



2019 OFFICIAL AMENDMENT APPLICATION

File No.:

Date Received:

INSTRUCTIONS

Pre-Consultation

Consultation with the Township and External Government Agencies prior to submission of an application to discuss the proposal to determine if the application is supported by provincial, regional and local policies and/or to determine supporting information may be required.

Type of Official Plan Amendment Application and 2019 Application Fees

Please see Township Fee By-law for details. The following is a summary of application fees.

Required as Part of a Complete Application		
Type of Application	Fee	Applicable
Amendment – All Classifications	\$9,600	<input type="checkbox"/>
Where a Zone Change is processed in tandem with an OPA	\$7,415	<input type="checkbox"/>
Exemption from Regional Approval	\$10,400	<input type="checkbox"/>
Peer Review Refundable Deposit		
Standard Planning Applications	\$5,000	<input type="checkbox"/>
Complex Planning Applications	\$20,000	<input type="checkbox"/>
Cultural Heritage Impact Assessment	\$5,000	<input type="checkbox"/>
Additional Fees That May be Required		
Submission of Cultural Heritage Impact Assessment	\$845	<input type="checkbox"/>
2 nd or Additional Public Meeting	\$865	
Recirculation of File	\$700	

Additional financial payments and costs may be required through the processing of an application, including, but not limited to, recirculation of applications, peer review of materials and/or information, agreements and associated fees. Fees and payments such as development charges, payment of outstanding taxes, securities, gratuitous conveyance of land for road widening, and Local Planning Appeal Tribunal appeals may be required. Please review the Township Fee Schedule By-law for more information.

It may be determined during the review of the formal application submission that technical studies and/or information are required as a result of issues arising during the processing of the application. The applicant will be required to provide all technical studies and necessary information in addition to peer review fees as part of the application at their expense.



Submission Checklist for Application

Note: Required information to be provided with an application are outlined in Schedule I of Ontario Regulation 543/06 and Section 8.7 of the Township of North Dumfries Official Plan. These requirements must be met to deem the application complete.

- Pre-Consultation Completed
- Township of North Dumfries Application Fee(s)
- Region of Waterloo Fee, submitted directly to the Region
<https://www.regionofwaterloo.ca/en/doing-business/applications.aspx>
- GRCA Fee where applicable, submitted directly to GRCA
<https://www.grandriver.ca/en/Planning-Development/Planning-Act-review-fees.aspx>
- Electronic pdf copy (email/USB stick) of all forms, technical reports, legal documents
- One (1) Original Application Form with original signature(s)
- Agent Authorization
- Affidavit or sworn declaration by the applicant
- Proposed text and schedules for the Official Plan Amendment
- Detailed survey by an Ontario Land Surveyor
- A survey or sketch showing in metric units:
 - The boundaries and dimensions of the subject land
 - The location, size and type of all existing and proposed buildings and structures on the subject lands, indicating their height and 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 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 or a right of way
 - If access to the subject land will be by water only, the location of the parking and docking facilities to be used
 - The location and nature of any easement affecting the subject land
- Region of Waterloo Environmental Site Screening Questionnaire
- Notice of Water Source Protection Plan Compliance
<http://www.regionofwaterloo.ca/en/aboutTheEnvironment/sourceprotection.asp>
- Technical studies requested during pre-consultation (e.g. Planning Justification Report).
See table below for numbers of copies, unless otherwise specified by staff.



Drawings/Reports/Documents (see next table for additional copies based on review agencies)	Minimum Copies Required
Planning Application	5 (including original)
Proposed Amendment Text and Schedules	5
Planning Justification Report	5
Public Consultation Strategy	5
Site Plan and Site Plan Details	10
Topographical and/or Legal Survey	10
Engineering Drawings: Site Servicing Plan, Site Grading Plan, Sediment and Erosion Control Plan	10
Engineering Reports: Stormwater, Functional Servicing	8
Traffic Impact Study if required	5
Other studies/reports identified during pre-consultation E.g. Geotechnical (4 copies), hydrogeological (4 copies), environmental impact study (3 copies), urban design brief (5 copies)	TBD
Additional Drawings/Reports/Documents required based on site location (additional permits may be required directly from agencies listed below, please check with applicable agency)	Extra Copies required
If the subject site is within an area on interest to GRCA	2 additional copies
If the subject site is within 300 m of CP Rail lands	1 additional copy
If the subject site abuts MTO corridor (including on-off ramps)	1 additional copy
If the subject site abuts or is within 30 m of a utility corridor (Energy + Inc., Enbridge Pipeline, Union Gas)	1 additional copy for each utility corridor

