

The Corporation of the Township of Chapple
(the "Municipality")
P.O. Box 4, 54 Barwick Road
Barwick, Ontario
POW 1A0

**APPLICATION FOR
OFFICIAL PLAN AMENDMENT**
(the "Application")

www.chapple.on.ca

Office use only

Date Application received:
Application fee submitted:
Receipt Number:
File Number:

APPLICATION FOR OFFICIAL PLAN AMENDMENT

Personal information on this form and otherwise regarding this Application is collected pursuant to the *Planning Act*. Please direct any questions regarding the collection of this information to the Clerk of the Municipality.

In accordance with Section 1.0.1 of the *Planning Act*, information and material required to be provided to the Municipality or other approval authority as part of this Application shall be made available to the public.

A person or public body that applies for an amendment to the Municipality's official plan (the "Official Plan") is required, pursuant to Section 22 of the *Planning Act*, to provide the Application and all other prescribed information and material, together with the prescribed fee, in a form acceptable to the Municipality.

The Applicant shall, further, have regard to policy statements issued under Section 3(1) of the *Planning Act* (please refer, for example, to the website www.mah.gov.on.ca) and any applicable provincial plans in effect.

In accordance with Section 22 (6.1) of the *Planning Act*, the Municipality is required to notify the Applicant, within 30 days of the Application being submitted, whether additional information or material is required to be provided. Failure to submit all required information may prevent or delay the consideration of the Application.

The Applicant is required, prior to the submission of an Application, to contact the Clerk of the Municipality to determine the need for a pre-consultation meeting. Where it has been determined that a pre-consultation meeting is required, the pre-consultation meeting shall occur prior to the Application being submitted to the Municipality.

It is recommended that Applicants consult with their neighbours, ward councillor, stakeholders, and others affected (or that may be affected) by the Application, so as to inform them and area residents

as to the Application and the nature of the Application well prior to the Application being scheduled for public hearing. This will allow all parties to understand the Application and work out contentious issues (where possible) in advance of the public hearing.

SUBMISSION REQUIREMENTS

Study and plan requirements are generally outlined during the pre-Application consultation; if, however, your Application is not subject to pre-Application consultation you are strongly encouraged to contact the Clerk of the Municipality to discuss study and plan submission requirements. If you fail to consult with the Municipality, the Municipality cannot confirm the completeness or accuracy of your Application, which may result in delays.

Please note:

- All plans and drawings must be produced on a page not exceeding 11"x17".
- All dimensions should be in metric.
- Generally, all plans, drawings, and studies required with the Application must be dated, signed, and sealed by a qualified engineer, architect, surveyor, planner or other designated specialist. The Municipality may not review a plan, drawing, or study if this information is missing.
- Electronic copies of all required studies must be supplied on a CD in PDF format. Please ensure that such CD(s) accompany your Application.
- Additional development applications (such as, for example, regarding site plan control or plan of subdivision) may be required in support of the Application.

Supporting information and material to be attached:

- If available, a survey of the subject land (2 copies);
- A planning rationale (9 copies);
- A scale drawing showing the following in metric units (9 copies):
 - the boundaries and dimensions of the subject land;
 - north arrow, scale and legend;
 - the location, size and type of all existing and proposed buildings and structures, landscaping, and parking areas on the subject land, indicating their distance from the front lot line, rear lot line, and side lot lines;
 - the approximate location of all natural and artificial features (for example buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells, and septic tanks) that:
 - are located on the subject land and on land that is adjacent to it; and
 - in the Applicant's opinion, may affect the Application.
 - The current uses on and of land that is adjacent to the subject land;

- The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public 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 docking facilities to be used; and
- The location and nature of any easement affecting the subject land.
- If the application permits development on privately owned and operated individual or communal septic systems and more than 4,500 litres of effluent would be produced per day as a result of the development, then a servicing options report and a hydrogeological report will be required; and
- Any other plans, drawings and studies that may be required by the Municipality.

SECTION 1: BACKGROUND INFORMATION

1. Description of the subject land:

Municipal Address:		
Legal Description:		
Lot Frontage:	Lot Depth:	Lot area (m ²):

2. The undersigned registered owner(s) (individually and, if more than one, collectively referred to in this Application as the "Applicant") of the subject land hereby apply(ies) for an Amendment to the Official Plan of the Municipality as described in this Application:

Registered Owner (s)		Cell Phone	
Mailing Address		Home	
Postal Code		Business	
Email		Fax	

3. If the Applicant is or will be represented by someone other than the Applicant, and/or the Application is or has been prepared and submitted by someone other than the Applicant, please specify:

Agent or Solicitor		Cell Phone	
Mailing Address		Home	
Postal Code		Business	
Email		Fax	

