

Instructions for

APPLICATION FOR OFFICIAL PLAN AMENDMENT / ZONING AMENDMENT



**THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING
DEPARTMENT OF PLANNING AND DEVELOPMENT
101-225 HOLDITCH STREET, STURGEON FALLS, ON P2B 1T1
Telephone :705-753-2250 • Fax : 705-753-3950**

DETACH THE FIRST TWO PAGES AND RETAIN FOR FUTURE REFERENCE

1. This process pertains to an Application for Official Plan amendment.
2. There are different fees for each type of application
3. Other related applications may be processed concurrently during this process.
4. Applicants may submit a separate justification report to address any of the questions within. In doing so, please ensure that the report identifies all of the questions herein, or use a combination of application form and justification report to ensure all required information is provided.

STEPS IN THE PROCESS

- Step 1** **Consult with Municipality of West Nipissing Planning Staff:** Applicants are required to meet with a Planning staff member prior to submitting an application. This is a formal meeting to be scheduled between the applicant and the Municipality of West Nipissing prior to filling out the application form.
- Step 2** **Complete the application form:** Following your pre-application consultation (Step 1) you will be required to complete the required application form(s), include additional information identified during the pre-application consultation, and provide;
- A Cheque, made payable to the Municipality of West Nipissing, to cover the application fee.
 - Your written authorization (with dated, original signature), identifying by name the individual who will act as your agent or solicitor for filing and handling your Application(s), if you are using an agent or solicitor.
 - Additional information which may be helpful in assessing an application: To expedite the review process, you are strongly encouraged to submit photographs or other relevant documentation that will assist in evaluating your application. To avoid delays, please ensure that your application is complete, that all drawings are neat and legible and that all dimensions are accurate.
- Step 3** **Submit complete application package:** This includes any information and material identified at the pre-application consultation meeting, completed application forms, required fees, authorization letter (if applicable), requested Official Plan amendment overlay (if applicable).
- Step 4** **Complete application accepted:** The application is assessed for completeness and either accepted or returned to the applicant, requesting further information (back to step 3). If complete, the file is opened and timelines for processing are established. Once the application is accepted, all of the information that was submitted is open to review by the general public, including name, address, phone number, etc. – this is a public process.
- Step 5** **Municipal Review:** Once the application is complete a “Notice of Application” and a “Notice of Public Meeting” is circulated to the required agencies, departments and nearby property owners and may be published in *The North Bay Nugget* and *The Tribune* explaining the nature of the requested amendment(s), specifying the date, time and location of the meeting and inviting comments. The comments and opinions submitted on this matter, including the name and address of the respondent become part of the public record and may be viewed by the general public and published in the Report to Planning Committee and Council Agenda.

<p>Step 6</p>	<p>Report to the Planning Committee:Based on analysis of the application and the comments provided by the public, agencies and departments, the Planning Department prepares a report to Planning Committee summarizing their findings.</p>
<p>Step 7</p>	<p>Planning Advisory Committee & Public Meeting: The Public Meeting is held before the Planning Advisory Committee, as advertised. This is the opportunity for the owner/applicant/agent to make representation regarding the application to Planning Committee and the public. As well, any member of the public may appear before the Committee to comment on the application. Please be advised that if a person or public body does not make oral or written submissions at the public meeting, or make written submissions to the Municipality of West Nipissing, before the proposed amendment(s) are adopted, the person or public body is not entitled to appeal the decision of the Council of the Municipality of West Nipissing to the Ontario Municipal Board, nor will they be added as a party to the hearing of an appeal.</p> <p>Following this meeting a recommendation regarding the application is made to Municipal Council.</p>
<p>Step 8</p>	<p>Municipal Council Meeting: Municipal Council is the decision making authority with regard to Official Plan amendment applications, having regard for the recommendation presented by the Planning Committee (in Step 7). The owner/applicant/agent and members of the public are welcome to attend Council, but are not permitted to participate in the deliberation.</p>
<p>Step 9</p>	<p>Decision of Council:Following the Council meeting (within 15 days), a resolution is drafted which describes the decision and intention of Council regarding the subject application:</p> <ul style="list-style-type: none"> • The Council will provide notice of an approval or refusal to amend the Official Plan of the Municipality of West Nipissing to the owner/applicant/agent and anyone who made written request to the Clerk during the process. • Where an application is referred back to staff, the owner/applicant/agent should contact the planner on file to discuss the options and opportunities going forward, and for clarification of the referral.
<p>Step 10</p>	<p>Appeal Period:Following the decision of Council and subject to the conditions specified in the Planning Act, an appeal may be made to the Ontario Municipal Board (OMB) by filing a notice of appeal with the clerk of the municipality.</p>

