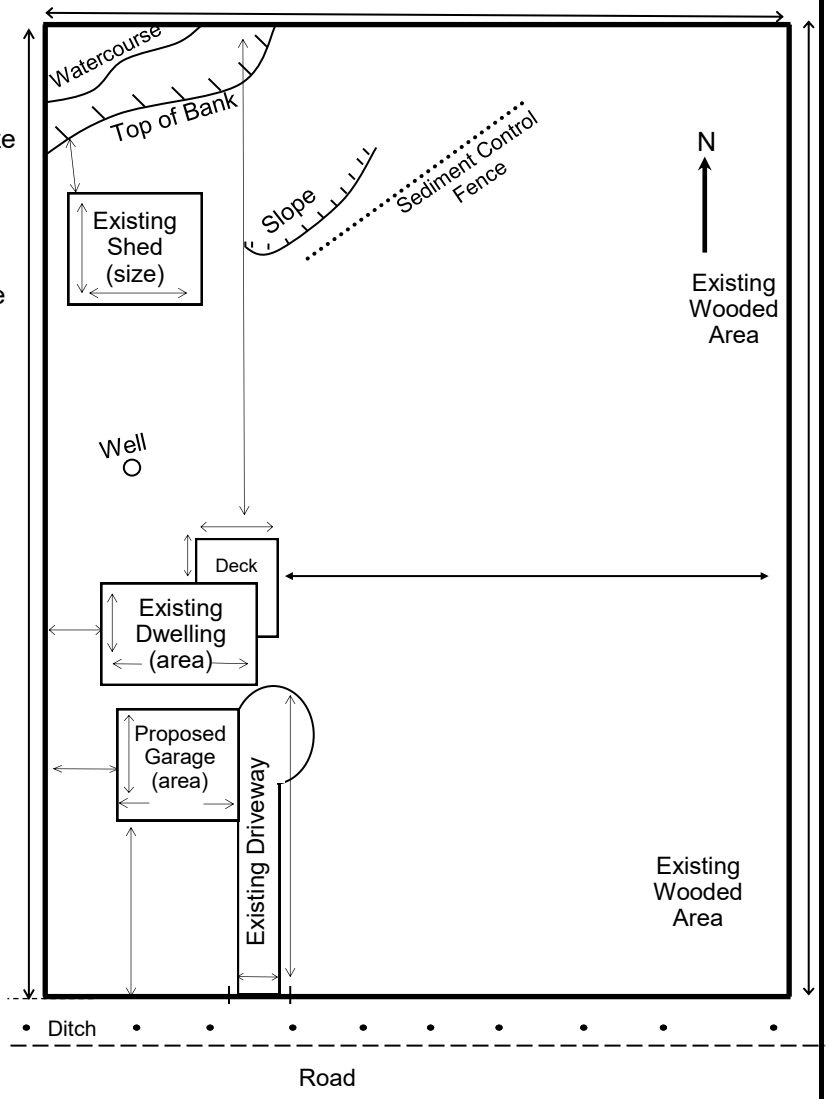
- Location of topographical, natural & built features, including:
  - cliff edges, steep slopes
  - streams, wetlands, watercourses, ponds, drainage areas
  - woods, hedgerows, trees
  - agricultural fields and features
  - railway, hydro easements, trails, etc.
  - existing buildings, structures, etc.

- Location and distance from property line of all proposed and existing development, including:
  - buildings
  - accessory buildings, facilities, structures, including pools and decks
  - driveway, septic system, wells, etc.
  - parking areas, storage areas
  - cut &/or fill areas, berms, retaining walls, culverts, etc.
  - hydro, gas, phone, water, sewer services
  - sidewalks

- Measurements showing distance from proposed development to:
  - front, side and rear lot lines
  - any cliff edges, streams, woods fence lines, hedgerows, septic systems, etc.
  - any roads, railways, hydro corridors

- Sediment and erosion control measures
- Existing direction of drainage and swales
- Proposed changes in grade (filling, excavation, etc.)

NOTE: Each arrow needs to be accompanied by a distance!



Failure to provide the requested information may result in your application being delayed.

