

Applicant Checklist

Please [Y] to ensure the following is provided:

- Three (3) copies of completed application;
- Sketch including all relevant information;
- \$1,617.23 OPA Application fee;
- \$2,156.24 concurrent OPA & ZBL fee;
- Completed Authorization Form.



FILE NUMBER:

OPA- /

**TOWN OF PERTH
OFFICIAL PLAN AMENDMENT APPLICATION FORM**

Pursuant to Section 17 and 32 of the Planning Act, R.S.O. 1990, c.P.13, as amended

Pursuant to Ontario Regulation 198/96, the application indicated below hereby applies to the Corporation of the Town of Perth to amend the Official Plan for the Town of Perth on this _____ day of _____, _____.

1.0 OWNER/APPLICANT INFORMATION

1.1 Owner's Name(s): _____

1.3 Applicant's Name(s): _____
(if not owner, please complete authorization in Section 6)

1.4 Applicant's Address: _____

2.0 PROPERTY DESCRIPTION AND INFORMATION

2.1 Legal Description of Property
 Reference/Registered Plan Number: _____
 Part/Block/Lot Number: _____
 Municipality: _____
 Concession Number: _____
 Lot Number: _____

2.2 Municipal Description of Property
 Street Name and Number: _____

2.3 Dimensions of Property Affected by Proposed Amendment
 Street Frontage: _____
 Depth: _____
 Area: _____

3.0 OFFICIAL PLAN AND ZONING INFORMATION

3.1 Current Official Plan Designation of Property: _____

3.2 Current Zoning of Property: _____

3.3 Current Land Uses Permitted by the Official Plan: _____

3.4 Does the proposed amendment change or replaces a designation in the Official Plan?
 No
 Yes
 If Yes, indicate the proposed Official Plan designation _____

3.5 Does the proposed amendment change, replace or delete a policy in the Official Plan?
 No
 Yes
 If Yes, please identify the policy to be changed, replaced or defeated: _____

3.6 Does the proposed amendment add a policy to the Official Plan?

- No
- Yes

3.7 Land uses permitted by the proposed Official Plan amendment _____

3.8 Purpose and reasons in support of the proposed Official Plan Amendment: _____

3.9 Provide a copy of the proposed schedule to the Official Plan (i.e. map), if the proposed amendment changes or replaces a schedule in the Official Plan and the text that accompanies the schedule.

➤ Official Plan designation change from _____ to _____

➤ Schedule (please to confirm schedule is attached)

➤ Specific amendment request to text of the Official Plan: _____

3.10 A completed draft of Submission form to County of Lanark is required

3.11 Is the property within the Source Water Protection Zone?

- No Yes, IPZ Level _____ Checklist Attached

4.0 OTHER PLANNING APPLICATIONS

4.1 Is the subject land or any land within 120 metres of the subject land, the subject of an application by the Owner or applicant for approval of an Official Plan Amendment, a Zoning By-law amendment, a Minister's zoning order, a minor variance, a plan of subdivision, a consent or site plan

- Unknown
- No
- Yes

If yes, please provide the following:

➤ The application file number: _____

➤ The name of the approval authority considering the application: _____

➤ The lands affected by the application: _____

➤ The effect of the application on the proposed amendment: _____

➤ The status of the application: _____

5.0 NOTICE TO APPLICANT

Subject to an initial application review, the Town of Perth may accept and declare this application complete on the basis that required application fee and any required deposit has been paid. However, the applicant hereby acknowledges that the application will cease to be complete in the event that the Town’s costs for processing the application exceed the initial application fee or exceed 75% of the value of any required processing deposit and in such circumstances the processing of the application will be suspended until the funds necessary to pay outstanding costs and the initial application fee or the initial deposit, as applicable have been reinstated

6.0 AGREEMENT TO INDEMNIFY

The applicant hereby agrees to indemnify and save harmless The Corporation of the Town of Perth (the “Town”) from all costs and expenses the Town may incur in connection with the processing of the Applicant’s planning application for approval under The Planning Act.