APPLICATION



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- APPLICATION TO AMEND THE **OFFICIAL PLAN**
 APPLICATION TO AMEND THE **ZONING BY-LAW**

➤➤➤ PLEASE READ BEFORE COMPLETING THIS APPLICATION ◀◀◀

This application reflects the mandatory information that is prescribed in the schedules to Ontario Regulations 543/06 and 545/06 made under the Planning Act, R.S.O. 1990 as amended. In addition to this form, the Applicant will be required to submit the appropriate fee, site plan as detailed herein, and any additional information or studies that may be necessary to assess the proposal. Failure to submit all of the required information may prevent or delay the consideration of the Application. If more space is required please use additional sheets. Three (3) copies of the completed application accompanied by the fee must be filed with the Managing Director of Community Services or his designate.

Please Print and Complete or () Appropriate Box (es)

SECTION 1 - APPLICANT INFORMATION			
1.1 Name of Owner(s): An owner's authorization is required in Section 11 and Section 12.			
Name of Owner(s):		Home Telephone No.:	
Address:		Business Telephone No.:	
Postal Code:	Email Address:	Fax No.:	
1.2 Agent/Applicant: Name of the person who is to be contacted about this application, if different than the owner. An owner's authorization is required in Section 11 and Section 12. (This may be a person or firm acting on behalf of the owner).			
Name of Owner(s):		Home Telephone No.:	
Address:		Business Telephone No.:	
Postal Code:	Email Address:	Fax No.:	
Communication to be between the Municipality and <input type="checkbox"/> Owner <input type="checkbox"/> Applicant/Agent <input type="checkbox"/> ALL			
SECTION 2 - LOCATION OF THE SUBJECT LAND			
2.1 Municipal Address			
Former Township Concession Number(s):	Former Township Lot Number(s):	Registered Plan No.:	Lot(s) Block(s):
Reference Plan No.:	Part Number(s):	Parcel Identification Number (PIN):	Former Township:
2.1 Are there any easements or restrictive covenants affecting the subject land ? <input type="checkbox"/> NO <input type="checkbox"/> YES			
If YES, describe the easement or covenant and its effect.			

SECTION 3 - NAMES AND ADDRESSES OF ANY MORTGAGES, CHARGES OR OTHER ENCUMBRANCES IN RESPECT OF THE SUBJECT LANDS:

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SECTION 4 - DESCRIPTION OF SUBJECT LAND & SERVICING INFORMATION (Complete each section):

4.1 Municipal Address	Frontage (m):
	Depth (m):
	Area (ha):

4.2 Use of Property	Existing Use(s):
	Proposed Use(s):

4.3 Access (check the appropriate space)	<input type="checkbox"/> Provincial Highway	<input type="checkbox"/> Other public road
	<input type="checkbox"/> Municipal road, maintained all year	<input type="checkbox"/> Right of way
	<input type="checkbox"/> Municipal road, seasonally maintained	<input type="checkbox"/> Water access (if so please describe)

If access to the subject land is by private road, or if “other public road” or “right of way” was indicated in Section 4.3, indicate who owns the land or road, who is responsible for its maintenance and whether it is maintained seasonally or all year.

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

4.4 Water Supply (check the appropriate space)	<input type="checkbox"/> Publicly owned and operated piped water system	<input type="checkbox"/> Lake or other water body
	<input type="checkbox"/> Privately owned and operated individual well	<input type="checkbox"/> Other means (describe):
	<input type="checkbox"/> Privately owned and operated sanitary septic tank	

4.5 Sewage Disposal (check the appropriate space)	<input type="checkbox"/> Publicly owned and operated sanitary system	<input type="checkbox"/> Privy
	<input type="checkbox"/> Privately owned and operated septic tank	<input type="checkbox"/> Other means (describe):
	<input type="checkbox"/> Privately owned and operated communal septic system	

