



**APPLICATION FOR OFFICIAL PLAN AMENDMENT**  
**GUIDELINES**

**Introduction:**

The purpose of these guidelines are to assist you in completing the application to amend the Official Plan. Most amendments to the Official Plan will also require a Zoning By-Law amendment. It is recommended that you consult with township staff prior to submitting a formal application.

The application must be completed and accompanied with the applicable fees prior to further consideration. For further information on the Official Plan amendment process please refer to the Ontario Planning Act and should you require clarification on any matter covered by this application form, please contact the Township Office at the address provided below.

**Application Fees:**

Each application must be accompanied with the application fee as per the Schedule of Fees By-Law in the form of a cheque payable to the Township of South Algonquin. Please note additional fees may be applicable.

**Copies:**

Eight (8) copies of the application, including the site plan and other information as may be specified in the application.

**Authorization:**

If the applicant is not the owner of the subject land, written permission granting the applicant the authority to act on behalf of the property owner as it relates to the subject application must be included with the application.

**Supporting Information:**

Please be advised that additional information may be required by the Township or the prescribed agencies in order to evaluate the proposed amendment. This information is often a requirement of the Official Plan, Provincial policies and/or the applicable regulations. (Required information may include studies or reports for environmental impacts, sewage/potable water inspection and storm water management.)

**Approval Process:**

After the submission of an application, the CAO/Clerk Treasurer will determine if the application is complete, including whether all of the information prescribed by the Ontario Regulation(s) and the Township Official Plan and the required fees have been provided. The applicant/owner will then be notified as to whether the application is complete or if further information is required.

Once all required information is received. Council will then decide if the application includes sufficient merits to proceed. Once approved the Township will proceed with the circulation of notice, public meeting as required by the Planning Act. The applicant is encouraged to attend the public meeting to present the proposal. The applicant will be provided notice of any decision made by Council.

The Planning Act provides an appeal procedures in respect to Official Plan Amendments.

*For further information please contact:*

Tracy Cannon, Municipal Operations Clerk

Township of South Algonquin

7 Third Avenue, P.O. Box 217

Whitney, ON

K0J 2M0

Phone: 613-637-2650 Ext. 203 Fax: 613-637-5368 Email: [operations@southalgonquin.ca](mailto:operations@southalgonquin.ca)



Date: \_\_\_\_\_

**1. General Information**

<b>Registered Owner</b>	Telephone No.	Email Address
Address	Postal Code	
<b>Applicant/Agent</b>	Telephone No.	Email Address
Address	Postal Code	
<b>Agent or Solicitor</b>	Telephone No.	Email Address
Address	Postal Code	
<b>Mortgagee</b>	Telephone No.	
Address	Postal Code	

All correspondence should be sent to:  Owner  Applicant  Agent/Solicitor

2. What is the current Official Plan Designation of the subject property? \_\_\_\_\_

3. What area does the Official Plan Amendment Cover?  Entire Property  Portion of Property

**4. Location of Property**

Lot(s)	Concession
Reference Plan No.	Roll No.
36R-	4801
Municipal Address	Geographic Ward
	<input type="checkbox"/> Airy <input type="checkbox"/> Dickens <input type="checkbox"/> Lyell <input type="checkbox"/> Murchison <input type="checkbox"/> Sabine

5. **Description of Property (Metres)**

Frontage	Depth	Area

5a. **Description of Property (Metres) (If only "PORTION" of Property)**

Frontage	Depth	Area

6. **Is the proposed amendment consistent with the Provincial Policy Statement?**  Yes  No

7. **Is the subject land within an area of land designated under any Provincial Plans? If yes, how does the application conform to the applicable Provincial Plan?**  Yes  No

8. **What is the purpose of the proposed Official Plan Amendment?**

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9. **Does the proposed Official Plan Amendment:**

Change policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Delete policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Replace policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Add policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No

List all policy sections to be amended:

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10. **Does the proposed Official Plan Amendment:**

Change designation?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Replace designation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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11. **List land uses that are permitted by the Township Official Plan** \_\_\_\_\_

12. **What is the current zoning of the subject property?** \_\_\_\_\_

13. **What is the proposed use of the subject land?** \_\_\_\_\_

14. Has the current owner (or a previous owner) made application for any of the following, either on or within 120 metres of the subject land?

