



## 2026 OFFICIAL PLAN APPLICATION

\*\*FOR OFFICE USE ONLY\*\*

Date Received:	Date Accepted:	Fee Paid:	File Number:

### **INSTRUCTIONS**

#### **Pre-Consultation**

Consultation with Township Staff and External Government Agencies prior to the submission of a formal application is strongly encouraged to determine submission requirements. Please review the Pre-Consultation Application Form at the following link: <https://www.northdumfries.ca/en/doing-business/planning-application-forms.aspx>

Early consultation with neighbours is encouraged to identify and/or resolve potential concerns.

#### **Type of Official Plan Amendment Application and 2026 Application Fees**

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

Type of Application	Fee
Amendment – All Land Use Classifications or Policy	\$18,500
Establish Secondary Plan	\$25,500
Establish Secondary Plan with Exemption from Provincial Approval	\$26,780
Standard Planning Applications (Refundable Deposit)	\$7,000
Complex Planning Applications (Refundable Deposit)	\$25,000
2 <sup>nd</sup> or Additional Public Meeting	\$925
Recirculation of File	\$840
Amend – Minor Adjustments to Existing Policy	\$5,750

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 Ontario Land 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 Record (If Completed)
- Township of North Dumfries Application Fee(s)
- Other Agency Fees may also be required.
- Electronic pdf copy of all forms, technical reports, legal documents
- Digital copy of Original Application Form with original signature(s).
  - Agent Authorization
  - Affidavit or sworn declaration by the applicant
  - Region of Waterloo Environmental Site Screening Questionnaire.
- Articles of Incorporation are required for Incorporated Companies.
- Digital copy of proposed text and schedules for the Official Plan Amendment
- Digital copy of detailed survey by an Ontario Land Surveyor
- Digital copy of 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 land uses located 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.
- Notice of Source Water Protection Plan Compliance  
<https://taps.regionofwaterloo.ca/Html5Viewer/index.html?viewer=taps/>

<b>Drawings/Reports/Documents</b> (All drawings, reports, and documents to be provided in digital PDF format)	<b>Checklist</b>
Planning Application	
Proposed Amendment Text and Schedules	
Planning Justification Report	
Public Consultation Strategy	
Site Plan and Site Plan Details	
Topographical and/or Legal Survey	
Engineering Drawings: Site Servicing Plan, Site Grading Plan, Sediment and Erosion Control Plan	
Engineering Reports: Stormwater, Functional Servicing	



Traffic Impact Study if required	
Other studies/reports identified during pre-consultation E.g. geotechnical, hydrogeological, environmental impact study, urban design brief.	
<b>Additional Drawings/Reports/Documents required based on site location</b> (additional permits may be required directly from agencies listed below, please check with applicable agency)	<b>Checklist</b>
If the subject site is within an area of interest to GRCA	
If the subject site is within 300 m of CP Rail lands	
If the subject site abuts MTO corridor (including on-off ramps)	
If the subject site abuts or is within 30 m of a utility corridor (Enbridge Pipeline, Union Gas)	

## **Procedure**

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

- Planning staff review the application for its completeness and accuracy. Incomplete applications will not be accepted, and the applicant will be notified by staff of any deficiencies. Once the application is reviewed for completeness, an Invoice for payment will be issued by Staff to the applicant for payment. Please do not submit payment before Staff have had an opportunity to review the application for completeness.
- The Township will issue a letter once the application is deemed complete and provide instructions on property signage requirements for the owner within 30 days of the receipt of an application.
- The application will be circulated to other departments and agencies.
- A Notice of Complete Application and a Notice of a Public Meeting will be mailed 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. It is recommended that the applicant make a presentation at the Public Meeting. Members of Council and anyone at the meeting will have an opportunity to ask questions.
- If necessary, a 2<sup>nd</sup> Public Meeting will be held.
- A Planning Staff Recommendation Report, recommending refusal or adoption of the Official Plan Amendment, will be prepared for consideration by the Council.
- If Council adopts the Official Plan Amendment, the Township will issue a Notice of Adoption.
- Every application is subject to an appeal period to the Ontario Land Tribunal (20 days).
- If no appeals are received, a Declaration of No Appeals will be issued.

