

CORPORATION OF THE TOWNSHIP OF MCKELLAR
APPLICATION FOR OFFICIAL PLAN AMENDMENT

General Instructions: Read carefully before completing application.

1. Application to be completed in full.
2. Fee: \$2,000.00

Includes costs of photocopying, postage, holding of special meetings, and any other directly relatable expenditure over and above normal municipal staff administrative costs, and shall exclude any costs associated with the participation of professionals, such as engineers, planners or solicitors or the costs associated with the holding of Ontario Municipal Board hearings.
3. Deposit: \$1,000.00

The applicant shall reimburse the Township on demand for all costs incurred in the processing of the application, including but not limited to the costs of professional planning services, legal fees, costs relating to the serving of notices and advertising, survey fees and engineering fees. A deposit of \$1,000.00 shall be required to cover the above costs, which shall be returned if no additional costs are incurred or a further deposit may be required to cover additional costs.
4. Application to be signed by owner or authorized agent only.
5. The consideration of this application does not make the Township liable for any of the applicant's costs for legal, surveying, or other professional costs.
6. If there are objections to the Official Plan Amendment and a hearing of the Ontario Municipal Board is to be held, the applicant should arrange to be present in person, or to be represented by legal counsel at the meeting.

To Accompany Application:

A legal survey plan or a plan of the property accurately drawn to an appropriate scale based on a true survey showing:

- a) existing buildings or structures on site and their dimensions;
- b) location of proposed buildings including their height and dimensions;
- c) location, widths, and names of abutting roads;
- d) natural features: watercourses, wooded areas, swamps, etc., and
- e) any other information which might be helpful for Council's consideration of the application.

Personal information contained on the application form will be used for the purpose of considering your application for an Official Plan Amendment. Questions regarding the collection of this information should be directed to the Clerk.

**TOWNSHIP OF McKELLAR
APPLICATION TO AMEND**

OFFICIAL PLAN

ZONING BY-LAW

1. Applicant Information			
1.1	Name of Applicant	Home Telephone No.	Business Telephone No.
	Address	Home Fax Telephone No.	Business Fax Telephone No.
	Postal Code		
1.2 Name of Owner(s) (if different from the applicant). An owner's authorization is required in Section 10, if the applicant is not the owner.			
	Name of Owner(s)	Home Telephone No.	Business Telephone No.
	Address	Home Fax Telephone No.	Business Fax Telephone No.
	Postal Code		
1.3 Name of the person who is to be contacted about the application, if different than the applicant. (This may be a person or firm acting on behalf of the applicant.)			
	Name of Contact Person	Home Telephone No.	Business Telephone No.
		Fax Telephone No.	Fax Telephone No.
	Address	Postal Code	
1.4 Name of Mortgagee (if applicable)			Business Telephone No.
			Fax Telephone No.
	Address	Postal Code	

2. Purpose of this Application (check appropriate box and complete applicable sections)	
2.1 Application is hereby made for a(n):	
<input type="checkbox"/> OFFICIAL PLAN AMENDMENT	<input type="checkbox"/> ZONING BY-LAW AMENDMENT
for the lands hereinafter described and shown on the attached sketch(s).	
2.2 What is the existing official plan designation(s), of the subject land?	2.2 What is the existing zoning of the subject land?
2.3 What is the proposed amendment to the official plan?	2.3 What is the proposed zoning of the subject land?
2.4 What are the reasons for the proposed change?	2.4 What are the reasons for the proposed change?

3. Location of the Subject Land (Complete applicable boxes in 3.1)			
3.1 Road	Address		
Concession Number(s)	Lot Number(s)	Registered Plan Number	Lot(s)/Block(s)
Reference Plan Number	Part Number(s)	Island Number	Parcel
3.2 Are there any easements or restrictive covenants affecting the subject land?			
<input type="checkbox"/> No <input type="checkbox"/> Yes If YES , describe the easement or covenant and its effect. _____			

4. Description of Subject Land and Servicing Information (Complete each subsection)			
4.1	Description	Frontage (m.)	(Depth (m.) Area (ha.)
4.2	Buildings or Structure (Attach Separate list if necessary)	Type	Existing Size Proposed Size
4.3	Access (✓ appropriate space)	Provincial Highway	Existing Proposed
		Municipal road, maintained all year	
		Other public road	
		Right of way	
		Water Access (if so, describe below)	
		Describe in section 7.2, the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road.	
4.4	Water Supply (✓ appropriate space)	Publicly owned and operated piped water system	N/A
		Privately owned and operated individual well	
		Privately owned and operated communal well	
		Lake or other waterbody	
		Other means	
4.5	Sewage Disposal (✓ appropriate space)	Publicly owned and operated sanitary sewage system	N/A
		Privately owned and operated individual septic tank ¹	
		Privately owned and operated communal septic system	
		Privy	
		Other means	
		(1) A certificate of approval from the Director having jurisdiction under Part VIII of the E.P.A. submitted with this application will facilitate the review.	
4.6	Storm Drainage (✓ appropriate space)	Method of Drainage	
		Surface	
		Ditching	
		Piping	
4.7	Other Services (✓ appropriate space)	Electricity	
		School Busing	
		Garage Collection	
4.8	If access to the subject land is by private road, or if "other public road" or "right-of-way" was indicated in section 4.3, indicate who owns the land or road, who is responsible for its maintenance and whether it is maintained seasonally or all year.		