Procedure

The procedure to process an Official Plan Amendment Application is as follows:

- The Township will review the application for its completeness and accuracy.
- The Township will issue a letter once the application is deemed complete and provide instructions on property signage requirements for the owner.
- The application will be circulated to other departments and agencies.
- A Notice of Complete Application and a Notice of a Public Meeting will be circulated to owners within 120 m of the subject lands and advertised in the local newspaper.
- A Public Meeting will be held, which will include a staff report and presentation. Meetings are typically on the last Tuesday of every month. Public meetings are not scheduled in December, July, or August.

Release of Public Information

The applicant acknowledges that the Township considers the application forms and all supporting materials, including studies and drawings, filed with any application to be public information and to form part of the public record. By filing an application, the applicant consents to the Township photocopying, posting on the Internet and/or releasing the application and any supporting materials either for its own use in processing the application or at the request of a third party, without further notification to or permission from the applicant.



2019 OFFICIAL PLAN AMENDMENT APPLICATION FORM

Date of Application

PART A – SITE ADDRESS AND LEGAL DESCRIPTION

Civic Address

Assessment Roll Number(s)

Lot/Block and Concession

Registered Plan

Reference Plan

PART B – APPLICANT INFORMATION

	Name and Address	Phone / E-mail
Registered Owner	Name: Address: City/Province: Postal Code:	Phone: E-mail:
Applicant/ Agent	Name: Address: City/Province: Postal Code:	Phone: E-mail:
Mortgagees, Holders of Charges or Other Encumbrances	Name: Address: City/Province: Postal Code:	Phone: E-mail:
Solicitor if Applicable	Name: Address: City/Province: Postal Code:	Phone: E-mail:



Are there any easements or restrictive covenants affecting the subject land?

If yes, describe it and its effect.

Identify when the subject lands were acquired by the current owner:

Identify the current status of ownership of the subject lands by the applicant:

Identify any interests for lands which are adjoining or adjacent to the subject land(s) that form part of this application. Identify the address, location, and area of adjacent lands:

PART C – DESCRIPTION OF DEVELOPMENT PROPOSAL

Describe in detail the purpose of the proposed Official Plan Amendment:

Provide the reason why the rezoning has been requested.

Have you included the proposed text and schedule for the proposed amendment?



Please describe the subject lands by providing the following information:

Parcel Data	Description (Metric Units)
Lot Width	
Lot Depth	
Lot Area	
Side Yards	
Rear Yard	
Building front line setback	
Describe the existing uses of the subject lands. Describe how long the existing uses have continued.	
Existing buildings and structures Include separate sheet or if there are more buildings and structures	Primary Building: Date of Construction: Setback Front Lot Line: Setback Rear Lot Line: Setback Side Lot Lines: Height from Established Grade: Secondary Building: Setback Front Lot Line: Setback Rear Lot Line: Setback Side Lot Lines: Height from Established Grade:
Proposed buildings and structures Include separate sheet or provide on sketch if there are more buildings	Proposed Building: Setback Front Lot Line: Setback Rear Lot Line: Setback Side Lot Lines: Height from Established Grade: Proposed Building: Setback Front Lot Line: Setback Rear Lot Line: Setback Side Lot Lines: Height from Established Grade:
Type of vehicle access	<input type="checkbox"/> provincial highway <input type="checkbox"/> municipal road <input type="checkbox"/> another public road or right of way <input type="checkbox"/> water access