- Official Plan Amendment  Yes  No
- Zoning By-Law Amendment  Yes  No
- Minor Variance  Yes  No
- Consent ( Severance)  Yes  No
- Site Plan Control  Yes  No

14a. If yes, please provide the following information:

File No. and Date of Application: \_\_\_\_\_

Approval Authority (Ministry of Municipal Affairs or Township of South Algonquin): \_\_\_\_\_

Lands Subject to Application: \_\_\_\_\_

Purpose of Application: \_\_\_\_\_

Status of Application: \_\_\_\_\_

Effect on the Current Application: \_\_\_\_\_

15. List of Buildings or Structures on Property

Type of Buildings or Structures	All Yard Setbacks				If known, Year constructed	Building Dimensions (metric units)	Ground Floor Area	Building Height
	Front	Rear	Side	Side				
1								
2								
3								

16. List of PROPOSED Buildings or Structures

Type of Building or Structures	All Yard Setbacks				Building Dimensions (metric units)	Ground Floor Area	Building Height
	Front	Rear	Side	Side			
1							
2							
3							

**17. This property is currently serviced by (please check appropriate boxes)**

- a. Water Supply                     Private Well                     Other (specify) \_\_\_\_\_
- b. Sewage Disposal                 Private septic                     Other (specify) \_\_\_\_\_
- c. Storm Drainage System         Ditches & Swales                 Pipes/Culvert
- d. Road Access or Frontage         Name of Road \_\_\_\_\_  
   A Local Public Road  
   A Provincial Highway  
   Private Road or Right-of-Way  
   Other (specify) \_\_\_\_\_
- e. Lake Frontage                     Water Access Only  
   Name of Lake \_\_\_\_\_
- f. If water access only, is there a parking/docking facility available?                     Yes                     No
- g. If yes, is the parking/docking facility on a public road?                     Yes                     No  
Please provide the name of the public road to which the parking/docking facility is located \_\_\_\_\_

**18. The property is PROPOSED to be serviced by (please check appropriate boxes)**

- a. Water Supply                     Private Well                     Other (specify) \_\_\_\_\_
- b. Sewage Disposal                 Private septic                     Other (specify) \_\_\_\_\_
- c. Storm Drainage System         Ditches & Swales                 Pipes/Culvert
- d. Road Access or Frontage         Name of Road \_\_\_\_\_  
   A Local Public Road  
   A Provincial Highway  
   Private Road or Right-of-Way  
   Other (specify) \_\_\_\_\_
- e. Lake Frontage                     Water Access Only  
   Name of Lake \_\_\_\_\_
- f. If water access only, is there a parking/docking facility available?                     Yes                     No
- g. If yes, is the parking/docking facility on a public road?                     Yes                     No  
Please provide the name of the public road to which the parking/docking facility is located \_\_\_\_\_

**19. Does the requested amendment permit development on a privately owned and operated individual or communal septic system and more than 4500 litres of effluents per day?**                     Yes                     No

**19a. If yes, the following reports must be submitted with the application:**

Servicing Options Report	Included:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Hydrogeological Report	Included:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**20. What land uses are currently designated for this designation?**  
\_\_\_\_\_

**21. What is the purpose of the proposed Official Plan Amendment?**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**22. Please provide an accurate drawing of the proposal that includes:**

Boudaries and dimesions of the subject property and its current land use

Dimensions of area of amendment (it not, the entire property)

The size and use of all abutting land

All existing and proposed parking and loading areas, driveways and lanes

The nature of any easement or restrictive covenants on the property

The location of any township drains

All natural water courses ( Rivers, streams, lakes) and Environmental Protection areas

Dimensions of all existing and proposed buildings and structures on the subject land and their distance to all lot lines.