4.6 Other services (check if the service is available)	<input type="checkbox"/> Electricity <input type="checkbox"/> School Bussing <input type="checkbox"/> Garbage Collection
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4.7 If the application would permit development on privately owned and operated individual or communal or septic systems, and more than 4500 litres of effluent would be produced per day as a result of the development being completed, please provide:

a Servicing Options Report; and
 a Hydrogeological Report

SECTION 5 - LAND USE

5.1 What is the existing Official Plan designation and the land uses that the designation authorizes?

5.2 What is the existing Zoning?
5.3 What is the Proposed Zoning?
5.4 How does the proposed Zoning By-law Amendment conform with the Municipality's Official Plan?
5.5 Is the subject land within an area where the municipality has predetermined the minimum and maximum density requirements or the minimum and maximum height requirements? <input type="checkbox"/> No <input type="checkbox"/> Yes If YES, please state these requirements.
5.6 Is the subject land within 120 metres of it, subject of an application by the applicant for a Minor Variance Application, Consent, amendment to the Official Plan, a Zoning By-law, a Minister's Zoning Order or approval of a Plan of Subdivision or a Site Plan? <input type="checkbox"/> No <input type="checkbox"/> Yes
5.7 Is the subject land in an area where zoning with conditions may apply? <input type="checkbox"/> No <input type="checkbox"/> Yes If YES, please explain how the application conforms to Official Plan policies relating to zoning with conditions.
5.8 Does the proposed Zoning By-law Amendment implement an alteration to the boundary of an area of settlement or to implement a new area of settlement? <input type="checkbox"/> No <input type="checkbox"/> Yes If YES, please provide the details of the Official Plan or Official Plan Amendment that deals with the matter.
5.9 Does the proposed Zoning By-law Amendment remove land from an area of employment? <input type="checkbox"/> No <input type="checkbox"/> Yes If YES, please provide the details of the Official Plan or Official Plan Amendment that deals with the matter.
SECTION 6 - HISTORY OF THE SUBJECT LAND
6.1 Has the subject land ever been the subject of an application for approval of a previous Official Plan Amendment, Zoning By-law Amendment, Minister's Zoning Order, Minor Variance, Plan of Subdivision under Section 51 of the Planning Act, consent under Section 53 of the Planning Act? <input type="checkbox"/> No <input type="checkbox"/> Yes If YES and if know, provide the file number, status, details and decision of the previous application.
6.2 Has a Site Plan Control Agreement been registered on the subject lands? <input type="checkbox"/> No <input type="checkbox"/> Yes
6.3 Provide the date that the subject land was acquired by the owner:

6.4 Provide the length of time that the existing uses of the subject lands have continued (Proof may be required)?

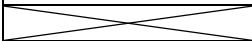
6.5 Has the subject property ever been used for commercial or industrial purposes? No Yes
 If YES, please advise if a **RECORD OF SITE CONDITION** has been completed and registered against the subject lands.

SECTION 7 - CURRENT APPLICATION

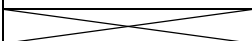
7.1 Describe why this amendment is being requested:

7.2 Is the subject land the subject of any other planning approvals application at this time? Yes No
 If YES, indicate the type and file number and status.

7.3 Complete the following chart for all **EXISTING** buildings or structures on the subject land

	Building No. 1	Building No. 2	Building No. 3	Building No. 4
Type:				
Height:				
Dimensions:				
Ground Floor Area:				
Date Constructed:				

7.4 Complete the following chart for all **PROPOSED** buildings or structures on the subject land

	Building No. 1	Building No. 2	Building No. 3	Building No. 4
Type:				
Height:				
Dimensions:				
Ground Floor Area:				
Proposed Construction Date:				

7.5 Are any of the following uses or features on the subject land or within 500 meters of the subject land, unless otherwise specified?