5. Land Use		
5.1	What are the existing uses on the subject land?	Date Use Established
	What are the proposed uses on the subject land?	Proposed Commencement Date
5.2 Are any of the following uses or features on the subject land or within 500 metres of the subject land, unless otherwise specified. Please check the appropriate boxes, if any apply.		
	Use or Feature	On the Subject Land
		Within 500 Metres of Subject Land, unless otherwise specified (indicate approx. distance)
	An agricultural operation, including livestock facility or stockyard	
	A landfill	
	A sewage treatment plant or waste stabilization plant	
	A Provincially significant wetland (Class 1, 2 or 3 wetland)	
	A provincially significant wetland within 120 metres of subject land	N/A
	Flood plain	
	A rehabilitated mine site	
	A non-operating mine site within 1 kilometre of the subject land	
	An active mine site	
	An industrial or commercial use, and specify the use(s)	
	An active railway line	
	A municipal or federal airport	
6. Current Applications		
6.1	Is the subject land currently the subject of an application for a minor variance, consent or approval of a plan of subdivision? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown If YES , and if KNOWN , specify the appropriate file number and status of the application.	
6.2	Has the land ever been the subject of an Official Plan Amendment or Zoning By-law Amendment. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown If YES , and if KNOWN , specify the Number for the amendment.	
7. Other Information		
7.1	When was the subject land acquired by the current owner?	
7.2	Is there any other information that you think may be useful to the Township or other agencies in reviewing this application? If so, explain below or attach a separate page.	
8. Plans		
8.1	Key Plan Every application shall be accompanied by a key plan, drawn to an appropriate scale, properly dimensioned and showing thereon: <ul style="list-style-type: none"> • the boundaries of the parcel of land that is the subject of the application, the part of the parcel that is the subject of this application, the location of all adjacent properties and/or islands, transportation routes, etc; • the distance between the subject land and the nearest township lot line or landmark, such as a railway crossing or bridge; • all lands within 120 metres (400 feet) of subject lands; • the nearest highway or township road. 	
8.2	Property Sketch Every application shall be accompanied by a sketch (based on a boundary survey plan of the subject land prepared by an Ontario Land Surveyor) drawn to an appropriate scale, properly dimensioned and showing thereon: <ul style="list-style-type: none"> • the boundaries and dimensions of the subject land and the part that is the subject of this application; • the boundaries and dimensions of any land owned by the owner of the subject land and that abuts the subject land; • the location and dimensions of existing and proposed buildings and structures and their distances from lot lines; • the location of all land previously severed from the parcel originally acquired by the current owner of the subject land; • the approximate location of all natural and artificial features on the subject land and adjacent lands that in the opinion of the applicant may affect the application, such as railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks, landscaped open spaces, planting strips, parking areas, loading areas, driveways and walkways; • the existing use(s) • uses on adjacent lands • the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a publicly travelled road, a private road or a right-of-way • if access to the subject land is by water only, the location of the parking and boat docking facilities uses; • the location and nature of any easement affecting the subject land. 	
Additional Information Additional information, including architectural drawings and elevations, shall be furnished by the applicant at the request of the Township.		

9. Affidavit / Sworn Declaration

9.1 The contents of the application and appendices shall be validated by the Applicant (or authorized agent) in the form of the following Affidavit / Sworn Declaration before a Commissioner or other person empowered to take Affidavits.

Dated at the _____ this _____ day of _____ 20____

I, _____ of the _____ in the

County/District/Regional Municipality of _____ solemnly declare that all the statements contained 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 and by virtue of the **CANADA EVIDENCE ACT.**

DECLARED BEFORE ME at the _____ of _____ in the _____ of _____ this _____ day of _____ 20_____.

A Commissioner of Oaths

Signature of Applicant or Agent

10. Authorizations

10.1 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 the application must be included with this form or the authorizations set out below must be completed.

Authorization of Owner for Agent to Make the Application

I, _____, am the owner of the land that is the subject of this application for an Official Plan Amendment and/or Zoning By-law Amendment and I authorize _____ to make this application on my behalf.

Date _____

Signature of Owner _____

10.2 If the applicant is not the owner of the land that is the subject of this application, complete the authorization of the owner concerning personal information set out below.

Authorization of Owner for Agent to Provide Personal Information

I, _____, am the owner of the land that is the subject of this application for an Official Plan Amendment and/or Zoning By-law Amendment and for the purposes of the **Freedom of Information and Protection of Privacy Act**, I authorize _____, as my agent for this application, to provide any of my personal information that will be included in this application or collected during the processing of the application.

Date _____

Signature of Owner _____

11. Consent of the Owner (this section must be completed for the application to be processed)

11.1 Complete the consent of the owner concerning personal information set out below.

Consent of the Owner to the Use and Disclosure of Personal Information

I, _____, am the owner of the land that is the subject of this application and for the purposes of the **Freedom of Information and Protection of Privacy Act**, I authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the **Planning Act** for the purposes of processing this application.

Questions about this collection of personal information should be directed to the Township Clerk.

Date _____

Signature of Owner _____

12. Payment of Fees (this section must be completed for the application to be processed)

12.1 Complete the consent of the owner concerning payment of fees set out below.

As of the date of this application, I hereby agree to pay for and bear the entire cost and expense for any engineering, legal, landscape architectural and/or external planning consulting expenses incurred by the Township of McKellar during the processing of this application, in addition to any application fee set by the Township of McKellar.

Date _____

Signature of Owner _____

13. Ontario Municipal Board Hearing Costs (this section must be completed for the application to be processed)

13.1 Complete the consent of the owner concerning Ontario Municipal Board Hearing costs set out below.

The registered owner hereby acknowledges and agrees to pay all costs incurred by the Township of McKellar related to an appeal in the event that this application is approved and the matter comes before the Ontario Municipal Board.

Date _____

Signature of Owner _____