

Date Received: _____
Deemed Complete: _____
File Number: _____



County of Peterborough

Official Plan Amendment Application Form

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

Prior to submitting this application to the County, pre-consultation with County Planning Department staff is mandatory in accordance with By-Law No. 2015-04. This process is utilized to determine which supporting studies or documentation, as outlined in the County Official Plan, will be required to be submitted with the application in order to deem the application ‘complete’. If the appropriate studies or documentation are not submitted with the application, the application will be refused.

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 of the section numbers. 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 County will return the application or refuse to further consider the application until the prescribed information, and fee have been provided.

Submission of the Application

The County requires:

- 5 copies of the completed application form;
- 5 copies of the survey and/or sketch (measurements to be in metric units), on 8¹/₂” x 14” paper if the amendment is site specific and is amending the land use description on a property;
- 1 digital copy of the survey/sketch and the draft amendment;
- 5 hard copies and 1 digital copy of additional information or reports, if required;
- The applicable fee - as indicated on the County’s Fee Schedule; and
- Peer Review and Planning Reimbursement Agreement (if applicable) and associated fee/deposit

For Help

If you require help completing the application form, please contact the County of Peterborough, Planning Department at (705) 743-0380. Monday to Friday 8:30 a.m. - 4:30 p.m.

Please complete the following:

- ➔ 1. Name of Applicant: _____
Address: _____
Telephone: _____ E-mail: _____
2. Name of Agent (if any): _____
Address: _____
Telephone: _____ E-mail: _____
3. Name of Registered Owner(s): _____
Address: _____
Telephone: _____ E-mail: _____

→12. What is the current designation of the subject lands in the County Official Plan and the land uses authorized by this category (if applicable)?

→13. If the amendment request changes or replaces a designation, please identify the designation to be changed or replaced **and** the purpose of such change:

14. Please provide the rationale/justification for the amendment request related to questions 8 to 13 on a separate sheet of paper.

→15. What are the land uses which would be authorized by the official plan amendment request?

→16. If the amendment request changes or replaces a schedule in the County Official Plan, please attach the proposed schedule to the back of this application.

→17. If the amendment request changes all or any part of a settlement area boundary, or establishes a new settlement area in a municipality, please describe the current Official Plan policies dealing with the alteration or establishment of a settlement area (attach a separate sheet if necessary).

→18. If the amendment request removes the subject land from an area of employment, please describe the current Official Plan policies dealing with the removal of land from an area of employment (attach a separate sheet if necessary).

→19. Is the requested amendment consistent with the *Provincial Policy Statement* and the *Growth Plan for the Greater Golden Horseshoe*? Please explain how.

→20. Is the subject property within an area of land designated under any provincial plan(s) as defined in Section 1 of the *Planning Act*? If yes, please explain how this amendment conforms or does not conflict with the provincial plan(s).

→21. 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*? If yes, please indicate if a Section 59 Notice is attached or explanation for not including this Notice.

→22. 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) application for approval of an official plan amendment: _____
- ii) zoning by-law amendment: _____
- iii) Minister's zoning order amendment: _____
- iv) minor variance: _____
- v) plan of subdivision or condominium: _____
- vi) consent: _____
- vii) site plan: _____

→23. 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 _____
Lot: _____ Concession: _____
Reference Plan: _____ Part Number: _____
Street Name: _____ Street Number: _____
- iv) the purpose of the application: _____

- v) the status of the application: _____

- vi) the effect of the application on the proposed amendment: _____

→24. Please provide a proposed strategy for consulting with the public with respect to the proposed amendment.

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

➔25. SWORN DECLARATION

I/We (applicant(s)) _____

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

solemnly declare that:

all the above statements and the information contained in all the exhibits transmitted herewith, are true and accurate, 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 County of Peterborough, 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 County for the processing of this application in accordance with the County 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

A Commissioner, etc.

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

Date

⊗ Please Note: *Personal information contained on this form is collected under the authority of Section 29(2) of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56 as amended and will be used to assist in the correct processing of the application. If you have any questions about the collection, use or disclosure of this information by the County of Peterborough, please contact the CAO or Clerk, County of Peterborough, 470 Water Street, Peterborough, Ontario K9H 3M3 (705-743-0380).*