4. Pre-consultation:

Please specify the date the Clerk was contacted to determine the need for a pre-consultation meeting prior to submitting the Application: _____

Was a pre-consultation meeting determined to be required? Yes No

If yes, what was the date of the pre-consultation meeting? _____

5. Identify the holders of any mortgages, charges or other encumbrances in respect of the subject land:

Name(s): _____

Address(es): _____

6. Date the subject land was purchased by current owner: _____

7. What is the current designation of the subject land in the Official Plan?

8. What uses are currently permitted in that designation?

9. Current zoning of the subject land: _____ . By-law: _____

SECTION 2: AMENDMENT DETAILS

10. How does the requested amendment affect the Official Plan?

Adds a Policy <input type="checkbox"/>	Changes a Designation <input type="checkbox"/>
Changes a Policy <input type="checkbox"/>	Changes a Schedule <input type="checkbox"/>
Replaces a Policy <input type="checkbox"/>	Deletes a Schedule <input type="checkbox"/>
Deletes a Policy <input type="checkbox"/>	

What is the purpose of the requested amendment, and what Section(s) of the Official Plan are being altered?

11. If the requested amendment changes a **Designation** in the Official Plan, what is the designation that is being proposed, and what are the new land uses that change would authorize?

12. If a **Policy, Designation or Schedule** in the Official Plan is being added, changed, replaced or deleted, please provide the proposed text and/or schedule that accompany it.
Attach a separate sheet if required.

13. Does the requested amendment require alteration to the boundaries of an existing area of settlement or require a new area of settlement to be implemented? Yes No

If yes, please provide the current Official Plan policies dealing with altering or establishing a settlement area:

SECTION 3: SITE HISTORY

14. Describe the existing uses of the subject land.

- a. Date that existing uses were established on the subject land: _____
- b. Number of existing buildings or structures on the subject land: _____
- c. Date of construction of existing buildings or structures on the subject land: _____

15. Has the subject land ever been the subject of an application for:

- a. Official Plan Amendment? Yes No

If yes, please provide:

File number(s) _____

Status of Application(s) _____

- b. Zoning By-Law Amendment? Yes No

If yes, please provide:

File number(s) _____

Status of Application(s) _____

- c. Consent? Yes No

If yes, please provide:

File number(s) _____

Status of Application(s) _____

d. Plan of Subdivision? Yes No

If yes, please provide:

File number(s) _____

Status of Application(s) _____

e. Have the lands ever been the subject of a Minister's Zoning Order?

Yes No

If yes, please provide:

Ontario Regulation Number of that Order _____

16. Are the subsurface rights and the surface rights to the property held by the same owner?

Yes No

If no, please provide:

Name of the owner of subsurface rights: _____

If no, please have the owner complete the following declaration:

I, _____, the Owner of the subsurface rights for the subject property, am aware of this application and consent to it.	
Signature: _____	Date: _____
Address: _____	
Telephone number: _____	

17. Is this Application consistent with policy statements issued under Section 3(1) of the Planning Act? Yes No

If no, please provide details of why and how the Application is not consistent:

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18. Is this Application within an area of land designated under any provincial plan or plans?

Yes No

If yes, please identify the applicable provincial plan or plans and whether the Application conforms to or does not conflict with such applicable provincial plan or plans:

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19. How is the subject land accessed?

- Provincial Highway
 Municipal Road
 Private Road
 Water Access

If access to the land will be by water only, indicate parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road.

Please provide these details on the required sketch.

20. Please describe the water supply, sewage disposal, and storm drainage arrangements for the existing and proposed development.

		Existing	Proposed
Water Supply	Municipally owned and operated piped water system	<input type="checkbox"/>	<input type="checkbox"/>
	Private water supply (individual or communal well)	<input type="checkbox"/>	<input type="checkbox"/>
	Lake	<input type="checkbox"/>	<input type="checkbox"/>
	Other (please describe)		
Sewage Disposal	Municipally owned and operated sanitary sewage system	<input type="checkbox"/>	<input type="checkbox"/>
	Private septic system * (individual septic tank or tile field system)	<input type="checkbox"/>	<input type="checkbox"/>
	Communal septic system	<input type="checkbox"/>	<input type="checkbox"/>
	Other (please describe)		
Storm Drainage	Storm sewers	<input type="checkbox"/>	<input type="checkbox"/>
	Ditches	<input type="checkbox"/>	<input type="checkbox"/>
	Private services	<input type="checkbox"/>	<input type="checkbox"/>
	Other (please describe)		

***All new individual private sewage disposal systems require the approval of the Northwestern Health Unit.**

21. Potential Site Contamination

- a. Has there ever been an industrial or commercial use, including a gas station on the site or on a neighbouring property? Yes No Unknown

If yes, please describe below.

