



Official Plan Amendment Application Form and Procedure Guide

For Office Use Only

Application Received:

File Number:

Fee Received:

Notice of Public Record

All information and material submitted in support of your application shall be made available to the public, as indicated in Section 1.0.1 of *The Planning Act*.

Background Information

Site Address or Location:

Former Municipality:

Street Address:

Lot(s):

Concession:

Reference Plan:

Registered Plan:

PIN:

Roll Number:

Applicant/Agent Information:

Name:

Mailing Address:

Telephone:

Email:

Registered Property Owner Information: Same as above

Name:

Mailing Address:

Telephone:

Email:



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Site Details

Lot Frontage:

 m

Lot Depth:

 m

Lot Area:

 m²

Are there any easements or restrictive covenants affecting the site? Yes No

If yes, describe the easement or covenant:

What is the site currently used for and how long?

Details of existing development on the site: (gross floor area, height, setbacks, parking, etc.)

Servicing to the site:

Municipal water	<input type="checkbox"/>	Communal water	<input type="checkbox"/>	Private water	<input type="checkbox"/>
Municipal sewer	<input type="checkbox"/>	Communal sewer	<input type="checkbox"/>	Private septic	<input type="checkbox"/>
Other	<input type="checkbox"/>				

Existing storm drainage for the site:

Sewer	<input type="checkbox"/>	Ditches	<input type="checkbox"/>
Swales	<input type="checkbox"/>	Other	<input type="checkbox"/>

Existing uses of abutting properties (including properties on the opposite side of road allowance):



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Type of access to the site and name of road:

- Provincial highway Name: _____
- County road Name: _____
- Year-round municipal road Name: _____
- Seasonal municipal road Name: _____
- Unopened road allowance Private right-of-way
- Water Other

If proposed access is by water, what boat docking and parking facilities are available on the mainland and specify the distances of these facilities from the site and the nearest public road:

Are any of the following uses or features on the site or within 500 metres of the site?

Use or Feature	On site?	Within 500 m of the site?
Agriculturally designated area	<input type="checkbox"/>	<input type="checkbox"/>
Livestock facility (i.e. barn) or manure storage facility	<input type="checkbox"/>	<input type="checkbox"/>
Landfill site (active or closed)	<input type="checkbox"/>	<input type="checkbox"/>
Sewage treatment plant/lagoon	<input type="checkbox"/>	<input type="checkbox"/>
Industrial use	<input type="checkbox"/>	<input type="checkbox"/>
Licensed pit or quarry/area designated for extraction	<input type="checkbox"/>	<input type="checkbox"/>
Mining hazard	<input type="checkbox"/>	<input type="checkbox"/>
Active railway line	<input type="checkbox"/>	<input type="checkbox"/>
Flood plain or other natural hazard	<input type="checkbox"/>	<input type="checkbox"/>
Natural gas or oil pipeline	<input type="checkbox"/>	<input type="checkbox"/>
Hydro easement	<input type="checkbox"/>	<input type="checkbox"/>
Contaminated site	<input type="checkbox"/>	<input type="checkbox"/>
Well head protection zone	<input type="checkbox"/>	<input type="checkbox"/>
Provincially significant wetland	<input type="checkbox"/>	<input type="checkbox"/>
Area of natural and scientific interest (ANSI)	<input type="checkbox"/>	<input type="checkbox"/>
Fish/wildlife habitat	<input type="checkbox"/>	<input type="checkbox"/>
Designated heritage building/site	<input type="checkbox"/>	<input type="checkbox"/>



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Planning and Development Details

Have you pre-consulted with staff? Yes No

If yes, date of pre-consultation:

Current Official Plan designation of the site:

Current Zoning of the site:

Describe the proposed Official Plan Amendment (add or revise a policy, new designation, etc.):

Has the site ever been the subject of an application under the *Planning Act* for:

- | | | | |
|-------------------------|--------------------------|-------------------------|--------------------------|
| Official Plan Amendment | <input type="checkbox"/> | Zoning By-law Amendment | <input type="checkbox"/> |
| Plan of Subdivision | <input type="checkbox"/> | Plan of Condominium | <input type="checkbox"/> |
| Minor Variance | <input type="checkbox"/> | Consent | <input type="checkbox"/> |
| Lifting of Holding | <input type="checkbox"/> | Lifting of 30cm reserve | <input type="checkbox"/> |
| Other | <input type="checkbox"/> | | |

If yes, provide details and application number(s):

Other applications submitted with this application:

- | | | | |
|-------------------------|--------------------------|-------------------------|--------------------------|
| Zoning By-law Amendment | <input type="checkbox"/> | Site Plan Control | <input type="checkbox"/> |
| Plan of Subdivision | <input type="checkbox"/> | Plan of Condominium | <input type="checkbox"/> |
| Minor Variance | <input type="checkbox"/> | Consent | <input type="checkbox"/> |
| Lifting of Holding | <input type="checkbox"/> | Lifting of 30cm reserve | <input type="checkbox"/> |
| Other | <input type="checkbox"/> | | |

Community Notification

Have you consulted with neighbouring property owners? Yes No

If yes, provide details (door-to-door, flyers, etc.):



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Declarations

****All Signatures In This Application Must Be Hand-Written****

Applicant/Agent Authorization Form

The Registered Property Owner must complete this section to authorize an Applicant to act on his or her behalf, and declare that the information provided within this application is accurate and true.

I, _____, being the Registered Property Owner of the lands for which this application is to be made, hereby authorize and direct _____ to act as my agent and on my behalf to apply to the Corporation of the Municipality of North Grenville for a minor variance on the lands herein described.

