



Application for Official Plan Amendment

General Instructions: Read carefully before completing the application.

1. Application to be completed in full.
2. Fee: **\$2,000.00**
Includes costs of photocopying, postage, holding special meetings, and any other directly related expenditure over and above normal municipal staff administrative costs, and shall exclude any fees associated with the participation of professionals, such as engineers, planners, or solicitors, as well as the costs associated with holding Ontario Land Tribunal (OLT) 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 fees.
6. If there are objections to the amending By-law and a hearing of the Ontario Land Tribunal (OLT) 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 an actual survey showing:

- Existing buildings or structures on site and their dimensions
- Location of proposed buildings, including their height and dimensions
- Location, widths, and names of abutting roads
- Natural features: watercourses, wooded areas, swamps, etc., and
- Any other information which might be helpful for Council's consideration of the application.

Pre-consultation Meetings can be arranged prior to the submission of an Official Plan Amendment. Please contact the Clerk for further information at clerk@mckellar.ca or (705) 389-2842 x4.

Personal information contained on the application form will be used for the purpose of considering your application for a Official Plan Amendment. Questions regarding the collection of this information should be directed to: Clerk, Township of McKellar, P.O. Box 69, McKellar, Ontario, P0G 1C0, Telephone: (705)389-2842, Fax: (705)389-1244.

Name of Owner(s): _____

Mailing Address: _____

Phone: _____ Email: _____

Authorized Agent (if any): _____

Mailing Address: _____

Phone: _____ Email: _____

(letter of authorization to be attached)

Location of Land

Roll Number: 4928-00000 Civic/ 911 Address: _____

Legal Description: _____

SECTION 1: PURPOSE OF APPLICATION

1.1 Are there any easements or restrictive covenants affecting the subject land?

Yes: No: If YES, describe the easement or covenant and its effect: _____

For the Land hereinafter described and shown on the attached sketch.

1.2 What is the existing official plan designation(s) of the subject land? _____

1.3 What is the proposed amendment to the official plan? _____

1.4 What are the reasons for the proposed change? _____

SECTION 2: DESCRIPTION OF SUBJECT LAND AND SERVICING INFORMATION
(MUST COMPLETE EACH SUBSECTION)

2.1 Description:

Frontage (m.): _____ Depth(m.): _____ Area (ha.): _____

2.2 Building or Structure (attach a separate list if necessary):

Type: 1.	Existing Size: _____	Proposed Size: _____
2.	_____	_____
3.	_____	_____
4.	_____	_____

2.3 Access (check appropriate space): ¹

- Provincial Highway:
- Municipal Road (maintained all year round):
- Other public road:
- Right of way:
- Water Access (if so, describe below):

2.4 Water Supply (Select applicable):

- Publicly owned and operated piped water system:
- Privately owned and operated individual well:
- Privately owned and operated communal well:
- Lake or other waterbody:

2.5 Sewage disposal (Select applicable): ²

- Publicly owned and operated sanitary sewage system:
- Privately owned and operated individual sewage tank (1):
- Privately owned and operated communal septic system:
- Privy:
- Other Means:

2.6 Storm Drainage (Select applicable):

- Method of Drainage: _____
- Surface:
 - Ditching:
 - Piping:

2.7 Other Services (Select applicable):

- Electricity:

2.9 If access to the subject land is by private road, or if “other public road” or “right-of-way” was indicated in section 2.3, indicate who owns the land or road, who is responsible for its maintenance and whether it is maintained seasonally or all year. _____

SECTION 3: LANDS

3.1 What are the existing uses on the subject land? _____

3.2 What are the proposed uses on the subject land? _____

Date Established: _____ Proposed Commencement Date: _____

1. ACCESS: Describe in section 5.2 the parking and docking facilities to be used, along with the approximate distance of these facilities from the subject land and the nearest public road.
2. SEWAGE DISPOSAL: A certificate of approval from the Director having jurisdiction under Part VII of the E.P.A submitted with this application will facilitate the review.

3.3 Are any of the following uses or features on the subject land or within the 500 metres of the subject land, unless otherwise specified? (Please select all that apply).

