

Application for Official Plan Amendment
(Under Section 16 of the Planning Act, R.S.O., 1990 c. P.13, as amended)

For use by Principal Authority:

Date Received: _____	File No. OPA- _____
Fee Received: _____	Deemed Complete: _____
	Roll Number: _____

Note to Applicants: This application form must be used for amendments to the **Township Official Plan**. In this form, the term “subject land” means the land that is the subject of this application.

Completeness of the Application

The information in this form that **must** be provided by the applicant is indicated by the **black arrows (▶)** on the left side. This information is prescribed in the Schedule to Ontario Regulation 543/06 made under the **Planning Act**. The mandatory information must be provided with the appropriate fee. If the mandatory information, including the fee is not provided, the Municipality will return the application or refuse to further consider the application until the prescribed information, and fee have been provided.

Prior to submitting this application to the Township, applicants are required to meet with Township Staff and County Planning Department Staff to determine which supporting studies, as outlined in the County and/or Township Official Plan, will be required to be submitted with the application in order to deem the application ‘complete’. If the appropriate studies are not submitted with the application, the application will be refused. The County is the approval authority for Township Official Plan Amendments.

Submission of the Application

The Township requires:

- 3 copies of the completed application form;
- 3 copies of the survey and/or sketch (measurements to be in metric units), on 8½” x 11” paper if the amendment is site specific and is amending the land use description on a property;
- 5 copies of additional information or reports, if required, and;
- The applicable fee - as indicated on the Municipality’s fee schedule;
- Peer Review Reimbursement Agreement (if applicable) and associated fee/deposit

For Help

If you require help completing the application form, you can contact staff at the Municipal Office during regular office hours.

► Details of the Amendment

a) Does the amendment propose to (please indicate yes or no):	Yes	/	No
i) Change, replace or delete a policy in the Township Official Plan?	<input type="checkbox"/>		<input type="checkbox"/>
ii) Add a policy to the Township Official Plan?	<input type="checkbox"/>		<input type="checkbox"/>
iii) Change or replace a designation on the land use schedule of the Township Official Plan?	<input type="checkbox"/>		<input type="checkbox"/>
b) If the amendment request changes, replaces or deletes a policy, please identify the appropriate policy (by page and section number):			
c) If the amendment request changes, replaces or deletes a policy or adds a policy, please indicate the purpose of the Official Plan Amendment request (use additional sheets if necessary):			
d) If a policy is being changed, replaced or deleted or if a policy is being added to the municipal Official Plan, indicate the text of the Official Plan Amendment request (use additional sheets if necessary):			
e) What is the current designation of the subject lands in the Township Official Plan and the land uses authorized by this category (if applicable)?			
f) If the amendment request changes or replaces a designation, please identify the designation to be changed or replaced and the purpose of such change:			
g) If the amendment request changes or replaces a designation or a schedule in the municipal official plan, please identify the schedule to be changed or replaced and the text that accompanies it:			

h) What are the land uses which would be authorized by the Official Plan amendment request?
i) If the amendment request changes all or any part of a settlement area boundary, or establishes a new settlement area in the Municipality, please describe the current official plan policies dealing with the alteration or establishment of a settlement area (attach a separate sheet if necessary):
j) If the amendment request removes the subject land from an area of employment, please describe the current official plan policies, if any, dealing with the removal of land from an area of employment (attach a separate sheet if necessary):
k) Please provide the rationale/justification for the amendment request related to questions a) through j) in the Details of the Amendment section (attach additional sheets if necessary):
l) What is the current designation of the subject lands in the County of Peterborough Official Plan?
m) Please provide an explanation on how the proposed amendment conforms with the County of Peterborough Official Plan (use additional sheets if necessary):
n) Is the subject land within an area of land designated under any provincial policy statements as defined in subsection 3(1) of the Planning Act? (e.g. Provincial Policy Statement 2014)? <input type="checkbox"/> Yes If yes, provide an explanation of how the requested amendment is consistent with the policy statements issued under subsection 3(1) of the Act (use additional sheets if necessary):

o) Is the subject land within an area of land designated under any provincial plan(s) (e.g. Growth Plan for the Greater Golden Horseshoe (2017), Oak Ridges Moraine Conservation Plan (2017), Green belt Plan (2017) etc.)?

Yes

If yes, provide an explanation of how the requested amendment conforms or does not conflict with the provincial plan(s) (use additional sheets if necessary):

p) Is the subject property or a portion of the subject property within a designated Vulnerable Area around the source of a municipal residential drinking water supply and subject to policy(s) in the Trent Source Protection Plan, developed under the *Clean Water Act*?

Yes No

If yes, please indicate if a Section 59 Notice is attached or explanation for not including this Notice.

q) Are the subject lands, **or** lands within 120 metres of the subject lands, the subject of any other application under the Planning Act (please indicate yes or no)?