- b. Has there ever been a waste disposal site, landfill, or dump on the site or within 500 m of the property? Yes No Unknown
- c. Has the grading of the site been changed by adding earth or other material? Yes No Unknown
- d. Has filling occurred on the site? Yes No Unknown
- e. Is it possible that the site or the properties surrounding it may have been contaminated by an existing or former use? Yes No Unknown

22. If there is any additional information or material which may be relevant to your Application which should be considered by any of the agencies reviewing this Application, please describe below.

SECTION 4: ACKNOWLEDGEMENT AND CONSENT

Complete if the Applicant is the Owner: OWNER’S CONSENT

I/we, _____ (please print all names), am/are the owner(s) 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/we 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 all purposes of this Application. I/we grant the Municipality permission to attend, photograph and conduct inspections of the land that is the subject of this Application as part of the Municipality’s review and processing of this Application.

Date

Signature of Owner

Date

Signature of Owner

Complete if the Applicant is not the Owner: APPOINTMENT OF AUTHORIZED AGENT

Authorization of Owner

I/we, _____ (please print all names), am/are the owner(s) of the land that is the subject of this Application, and for the purposes of processing, the Freedom of Information and Protection of Privacy Act, and otherwise, I/we authorize

- the agent or solicitor identified in paragraph 3 of this Application; or
- _____
(name and contact information)

to act as my/our agent for this Application, and provide any of my/our personal information that may or will be included in this Application or collected during the processing of the Application, and I/we 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 all purposes of this Application.

Date

Signature of Owner

Date

Signature of Owner

SECTION 5: DECLARATION

DECLARATION

of Applicant or Authorized Agent

I/we, _____, of the Municipality of _____, in the _____, solemnly declare that:

All the statements contained in this Application are true and I/we 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.

Jointly and Severally DECLARED before me at

at _____, Ontario,

this _____ day of _____ 20____.

Signature of Commissioner etc.

Signature of Applicant or Authorized Agent

Please note:

- The Owner must complete the Owner’s Consent.
- If the Applicant is not the Owner, the Application must be accompanied by an Authorization of Owner.
- Three (3) copies of this Application are required for processing accompanied by the prescribed fee.
- Application and prescribed fee to be filed with the Clerk.
- It is strongly recommended that you consult with the Clerk to ensure the timelines of your Application coincide with your development proposal.

SECTION 6: UNDERTAKING FOR ONTARIO MUNICIPAL BOARD APPEAL AND OTHER

TO: The Corporation of the Township of Chapple (the "Municipality")

FROM (please note that all owners of the subject land must complete and sign this undertaking):

Name(s):

Address(es):

SUBJECT: APPLICATION FOR OFFICIAL PLAN AMENDMENT

Address of the subject land (please insert legal description here if no municipal address has been assigned):

I/we, _____

(Name of Applicant(s)), the undersigned, undertake, acknowledge and agree:

- a. to pay and be responsible for any and all costs, charges, and expenses (collectively herein referred to as "Costs") of the Municipality in respect of and/or in any way relating to the Application, including, without limiting the generality of the foregoing, Costs of inspections of the subject lands, Chief Building Official Costs, Costs of the Municipality's planners, engineers, lawyers and any other professionals and/or consultants, Ontario Municipal Board Costs, Court Costs, and Harmonized Sales Tax and any other applicable taxes;
- b. that any and all such Costs shall be payable by the undersigned to the Municipality in any event, including, without limitation, whether the Municipality approves or denies the Application;
- c. that any and all such Costs shall be payable by the undersigned to the Municipality forthwith upon receipt of an invoice therefor from the Municipality;
- d. that the Municipality shall be entitled, at any time and from time to time, to require (a) deposit(s) on account of and to the credit of any and all such Costs, which deposit(s) shall be provided by the undersigned within 7 days of the request by the Municipality therefor; and
- e. that all of the obligations, liabilities, warranties, and covenants of the undersigned (if more than one) are and shall be joint and several.

Agreed to and executed by the Applicant(s) under seal this _____ day of _____, 20____.

Please complete 1 OR 2 below

1. For Persons:	2. For Corporations:
<p>_____</p> <p>Signature of Applicant</p>	<p>_____</p> <p>Full name of Corporation</p>
<p>_____</p> <p>(Please print name)</p>	<p>_____</p> <p>(Authorized Signature)</p>
<p>_____</p> <p>Signature of Applicant</p>	<p>_____</p> <p>(Authorized Signature)</p>
<p>_____</p> <p>(Please print name)</p>	<p>I/we have the authority to bind the Corporation</p>
<p>_____</p> <p>Signature of Witness</p>	<p>_____</p> <p>(Please print name and title of persons signing above)</p>
<p>_____</p> <p>(Please print name)</p>	<p>_____</p> <p>(Please print name and title of persons signing above)</p>