This information is being collected in accordance with the Planning Act, 1990, c.P.13, for the purpose of defining the development proposal. A site visit to the property may be conducted to review this application, without further notice in accordance with the Planning Act, 1990, C.p.13.

11. Owner's Authorization

I, (we) _____, being the registered owner(s) of the subject
(Name(s) of owner, individuals or company)

lands, hereby authorize _____ to prepare and submit an
(Name of Agent)
Official Plan amendment application for approval.

_____ _____
Signature of Owner(s) Date

Note: If the owner is an incorporated company, the company seal shall be applied. If there is not a company seal, a statement of authority to bind is required.

12. Agreement on Costs

I have enclosed the applicable application processing fees and deposits.

I, _____ , being the applicant for the
(Name of Applicant)
subject lands, hereby agree that notwithstanding that the agent may make payments on my behalf, I shall be solely and fully responsible for paying all costs the municipality may incur in the processing of this application. I further agree that such costs shall be paid promptly upon being invoiced by the Town, failing which, such costs, and interest and administration fees, may be collected, which may include recovering costs as taxes.

NOTE: Development Charges may be applicable to the development, which this application, if approved, will facilitate. Any questions with respect to the applicability of the Town's Development Charge By-law should be made to the Director of Finance.

_____ _____
Signature of Applicant Date

13. Declaration: This must be signed by the applicant in the presence of a Commissioner

I (we), _____, of the _____ of

_____, County/Region of _____ solemnly

declare that all the statements contained in this application and all supporting documentation 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 _____in the County/Region of

_____ this _____ day of _____, _____.

_____ _____
Signature of Owner(s) or Authorized Agent Signature of Commissioner

_____
Signature of Owner(s) or Authorized Agent

14. Applicant's Consent (Freedom of Information)

In accordance with the provisions of the Planning Act, it is the policy of the Town of New Tecumseth to provide public access to all development applications and supporting documentation. In submitting this development application and supporting documentation, I

_____ , the applicant, hereby acknowledge the above-noted and provide my consent in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act that all the information in this application and any supporting documentation provided by myself, my agents, consultants and solicitors, as well as commenting letters or reports issued by the municipality and other review agencies will be part of the public record and will also be available to the general public.

_____ _____

Signature of Applicant Date

15. Public Notification of Planning Application and Signage Agreement

In compliance with the Planning Act R.S.O 1990, your application for Official Plan Amendment will be circulated to affected parties who, in all probability, will be visiting the site prior to submitting their comments. The area subject to the proposed Official Plan amendment must be clearly marked. Complete application signs must be posted 15 days after the giving of notice of a complete application. The public meeting sign must be posted 20 days prior to the public meeting. Both signs must remain posted until the date the appeal period has expired.

It is the responsibility of the applicant to ensure the signs are securely posted on the subject lands so that they are visible and legible from a public roadway. It is the responsibility of the applicant to provide the signs, therefore the Town is not responsible for any damages from the improper posting of the signs. Please consult the sign notice guidelines as attached to this application.

In the event that the property is not marked, Council may decline to hear the application until such time as the posting of the sign has been done, and a date for the next meeting is available, or Council may deny the application. Any additional cost caused by the deferment shall be paid by the applicant, agent or solicitor. In the case of rural properties, the appropriate emergency number (911) must be part of the site address on the application.

I/We _____ (owner/agent) have submitted an Official Plan Amendment application to the Corporation of the Town of New Tecumseth, and hereby confirm that I/ we acknowledge the information outlined above.

Dated this _____ day of _____, 20 _____ .

_____ _____

Signature of Applicant Signature of Witness

16. Owners Consent For Municipal Staff and Council to Enter the Site

I/We, _____ am/are the owner(s) of the land that is the subject of this Official Plan Amendment application and give permission to Municipal Staff and the Council of the Town of New Tecumseth to enter onto the subject land for the purpose of inspecting the lands to evaluate the merits of the application.

_____ _____
Signature of Applicant Date

_____
Signature of Applicant

This application package is to be submitted to:

The Planning and Development Department
Town of New Tecumseth
10 Wellington Street E.
Alliston, Ontario
L9R 1A1