Date

Owner's Signature

Affidavit or Sworn Declaration that the Information is Accurate

The following must be completed in the presence of a "Commissioner". The Clerk of the Municipality is an authorized Commissioner.

I, _____ of the _____ of _____, in the _____ of _____, hereby solemnly declare that the information contained in this application, on the attached plan, and any associated information submitted with this application, are, to the best of my belief and knowledge, a true and complete representation of the purpose and intent of this application.

Declared Before Me

At _____

This _____ day of _____, _____

Commissioner of Oaths

Signature of Applicant or Owner



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Declarations Continued

Freedom of Information/Access to Property Consent of Owner

I, _____, being the Registered Property Owner of the lands subject of this application for minor variance, and for the purposes of the *Freedom of Information and Protection of Privacy Act*, hereby 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. I also authorize and consent to representatives of the Municipality of North Grenville, and the persons and public bodies conferred with under Section 45(5) of the *Planning Act*, entering upon the lands subject of this application for the purpose of conducting any site inspections as may be necessary to assist in the evaluation of this application.

Date

Owner's Signature



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Applicable Fees

All fees are to be submitted with the application

Municipality of North Grenville: (required for all applications)

Non-refundable cheque made payable to the 'Municipality of North Grenville'

- All applications \$2500

United Counties of Leeds and Grenville: (required for all applications)

Non-refundable cheque made payable to the 'United Counties of Leeds and Grenville'

- All applications \$500

Rideau Valley Conservation Authority: (required if within Rideau Valley watershed)

Non-refundable cheque made payable to the 'Rideau Valley Conservation Authority'

- Major (more than one technical study) \$3920
- Standard (one technical study) \$785

South Nation Conservation Authority: (required if within South Nation watershed)

Non-refundable cheque made payable to the 'South Nation Conservation Authority'

- Major \$3920
- Standard \$785

Leeds, Grenville and Lanark District Health Unit: (required if on private sewage system)

Non-refundable cheque made payable to the 'Leeds, Grenville and Lanark District Health Unit'

- Only if applicable \$206

Additional fees may be required throughout the review process, including, but not limited to, parkland dedication, peer review of technical reports, agreements and associated legal fees, and applicable securities.

Submission Requirements and Procedures

The completed application form, applicable fees, and supporting documentation must be returned to the Municipal Office at:

Municipality of North Grenville
Planning & Development Department,
285 County Road 44, P.O. Box 130,
Kemptville, Ontario, K0G 1J0
Phone: (613) 258-9569
Fax: (613) 258-1441

The Official Plan Amendment application review will be initiated only once the completed application form and all necessary supporting material are received by the Planner. Failure to provide the required information on this application may result in your application not being accepted. For some applications, additional information from a qualified professional, such as an engineer or landscape architect, may be required. The applicant will pay all costs involved with providing this information.

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Mandatory Submission Requirements:

- Planning Rationale
- Concept plan showing proposed land uses and landscaping
- Survey plan prepared by an Ontario Land Surveyor stating the legal description and showing the property boundary, existing buildings and structures, existing trees, floodplain limit, and appropriate dimensions

Information requested through the **Planning Act, Ontario Regulation 543/06, [Schedule 1](#) must be contained within the mandatory 'Planning Rationale'.**

Potential Plans and Studies/Reports to be Submitted:

Plan and study/report requirements are outlined for the applicant during the pre-application consultation process or in correspondence with a planner. If you fail to consult with staff, the Municipality of North Grenville cannot guarantee the completeness or accuracy of your application submission, which may result in processing delays.

- Building elevations
- Sun shadow study
- Minimum distance separation (MDS)
- Archaeological assessment
- Hydrogeological report
- Geotechnical report
- Servicing plan
- Servicing brief/report
- Grading and drainage plan
- Stormwater management brief/report
- Traffic impact assessment
- Noise study
- Environmental Impact Statement (EIS)
- Phase I/II Environmental Site Assessment (ESA)

Submission Format Requirements:

- Two (2) copies of all plans on A1-sized paper and folded to 8.5" x 11" (NOT rolled).
- One (1) reduced copy of each plan on 8.5" x 14" or 11" x 17" paper.
- Three (3) copies of each report.
- Electronic copies of all required plans and reports must be provided in on a CD, DVD, or flash drive in .PDF format.
- All plans and reports prepared by an engineer must be signed and sealed by a professional engineer licensed in the Province of Ontario.

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Procedures:

- Once the Municipal Planner has received the application and deemed it complete, notice of the proposed Official Plan Amendment is provided to all interested agencies, including surrounding municipalities, and to affected individuals. A report is prepared by the Planner and presented to the Council at a formal Public Meeting. You will be expected to attend this **mandatory** Public Meeting to present your proposal. The Council may decide to adopt or deny the requested Official Plan Amendment. If the Official Plan Amendment is adopted by Council, it is then forwarded to the United Counties of Leeds and Grenville for final approval.
- All Official Plan Amendments are also required to be approved by the United Counties of Leeds and Grenville and may require an amendment to the Counties Official Plan. In the case that an amendment to the Counties Official Plan is required, separate application forms will need to be completed which can be obtained from the Counties website.
- An Official Plan Amendment may require nine to twelve months to complete if no objections are received. If an objection is received, a Local Planning Appeal Tribunal Hearing may be required.

Please note that the above information is essential information for official plan amendment applications. Failure to provide this information inhibits a complete evaluation of the proposal and may result in a delay.