Water service to be provided by	<input type="checkbox"/> publicly owned and operated piped water system <input type="checkbox"/> privately owned and operated individual well <input type="checkbox"/> privately owned communal well <input type="checkbox"/> lake or water body <input type="checkbox"/> other
Sewage disposal to be provided by	<input type="checkbox"/> publicly owned and operated sanitary sewage system <input type="checkbox"/> privately owned and operated individual septic system <input type="checkbox"/> privately owned and operated communal septic system <input type="checkbox"/> a privy <input type="checkbox"/> other
Will the application permit development on privately owned and operated individual or communal system with more than 4500 liters of effluent per day?	If yes, a servicing options and hydrogeological report are required.
Storm drainage is provided by	<input type="checkbox"/> sewers <input type="checkbox"/> ditches <input type="checkbox"/> swales <input type="checkbox"/> other

PART D - LAND USE PLANNING (Provide a Planning Justification Report to address at a minimum, the items below)

Land Use Criteria	Addressed in Planning Report
1. How are the subject lands designated in the Township of North Dumfries Official Plan (include all Schedules, e.g. land use, greenlands network, water source protection, agricultural)?	<input type="checkbox"/>
2. Does the application conform to the Township Official Plan (e.g. lot creation, land use compatibility policies, cultural heritage)? Explain.	<input type="checkbox"/>
3. Does the proposal conform to the Regional Official Plan designations and policies (e.g. lot creation policies)? Explain.	<input type="checkbox"/>
4. Is the subject land within an area designated under any provincial plan or plans? If so, which plans (e.g. Greenbelt, Growth Plan)?	<input type="checkbox"/>
5. Does the application conform or conflict with provincial plans? Explain.	<input type="checkbox"/>
6. Is the proposal consistent with policy statement issued under the Planning Act? Explain.	<input type="checkbox"/>
7. Are the lands in an area where the municipality has pre-determined the minimum and maximum density or minimum and maximum height requirements? Explain.	<input type="checkbox"/>
8. Does the application propose to implement an alteration to the boundary of an area of settlement or to implement a new area of settlement? If yes, provide details of the official plan or official plan amendment that deals with this matter.	<input type="checkbox"/>



9. Does the application propose to remove land from an area of employment? If yes, provide details of the official plan or official plan amendment that deals with this matter.	<input type="checkbox"/>
10. Is the site located within a Source Water Protection Area? The Owner must obtain a Notice of Source Protection Plan Compliance (Section 69 Notice), available on the Region's Website at www.regionofwaterloo.ca/sourceprotection	<input type="checkbox"/>
11. Has the Region of Waterloo Environmental Site Screening Questionnaire been completed?	<input type="checkbox"/>
12. How is the proposed development compatible with the surrounding neighbourhood? <ul style="list-style-type: none">• Density, scale, height• Massing, visual impact, architectural character• Preservation of natural features• Landscaping, setbacks	<input type="checkbox"/>
13. Is the site regulated by Grand River Conservation Authority? If yes, the Owner is responsible for obtaining all necessary approvals.	<input type="checkbox"/>
14. Are there any natural features on or adjacent to the subject lands? <ul style="list-style-type: none">• Wetlands, forests, trees, fish habitat• Valleys, erosion hazards, floodplains• Wildlife habitat, endangered or threatened species habitat• Areas of natural and scientific interest• Groundwater recharge areas, headwaters or aquifers• Potential for linkages between existing natural features How will the proposal maintain, enhance and protect natural features including natural heritage linkages?	<input type="checkbox"/>
15. Does the subject land contain or is it located within 300 m of any known or potential areas of archaeological resources? Please use screening checklist from Ministry of Tourism, Culture and Sport (MTCS) website at http://www.mtc.gov.on.ca/en/archaeology/archaeology_assessments.shtm . If yes, an Archaeological Assessment may be required.	<input type="checkbox"/>
16. Does the subject land contain or is it located within 300 m of any known or potential cultural heritage resources? Go to the MTCS website at http://www.mtc.gov.on.ca/en/heritage/tools.shtml for screening criteria check list.	<input type="checkbox"/>
17. Do the subject lands contain or adjacent to a property that is listed or designated on the Municipal Heritage Registry or within the Greenfield Heritage Conservation District?	<input type="checkbox"/>
18. If the application is in the rural area, does the proposal conform to the provincial Minimum Distance Separation (MDS) Formulae? MDS compliance must be demonstrated by the applicant.	<input type="checkbox"/>