<u>Use Or Feature</u>	<u>On the Subject Land:</u>	<u>Within 500 metres:</u> (Write approx. distance)
An agricultural operation, including a livestock facility or stockyard:	<input type="checkbox"/>	_____
A landfill:	<input type="checkbox"/>	_____
A sewage treatment plant or waste stabilization plant:	<input type="checkbox"/>	_____
A provincially significant wetland (class 1, 2, or 3 wetland):	<input type="checkbox"/>	_____
A provincially significant wetland within 120 metres of the subject land:	N/A	_____
Flood plain:	<input type="checkbox"/>	_____
A rehabilitated mine site:	<input type="checkbox"/>	_____
A non-operating mine site within 1 KM of the subject land:	<input type="checkbox"/>	_____
An active mine site:	<input type="checkbox"/>	_____
An industrial or commercial use and specify the use(s):	<input type="checkbox"/>	_____
An Active railway line:	<input type="checkbox"/>	_____
A Municipal or Federal airport:	<input type="checkbox"/>	_____

SECTION 4: CURRENT APPLICATIONS

4.1 Is the subject land currently the subject of an application for a minor variance, consent or approval of a plan of subdivision? If YES and known specify the number of the file number and status of the application.

Yes: No: Unknown: File Number: _____ Status: _____

4.2 Has the land ever been subject of an official plan amendment or zoning by-law amendment? If yes and known specify the number of the amendment.

Yes: No: Unknown: Amendment Number: _____

SECTION 5: OTHER INFORMATION

5.1 When did the current owners acquire the subject land? _____

5.2 Is there any other information that you think can be useful to the Township or other agencies in reviewing this application? If so, explain below or attach a separate page.

SECTION 6: PLANS

6.1 Key Plan

Every application shall be accompanied by a key plan, drawn to an appropriate scale, properly dimensioned and showing thereon:

- ❖ The boundaries and dimensions 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

6.2 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;

- ❖ 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 distance from lot lines;
- ❖ The location of 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);
- ❖ Use 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, or a private road right-of-way;
- ❖ If access to the subject land is by water only, the location of the parking and boat docking facilities is used;
- ❖ The location and nature of any easement affecting the subject land

Additional Information, including architectural drawings and elevations, shall be furnished by the applicant at the request of the Township.

SECTION 7: AFFIDAVIT/ SWORN DECLARATION

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 of Oath or other person empowered to take Affidavits.

Dated at the _____ this _____ day of _____ 20____.
(Current Location) (Day) (Month) (Year)

I, _____ of the _____ in the
(Full Name) (Residing Municipality)

County/District/Regional Municipality of _____ solemnly declare that
(Current County/ District/ Regional Municipality)

all the statements contained in this application is accurate, 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____.

Commissioner of Oaths

Signature of Applicant or Agent

[Commissioners Stamp]

SECTION 8: AUTHORIZATIONS

8.1 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 authorization 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 I authorize _____ to make this application on my behalf.

Date: _____
(mmm/dd/yyyy)

Signature of Owner: _____

8.2 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 for the purposes of the Freedom of Information Act,

I authorize _____ as my agent for this application, to provide any of the personal information that will be included in this application or collected during the processing of the application.

Date: _____
(mmm/dd/yyyy)

Signature of Owner: _____

SECTION 9: CONSENT OF THE OWNER

(THIS SECTION MUST BE COMPLETED FOR THE APPLICATION TO BE PROCESSED)

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. For the Freedom of Information and Protection of Privacy Act, I authorize and consent to the use by or disclosure to any person or public body of any personal information collected under the authority of the Planning Act for the purpose of processing this application.

Date: _____
(mmm/dd/yyyy)

Signature of Owner: _____

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

Ph: (705) 389-2842 x4 | Email: clerk@mckellar.ca

SECTION 10: PAYMENT OF FEES

(THIS SECTION MUST BE COMPLETED FOR THE APPLICATION TO BE PROCESSED)

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: _____
(mmm/dd/yyyy)

Signature of Owner: _____

SECTION 11: ONTARIO LAND TRIBUNAL HEARING COSTS

(THIS SECTION MUST BE COMPLETED FOR THE APPLICATION TO BE PROCESSED)

Complete the consent of the owner concerning Ontario Land Tribunal 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 if this application is approved and the matter comes before the Ontario Land Tribunal.

Date: _____
(mmm/dd/yyyy)

Signature of Owner: _____