Without limiting the foregoing, such costs and expenses shall include all administrative, legal, engineering, planning, advertising, and consulting fees and charges incurred or payable by the Town to process the application, together with all costs arising from the Town, if required or requested by the Applicant appearing at any hearing of any appeal to the Ontario Municipal Board (“OMB”) from any decisions by Town Council, the Committee of Adjustment or the County’s Land Division Committee as the case may be, approving the Applicant’s application.

The Applicant agrees that if any amount owing to the Town in respect to the application is not paid within 30 days of an invoice or payment due notice being issued; the Municipality will not be required to process or to continue processing the application or appear before the OMB in support of a decision approving the application until the amount has been paid in full.

The Applicant further agrees, that any amount owing by the Applicant is a debt of the Applicant and the Town, in addition to other remedies available to it by law, is entitled to recover the amount owing with interest from the Applicant by actions in the Courts.

Signature of Applicant

Date

7.0 AFFIDAVIT/SWORN DECLARATION BY APPLICANT

7.1 An affidavit/sworn declaration by the applicant certifying that the information contained in this application form is true.

I, _____, of the _____

in the _____, do solemnly declare that:

I am the applicant named in this application;
I shall be responsible for and I agree to pay all necessary fees and expenses incurred by The Corporation of the Town of Perth resulting from this application; and
All of the information and statements made in this application are true and I 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.

Declared before me at the

_____ in the _____

This _____ day of _____, _____.

Applicant’s Signature
(Above to be signed in the presence of a Commissioner)

A Commissioner, etc.

8.0 AUTHORIZATION FROM OWNER(S)

8.1 The owner(s) formal authorization permitting the applicant to make this application on the owner's of the property subject of this application on my/our behalf to the Corporation of the Town of Perth.

Witness (other than applicant)

Owner's Signature

Witness Name and Title
(Please Print)

Owner's Name and Title
(Please Print)

9.0 WAIVERS / CONFIDENTIAL INFORMATION

9.1 The applicant/owner hereby acknowledges that this application is a public document and all information provided in the application and information submitted with the application will be available for public review and scrutiny save for that portion of the application identified as confidential.

Applicant's Signature

Owner's Signature

9.2 The owner hereby authorizes Planning Staff or employees of the Corporation of the Town of Perth working on behalf of the Planning Director to enter onto the lands that are subject to this application during the regular business hours of the Town of Perth for the purpose of inspecting, evaluating and recording information about the site's terrain and drainage, the exterior of any buildings and any other exterior features relevant to the application.

Applicant's Signature

Owner's Signature

Applicant's Name and Title
(Please PRINT)

Owner's Name and Title
(Please PRINT)

Confidential Information

Applicant's Information

Name: _____

Applicant's Contact Information

Home # _____ Work # _____ Cell # _____

Fax # _____ Email address _____

Owner's Information

Name: _____

Address _____ Postal Code _____

Owner's Contact Information

Home # _____ Work # _____ Cell # _____

Fax # _____ Email address _____

TOWN OF PERTH – PLANNING DEPARTMENT
OFFICIAL PLAN AMENDMENT APPLICATION GUIDELINES

WHAT IS AN OFFICIAL PLAN AND WHEN IS AN AMENDMENT REQUIRED?

An Official Plan is a policy document which guides present and future land use within a defined community. It deals with issues such as where new housing, industry, offices and retail stores will be located, what services like roads, water mains, sewers, parks and schools will be needed, and when and in what order parts of a community will grow and develop. In short, it provides an overall ‘blue print policy of how the community is to develop. An amendment is required when an individual wishes to use or develop a specific property in a way that conflicts with the policies of the municipal official plan. It is evaluated through the submission of an application. Additional information may be required beyond that requested in the application form to ensure that Council has sufficient and pertinent information when reviewing the application. Additional information that may be required could include some or all of the following:

- Survey plan of the subject lands;
- Description and/or maps showing existing landuse in the area;
- Proposed method of utility servicing (storm, sanitary and water);
- Preliminary site plan for concept plan;
- Preliminary drainage or storm water management plan;
- Analysis of the proposed use(s) and how it will amalgamate with the overall development of the community or neighbourhood;
- Discussion on the market demand for the proposed use;
- Discussion on the proposed transportation system (both internal and external to the site);
- Traffic and/or noise impact analysis;
- Method for provision of open space and parkland (i.e. land or cash-in-lieu); and
- Implementation (staging) of development.