The name of abutting public roads or private roads/laneways

If access to subject land is by water only, provide the location of the parking and docking facilities to be used

Other features both on site or nearby that in the opinion of the applicant will have an effect on the application( such as bridges, railways, airports, wells, septic systems, springs, slopes, gravel pits.

**23. Affidavit or Sworn Declaration**

I, \_\_\_\_\_ of the \_\_\_\_\_

in the \_\_\_\_\_

(name of District, Region, County, Province)

make oath and say ( or somenly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application is 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, and by virtue of the Canada Evidence Act.

Declared before me at the \_\_\_\_\_

(Municipality)

in the \_\_\_\_\_

(District)

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Commisioner of Oaths

## **Applicant's Consent (Freedom of Information), Authorization For Access & Signage Agreement:**

In accordance with the provision of the Planning Act, it is the policy of the Municipality to provide public access to all development applications and supporting documentation. Additionally, notice signs, provided by the Municipality for your convenience, must be posted on the subject lands such that they are visible and legible from a public highway, providing notification to passers-by and assisting staff and the Committee in locating the property during site visits in advance of the public meeting. In submitting this development application and supporting documentation,

I/We \_\_\_\_\_ and \_\_\_\_\_  
*Name of Owner(s)* *Name of Owner(s)*

of the Township of South Algonquin in the District of Nipissing hereby acknowledge the above-noted and provide my (our) 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, as well as commenting letters of 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. **AND;**

Hereby confirm that the required notice signs will be posted on the lands as instructed and further indemnify the Municipality from any damages resulting from the improper postings of this sign. **AND;**

Hereby permit Municipal Staff and its representatives to enter upon the premises for the purpose of performing inspections of the subject property.

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

\_\_\_\_\_  
*Date*

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

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Witness*

\_\_\_\_\_  
*Date*

**OWNER(S) AUTHORIZATION OF AGENT**

**(Only required if the applicant or agent is not the registered owner):**

I/We \_\_\_\_\_ and \_\_\_\_\_  
*Name of Owner(s)* *Name of Owner(s)*

Of the Township of South Algonquin in the District of Nipissing.

Registered owner of \_\_\_\_\_  
*Property Description*

Do hereby authorize \_\_\_\_\_  
*Name(s) of Authorized Agent(s)*

To act as my (our) agent for the purposes of this application.

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

\_\_\_\_\_  
*Date*

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

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Witness*

\_\_\_\_\_  
*Date*



## UNDERTAKING AND AGREEMENT- COSTS OF APPLICATION

I/We \_\_\_\_\_ and \_\_\_\_\_  
*Name of Owner(s)* *Name of Owner(s)*

Of the Township of South Algonquin in the District of Nipissing hereby acknowledge receiving and reviewing the Township of South Algonquin's Schedule of Fees By-Law related to planning matters. I further understand and agree to be bound by the fees and specifically agree that I shall pay full cost recovery for any planning matters listed in the fee schedule.

In consideration of the Township accepting and processing this application, I understand and agree that the Fee and any associated Deposit submitted with this application covers only the anticipated processing cost (i.e. review by Township Staff, Public Meeting etc.). It is further understood and agreed that any additional costs or requirements, incurred and charged by the Municipality (i.e. Township Planner, Legal or Engineering Fees, O.M.B. hearing costs, Agreements, Special Studies, other Approvals or Applications and any other related matters), will be my/our responsibility to pay and/or reimburse the Municipality for same. Failure to pay all associated costs shall result in refusal of this application and if not paid forthwith after being invoiced, I agree that fees may be added to my municipal tax bill and collected by the Municipality in the same manner such as municipal taxes, or by any other means legally available to the Municipality.

\_\_\_\_\_  
*Owner Name (Print)*

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

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Owner Name (Print)*

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

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Witness Name (Print)*

\_\_\_\_\_  
*Signature of Witness*

\_\_\_\_\_  
*Date*