Use or Feature	On the subject land	Within 500 meters of subject land, unless otherwise specified (indicate approximate distance)
An agricultural operation including livestock facility or stockyard		
A landfill		
A sewage treatment plant of waste stabilisation plant		
A provincially significant wetland (Class 1, 2 or 3 wetland)		
A provincially significant wetland within 120 meters of the subject lands		
Flood Plain		
A rehabilitation mine site		
A non-operating mine site within 1 kilometre of the subject land		
An active railway line		
A municipal or federal airport		
Utility corridors		
Heritage Buildings, Structures, Sites		

SECTION 8 - SKETCH

Indicate on a sketch, drawn to scale on 8 ½" x 11" or 8 ½" x 14" paper the following:

- the boundaries and dimensions of the subject land;
- all existing and proposed buildings and structures on the subject land showing the distance of said buildings and structures from front, rear and side lot lines;
- 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 buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells septic tanks;
- the current uses of land that is adjacent to the subject lands;
- 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 boat docking facilities to be used;
- the location and name of any easement affecting the subject land.

SECTION 9 - OFFICIAL PLAN AMENDMENT

9.1 Does this application involve an amendment to the Official Plan? No Yes

➤ If YES, complete Section 9, if NO skip to Section 10.

9.2 What is the purpose of the proposed Official Plan Amendment?

9.3 Does the proposed Official Plan Amendment					
Change policy?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Delete policy?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Replace policy?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Adds policy?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
List all policy sections to be amended :					
9.4 Does the proposed Official Plan Amendment change a land use designation within the Official Plan?					
				<input type="checkbox"/> No	<input type="checkbox"/> Yes
9.5 What is the proposed Official Plan designation?					
9.6 Does the Official Plan Amendment alter all or any part of the boundary of an area of settlement or establish a new area of settlement?					
				<input type="checkbox"/> No	<input type="checkbox"/> Yes
9.7 Does the Official Plan Amendment alter all or any part of the boundary of an area of settlement or establish a new area of settlement?					
				<input type="checkbox"/> No	<input type="checkbox"/> Yes
If YES, please provide the current Official Plan policies, if any, dealing with the removal of land from an area of employment.					
SECTION 10 - PROVINCIAL POLICY					
10.1 Is the proposed amendment consistent with the Provincial Policy Statement issued under Section 3 of the Planning Act?					
				<input type="checkbox"/> No	<input type="checkbox"/> Yes
10.2 Does the proposed Official Plan Amendment change a land use designation within the Official Plan?					
				<input type="checkbox"/> No	<input type="checkbox"/> Yes
If YES, does the application conform to or does not conflict with the applicable provincial plan or plans?					

SECTION 11 - AUTHORIZATION

11.1 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 of 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 subject of this application and

I authorize _____ to make this application on my behalf.

Date

Signature of Owner

11.2 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 subject of this application and for the

purpose of the Freedom of Information and Protection of Privacy Act, I authorize _____

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

Date

Signature of Owner

11.3 Consent of Owner:

Complete the consent of the owner concerning personal set out below

AUTHORIZATION OF OWNER TO THE DISCLOSURE OF PERSONAL INFORMATION

I, _____, am the owner of the land that is subject of this application and for the purpose of the Freedom of Information and Protection of Privacy Act, I 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.

Date

Signature of Owner

SECTION 12 - DECLARATION

NOTE: ALL APPLICANTS SHALL ENSURE THAT A "COMPLETE APPLICATION" UNDER THE PLANNING ACT HAS BEEN MADE BEFORE COMPLETING THIS DECLARATION.

I, _____ of the _____ in the District of _____ make oath and say (or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application is true.

Sworn (or declared) before me at the _____ in the District of _____ on this _____ day of _____, _____.

Signature of Commissioner of Oaths

Signature of Applicant or Agent

SECTION 13 - CHECK LIST

13.1 Applicants check list :

HAVE YOU REMEMBERED TO ATTACH:

- 2 copies of the complete application form
- 2 copies of the required sketch
- 2 copies of any required technical or justification study
- the required fee(s)

Fees are calculated as follows:

- Official Plan Amendment \$ 750.00
- Zoning By-law Amendment \$ 525.00
- Concurrent Official Plan and Zoning By-law Amendment \$ 1,200.00

SECTION 14 - TO BE COMPLETED BY MUNICIPALITY

14.1 Date received by Planning Services :

14.2 In addition to the information contained within Sections 1 to 11 of this Application, the following information/studies are requested to satisfy the requirements of a complete application under the Planning Act.

14.3 I have reviewed the information contained in this application and have deemed it to satisfy the requirements of a complete application under the Planning Act.

Date

Signature of Planning Services Staff