OVERVIEW OF THE OFFICIAL PLAN AMENDMENT PROCESS:

- ① **Preconsultation** → Prior to submitting an application, the applicant is encouraged to meet with the Director of Planning & Heritage to discuss the requirements of the zoning by-law amendment process and to provide a preliminary review of a proposed amendment;
- ② **Receipt of Complete Application** → The Director of Planning & Heritage will review the application upon receipt to ensure that it conforms to the Official Plan and that it is sufficiently complete to be considered by the local Planning Advisory and Site Plan Control Committee. The omission of required information in the application form may delay the processing of the application. If the committee deems the application of be complete, they will forward a recommendation to Town Council to hold a public meeting. A reference file number is also given to the application.
- ③ **Notice of Public Meeting** → Once Council has given direction of the Director of Planning & Heritage, a minimum of 20 days notice is given in advance of the meeting date to the applicant, municipal department heads and other prescribed outside agencies. If a written request is received from a public body, consideration may be given to extending the advanced notice of a public meeting to 30 days. The applicant is strongly encouraged to attend the meeting so that they may answer any questions that may arise.
- ④ **Public Meeting** → is hosted by the Planning Committee of Council to consider the merits of the application and both written and verbal submissions by interested parties. Anybody may attend and make representation in support or in opposition to the proposed amendment.
- ⑤ **Council Adoption** → Following the public meeting, the application will be presented to the Local Planning Advisory and site Plan Control Committee for a more detailed review and to deal with issues raised during the public meeting, comments received from circulation and the Planning Department’s final report on relating to the application provided. The Committee will then forward their recommendation to Council in support or in opposition to the proposal or may defer a decision to the application until additional and sufficient information is made available. A further public meeting may be required in the latter case.
- ⑥ **Notice of Adoption** → If Council decides in favour of or in opposition to the proposed amendment,

The Planning Act requires further public notification and an appeal period. Notice of the decision is distributed within 15 days of the date of the Council meeting to all parties who provided oral or written submissions and who requested to be notified of the decision in writing. If adoption of the proposed amendment does not occur within 90 days from the date the complete application was submitted, the applicant may appeal to the Ontario Municipal Board.

- ⑦ **MMAH Decision** → Council has 15 days to submit all required materials and information pertaining to the proposed amendment to the Ministry of Municipal Affairs and Housing, who is the approval authority for Official Plan Amendment requests. The Ministry is permitted up to 90 days to render a decision to an application.
- ⑧ **Appeals** → The ministry's decision is subject to a 20 day appeal period. Appeals must be received within this time frame and must be accompanied by the prescribed fee of \$125.00 per appeal payable to the Minister of Finance. Appeal packages must be directed to the Ontario Municipal Board within 15 days of receipt of the appeal. If no appeals are filed during the time permitted the Official Plan Amendment will be deemed to have come into force on the date it was initially adopted by Council. The Director of Planning & Heritage must forward the appeal package and prescribed information to the Ontario Municipal Board within 15 day period, commencing the date the appeal was received.

SUBMISSION REQUIREMENTS AND FEES:

Three (3) complete copies of the application, including relevant plans, maps, and other attachments, are to be submitted to the Director of Planning & Heritage together with the application fee. The Official Plan amendment application fee is set at \$1,617.23. Concurrent Official Plan and Zoning

By-law amendment application fees are set at \$2,156.24. These fees must be paid by cash, cheque or money order and are payable to the "Corporation of the Town of Perth". These deposit fees normally cover the cost of processing the application(s), however, where costs actually exceed the deposit fee, the balance will be billed to the applicant.

ADDITIONAL INFORMATION:

The Town Planner is responsible for dealing with the Official Plan amendment applications. If you have any questions regarding the Official Plan amendment process, you are directed to contact:

Town Planner
80 Gore Street, East,
Perth, Ontario
K7H 1H9
Tel: 613-267-3311
Fax: 613-267-5635