19. Will development hinder access to mineral aggregate resources as designated in the Official Plan? Will development hinder continuation of extraction of existing pits and quarries?	<input type="checkbox"/>
20. Is there an active rail line within 300 m?	<input type="checkbox"/>

Status of Current and Other Applications under the Planning Act

Are the subject lands or have the subject lands ever been the subject of an application for a Plan of Subdivision, Official Plan Amendment, Zoning Amendment, Minor Variance or Consent under the Planning Act? If yes, please list File No.(s) and status of application.

Public Consultation

What is the proposed strategy for consulting with the public with respect to the application. Details must be provided in a separate Report or as part of the Planning Justification Report.



PART E – AUTHORIZATION

Registered Owner's Authorization

The registered owner must complete the following, if the owner is not the applicant:

I, we,

being the Registered Owners of the subject lands, hereby authorize,

to prepare and submit this application.

Signature(s): _____

Date: _____

Note: If the owner is an incorporated company, the Company Seal shall be applied to this form.



PART F – AFFADAVIT OR SWORN DECLARATION

Affidavit

I hereby authorize the members of the Township of North Dumfries Committee of Adjustment, members of the staff of the Township of North Dumfries and circulated agencies to enter upon the subject lands and premises for the limited purpose of evaluating the merits of this application.

I, _____ of the _____
(owner, applicant, agent) (township, city)

of _____ in the Province of Ontario

Solemnly declare that:

All of the statements outlined in this application are true, and I 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.

Declared before me at the _____ of _____
(township, city)

in the Province of Ontario this _____ day of _____ 20____.

Signature of Owner or Authorized Agent

_____ a Commissioner, etc.
Stamp

Sworn Declaration

I hereby solemnly declare that all of the information provided in this application is true.

Date Submitted

Signature of Owner(s)/Applicant



REGIONAL MUNICIPALITY OF WATERLOO

ENVIRONMENTAL SITE SCREENING QUESTIONNAIRE

This form must be completed by the property owner(s) for all development applications submitted to the Township of North Dumfries on behalf of the Regional Municipality of Waterloo

1. Location of Subject Lands:

Municipal Address

Legal Description

2. What are the current uses of the property?

3. Was the subject property ever used for industrial purposes? If YES, please describe approximate dates and types of industry:

4. Was the subject property ever used for commercial purposes where there is potential for site contamination (i.e., automotive repair, gas station, dry cleaning operation, chemical warehousing etc.)? If YES, please describe approximate dates and types of commercial activity:



5. Has waste (garbage, solid wastes, liquid wastes) ever been placed on this property? If YES, when? If YES, please provide description of waste materials:

6. Have hazardous materials ever been stored or generated on the property (e.g. has registration on the Hazardous Information Network or other permits been required?). If yes, please summarize details.

7. Is there reason to believe that this property may be potentially contaminated based on historical use of this property or an abutting property? If yes, please describe the nature of the suspected contamination.

8. Has the subject property or adjacent property ever been used as an agricultural operation where cyanide products may have been used as pesticides?

9. Are there or were there ever any above ground or underground storage tanks for fuels or chemicals on the property? If yes, please summarize the details.

10. Does the property have or ever had a water supply well, monitoring well, geothermal well? If yes, please provide details.

11. Does the property have or ever had a septic system?



12. Have any environmental documents been prepared or issued for this property, including but not limited to a Phase 1 environmental site assessment, risk assessment, Record of Site Condition or Certificate of Property Use?

13. Will lands be dedicated to the Region as part of this application (including road allowances, daylight triangles)?

14. DECLARATION OF PROPERTY OWNER(S)

I, am the registered owner of the land that is the subject of this document and to the best of my knowledge, the information in this questionnaire is true.

DECLARED before me in the
Commissioner of Oath (Print Name) Municipality

This day of 20

Commissioner of Oath (signature)

Registered Owner (signature)

Office Use

File No.: _____