	Yes	/	No
i) Official Plan Amendment:	<input type="checkbox"/>		<input type="checkbox"/>
ii) Zoning By-law Amendment:	<input type="checkbox"/>		<input type="checkbox"/>
iii) Minister's Zoning Order:	<input type="checkbox"/>		<input type="checkbox"/>
iv) Minor Variance:	<input type="checkbox"/>		<input type="checkbox"/>
v) Plan of Subdivision or Condominium:	<input type="checkbox"/>		<input type="checkbox"/>
vi) Consent:	<input type="checkbox"/>		<input type="checkbox"/>
vii) Site Plan:	<input type="checkbox"/>		<input type="checkbox"/>

r) If yes to any of the above, and if known, please indicate:

i) The file number(s) of the application(s):

ii) The name of the approval authority considering the application:

iii) The lands affected by the application:

Municipality:

Ward:

Lot:

Concession:

Reference Plan:

Part number:

Street Number:

Street Name:

iv) The purpose of the application:

v) The status of the application:

vi) The effect of the application on the proposed amendment:

Note: If more space is required, please attach the required information to the back of this application.

s) Please provide a proposed strategy for consulting with the public with respect to the proposed amendment:

Additional Information

a) Please provide the rationale/justification for the amendment request related to questions a) through j) in the **Details of the Amendment** section (attach additional sheets if necessary):

b) Indicate the use of the subject land:

i) Current use(s):

ii) All previous known uses:

iii) Is the subject land designated under the Ontario Heritage Act?
 Yes No

iv) Has there been an industrial or commercial use on the subject land or adjacent lands?
 Yes No
If yes, specify the use:

v) Has the grading of the subject land been changed by adding earth or other material?
 Yes No Unknown

vi) Has a gas station been located on the subject land or adjacent lands at any time?

Yes No Unknown

vii) Has there been petroleum or other fuel stored on the subject or adjacent lands?

Yes No Unknown

viii) Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent sites?

Yes No Unknown

ix) What information did you use to determine the answers to the above questions?

x) If **Yes** to iv), v), vi), vii) or viii), a previous use inventory is needed showing all former uses of the subject land, or if appropriate, the adjacent land. Please attached a separate sheet.

c) Is there any other information that may be useful to the Township in reviewing this Official Plan Amendment (i.e. efforts made to resolve outstanding objections or concerns)? If so, explain below or attach a separate page.

Information to Applicants

Application Form

The application form must be complete at time of submission. Dark blue or black ink only – do not use pencil. The original copy of the application must be submitted to the Township. Incomplete applications will not be accepted.

For additional information, please contact the Township of Cavan Monaghan Planning Department at 988 County Road 10, Millbrook ON L0A 1G0 or by telephone at (705) 932-9334 or 705-932-9321 between 8:30 a.m. - 4:30 p.m.

Species at Risk

The applicant and any prospective owners are advised that endangered and threatened species exist in the area and may exist on the site. Property owners are responsible for identifying endangered and threatened species and their habitat within the property prior to undertaking work. They must also ensure that the work/activity will not result in negative impacts. Property owners are encouraged to consult with their local Ministry of Natural Resources District Office if they have questions about the *Endangered Species Act, 2007*. The Peterborough District Office is located at 300 Water Street in Peterborough. The telephone number for the office is 705-755-2000 or 1-800-667-1940.

Any sightings of a threatened or endangered species during development and construction on the property must be reported to the local Ministry of Natural Resources Species at Risk Biologist. For more information on the Endangered Species Act, 2007 or the full list of species at risk, please visit www.ontario.ca/speciesatrisk. A list of the Species at Risk in the Township of Cavan Monaghan is also available from the Township Planning Department.

Notice of Collection

Personal information contained in this form and schedules collected will be used in the administration of the application and information contained herein may be available to the public in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions regarding this collection and its release under the Act should be directed to the Township of Cavan Monaghan, Attention: Clerk, 988 County Road 10, Millbrook, Ontario L0A 1G0, telephone 705-932-9326 during business hours.

Consent of the Owner to the use and Disclosure of Information and Supporting Documentation

I, _____, am the owner of the land that is the subject of this application and I understand the information and any reports/studies and supporting documentation submitted in support of this application may be disclosed to the public in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

► Sworn Declaration

I/We (applicant(s)) _____

of the _____ of _____
(Village/Township/Town/City) (Municipal Name)

solemnly declare that:

All the above statements and the information contained in all the exhibits transmitted herewith, are true and 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 by virtue of the Canada Evidence Act and agree to allow the Township of Cavan Monaghan, its employees and agents to enter upon the subject property for the purposes of conducting surveys and tests that may be necessary to process this application.

I/we also agree to pay any additional funds required by the Township for the processing of this application in accordance with the Township's Fee Structure By-law. Additional funds will not be required until the original application fee has been expended.

Declared before me at the _____

of _____

this _____ day of _____ 20_____

Signature of Applicant

Signature of Property Owner
(if not the same as applicant)

Date

A Commissioner, etc.