## **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.



**2026 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:		Phone:	
	Address:		E-mail:	
	City/Province:			
	Postal Code:			
Applicant/Agent	Name:		Phone:	
	Address:		E-mail:	
	City/Province:			
	Postal Code:			
Mortgagees, Holders of Charges or Other Encumbrances	Name:		Phone:	
	Address:		E-mail:	
	City/Province:			
	Postal Code:			
Solicitor if Applicable	Name:		Phone:	
	Address:		E-mail:	
	City/Province:			
	Postal Code:			



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 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:

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

Please describe the subject lands by providing the following information:

<b>Parcel Data</b>	<b>Description (Metric Units)</b>
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	<b>Primary Building:</b>	
	Date of Construction:	
	Setback Front Lot Line:	
	Setback Rear Lot Line:	
	Setback Side Lot Lines:	
	Height from Established Grade:	
	<b>Secondary Building:</b>	
	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	<b>Proposed Building:</b>	
	Setback Front Lot Line:	
	Setback Rear Lot Line:	
	Setback Side Lot Lines:	
	Height from Established Grade:	
	<b>Proposed Building:</b>	
	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"/> 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	Description
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)?	
2. Does the application conform to the Township Official Plan (e.g. lot creation, land use compatibility policies, cultural heritage)? Explain.	
3. Does the proposal conform to the Regional Official Plan designations and policies (e.g. lot creation policies)? Explain.	
4. Is the subject land within an area designated under any provincial plan or plans? If so, which plans (e.g. PPS, Greenbelt etc.)?	
5. Does the application conform or conflict with provincial plans? Explain.	
6. Is the proposal consistent with the Provincial Planning Statement (PPS) issued under the Planning Act? Explain.	



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.	
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.	
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.	
10. Is the site located within a Source Water Protection Area? The Owner must obtain a Notice of Source Protection Plan Compliance (Section 59 Notice), available on the Region's Website at <a href="http://www.regionofwaterloo.ca/sourceprotection">www.regionofwaterloo.ca/sourceprotection</a>	
11. Has the Region of Waterloo Environmental Site Screening Questionnaire been completed?	
12. How is the proposed development compatible with the surrounding neighbourhood? <ul style="list-style-type: none"><li>• Density, scale, height</li><li>• Massing, visual impact, architectural character</li><li>• Preservation of natural features</li><li>• Landscaping, setbacks</li></ul>	
13. Is the site regulated by Grand River Conservation Authority? If yes, the Owner is responsible for obtaining all necessary approvals.	



<p>14. Are there any natural features on or adjacent to the subject lands?</p> <ul style="list-style-type: none"><li>• Wetlands, forests, trees, fish habitat</li><li>• Valleys, erosion hazards, floodplains</li><li>• Wildlife habitat, endangered or threatened species habitat</li><li>• Areas of natural and scientific interest</li><li>• Groundwater recharge areas, headwaters or aquifers</li><li>• Potential for linkages between existing natural features</li></ul> <p>How will the proposal maintain, enhance and protect natural features including natural heritage linkages?</p>	
<p>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 Gaming (MTCG) website at <a href="https://forms.mgcs.gov.on.ca/dataset/021-0478">https://forms.mgcs.gov.on.ca/dataset/021-0478</a>. If yes, an Archaeological Assessment may be required.</p>	
<p>16. Does the subject land contain or is it located within 300 m of any known or potential cultural heritage resources? Go to the MTCG website at <a href="https://forms.mgcs.gov.on.ca/dataset/021-0500">https://forms.mgcs.gov.on.ca/dataset/021-0500</a> for screening criteria check list.</p>	
<p>17. Do the subject lands contain or is adjacent to a property that is listed or designated on the Municipal Heritage Registry or within the Greenfield Heritage Conservation District? <a href="http://www.northdumfries.ca/doing-business/planning/heritage-properties-regulations-permits/">www.northdumfries.ca/doing-business/planning/heritage-properties-regulations-permits/</a></p>	
<p>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.</p>	



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

### **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.

## **ACKNOWLEDGEMENT**

I understand that receipt of this application by the Township of North Dumfries - Planning Division does not guarantee it to be a 'complete' application. Further review of the application will be undertaken and I may be contacted to provide additional information and/or resolve any discrepancies or issues with the application as submitted. Once the application is deemed to be fully complete, the application fee will be deposited and the application will be processed. Submission of this application constitutes consent for authorized municipal staff to enter upon the subject property for the purpose of conducting site visits, including photographs, which are necessary for the evaluation of this application.

Signature of Owner/Applicant: \_\_\_\_\_ Date: \_\_\_\_\_



**PART F – AFFADAVIT OR SWORN DECLARATION**

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**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 \_\_\_\_\_ 2026.

\_\_\_\_\_  
Signature of Owner or Authorized Agent

\_\_\_\_\_  
a Commissioner, etc.

Stamp

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**Sworn Declaration**

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

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Date Submitted

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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 , 2026.

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Commissioner of Oath (signature)

Registered Owner (signature)

Stamp