



County of Peterborough

Application for Official Plan Amendment

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.

Pre-consultation with the County Planning Department is strongly recommended. This process determines which studies will be required to be submitted with the application in order to deem the application ‘complete’. If the required studies or documentation are not submitted with the application, the application will be refused and returned.

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.

What to Submit

The County requires:

- 1 copy of the completed **application form**
- 1 copy of the **survey and/or sketch** (measurements to be in metric units)
- 2 hard copies of **supporting documentation, studies or reports**
- **1 digital copy** of the application and all supporting studies, reports and draft amendment
- The **applicable fee** as indicated on the County’s Fee Schedule
- **Peer Review and Planning Reimbursement Agreement** (if applicable) and **associated administration fee** and 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.



County of Peterborough

Application for Official Plan Amendment

Staff Use Only

File Number: _____

Date Received: _____

Deemed Complete: _____

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: _____

→4. **Description of Subject Lands:**

Municipality: _____

Lot: _____ Concession: _____

Reference Plan: _____ Part Number: _____

Street Name: _____ Street Number: _____

→5. Total area of land covered by the proposed amendment, if applicable and if known:

→6. Indicate how water will be provided to the subject property (municipal piped water system, private individual or communal well, lake, or by other means).

→7. Indicate how sewage disposal will be provided to the subject property (municipal sanitary sewage system, private individual or communal septic system, privy, or by other means).

IMPORTANT: If the requested amendment would permit development on privately owned and operated individual or communal septic system, and more than 4500 litres of effluent would be produced per day as a result of the development, please include a **servicing options report** and a **hydrogeological report**.

- ➔8.

Does the amendment propose to (please indicate yes or no):

Yes / No
- i)

Change, replace or delete a policy in the County Official Plan?

- ii)

Add a policy to the County Official Plan?

- iii)

Change or replace a land-identification category on Map A of the County Official Plan?

- ➔9.

If the amendment request changes, replaces or deletes a policy, please identify the appropriate policy (by page and section number):

- ➔10.

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):

- ➔11.

If a policy is being changed, replaced or deleted **or** if a policy is being added to the County Official Plan, indicate the text of the Official Plan Amendment request (use additional sheets if necessary):

- ➔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 to 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 Planning Statement*? 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.



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➔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).*